

Honor Roll

Two honor roll lists will be generated from this process:

1. Principal's Honor Roll - All A's and no N's or U's in conduct
2. Faculty Honor Roll - All A's and/or B's and no N's or U's in conduct

Do the following to produce the honor roll lists:

NOTE: to produce the honor roll by grade level, select the grade level from the start page and then proceed with the instructions.

NOTE: Make sure the term in the Navigation bar in PowerSchool includes the term for which you want to calculate the honor roll.

1. On the **Start Page**, click on **Special Functions**.
2. On the **Special Functions** page, click on **Search by Grades/Attendance**.
3. Check only the box next to **Scan for this citizenship grade** and select the code shown in the picture.

Scan for this citizenship grade (comma separated) All ≠ N,U

4. Choose the following options in the **Scan for grades in** section.

Scan for grades in Historical grades Store code/Final grade: Q1

5. In the **Results** section at the bottom of the screen, choose **Make this the current selection of students**.
 - Make this the current selection of students
 - Display matching students & Sections
6. Click **Submit**.
7. When the **Group Functions** page is displayed, the number of students in the current selection is displayed at the top of the page. Click on **Special Functions**.
8. On the **Special Functions** screen, click **Calculate Honor Roll**.

9. Use the following settings on the **Calculate Honor Roll** screen.

The screenshot shows the 'Calculate Honor Roll' form with the following settings and annotations:

- Which Students:** The selected 831 students (Annotation: Choose **The selected xxx students.**)
 All 846 currently enrolled students
- Store code:** Q1 for 2009-2010 (Annotation: Enter the appropriate **Store code.**)
- Honor Roll method:** Q1 Hou Honor Roll (Annotation: Choose the appropriate **Honor Roll method.**)
- Submit** button (Annotation: Click **Submit.**)

10. When the Honor Roll calculation is complete, click on the **Start Page** link at the top of the page.
11. On the **Start Page**, click on **Reports** in the **Functions** menu on the left of the screen.
12. From the **Reports** page, click on **Custom Reports**.
13. Choose **Honor Roll Report - Custom** in the **Grading** section.
14. Enter parameters on the **Honor Roll Report** screen as shown.

The screenshot shows the 'Honor Roll Report' form with the following settings:

- Grade Level:** 6
- Store Code:** Ex. Q1 or S2, Q1
- Submit** button

15. When the list of students is displayed, click the **Select Students** link displayed under the list of students.
16. All students who earned Honor Roll for the selected term are now the current selection of students.
17. From the **Start Page**, click the current selection of students then choose **Print a Report** from the list of functions to print Honor Roll Certificates.

NOTE: To obtain an electronic copy of the report, select **Quick Export** from the list of functions, and export the following information, replacing XXXXX with the name of the Honor Roll Calculation method which is found on the School > Honor Roll screen:

Lastfirst

Grade_Level

^(*honorroll method="XXXXX" term="Q1" result="level")

NOTE: If a grade is changed a student no longer qualifies for the honor roll, the honor roll record must be deleted manually.

To delete a student honor roll record:

- Select the student from the **Start Page**.
- In the **Academics** section of the student menu, click on **Honor Roll**.
- On the **Honor Roll** screen, click on the link in the **Level Met** column.
- On the **Edit Honor Roll** screen, click the **Delete** button.