To Run Honor Roll:

** If you create honor rolls for each 9 weeks and for Semester, you will run all the steps below with Q1, Q2, Q3 or Q4 as the term code or store code and then you will repeat the same steps again only using S1 or S2 for the Semester grades.

- Step 1: Choose School
- Step 2: Select Current Grade Display
- Step 3: Change the Active Term to the term you want for honor roll (term to run honor roll for…Q2 for 2nd 9 weeks, S1 for Semester 1…etc)

Current Grade Display - Northwest Middle School

The Active Term is used for:
- Calculating the Quick Lookup GPA from Gradebook grades
- The default term for current Gradebook grades when a term is not specified

To modify which terms appear, go to Quick Lookup Preferences.

Active Term	Q4

Submit

- Step 4: Submit

Now you will calculate the honor rolls for the term entered in above step:

Only run 1 (ONE) time
- Step 5: Select system
- Step 6: Choose calculate Honor Roll
- Step 7: Enter the store code for the term you are running Honor Roll for (should select the same as the term in above steps, Q1, Q2, etc.)
- Step 8: Select Honor Rolls Current for the method

Calculate Honor Roll

Which Students	⦿ All 1527 currently enrolled students
Store code	Q4 for 2016-2017
Honor Roll method	Honor Rolls Current

Submit

- Step 9: click Submit

Now you can run a report for honor roll:

The report can be run as many times as needed for any term needed

- Step 10: Choose System Reports from the menu on the left side of the PS home page
- Step 11: Choose Honor Roll
- Step 12: Type a report title such as Honor Roll Report Q4

- Step 13: Honor roll method should be Honor Rolls Current
- Step 14: Enter a store code (Q1, Q2, etc…)

Honor Roll Report

Which Students	⦿ All 1527 currently enrolled students
Report Title	Honor Roll S1
Honor Roll Method	Honor Rolls Current
Store Code	Q4 (leave blank for all)
School Year	(leave blank for current school year)
Historical Grade Level	(leave blank for all)

Submit

- Step 15: Submit

To export a list

- Step 16: Scroll to the bottom of the list created in the above step and click the student functions button
- Step 17: Select "Export Using Template"
- Step 18: Choose Students for the Type of Export:
- Step 19: Choose Honor Roll for the Export Template
- Step 20: Select the radio button for the "The selected xxx students"
- Step 21: Click Submit
- Step 22: Save your file to a location on your computer