



## Honor Roll Table



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## **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Honor Roll Table**

This tab allows you to set up adjustments that are made to grades before the honor roll is determined. The adjustments are made by course type. If no corresponding grade is found in the table, the program calculates the grade as a zero.

Alphabetic grades are first converted to numeric based on the values on [Maintenance > Tables > Campus Control Options > Ranges & Conversion](#). Then, they are adjusted using the honor roll table.

This table is used when running the Numeric Honor Roll (SGR2010) and Grade Point Honor Roll (SGR2020) reports.



### **Update data:**

<b>Table Type</b>	Select the code for the type of courses to which the table applies. The codes are established on <a href="#">Maintenance &gt; Tables &gt; Course Type</a> .
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If grade conversion data exists, the data is displayed.

- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

Click **+Add** to add one blank row.

A blank row is added to the grid.


Or, click **+Add 10** to add ten blank rows to the grid.

<b>Grade</b>	Type the grade to be adjusted.
<b>Points</b>	Type either the grade point or modified grade that corresponds to the course grade when determining honor rolls. You can use either all grade points or all modified grades, but not a mixture of both. Enter up to five digits with three whole numbers and two decimal places (e.g. 100.00).

Click **Save**.



Delete a row.

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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