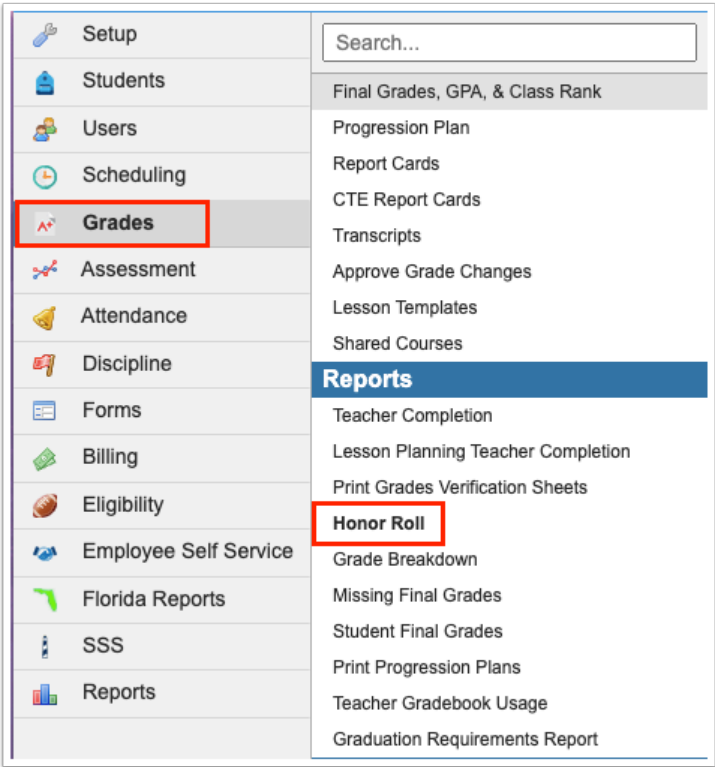


Honor Roll

The Honor Roll report displays students who have earned placement on the honor roll. The honor roll types and criteria are set up on the Grades > [Honor Roll Setup](#) screen.

Viewing the Honor Roll Report

1. In the **Grades** menu, click **Honor Roll**.



2. Select the **Marking Period** to view.

3. To include additional student fields on the report, select the desired field(s) in the **Additional Fields** pull-down.

You will only be able to select from the student fields you have permission to view. Text, numeric, date, select one, select multiple, and time fields are available for selection.

4. The **Active Students Only** check box is selected by default. When selected, only students active as of the end date of the selected marking period are included on the report. Deselect the check box to include all students.

5. Click **Run Report**.

Marking Period: 4th 9 Weeks ▼

Additional Fields: Permission to Photo/video ▼

Active Students Only ☒

Run Report


When the report is generated, honor roll is calculated taking into account the latest updates to student grades. The students who have earned honor roll are listed, along with the Honor Roll Type that they qualified for.

Marking Period: 4th 9 Weeks ▼

Additional Fields: Permission to Photo/video ▼

Active Students Only ☒

Run Report

4 Records **Export**  **Filter: OFF** **Page Size: 35**

Student	Student #	Grade	Honor Roll Type	Permission to Photo/video
Barraza, _____	00001784	09	Honor Roll	<input checked="" type="checkbox"/>
Fish, _____	00057732	09	Straight A Honor Roll	<input checked="" type="checkbox"/>
Abe, _____	00055879	10	Straight A Honor Roll	<input type="checkbox"/>
Barron, _____	00082679	11	Straight A Honor Roll	<input checked="" type="checkbox"/>


6. Click a student's name to open the Student Info screen for the student.

Marking Period: 4th 9 Weeks ▼

Additional Fields: Permission to Photo/video ▼

Active Students Only ☒

Run Report

4 Records **Export**  **Filter: OFF** **Page Size: 35**

Student	Student #	Grade	Honor Roll Type	Permission to Photo/video
Barraza, _____	00001784	09	Honor Roll	<input checked="" type="checkbox"/>
Fish, _____	00057732	09	Straight A Honor Roll	<input checked="" type="checkbox"/>
Abe, _____	00055879	10	Straight A Honor Roll	<input type="checkbox"/>
Barron, _____	00082679	11	Straight A Honor Roll	<input checked="" type="checkbox"/>


7. To export the report as a CSV file, click the Excel icon.

Marking Period: 4th 9 Weeks ▼

Additional Fields: Permission to Photo/video ▼

Active Students Only ☒

Run Report

4 Records **Export**  **Filter: OFF** **Page Size: 35**

Student	Student #	Grade	Honor Roll Type	Permission to Photo/video
Barraza, _____	00001784	09	Honor Roll	<input checked="" type="checkbox"/>
Fish, _____	00057732	09	Straight A Honor Roll	<input checked="" type="checkbox"/>
Abe, _____	00055879	10	Straight A Honor Roll	<input type="checkbox"/>
Barron, _____	00082679	11	Straight A Honor Roll	<input checked="" type="checkbox"/>

The file is downloaded to your computer.

8. To print the report, click the printer icon and follow your printer's prompts.

Marking Period: 4th 9 Weeks

Additional Fields: Permission to Photo/video

Active Students Only


Run Report

4 Records **Export** **Filter: OFF** **Page Size: 35**

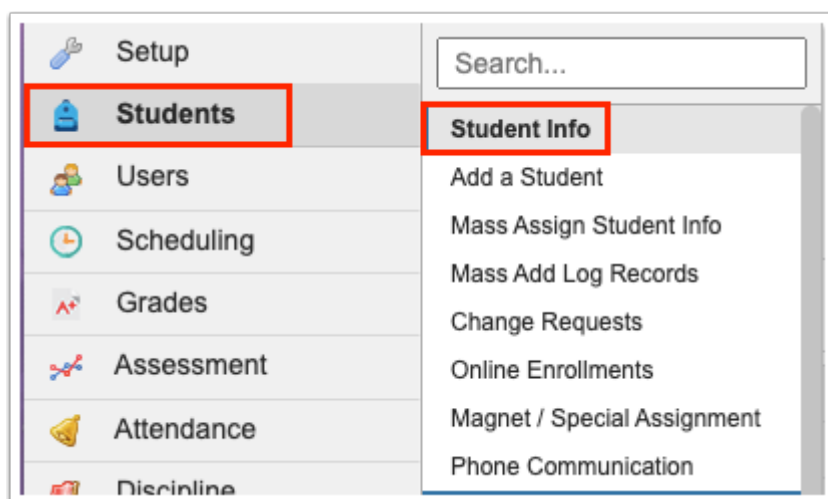
Student	Student #	Grade	Honor Roll Type	Permission to Photo/video
Barraza, _____	00001784	09	Honor Roll	<input checked="" type="checkbox"/>
Fish, _____	00057732	09	Straight A Honor Roll	<input checked="" type="checkbox"/>
Abs, _____	00055879	10	Straight A Honor Roll	<input type="checkbox"/>
Barron, _____	00082679	11	Straight A Honor Roll	<input checked="" type="checkbox"/>

Viewing Honor Roll Status in Student Info


The computed student fields "Current Quarter Honor Roll," "Current Semester Honor Roll," and "Current Year Honor Roll" can be used to view the student's honor roll status in the [Student Info](#) screen after honor roll is calculated for the marking period. These fields must first be added to a category and assigned view permissions in Students > [Student Fields](#).

 These fields can also be included and viewed on the [Advanced Report](#), and can be included on letters and emails in [Print Letters & Send Email](#).


1. In the **Students** menu, click **Student Info**.



2. Enter search criteria to locate the student and click **Search**.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Search Screen Simple List Customized List

Q Student Search [More Search Options](#) 

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Use Legacy Search [Search](#)

3. In the list of students returned in the search, click the student.

Search Screen Simple List **Customized List** Customize Student List

Student: fish





1 Student   Send Messages **Filters: OFF** Search 

Photo	Student	Student ID	Grade
	Fish,	00057732	09

4. On the left side of the screen, click the category where the Current Quarter Honor Roll, Current Semester Honor Roll, and Current Year Honor Roll fields are located.

Filter fields...

- FS Federal/State Compensatory
- FS Food Service
- F Forms
- GD General Demographics
- G Gifted
- G Graduation**
- Health Daily Health Screener
- Health Daily Visit Log
- Health Immunizations
- Health Medical
- Health Medication Administ...
- H Homeless
- I ISP
- LL Letter Logging
- M MTSS
- MA Magnet/Special Assignment

The Current Quarter Honor Roll field displays the student's Honor Roll title for the school year and quarter marking period selected in the top-right.

The Current Semester Honor Roll field displays the student's Honor Roll title for the school year and semester (based on the quarter marking period) selected in the top-right.

The Current Year Honor Roll field displays the student's Honor Roll title for the school year selected in the top-right.

?	FTE Earned, Early Graduates	00000 - Not applicable.	▼
	Exclude from Pre-ID Extracts		▼
	Current Quarter Honor Roll	Straight A Honor Roll	
	Current Semester Honor Roll		
	Current Year Honor Roll		