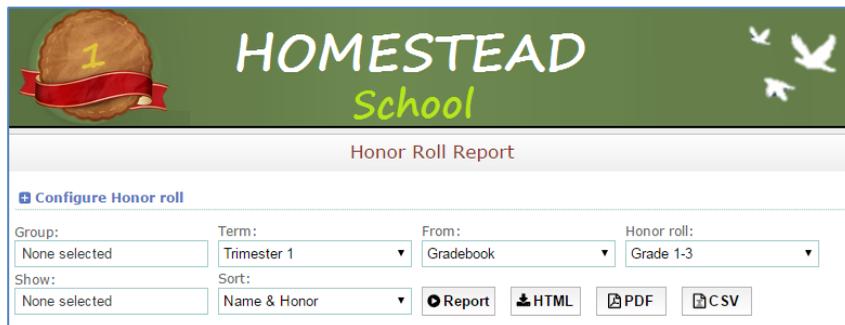# Honor Roll Report

Overview

SchoolSpeak's **Honor Roll Report** tool enables schools to identify students that are eligible for honor roll based on criteria that the school can setup. This report lists students who have earned above a specific GPA/percentage for all subjects or core subjects during a term. Schools may identify multiple levels of honor based on GPA or percentage. Schools may opt to run the report for single or multiple grades/homerooms at one time.

How to Access the Honor Roll Report Tool

1. Login to your SchoolSpeak account
2. Click [**Admin]** or **[Tools] link** on the top-left of any SchoolSpeak page to access the **Admin Utilities** page.
3. Select **Honor Roll Report** tool in User Reports section.

How to Configure the Honor Roll Report Tool

1. Click the **Configure Honor Roll** link.

   You need to define the honor roll levels and criteria for each level for which you want to view the report. You can define multiple honor roll levels. For example, a school may want to identify first and second honors based on the GPA or percentage score. The honor roll levels should be defined in chronological level order, based on which the rank is allotted for each honor roll levels.

2. Click the **Add Honor Roll** link.

3. Enter the honor roll scale and click **Save changes** to save.

4. Click the Add/Edit levels link to define honor roll levels.

5. Enter the criteria for the new honor level.
   Define either the GPA and/or the percentage levels that correspond to the honor level.

   > ***Please note*** *that if the school would like to use the GPA calculation, the GPA values must be set in the Letter Grade Section of the gradebooks. The criteria listed here should match the levels indicated in the gradebook.*

   All of the GPA and Percentage columns are not mandatory. You can enter either all or any one of the options.
   - All subjects - Aggregate GPA/Percentage of all subjects.
   - All core subjects - Aggregate GPA/Percentage of all core subjects (Core subjects are identified within the configure gradebook setting of each gradebook).
   - Each core subjects – The minimum score criteria specified for each core subjects
   - Each individual subjects - The minimum score criteria specified for each subjects
6. Click **Save changes** and add any additional levels that are required such as 2nd honors.

How to Generate the Honor Roll Report
1. To run the report, choose the proper selections.

2. Select group(s) from Group field. You may identify multiple grade groups or homerooms at a single time.
3. Select the proper term from Term drop-down.
4. Select gradebook or published option.
   - Gradebook – Uses the current data stored in the various gradebooks. Report cards use the data directly from the gradebook.
   - Published – Uses the data that has been published as a progress report for the parents. Published reports may not reflect the latest additions to a gradebook.
5. Select the honor roll scale that uses the correct criteria for your search.
7. Use the **Show** dropdown to choose to display the student percentages or overall GPA if the levels were set within the **Configure** section.
8. Use the **Sort** dropdown to change the sort criteria of the students listed.
6. Click **Report** to display a report of students using the criteria chosen in the above step.

Group:	Term:	From:	Honor roll:
4	Trimester 1 ▾	Gradebook ▾	5-8 Scale ▾

Show:	Sort:				
Overall Percentage	Honor & All Subject Perce ▾	● Report	⬇ HTML	🅿 PDF	🗎 CSV

#	Name	Grade	Honor	Overall %
1	Ross, Laura	4	2nd Honor	84.32
2	Selig, Edward	4	1st Honor	93.7
3	Brown, Calvin	4	2nd Honor	83.38
4	Cook, Kristyl	4	1st Honor	91.46
5	Parker, Winnie	4	2nd Honor	81.27
6	Quinn, Martin	4	2nd Honor	80.28

7. Click **HTML/PDF/CSV** to download the report in the respective format.