

Northwest Rankin High School

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.

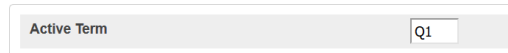
1. Set Current Grade Display:

- 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 with a label 'Active Term' and a dropdown menu. The dropdown menu is open and shows 'Q1' as the selected option.

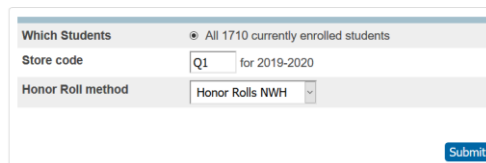
2. Run Honor Roll

- ****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, same as Current Grade Display in Step 1)
- Honor Roll method is Honor Rolls NWH
- Click Submit

Calculate Honor Roll



A screenshot of a web form titled 'Calculate Honor Roll'. It has three main sections: 'Which Students' with a radio button selected for 'All 1710 currently enrolled students'; 'Store code' with a dropdown menu showing 'Q1 for 2019-2020'; and 'Honor Roll method' with a dropdown menu showing 'Honor Rolls NWH'. A blue 'Submit' button is at the bottom right.

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 NWH for the Honor Roll Method
- Enter your store code (ie – Q1 to pull honor rolls for Q1, same as Store Code in Step 2)
- Click Submit

Honor Roll Report

| | |
|------------------------|---|
| Which Students | <input checked="" type="radio"/> All 1710 currently enrolled students |
| Report Title | <input type="text" value="Honor Roll Q1"/> |
| Honor Roll Method | <input type="text" value="Honor Rolls NWH"/> |
| 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