Middle School Honor Roll

Two grade-based 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. Academic Honor Roll – At least 4 A's, no grade lower than a B and no N's or U's in conduct

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

1. On the **Start Page**, change the term at the top of the page to reflect the term for which you will be calculating Honor Roll.

2. Select **Special Functions**.

3. On the **Special Functions** page, select **Search by Grades/Attendance**.

4. Make sure you are scanning all currently enrolled students then only check the box next to **Scan for this citizenship grade** and select the code shown in the picture.

5. Choose the following options in the **Scan for grades in**

section.

5. In the **Results** section at the bottom of the screen, choose **Make this the current selection of students.**

6. Click **Submit**.

7. The number of students will be displayed at the top of the **Group Functions** page.

8. Select **System** from the **Setup** menu.

9. On the **System** screen, click **Calculate Honor Roll**.

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

Which Students	⦿ The selected 651 students
	○ All 661 currently enrolled students
Store code	Q1 for 2008-2009
Honor Roll method	Q1 MS Honor Roll ▾

Submit

11. When the Honor Roll calculation is complete, click on the **Start Page** link at the top of the page.

12. On the **Start Page**, click on **Reports** in the **Functions** menu on the left of the screen.

13. From the **Reports** page, click on **Run Reports**.

14. Choose **Honor Roll** in the **Grades and Gradebooks** section.

15. Enter parameters on the **Honor Roll Report** screen as shown.

Which Students	⦿ The selected 651 students
	○ All 661 currently enrolled students
Report Title	Q1 Honor Roll
Honor Roll Method	All ▾
Store Code	Q1 (leave blank for all)
School Year	(leave blank for current school year)
Historical Grade Level	(leave blank for all)

Submit

16. When the list of students is displayed, choose **Student Functions** to access the **Group Functions** page to print Honor Roll Certificates or create a list of students.

17. To print honor roll certificates, select the **Print Reports** function on the **Group Functions** page.
NOTE: Make sure the term at the top of the page is set to the term for which you are printing Honor Roll Certificates.

Next School Indicator	Sets the next school indicator for currently selected students.
Print Reports	Prints reports for currently selected students.
Print Mailing Labels	Prints mailing labels for currently selected students.

18. Select Honor Roll Certificate for the current term.

19. To create a list of students, select the **List Students** function on the **Group Functions** page.

20. Complete the Student List page as follows:
    a. Report Title: Q1 Honor Roll Report (Adjust term name as needed)
    b. Column 1: Field Name – lastfirst; Column Title – Name
    c. Column 2: Field Name – grade_level; Column Title – Grade
    d. Column 3: Filed Name – home_room; Column Title – Homeroom
    e. Column 4: Field Name - (*honorroll method="Q1 AppMS Honor Roll" term="Q1" result="level") where method is the name of the honor roll method for your school and term is the term for which you are running honor roll; Column Title – Honor Roll Level

Student List - 59 students will be listed

		Report Title (shown at top of page):	Q1 Honor Roll Report	
Col		Field Name		Column Title
1.	Fields	lastfirst		Name
2.	Fields	grade_level		Grade
3.	Fields	home_room		Homeroom
4.	Fields	(*honorroll method="Q1 AppMS		Honor Roll Level
5.	Fields			

NOTE: If a grade is changed a student no longer qualifies for the honor roll, the honor roll record must be deleted manually.
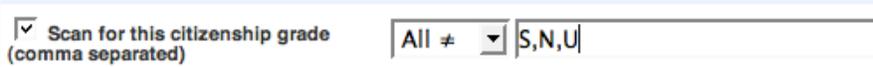To delete a student honor roll record:
- Select the student from the **Start Page**.
- In the **Academics** section of the student menu, click on **Honor Roll**.
- On the **Honor Roll** screen, click on the link in the **Level Met** column.
- On the **Edit Honor Roll** screen, click the **Delete** button.

Citizenship Honor Roll

The following steps will provide a list of students who earned E's in Citizenship during the current term.
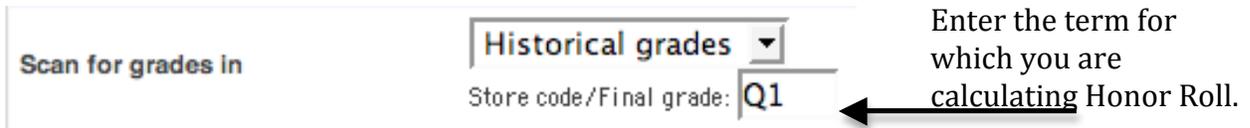**NOTE:** Students whose conduct has been dashed out or is blank will also be included in this list.

1. On the **Start Page**, change the term at the top of the page to reflect the term for which you will be calculating Honor Roll.

2. On the **Start Page**, click on **Special Functions**.

3. On the **Special Functions** page, click on **Search by Grades/Attendance**.

4. Make sure you are scanning all currently enrolled students then only check the box next to **Scan for this citizenship grade** and select the code shown in the picture.

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

6. In the **Results** section at the bottom of the screen, choose **Make this the current selection of students.**

7. To print honor roll certificates, select the **Print Reports** function on the **Group Functions** page.
   NOTE: Make sure the term at the top of the page is set to the term for which you are printing Honor Roll Certificates.

8. Select **ES-MS Citizenship Certificate** and click **Submit.**

Recognition for Perfect Attendance

The following steps will provide a list of students who have perfect attendance.

1. On the **Start Page**, change the term at the top of the page to reflect the term for which you will be finding perfect attendance.

2. On the **Start Page**, click on **Special Functions**.

3. On the **Special Functions** page, click on **Search for Perfect Attendance**.

4. Make sure the term at the top of the page includes the term for which you are identifying perfect attendance. Choose **Daily**, enter the date range and any codes that should be excluded.

5. To print attendance certificates, select the **Print Reports** function on the **Group Functions** page.
   NOTE: Make sure the term at the top of the page is set to the term for which you are printing Attendance Certificates.

6. Select either **Certificate Perfect Attendance** or **Certificate HS Perfect Attendance.**