

Running Second Quarter Honor Roll

Step 1: To run your Honor Roll you must first run the Honor Roll Calculation.

- Go to **Grading > Step Seven: Calculate Grades, Credits, & GPAs**
- Put a check mark in front of the appropriate Honor Roll calculation
- Go to **Actions > Run Calculations**

After you get an alert, you can then run your report. If you are scheduling your report to run at night, you don't need to worry about waiting for the alert, as it should be done by the time your report is run.

Step 2: Now go to **Reports > Grading > Honor Roll List by GPA or by Alpha**

Set your filters as per the pictures below. Then schedule and run the Honor Roll.

Report Options: Honor Roll List by GPA
This honor roll report is sorted by student name and includes name, grade, gender, counselor and GPA. Remember to filter by School Student, Generic, Home School equals your school. No SSN - JPR - 08 Feb 2005.

Filters

Select filter criteria from sections below:

Student Current Year GPA (Root View)

Category:

Search Criteria

Match: All Criteria Any Criteria

GPA Definition equals "Quarter 2 honor roll"

Report Options: Honor Roll List by GPA
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School Student

Category:

Search Criteria

Match: All Criteria Any Criteria

Home School equals "Lakenheath High School"

Enrollment Status

Grade