

# To Run Honor Roll:

\*\* 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](#).

Active Term	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 System from the links on the left
- Click Calculate Honor Roll under the Grades 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

Which Students	<input checked="" type="radio"/> All 572 currently enrolled students
Store code	Q1 for 2019-2020
Honor Roll method	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	Honor Roll Q1
Honor Roll Method	Honor Rolls Current
Store Code	Q1 (leave blank for all)
School Year	(leave blank for current school year)
Historical Grade Level	(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