

## Things to check before running Honor Roll:

(updated 10/5/2023)

EXCLUDE Sections NOT included in Honor Roll:

- Before running honor roll, you will need to exclude any sections that should not be included in the honor roll selection.
- PE, Music K6 Art and Venture are excluded at the course level, so those do not have to be changed.
- 3<sup>rd</sup> Grade Science and Social Studies need to be excluded at the section level.
- Certain SPED sections may need to be excluded, too.

How to exclude:

Select Teacher Schedules from the PowerSchool start page

Select a teacher

Click the section number under the Sec# column for the section to be excluded

Display today's sections PowerTeacher Pro New

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	PS Section ID	Seating Chart	Lock
<input type="checkbox"/>	HR(A)	23-24	HMRM001	Home Room	301		18			250511		
<input type="checkbox"/>	1(A)	23-24	2399013	Language Arts 3	301		17			250443		
<input type="checkbox"/>	3(A)	23-24	2799013	Math 3	301		18			250412		
<input type="checkbox"/>	4(A)	23-24	4099043	Science 3	301		18			250424		
<input type="checkbox"/>	5(A)	23-24	4599013	Social Studies 3	301		18			250327		

Make all students listed above the current selection

Unlock Selected Sections

Scroll down the page until you see Exclude from Honor Roll?

Grade Scale | Special Subjects i

Exclude from GPA?  Same as course  Include  Exclude

Exclude from Class Rank?  Same as course  Include  Exclude

**Exclude from Honor Roll?**  Same as course  Include  Exclude

Select Exclude

Click Submit

\*\*\*Caution Do not change any other options on this page except the exclude options that are needed.