

# Honor Roll

## Overview

An honor roll report is a difficult thing to define. While every building produces at least one, and most are based on some level of grade point average, most do not use the same criteria. There are as many honor roll reports as there are people who use them.

For this reason, Tyler SIS provides flexibility in establishing your honor roll report. It provides the tools to gather and report data to users' specifications.

As with any grade data, it is important that the user understand the source of the data and its currency. GPA calculations can be based on a variety of user-defined options. Therefore, these instructions will try to provide the user with examples of how to run honor roll reports.

As a prerequisite, the user should have a basic working knowledge of the Student Data Grid and Grade Listing Report. For more information on these topics See *Student Data Grid* and *Grade Listing Report* on the Tyler SIS support site.

## Grading Awards

Setup for this honor roll can be based on GPA and/or grade letter exclusions. The setup to run this honor roll is completed in the **Site Settings – Grading > Grading Awards** tab and is site specific. The honor roll is run in the order displayed, and students are not repeated on more than one award; however, student selection criteria may be used to run the awards for a subset of students.

For more information on this topic see *Site Settings – Grading* and *Run Grading Awards* on the Tyler SIS support site.

## Honor Roll Based on GPA

This example is for a simple honor roll based only on GPA. This may be set up as a Grading Award and/or the Student Data Grid may be used to save the group of students for future reference or if differing honor roll criteria is used for each grade level.

1. Click **View/Maintain > Student > Student Data Grid and Groupings**.
2. Click the **Student Selection Criteria** (rows) icon . The **Row Selection Criteria** screen displays.
3. Check the box for the appropriate GPA field (as well as any additional student selection criterion needed) and click **Add**. The screen refreshes with the selected field added to the top of the screen.
  - Acum GPA = Total Grade Point Average
  - Acum GPAX – Acum GPA without weights and honors
  - Last Term GPA – Current Year Most Recent GPA
  - Last Term GPAX – Current Year Most Recent GPA without weights

- Sem1 GPA – Semester 1 GPA
- Sem1 GPAX – Semester 1 GPA without weights
- Sem2 GPA – Semester 2 GPA
- Sem2 GPAX – Semester 2 GPA without weights

Select	Field Name ^	Description	Type	Add
<input type="checkbox"/>	K-8 Graduate District	K-8 Graduate District	Extended	
<input type="checkbox"/>	LangAtHome	Language Spoken at Home	Extended	
<input checked="" type="checkbox"/>	LastTermGPA	Current Year Most Recent Term GPA	Extended	
<input type="checkbox"/>	LastTermGPAX	Current Year Most Recent Term GPA w/o Weights	Extended	

4. Double click in the **Operator** column and select an operator.
5. Tab to the **Value** column and enter the appropriate value.

Field Name	Operator	Value	Group	
LastTermGPA	>=	3.0	A	

6. Click **Done**. The **Student Data Grid and Groupings** screen displays the students meeting the criteria, as well as a **Count** of the number of students displayed.
7. To see the GPA values for the displayed students, click the **Select Columns to Display** icon . The **Column Selection** screen displays.
8. Highlight the identical field name selected above and click the **Left** arrow icon .
9. Click **Done**. The **Student Data Grid and Groupings** screen displays the selected column for the students previously selected.

SAMPLE STUDENT DATA GRID AND GROUPINGS		
Done	Edit	Cancel
Actions		Count = 18
Student Name	Grade	LastTermGPA
Admir Jennifer K	12	3.95286
Arnold Harrison K	09	3.94500
Atkins Estella	12	3.85857
Atkins Evelyn	12	3.52286
Austin William Charles	11	3.61000

## Save the Selection as a Template

The next time you need to run this type of honor roll report, you may simply load the saved template to produce a new list of students meeting the criteria as well as the columns displayed.

1. Click **Actions > Load or Save Grid Templates > Save**. The **Maintain Student Selection – Templates** screen displays.
2. Type a **Description**, required.
3. Select whether to make the template available only to you (private), available to all users in your site-year, or available to all users in the district.
4. Click **Done** to save and exit.

## Save the Selection as a Student Name Group

Save the Students meeting the criteria as a **Group** in order to run additional reports on these selected students. For example: **1920-1<sup>st</sup> Qtr 3.0 Honor Roll**.

1. Click **Actions > Manage Student Name Groups > Save**. The **Maintain Group of Names** screen displays.
2. Type a **Description**, required.
3. Select whether to make the group available only to you (private), available to all users in your site-year, or available to all users in the district.
4. Click **Done** to save and exit.

## Honor Roll Based on GPA and Letter Grades

This example is based on a more complicated Honor Roll. Not only is the Honor Roll based on GPA, but students must have earned all A's for their letter grades.

1. Before running this Grade Listing report, complete steps 1-9 in **Honor Roll Based on GPA** and steps 1-4 in **Save the Selection as a Student Name Group**.
2. Click **Reports > Term Grades > Grade Listing**.

The screenshot displays the 'GRADE LISTING' configuration page for ZZHS - 1920 (Current) Edwards High School - 2019-20. The page includes a left-hand navigation menu with 'Reports' and 'Term Grades' highlighted. The main content area contains the following configuration options:

- Print Options:** Name, ID, Grade, Credits, GPAs, GPA's w/o Weight, Ranks, Course/Grades, Display Percents As Letter Grades.
- Grade Cycle:** Any; **Type of Grades:** Any.
- Perform Grade Selections (If not, then All Students are printed):** Checked.
- Select by:** Letter Grades (Include), A,A+ A- (Min: 1).
- For Students meeting above Criteria:** Show only Matching Grades (Selected).
- Student Selection Status:** Specify Custom Selection (Selected).
- Additional Options:** Print Letters instead of Report, Sort by Teacher/Subject, Create / Update Group of Names (Checked).

3. Enter an appropriate **Report Title** and **Date** to print on the report.
4. Select the appropriate **Grade Cycle** and/or **Type of Grade** to include.
5. Check **Perform Grade Selections** and select **Use Grades from the Regular Report Card**.
6. Check the **Letter Grades** box and then select **Include** from the dropdown list. Type all A letter grades that your site uses and select **All** from the **Min.** dropdown list on the right.
7. In the **For Students meeting above Criteria** section, select **Show All Grades**.
8. For **Student Selection Status**, select **Specify Custom Selection** in order to run this list for the previously saved group of students.
9. Check **Create/Update Group of Names** and enter a **Group** name if you would like to access the group later in the data grid.
10. Click **Start Report**. The **Search Students** screen displays.
11. Click **Go to Grid for Selection**. The **Student Data Grid and Groupings** screen displays.
12. Click **Actions > Manage Student Name Groups > Load**. The **Select Group of Names** screen displays.
13. Click the **Select** icon  next to the appropriate group description. The **Student Data Grid and Groupings** screen displays the selected students. At this point, you may select any additional student selection criterion, such as grade level, in order to run the honor roll report for a subset of the displayed students.
14. Click **Done**. The report displays the students meeting the criteria and the new group of students has been saved in the Student Data Grid.

## Report Card Honor Roll

When report cards are printed, it is possible to display an honor roll indicator on each student's report card meeting the selected criteria. There are no reports created from this selection. The report card indicates that the student has met honor roll requirements. If you have more than one honor roll, you may wish to use the requirements for the lowest honor roll in order to include the honor roll indication on all students' report cards who qualified for any honor roll.

Choose **Management > Site Level > Site Settings – Grading > Grading Options**.

**Honor Roll:**

By Minimum GPA

By Letter Grades - Must have only checked grades

<input checked="" type="checkbox"/> A	<input type="checkbox"/> B-	<input type="checkbox"/> D+	<input type="checkbox"/> F
<input type="checkbox"/> A-	<input type="checkbox"/> C+	<input type="checkbox"/> D	<input type="checkbox"/> I
<input type="checkbox"/> B+	<input type="checkbox"/> C	<input type="checkbox"/> D-	<input type="checkbox"/> P
<input type="checkbox"/> B	<input type="checkbox"/> C-		

If an honor roll indicator is to be included on the report card, the user has the option of basing the honor roll on a minimum GPA and/or the occurrence of specific grades. Select the option and enter the qualifying GPA or grades.

If a student earns any grades or marks other than those specifically listed, no honor roll indicator is printed on the report card. For more information on these settings see *Site Settings – Grading* on the Tyler SIS support site.

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