

To Run Honor Roll:

(updated: 10-14-2021)

****** If you create Honor Rolls for each 9 weeks and for Semesters, 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.

1. Set Current Grade Display:

- Click School from the links on the left
- Select Current Grade Display under the Grading section
- Change the Active Term to the term you want to run Honor Roll for and click Submit

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](#).



A screenshot of a web form showing a label 'Active Term' followed by a text input field containing the value 'Q1'.

2. Run Honor Roll

- ****ONLY RUN HONOR ROLL ONCE****

(If you need to re-run honor roll for any reason, let Ginger McKenzie know.)

- Click Special Functions from the links on the left
- Click Calculate Honor Roll under the Function section
- Enter the store code you want to run Honor Roll for (Q1, Q2, Q3, Q4, S1, S2, or Y1)
- Honor Roll method is ALWAYS Honor Rolls Current
- Click Submit

Calculate Honor Roll



A screenshot of a web form for calculating honor rolls. It includes three rows: 'Which Students' with a radio button selected for 'All 572 currently enrolled students'; 'Store code' with a text input field containing 'Q1' and the text 'for 2019-2020'; and 'Honor Roll method' with a dropdown menu showing 'Honor Rolls Current'.

3. Honor Roll Report

- This report can be run as many times as needed
- Click System Reports from the links on the left
- Click Honor Roll under the Grades and Gradebooks section
- Enter in your Report Title (ie – Honor Roll Q1)
- Select Honor Rolls Current for the Honor Roll Method
- Enter your store code (ie – Q1 to pull honor rolls for Q1)
- Click Submit

Honor Roll Report

Which Students	<input checked="" type="radio"/> All 572 currently enrolled students
Report Title	<input type="text" value="Honor Roll Q1"/>
Honor Roll Method	<input type="text" value="Honor Rolls Current"/>
Store Code	<input type="text" value="Q1"/> (leave blank for all)
School Year	<input type="text"/> (leave blank for current school year)
Historical Grade Level	<input type="text"/> (leave blank for all)

4. Set Current Grade Display back to current term

- Click School from the links on the left
- Select Current Grade Display under the Grading section
- Change the Active Term to the current term (ie – Q2) and click Submit