



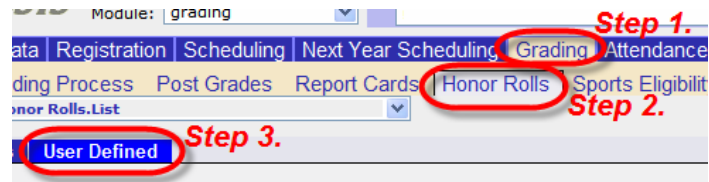
## Generate & Print Honor Rolls

**Secondary Schools** - In order for the Honor Roll to appear on the report card, this must be done before report cards are printed.

**Elementary Schools** – This cannot be done until all grading is finished and may not be reflected on the report card.

The Honor Roll is stored in the system, so you can look back at a previous marking period's honor roll list.

1. From the primary toolbar, select **Grading**.
2. From the secondary toolbar, select **Honor Rolls**.
3. A third toolbar will appear. Your choices are Honor Rolls and User Defined. **Select User Defined**.
4. A list of the available Honor Rolls will open.



### Run Trial Run

If you would like to run a trial run of the Honor Rolls to view them first, you can.

1. Select the “Perform Trial Run” button next to the honor roll you want to run.
2. When it is finished, you can view the students on that list.

### Run Honor Roll

If you want to just run the Honor Roll without viewing it first, you can.

1. Select the “**Perform Honor Roll**” button next to the honor roll you want to run.
2. When it is finished, you can view a list of the students.
3. If you select the .pdf icon (red and white icon to the right of the “Perform” button) a report of the students on that honor roll will generate.

Please note, the Honor Roll results can be purged and re-run if necessary.

Name	Description	MP	Grade Levels	For Students Active On	# in Honor Roll	# in Trial Data	Linked Rank
Principal's Honor Roll	High Honors - MP1	MP1	01,02,03,04,05,06	11/10/2008	6	5	10
Honor Roll	Honor Roll - A's and B's (MP1)	MP1	09,10,11,12	11/10/2008	148	154	20
Principal's Honor Roll	Principal's Honor Roll	MP2	09,10,11,12	1/27/2009	9	9	30
Honor Roll	Honor Roll	MP2	09,10,11,12	1/27/2009	133	133	40