

HOW TO CALCULATE AND PRINT HONOR ROLLS

From the StudentPlus desktop window, select **Application > Report Cards > Calculations > Honor Roll**.

1. Verify prompts.

- Building
- Marking Period
- Honor Roll Type List
Enter the honor roll(s) you are calculating.
- Calculate Honor Roll
- Print Honor Roll Totals
Prints GPA, honor points and credits used to calculate the honor Roll
- Print No Honors List
Check to print a list of students who did not make the Honor Roll
- Type for No Honors List
Enter honor roll type to use for calculating the No Honors list.

2. **Select Students** will allow you to be selective on which students to include in the calculations. For additional information on entering criteria, please refer to the **StudentPlus General Information Guide** on the APSCN SMS website.

3. When you have the prompts set and are ready to run the report, click **✓OK**.

4. From the StudentPlus toolbar, select **Reports > View Files > Reports**. Double click on the report **rchonor.rpt** and the select **Printer**

Things to Remember

If you don't want a course section in the master schedule counted in Honor Roll, do not check the Honor Roll flag for that course section in the Master Schedule.