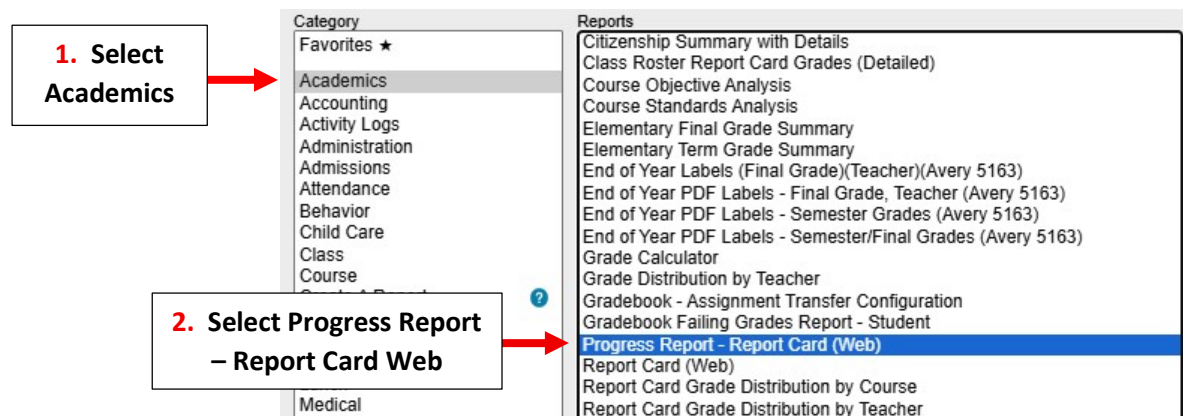


Archiving Progress Reports in FACTS SIS

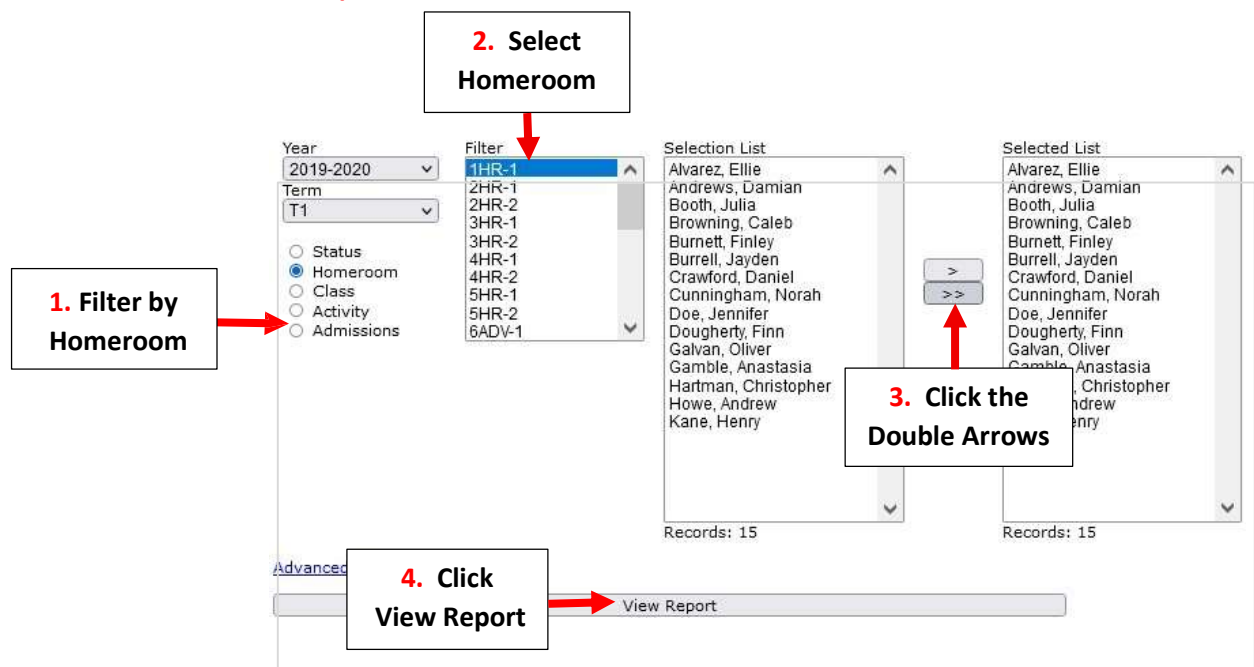
From Main Menu please select **Report Manager**



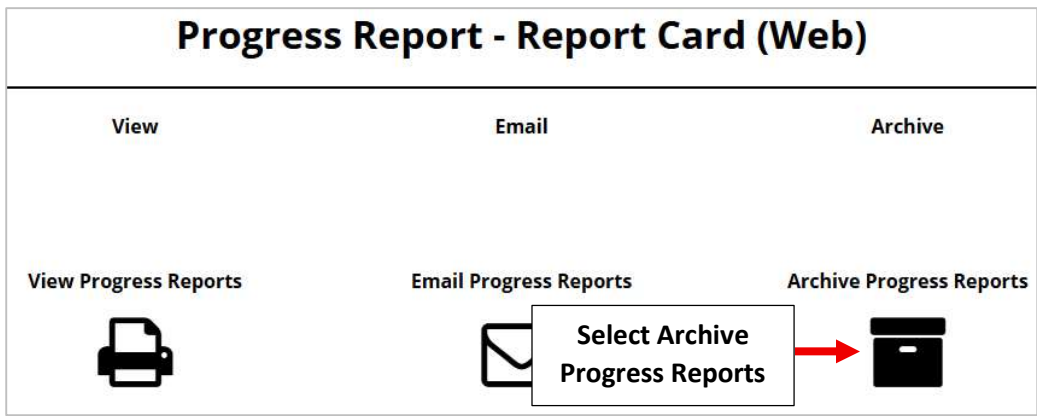
Select **Academics > Progress Report – Report Card (Web)**



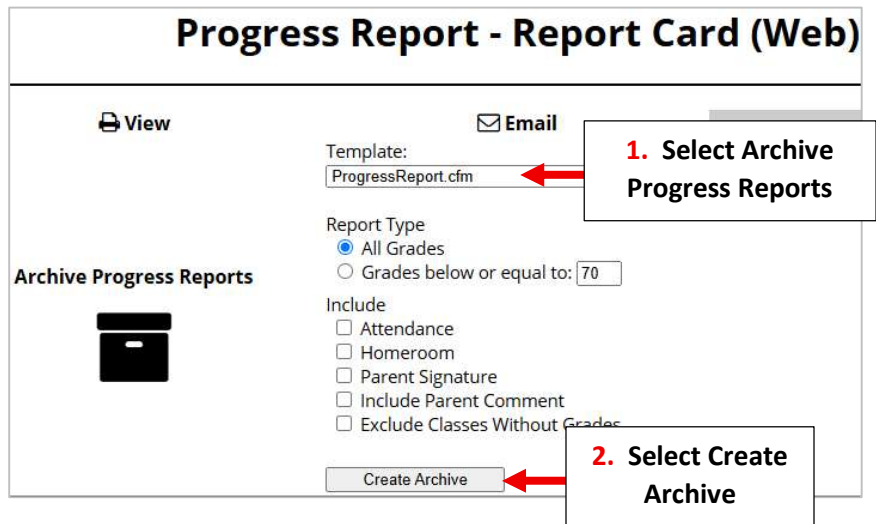
Select **Filter by Homeroom** and Select **Homeroom** to Print. Click the **Double Arrows** to move all Students to **“Selected List”** and Click **View Report**



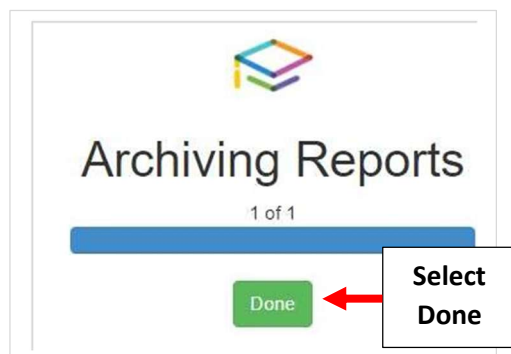
Select **Archive Progress Reports**



Select **Template** and Click **Create Archive**



Once Reports have Archived select **Done**



To view Archived Progress Reports, select **Students** from the Main Menu. Select the **Student > Portfolio** and **Double-click** on the document to open

The screenshot shows a web application interface for student portfolios. On the left is a sidebar with a 'Student' dropdown menu, filter options for 'Enrolled' and 'Substatus', checkboxes for 'District Wide Filter' and 'Next Year Filter', a search bar, and a list of student names. 'Barnett, Alexandra' is highlighted. The main area shows the student's name 'Alexandra Barnett' at the top, followed by a table of documents. The table has columns for Name, Type, Date Added, Added By, Year, Term, Grade Level, Class, and Note. One document is listed: '2024-202...' of type 'Progress Report' by 'Aldrich, Kevin' for the year '2019-2...' in term 'T4' at grade level '10'. On the right is a vertical menu with categories like Alerts, Attendance, Behavior, Demographics, EC/PU Contacts, Email History, Family, Finance, Interests, Medical, P/T Conference, Portfolio (which is highlighted), and Religion. Three callout boxes with red arrows point to specific actions: '1. Select Student' points to the student name in the sidebar; '2. Select Portfolio' points to the 'Portfolio' item in the right-hand menu; '3. Double-click to Open' points to the first document in the table.

1. Select Student

2. Select Portfolio

3. Double-click to Open

Name	Type	Date Added	Added By	Year	Term	Grade Level	Class	Note
2024-202...	Progress Report		Aldrich, Kevin	2019-2...	T4	10		

