

# Honor Roll Procedural Checklist

## Change Log

Date	Section Number/Name	Change Description
5/8/19	Entire document	Update screenshots and typos
6/8/18	Task #1	Remove obsolete note.

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## Alpha School:

GPA Formula	Alpha Exclusions Work	Numeric Exclusions Work
Standard Alpha	Yes	n/a
GPA by Course Count	Yes	n/a

## Numeric School:

GPA Formula	Alpha Exclusions Work	Numeric Exclusions Work
Standard Alpha	Yes	No
GPA by Course Count	No	Yes
Standard Numeric	No	Yes
Raw Numeric GPA	No	Yes

## Task #1 – Configure Honor Roll

1. Change the context to the building level and the current year.
2. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Marks Administration Menu** » **Honor Rolls**.
3. Click **Add Honor Roll**.
4. Enter up to 4 characters in the **Code** field.
5. Enter up to 30 characters in the **Name** field.
6. The **Type** drop-down list defaults to **GPA**. You will receive the same honor roll results regardless of what you choose in the drop-down list. State Support recommends leaving GPA in the drop-down list.
7. Enter an optional **Description**:
8. If a student is required to have a minimum number of courses, enter that number in the **Min Number of Courses** field.
9. If a student is required to have a minimum number of marks in order to qualify for the honor roll, enter that amount in the **Min Number of Marks** field.
10. If a student is required to achieve a minimum GPA in order to qualify for the honor roll, enter the GPA in the **Minimum GPA** field.
11. In the **GPA Set** drop-down list, select the GPA that will be used to calculate the honor roll. **Note:** *Honor rolls are based off of GPAs. You cannot get an honor roll without first having a GPA.*
12. The **Precedence** field signifies how restrictive the honor roll is. A Precedence of 1 is the most restrictive. Example: A school has three honor rolls: All A, AB, and ABC honor roll. Students who qualify for the All A honor roll also qualify for the AB and ABC honor rolls. The All A honor roll is the most restrictive honor roll and should have a Precedence = 1, the AB honor roll is the 2<sup>nd</sup> most restrictive and should have a Precedence = 2, and the ABC honor roll is the least restrictive and should have a Precedence = 3.
13. If a student makes the All A honor roll, they also qualify for the AB and ABC honor roll and their name will print on all three honor roll lists if **Ignore Precedence** is checked. If you only want the student's name to appear on the most restrictive honor roll, the All A for example, then leave the **Ignore Precedence** unchecked.
14. If students missing over a certain number of marks are excluded from the honor roll, enter the number in the **Max Number of Missing Marks** field. Example: If a student is missing two marks from the 4<sup>th</sup> quarter, they would not be eligible for the 4<sup>th</sup> quarter honor roll if the Max Number of Missing Marks field was set to 1.
15. If students are required to earn a certain number of credits in order to qualify for the honor roll, enter the number in the **Min Number of Credits** field.
16. If the **Include Primary Building Students Only** checkbox is checked then only students with the school building filled in on their **Edit Student**

- Profile** screen **Additional** tab **Primary Building** field drop-down list will be included on the honor roll listing.
17. If you would like an honor roll message to print on the report card if the student qualifies for the selected honor roll, type the message in the **Honor Message** field.
  18. Click **Save**.

## Task #2 – Configure Alpha Exclusion Marks

F.Y.I.

Exclusion marks are optional.

F.Y.I.

Selecting to include zero Cs is the same as saying exclude zero Cs.

F.Y.I.

Alpha Exclusion marks only work with honor rolls tied to alpha GPA formulas. Please see the chart at the beginning of the document for more information.

1. Click on the **Exclusion Marks** link of the honor roll you created in Task 1.
2. The page refreshes and automatically defaults to the **Alpha Honor Roll Rules** tab.
3. In the following example, we will set up exclusions for an All A honor roll. To qualify for the All A honor roll, the student can only have marks of A and S. Choose a mark from the **Mark** drop-down list. Next, in the **Number Allowed** field, enter the number of marks allowed. Next, click either **Include** or **Exclude**. Finally, click **Add Mark**.
4. If we were setting up a rule to exclude B marks, the screen would look as follows:

The screenshot shows two instances of the 'Alpha Honor Roll Rules' configuration interface. The top instance shows the 'Include' radio button selected, and the bottom instance shows the 'Exclude' radio button selected. Both instances have 'Number Allowed' set to 0. The table below the form shows a single record with 'Mark' B, 'Number Allowed' 0, and 'Rule Type' Include.

Mark	Combined Mark Group	Number Allowed	Rule Type
B		0	Include

5. An exclusion needs to be set up for the B+ and B- also, if the school uses pluses and minuses.
6. As stated above, choosing zero include or zero exclude does the same thing. It makes more sense to use include zero Bs then to say exclude zero Bs.
7. If you make a mistake, click on the **trash can** icon next to the mark. When you delete an exclusion, it is permanently deleted.

8. If your school has combined mark groups set up, you could set up exclusions based on combined mark groups versus setting up an exclusion for each individual mark. Example: Set up a Combined Mark Group for all B marks. Then on the honor roll exclusions page, set up an exclusion for the B mark group. This saves a little time because you do not have to set up a separate exclusion for each B mark if you use the Combined Mark Group.
9. Now set up exclusions for the AB and ABC honor roll.
10. Once you have finished setting up exclusions, click **Cancel** to return to the Honor Roll Maintenance page.

Example of All A honor roll exclusions:

Alpha Honor Roll Rules
Numeric Honor Roll Rules

Mark: 
Mark Group: 
Number Allowed:

Include
  Exclude

Add Mark
Cancel

	Mark ▲	Combined Mark Group	Number Allowed	Rule Type
	B		0	Include
	B-		0	Include
	B+		0	Include
	C		0	Include
	C-		0	Include
	C+		0	Include
	D		0	Include
	D-		0	Include
	D+		0	Include
	F		0	Include
	I		0	Include
	W		0	Include

## Task #3 – Set up Numeric Honor Roll Exclusions – optional.



Numeric Exclusion marks only work with honor rolls tied to numeric GPA formulas. Please see the chart at the beginning of the document for more information.

1. Click on the **Exclusion Marks** link of the honor roll that is tied to a numeric GPA.
2. The page refreshes and automatically defaults to the Alpha Honor Roll Rules tab. Click on the **Numeric Honor Roll Rules** tab.
3. In the following example, we are going to set up numeric honor roll exclusion so that any student with a mark lower than 92.50 does not get included in the highest honor roll. In the **Numeric Mark** field, enter the value of the numeric mark. In this example, enter 92.49. In the **Number Allowed** field, enter zero because we do not want to include anything lower than a 92.50. Next, click **Include**. *Note: Saying to Include zero or Exclude zero means the same thing.* Finally, click **Add Mark**.

	Numeric Mark ▲	Number Allowed	Rule Type
	92.490000	0	Include

4. Once you have finished setting up exclusions, click **Cancel** to return to the Honor Roll Maintenance page.

## Task #4 – Recalculate the GPA associated with the Honor Roll then run the R303.

1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Course History Administration** » **GPA Sets**.
2. Click the **circle arrows** of the GPA linked to the Honor Roll you are trying to print.
3. Wait for the GPA recalculation job to complete on your Batch/Report Management screen.
4. Next, navigate to. **StudentInformation** » **SIS** » **Marks** » **Marks Reports** » **Honor Roll (R303)**
5. On the R303 submission screen, in the **GPA Set** filter, select the GPA associated with the Honor Roll you are printing.
6. Enter a day that school is in session in the **Homeroom Date** filter. This is especially important for seniors that were withdrawn prior to end of the school year.
7. In the **Sorting Options** filter, move **Grade (DESC)** and **GPA (DESC)** over to the right.
8. Put a check in the box next to **Page Break on First Sort Item:**.
9. Running the R303 in this manner will print each grade level on a separate sheet.
10. Click **Submit**.
11. Wait for the report to complete on your Batch/Report Management screen.



## Appendix A - Troubleshooting steps for R303

<b>Question:</b>	<b>Diagnosis:</b>	<b>Possible Solution:</b>	<b>Outcome:</b>
1. Are you using a Homeroom Date on the R303 submission screen that is not a day of school?	The R303 will return zero results if the Homeroom Date used is a day after school is out.	Change the Homeroom Date field to a valid school day on the R303 submission screen.	Rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
2. Have you verified students are getting GPAs? You can not get an Honor Roll listing if the students are not getting GPAs, since the Honor Roll is based off the GPA.	Go to the <a href="#">Student Information » SIS » Course History » Student GPA/Rank</a> page. Choose the GPA linked to the Honor Roll in question and then choose a grade level. Verify students are actually getting GPAs.	Honor Rolls and GPAs are directly connected. If students are not receiving GPAs then they cannot get on the Honor Roll. Consult the GPA Step by Step document Appendix A and B for GPA troubleshooting steps.	If the R303 still does not list the desired students, continue onto the next question.
3. Is the Min Number of Courses field on the Honor Roll set too high?	If the Min Number of Courses is set to 7 and most students only take 6 courses, the student(s) will not be on the R303.	Edit the Honor Roll and change the Min Number of Courses field to a more attainable number.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
4. Is the Min Number of Marks field on the Honor Roll set too high?	If the Min Number of Marks is set to 10 and students only have 8 marks, the student(s) will not be on the R303.	Edit the Honor Roll and change the Min Number of Marks field to a more attainable number.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
5. Is the Max Number of Missing Marks on the Honor Roll set too low?	If the Max Number of Missing Marks is set to 1 and students have 2 grades missing, the student(s) will not be on the R303.	Edit the Honor Roll and change the Max Number of Missing Marks field to a more attainable number.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.

6. Is the Min Number of Credits field on the Honor Roll set too high?	If the Min Number of Credits is set to 9 and no one attempts over 6 credits, the student(s) will not be on the R303.	Edit the Honor Roll and change the Min Number of Credits field to a more attainable number.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
7. Is Include Primary Building Students Only checked?	If the Include Primary Building Students Only is checked, seniors who have been power withdrawn at the end of the school year or anyone else whose Primary Building field say the school district will not be listed on the R303.	Edit the Honor Roll and uncheck Include Primary Building Students Only checkbox.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
8. Is the Include in Honor Roll box unchecked on the Additional tab of the student's profile?	In order for a student to appear on the R303, they must have the Include in Honor Roll box checked on their profile.	Edit the student's profile and check the Include in Honor Roll checkbox.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.
9. Are the correct type of exclusions being used?	If the school is using an alpha GPA formula then alpha exclusion marks must be used. Numeric exclusions will not work with alpha GPA formulas. If the school is using a numeric GPA formula then numeric exclusions marks must be used.	Edit the exclusions and make the needed corrections.	Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, continue onto the next question.

<p>10. Are the exclusions set up correctly on the Honor Roll?</p>	<p>If you have an exclusion set up for an S mark and a student has an S mark, they will not get on the Honor Roll. Exclusions must be set up for each individual mark that excludes the students from the Honor Roll. For example: B, B+, and B- must all have an exclusion if you are trying to calculate the All A Honor Roll.</p>	<p>Edit the exclusions and make the needed corrections.</p>	<p>Refresh the GPA then rerun the R303.</p> <p>If the R303 still does not list the desired students, continue onto the next question.</p>
<p>11. Is the Precedence field correct?</p>	<p>The most restrictive Honor Roll should have the Precedence = 1, the 2<sup>nd</sup> most restrictive Honor Roll should have the Precedence =2.</p>	<p>Edit the Honor Roll and correct the Precedence.</p>	<p>Refresh the GPA then rerun the R303.</p> <p>If the R303 still does not list the desired students, continue onto the next question.</p>
<p>12. Is the Honor Roll set to ignore precedence?</p>	<p>If Ignore Precedence is checked on the Honor Roll and a student qualifies for the All A Honor Roll, they also qualify for the AB Honor Roll and will list on both Honor Rolls unless Ignore Precedence is unchecked.</p>	<p>Edit the Honor Roll and uncheck the Ignore Precedence checkbox.</p>	<p>Refresh the GPA then rerun the R303.</p> <p>If the R303 still does not list the desired students, continue onto the next question.</p>
<p>13. Is the Minimum GPA field set too high or too low on the Honor Roll?</p>	<p>If the Minimum GPA field is set to 3.0 for the All A honor roll and no exclusions are set up, students who got 5 As and 1 B and got a GPA of 3.2 will still qualify for the All A Honor Roll.</p>	<p>Either increase or decrease the Minimum GPA value or set up exclusions.</p>	<p>Refresh the GPA then rerun the R303.</p> <p>If the R303 still does not list the desired students, continue onto the next question.</p>

<p>14. Are you using the wrong Homeroom Date?</p>	<p>The R303 is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. Ensure the homeroom date is a day school is in session. If attempting to generate an Honor Roll for Seniors that have already been power withdrawn make sure you use their withdrawal date as the homeroom date on the R303 submission screen.</p>	<p>Change the Homeroom Date on the R303 submission screen.</p>	<p>Rerun the R303.</p>
<p>15. Did you make changes to the Honor Roll and not refresh the GPA?</p>	<p>Any change made to the Honor Roll, no matter how minor, must be followed by refreshing the GPA before you rerun the R303.</p>	<p>Refresh the GPA.</p>	<p>Refresh the GPA then rerun the R303.  If the R303 still does not list the desired students, send a Help Desk ticket.</p>