

Within FACTS, there are three main ways to generate your progress reports. Depending on your community expectations, as a principal you can do the following progress report methods:

1. Each individual teacher sends their progress reports for each class. In this method, a parent would receive multiple progress reports by subject.
2. Each school can send a progress report for each student, in this method, a parent would receive a single progress report per student
3. You can have teachers download grades or grade book and generate an internal progress report based on school standards.

In each method, you can send to all, some, or single students based on criteria set by the school. For example, only sending progress reports for select students.

Method 1- Generating Progress Reports for each subject

Method 1: Teacher Communication Tab

Teachers can send reports directly:

1. Check Classes

- From home Open each course in the classroom (e.g., English Language Arts, Math).
- Ensure each gradebook is update
- Please note that any assignment that is not visible to parents and students will not be part of the progress report
- Once you are sure that all assignments are present and graded you can generate the progress report

2. Teacher Communication Tab

- Go to Communications tab > select the radio button "Reports."
- Select students (all or specific ones, e.g., those with low grades).
- Choose Correspondence in Custody under Report Type.
- Select Class Progress Report and the class.

- You can either select detail (which has all information about each assignment) or summary, which simply shows the overall grade and breakdown by category.
- Add a personalized message (e.g., request for signature and return by a date).
- Send — parents receive an email with a link to the report.

Please note, in Method 1, as a principal you will not review the progress report before sending. However, the progress report is the detailed report from the gradebook, which you can review by selecting the class and gradebook.

Method 2 School sending progress reports (Front Office)

1. Check Classes

- Open each course (e.g., English Language Arts, Math).
- Ensure each gradebook is update
- Please note that any assignment that is not visible to parents and students will not be part of the progress report
- Once you are sure that all assignments are present and graded you can generate the progress report
- Go to Report Card > Progress Reports Tab.
- For grades using the A-F scale
 - Choose to load grades as Alpha (letter grades) or Numeric.
- For Early Learning Grades
 - Manually enter appropriate standards-based grades (EE, ME, NE, or X)
- Make sure teachers save and repeat the steps above for each subject.
- Optional: Add comments (narratives or canned options such as “Needs Improvement”).
- Save all grades and comments in the Report Card section.

2. Generate Reports (Office Level)

- Navigate to: Home > Report Manager > Academics > Progress Report (Web).
- Select the grade level and all or select particular students.
- Click View Report.

3. Review Report Settings

- Confirm that report content displays correctly.
- Options you can include: Attendance, Homeroom content, Parent signature line, Parent comment box.
- Continue to preview the student reports.

- Verify that each student's classes, grades, and comments appear.

4. Print Progress Reports

- Click Print.
- Reports print one page per student (not one long sheet).
- Save the file as a PDF.
- Review the PDF to ensure page breaks and formatting are correct.

5. Email Progress Reports

- Go to Email Properties.
- Select students/parents to receive the report.
- Add options (e.g., attendance, signature line).
- Send the reports — parents will receive an email with a link to the student's progress report.

6. Archive Reports

- Reports can also be archived into the Student Portfolio for future reference.
- Access via: Gradebook > Reports > Student Progress Report.

Method 3

Export for Custom Reports

- If your school prefers custom progress reports:
- Within each gradebook by subject
 - Download grades as a CSV file.
 - Open in Excel and format into your own report template.