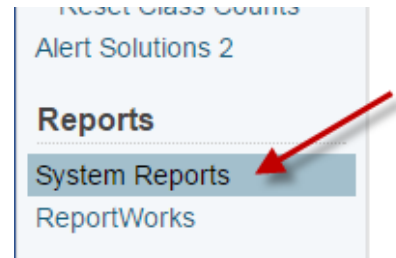


# Running Honor Roll/Certificates

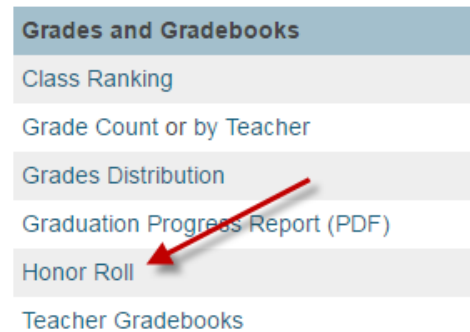
This guide will walk you through the steps to get a list of students who made the honor roll and then printing certificates for them.

You can only follow these steps after your grades have been stored and you have been notified that you can run report cards.

Log into PS Admin and click on 'System Reports' on the left under Reports.



In the Grades and Gradebooks section click 'Honor Roll'.



Your report title, the Honor Roll Method, and the Store Code should all have the same term abbreviation.

For Elem/MS students use Q1, Q2, Q3, and Q4. For HS students use S1 and S2.

Leave the School Year and Historic Grade Level blank.

## Honor Roll Report

Which Students  All 186 currently enrolled students

Report Title

Honor Roll Method

Store Code  (leave blank for all)

School Year  (leave blank for current school year)

Historical Grade Level  (leave blank for all)

Click Submit.

You will get a list of students and the honor roll level they met.

At the top of the list is the button to 'Make these students the current selection', click that button.

Student Name	Student #	Grade Level	Level	GPA
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	8	Superintendent's Honor Roll	4.0000
...	...	7	Superintendent's Honor Roll	4.0000
...	...	7	Superintendent's Honor Roll	4.0000

# Running Honor Roll/Certificates

Select 'Print Reports' from the Group Functions page.

## Printing

Print Mailing Labels

Print Reports

Reports Menu

## Print Reports

Choose the Honor Roll report for the term that you ran the Honor Roll report. HS students will only be on S1 and S2 Honor Roll lists.

Option	Value
Which report would you like to print?	PS Access for Parents Letter
For which students?	Contact info update
	Contact info update, phys addr, emerg contacts
	Envelope mailing label
	Envelope mailing label, no return
	Honor Roll Q1
	Honor Roll Q2
	Honor Roll Q3
	<b>Honor Roll Q4</b>
	Honor Roll S1
	Honor Roll S2
In what order?	Laptop Fees Letter

There are three levels of honor roll:

Superintendent's (4.0)  
High Honor Roll (3.5-3.99)  
Honor Roll (3.0-3.49)

No student with a D or F can be on the honor roll.



*Buckland School*

This certifies that

*\_\_\_\_\_*  
has met the necessary requirements for  
Superintendent's Honor Roll  
for Quarter 4 of the 2015-2016 School Year

***Superintendent's Honor Roll Certificate***

On this date: May 10, 2016

Principal Signature