

How to Run Honor Roll

In order to run Honor Roll for your students, you must Calculate Honor Roll before you can Print Honor Roll.

Calculate the Honor Roll

1. From the PS Start Page > School > Current Grade Display > choose the Quarter for which you want to calculate Honor Roll – this is an extremely important step. If you do not change the Current Grade Display, there will be errors in your honor roll calculation.
2. Contact the district office to calculate the honor roll

Print the Honor Roll:

1. From the PS Start Page > System Reports > Honor Roll
2. **Which Students:** Verify that the correct number of students are included in the selection.
3. **Report Title:** Enter a Report Title if you want something different than “Honor Roll”
4. **Honor Roll Method:** Choose the honor roll method you would like to use from the pop-up menu. Specify a single honor roll method or all honor roll methods.
5. **Store Code:** Enter a Store code for Q1, Q2, Q3, or Q4 *or* leave blank for all quarters
6. **School Year:** Leave School Year blank for current school year
7. **Historical Grade Level:** Either (1) enter the grade level for which you would like to run the report, or (2) leave this field blank to list all grade levels.
8. Submit
9. **To Print from this Screen:** Highlight the report, choose File menu, Print Selection