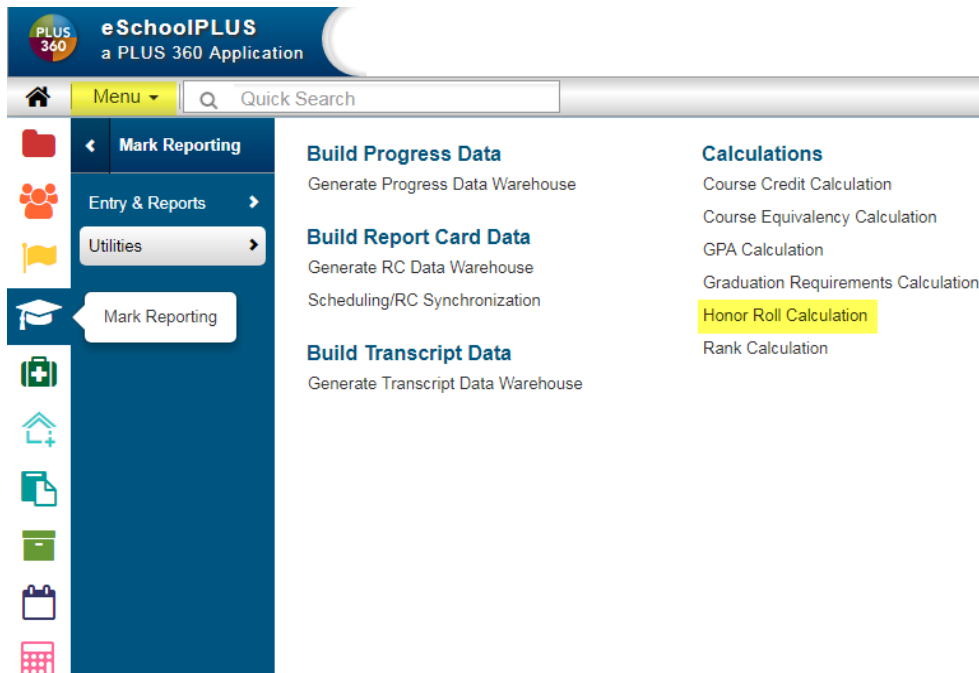


Calculate Honor Roll

Step 1: Path: **Menu > Mark Reporting > Utilities > Calculations > Honor Roll Calculation**

Step 2: Click on Honor Roll Calculation.



Step 3: Follow the Prompts below. You can run by one grade level at a time if you want.

The screenshot shows the 'Honor Roll Calculation' configuration screen. The 'Prompts' section includes the following fields and options:

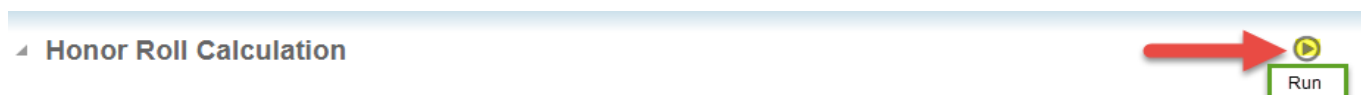
- Building***: School (dropdown)
- RC Run***: 1 (dropdown) - *Select the RC Run*
- Honor Roll Group(s) to Calculate***: x 1 x 3 (checkboxes) - *Use 1 and 3. 1 = Grades, 3 = Conduct*
- Include Inactive Students**:
- Inactive Withdrawal Date**: (text field)
- Amount to Log in Statistics File**: Log Errors Only, Log All Activity

The 'Filter' section contains a table with the following configuration:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Grade	=	09 - Ninth Grade

The 'Run' section includes radio buttons for: Now, Once, Daily, Weekly, and Monthly.

Step 4: Click "Run".



Step 5: Click on the Tasks/Reports button to view the Report.

Tasks (0) / Reports ▼ Current Year 2017-2018 School Year ▼

Step 6: Click on the Report once it is under “Reports”. The Report will go from “Scheduled Tasks” to “Running Tasks” to “Reports”.

Tasks and Reports 🗑️ 🕒

Reports 3

Total Reports:104 Using: 11.45 Mb

File Name	Modified Date	Size	
Honor Roll Calculation	01/30/2018 10:41:09 AM	319.42 kb	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Running Tasks 2

Total Running Tasks:0

Task	Start Time	Progress
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Scheduled Tasks 1

Total Scheduled Tasks:0

Task	Run Time	Status	
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