

Online Tutorial: Calculating Honor Roll

Step 1: From the start page, click on “System” under “Setup” in the left navigation bar.

Step 2: Click on “Calculate Honor Roll.”

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.

Setup

[Personalize](#)
[PowerScheduler](#)
[School](#)
[Staff](#)
[System](#)
[Dashboard](#)
[PT Administrator](#)

Step 3: For “Which Students,” select “All ___ currently enrolled students.”

Step 4: For “Store Code,” enter the correct semester (S1 or S2).

Step 5: For “Honor Roll Method,” select “Honor Roll S1 – AP” or “Honor Roll S2 – AP.”

Step 6: Click the “Submit” button.

Step 7: In the “Calculate Honor Roll Progress” screen, wait until you see “Honor Roll calculation complete.”

Which Students

Ramirez, Cynthia Cecilia
 The selected 63 students
 All 548 currently enrolled students

Store code for 2008-2009

Honor Roll method

Calculating Honor Roll - Oscar De la Hoya Animo CHS
Initializing calculation
Processing 1 of 548
Processing 100 of 548
Processing 200 of 548
Processing 300 of 548
Processing 400 of 548
Processing 500 of 548
Writing changes to disk
Honor Roll calculation complete

PowerSchool

Step 8: Click on the PowerSchool logo to go back to the start page.

Step 9: Click on “Reports” under the “Functions” heading in the left navigation bar.

Step 10: Click on “Run Reports.”

Functions
Absentee Report
Daily Bulletin
Enrollment Summary
Master Schedule
PowerLunch
Reports
Special Functions
Teacher Schedules

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom District Level Reports	Custom District Level Reports.

Step 11: Scroll down to the “Grades and Gradebooks” section and click on “Honor Roll.”

Grades and Gradebooks	Description
Class Ranking	Student list by GPA.
Grade Count or by Teacher	Grade Count by Teacher
Grades Distribution	New Report! - Identifies trends in instruction, grading and assessment
Graduation Progress Report (PDF)	Progress towards graduation requirements.
Honor Roll	Students meeting honor roll criteria.

Step 12: Under “Which Students,” select “All ___ currently enrolled students.”

Which Students	<input checked="" type="radio"/> All 9165 currently enrolled students
Report Title	<input type="text"/>
Honor Roll Method	All <input type="button" value="v"/>
Store Code	<input type="text"/> (leave blank for all)
School Year	<input type="text"/> (leave blank for current school year)
Historical Grade Level	<input type="text"/> (leave blank for all)
<input type="button" value="Submit"/>	

Step 13: For Report Title, type in “Honor Roll.”

Step 14: For “Honor Roll Method,” select the same method you chose in Step 5.

Step 15: For Store Code, enter the same semester you chose in Step 4.

Step 16: Click the “Submit” button.

Hint: Leave “School Year” and “Historical Grade Level” blank unless you’re looking for a specific year or grade level.