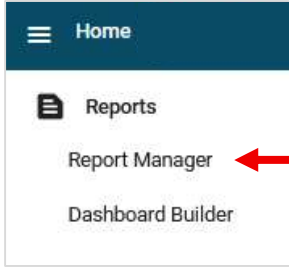


# Archiving Report Cards in FACTS SIS

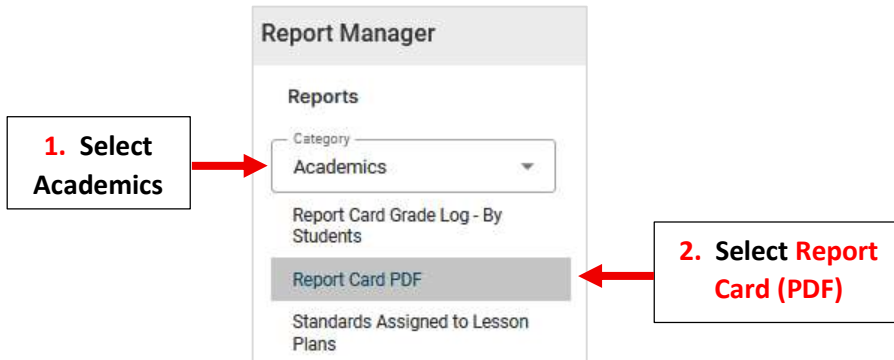
From Main Menu please select **Report Manager**



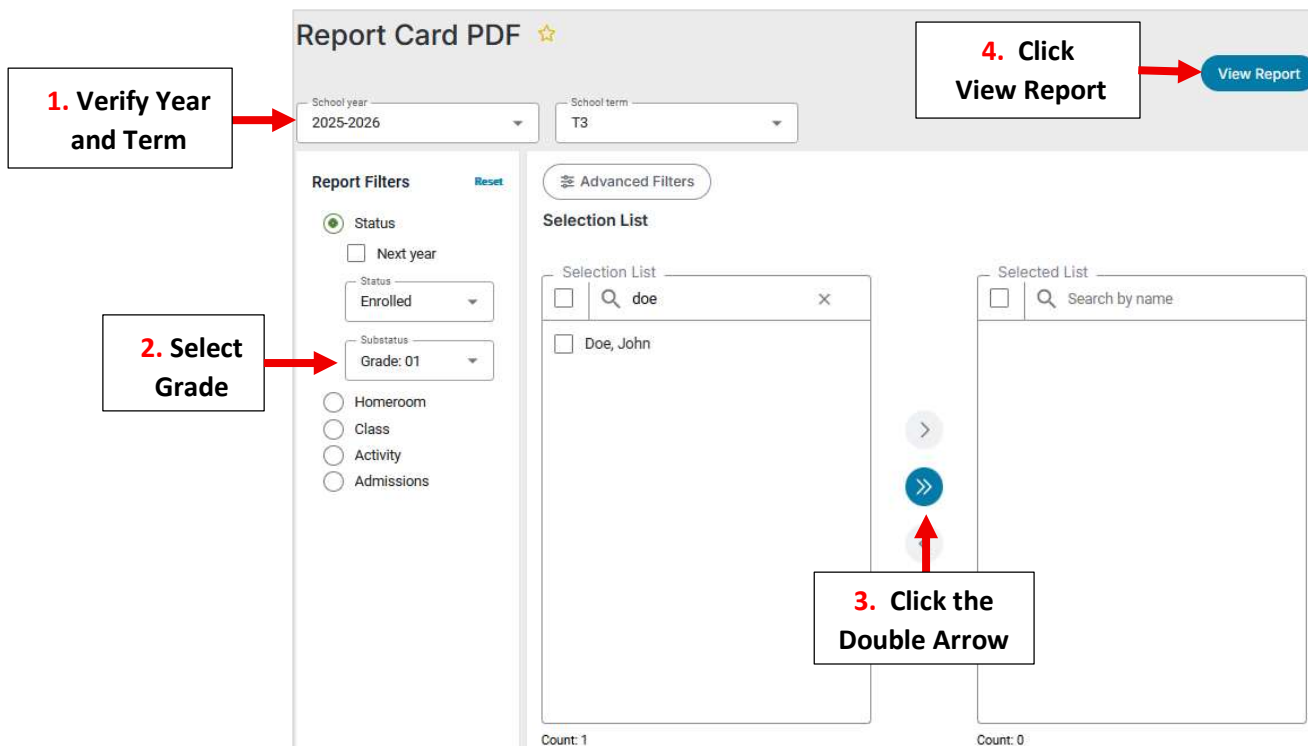
Select Report Manager

**\*\*Please Note: Use Report Card (PDF) to Archive All Report Cards**

Select **Academics > Report Card (PDF)**



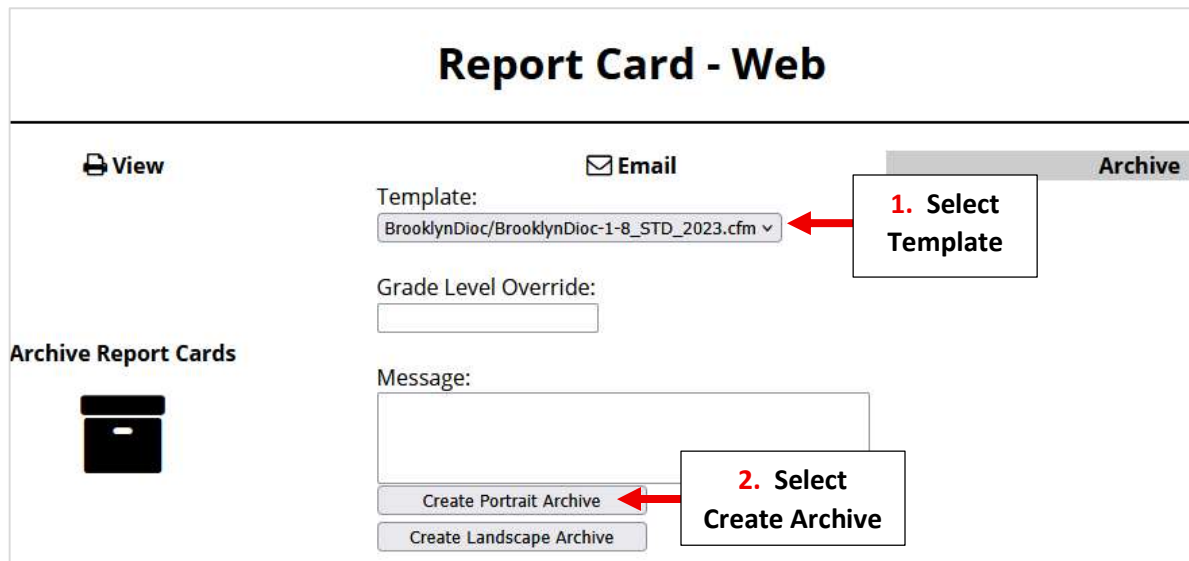
Verify **Year** and **Term** and Select **Grade** to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



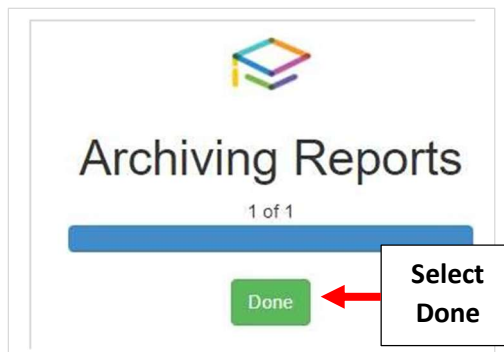
Select **Archive Report Cards**



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



Once Reports have Archived select **Done**



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

**1. Select Student**

The screenshot shows a web application interface for student management. On the left, there is a sidebar with a search bar and a list of student names. The name 'Adams, Frank' is highlighted. In the center, there is a table titled 'All Document Types' with columns for Name, Type, Date Added, Added By, Last Modified, and Year. A document titled '2023-202...' is listed. On the right, there is a vertical menu with various categories, and 'Portfolio' is highlighted. Three red arrows and text boxes indicate the steps: 1. Select Student (pointing to 'Adams, Frank'), 2. Select Portfolio (pointing to 'Portfolio'), and 3. Double-click to Open (pointing to the document row in the table).

Name	Type	Date Added	Added By	Last Modified	Last Modified D...	Year
2023-202...	Report Card	Jul 5, 2024	Laubach, Marie			2023-2...

**3. Double-click to Open**

**2. Select Portfolio**