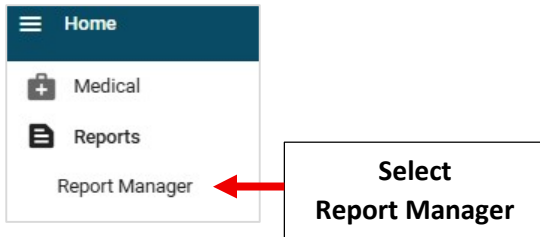
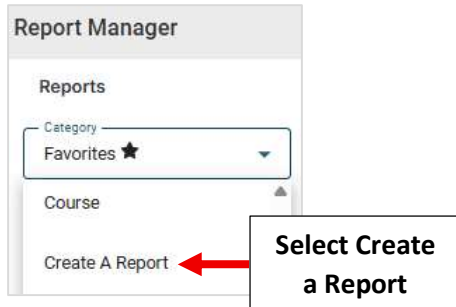


Access Report Library for Saved Reports in FACTS SIS

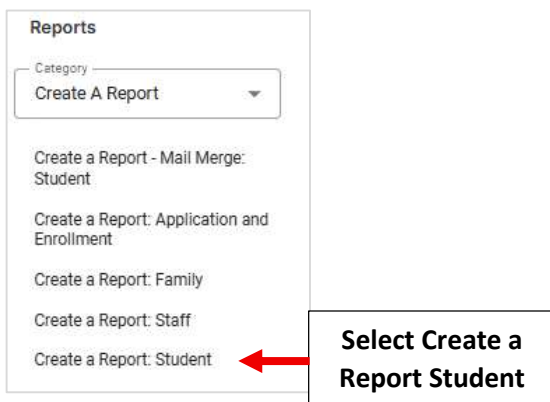
Once logged into FACTS please select **Reports > Report Manager**



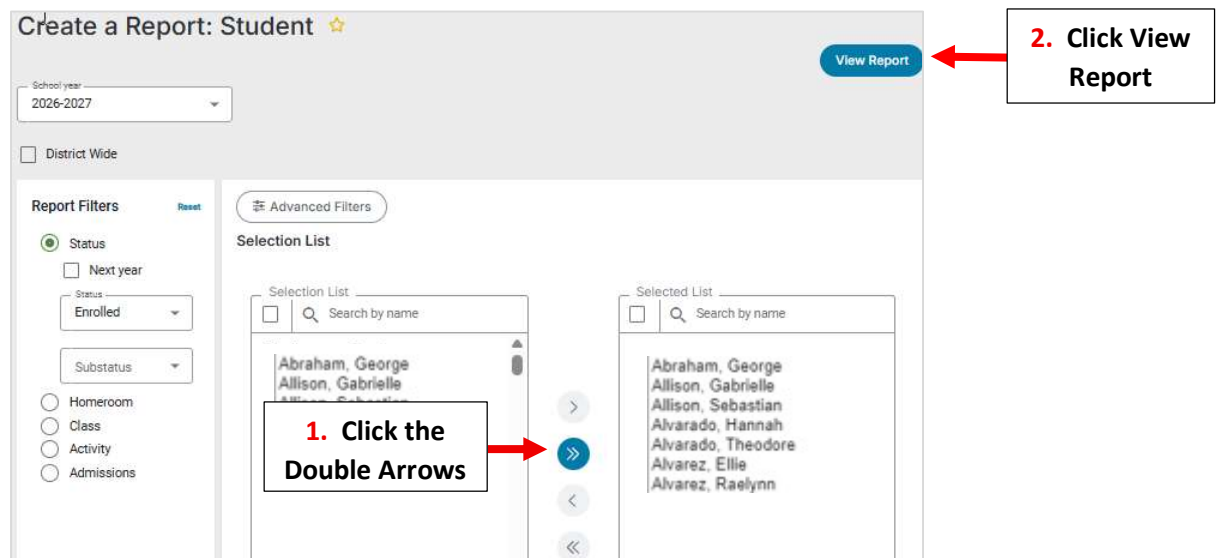
Select Create a **Report > Create a Report Student**



Select **Create a Report Student**



Click the Double Arrows to move all Students to **Selected List** and Click **View Report**



Select **“Report Library”** located in Right Corner of Screen

Create a Report

Student Data

Report Name: Untitled

Add Fields

Display Results

Save

Report Library

New

Select
Report Library

Select Report and Click **“Open”**

1. Select Report

Saved Reports

*Student Demographics NCEA

Report Name

*Student Demographics NC

Share Type

☐ Personal ☒ School ☐ District

2. Click Open

Save

Save As New

Open

Delete

Select **“Display Results”** to run Report

Create a Report

Student Data

Report Name: Student List by Grade Level

Add Fields

Display Results

Save

Report Library

New

Select
Display Results

Fields

Filters

Parameters

Hide Functions

Order

≡

Student / Naming /
LastName, FirstName

None

▼

☐

None

▼

None

▼

×

You can select to Export report to Excel or Print to your Printer

Back to Filters

Export to Excel

Export to CSV

Print

LastName, FirstName	Grade Level	Class	Section
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Select to Export Report to Excel or Print