

SGR2020 - Grade Point Honor Roll

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This report calculates student grade averages for the selected semester-cycle. The report is for the current year only.

The honor roll adjusts the student's course grades according to the honor roll table code associated with the course record or the override code in the student's grade course record. The adjustments are made according to the values set up on Maintenance > Tables > Grade Reporting Tables > Honor Roll Table. The honor roll can be based on cycle, semester, or final grades. If no corresponding value is found in the table, the program calculates the grade as a zero.

Alphabetic grades are first converted to numeric grades according to the values on Maintenance > Tables > Campus Control Options > Ranges & Conversions. Then, the grades are adjusted using the honor roll table.

Up to four honor rolls can be produced; they are based on the **Honor Roll Cutoff Levels** fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. The values in the fields should be set according to the points in the honor roll table.

Examples:

- If the honor roll table awards four points for grades 90-100, three points for grades 82-89, etc., the **Honor Roll Cutoff Levels** fields could be (for three honor rolls) 4.0, 3.5, 3.0, and 3.0.
- If the honor roll table awards 105 if grade=100, 104 if grade=99, and 103 if grade=98, etc., the **Honor Roll Cutoff Levels** fields could be (for three honor rolls) 90, 85, 80, and 80.

The report also uses the **Exclude Citizenship Grade**, **Honor Roll Class Load**, and the **Grade Point H/R Exclude Message Print Option** fields on Maintenance > Tables > Campus Control Options > H Roll & Gr Avg. The **Grade Point H/R Exclude Message Print Option** field works in conjunction with **HRoll Cd** on the course record. If **HRoll Cd**=*N* (*exclude students taking this course from the honor roll*), the **Grade Point H/R Exclude Message Print Option** is taken into consideration.

- If Grade Point H/R Exclude Message Print Option is blank, the message is "Student is ineligible for Honor Roll."
- If the code is P, no message is printed.
- If the code is N, the student is not printed.

The grade point honor roll also takes the following into consideration:

- **Hroll Wgt**, **Hroll Table**, and **Hroll Cd** fields in the district master schedule

Run the report:

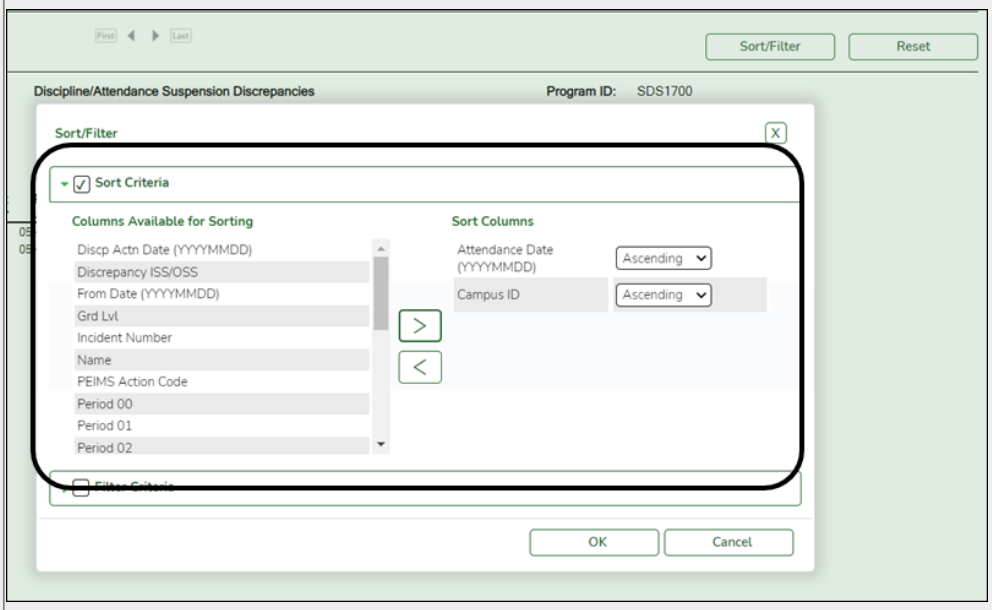
Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Type of Grade (C=Cycle, S=Semester, F=Final)	C - Run the report for cycle grades. S - Run the report for semester grades. F - Run the report for final grades.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Grading Type (E=Elem, S=Secondary, B=Both)	E - Run the report for elementary grade reporting. S - Run the report for secondary grade reporting. B - Run the report for secondary and elementary grade reporting.
Exclude Students with Failing Grades (Y, N)	Y - Exclude students with failing grades. N - Include students with failing grades.
Include Self Paced Courses (Y, N)	Y - Include self-paced courses. N - Do not include self-paced courses.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.

Other functions and features:

Sort

Sort report data.
You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.



(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click >. The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click < to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

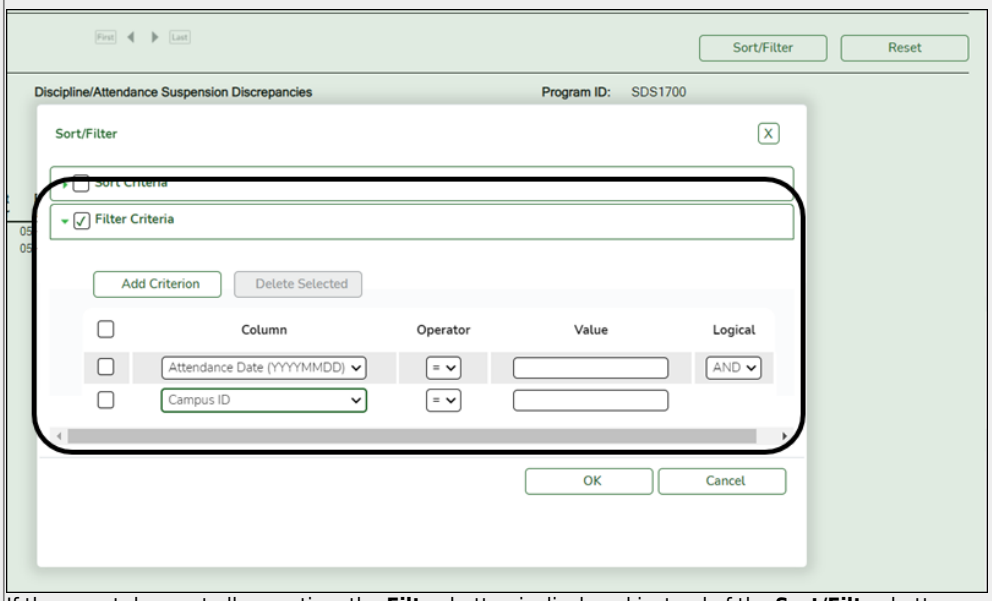
Click **Cancel** to close the window without re-sorting.

Filter Filter report data.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.



If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note:** When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
View Grand Totals	Click to view a totals report displays counts by grade level, gender, and total student body.
Exit	Exit the report.


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