

Requirements for Successful Honor Roll Calculations

In order for Honor Roll calculations to run properly, there is setup that must be completed at the LEA and school level. Use this document to ensure all setup is complete and correct.

LEA Level

Check that a **GPA Method** for **Honor Roll I** has been created at the LEA Office.

- An Honor Roll GPA Method is needed in order to query the correct term grades when evaluating Honor Roll criteria. This is the primary reason for creating an "Honor Roll" GPA Method.
- When setting up the Honor Roll GPA Method, the calculation formula that is used is not important unless the student's GPA for the term is to be considered as one of criteria for qualifying to be on an Honor Roll.

Setting up an Honor Roll GPA Calculation Method at the LEA Level - Steps

Navigation: LEA Office > LEA Setup > GPA Calculations > Calculation Methods > New

1. Begin by copying a **GPA Calculation** formula from one of the previously defined **GPA Calculation Methods**.

Note: It is suggested that the formula from the **NC Weighted** method is used; however, the formula is not important unless one of the qualifications for making the honor roll involves the student's GPA for the grading term in which case they should copy whichever GPA formula is appropriate.

2. Paste the calculation formula from step #1 into the **Formula** box in this new GPA calculation method.
 - a. Fill in an appropriate **Name, Description** for the GPA calculation method.
 - b. **Calculation Type:** = Cumulative
 - c. **Grade Scale** = should be left blank
 - d. **Set Query Options** (this is important!!)
 - i. **Terms** = List the term for which the Honor Roll is to be calculated. (i.e. Q1, or Q2, or S1, etc.)
 - ii. **Grade Levels** = leave blank
 - iii. **School Years** = 2013

Note: This will select the school year 2013 – 2014. Only list the start year portion of the school year designation.

- iv. **Credit Types** = leave blank

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- e. Only include grades = select that count in honor roll
 - f. The Projected GPA options should be ignored.
3. Click **SUBMIT** to save.

School: LEA Office Term: 13-14 Year

Start Page > LEA Setup > GPA Settings > GPA Calculation Methods > GPA Calculation Method

GPA Calculation Method

General

Method name: Honor Roll **give the method a name**

Description: Honor Roll **enter a description**

GPA Calculation

Formula: $\text{round}(\text{sum}(\text{gpa_sum}(\text{gpa_gcpoints}() + \text{gpa_addedvalue}()) * \text{gpa_earnedcredit}()) / \text{sum}(\text{gpa_potentialcredit}()), 4)$ **paste the copied formula from "NC Weighted GPA" here**

Calculation type: Cumulative

Grade scale: [dropdown]

Query Options

Terms: Q1 (comma-separated)

Grade levels: [dropdown] (comma-separated)

School years: 2013 (comma-separated)

Credit types: [dropdown] (comma-separated)

Only include grades

- that count in GPA
- that count in class rank
- that count in honor roll
- with potential credit

Projected GPA Options

Projected grades are: Current final grades [dropdown]

Do not add grade if: A grade for the course exists in any term [dropdown]

Stored credit hours: Use actual credit hours [dropdown]

ignore these settings.

Submit

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School Level

Honor Roll levels must be defined at the school level.

- PowerSchool considers different “honor rolls” (such as “All A’s”, “All A’s or B’s”, “Principal’s List”, “High Honor Roll”, “Regular Honor Roll”, etc.) to be “Levels” of honor roll.
- PowerSchool runs an Honor Roll calculation once at a School and all “levels” are evaluated in that one run.

Setting up Honor Roll Levels at each School - Steps

If the user has access to more than one school, make sure the correct school is selected from the **Schools** drop-down.

Navigation: School Setup > Grading > Honor Roll > New

1. Click **New** to add the new Honor Roll.
2. Complete the following fields:
 - a. **Name** = enter a name
 - b. **Description** = enter a short description
 - c. **Can be used by** = select which schools can use this Honor Roll Method by clicking the applicable radio button:
 - i. **All Schools** = all schools within the LEA can use this method
 - ii. **XXX school only** = only this school can use this method
3. Click **Submit** to save.

Creating/Defining Honor Roll Levels - Steps

Once the **Method** has been created, the Levels must be defined. There can be multiple levels defined for an Honor Roll Method (e.g.: A honor roll, A-B honor roll, Principal’s List, etc.)

Navigation: School Setup > Grading > Honor Roll

1. On the **Honor Roll Methods** screen, click **Levels** for the new Honor Roll method just created.

Method	Description	Levels
Honor Roll		Levels

2. On the **Honor Roll Levels** screen click **New** to create a new Honor Roll Level.
3. Define the new level by completing the following fields:
 - a. **Name** = enter a name for the level
 - b. **Description** = enter a description
 - c. **Evaluation Order** = enter the order in which this level should be evaluated.

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Note: PowerSchool evaluates the **Level s** in descending order so the highest Level should be designated with Evaluation Order = 1, the second highest honor roll Level would be 2, etc.

- d. **Message** = a generic message saved as part of the student's record when/if they qualify for this honor roll level. The Message can be printed on reports.
- e. **GPA Options**
 - i. **GPA Calculation Method** = select the newly created Honor Roll Method set up at the LEA level.

Note: If the student GPA for the grading period is to be considered as a qualification for attaining the honor roll, the following fields in this section should be completed appropriately otherwise they should be ignored.

- ii. **GPA result is** = select from the drop-down only if GPA should be evaluated as a qualification for honor roll
 - iii. **Comparison** = select from the drop-down only if GPA should be evaluated as a qualification for honor roll
 - iv. **Only include grades** = check the box to include grades set to count in honor roll
- f. **Credit Options** = If **Potential Credit** or other options in this section are to be considered as a qualification when evaluating the honor roll, these options should be filled in appropriately otherwise they should be ignored.
 - i. **Potential credit** = only complete if this is a qualification for honor roll evaluation
 - ii. **Earned credit** = only complete if this is a qualification for honor roll evaluation
 - iii. **Number of unique courses** = only complete if this is a qualification for honor roll evaluation

g. Grade Options

- i. **Student must have** = select from the drop-down the desired criteria
 - 1. **At least** = There must be at least <the specified number> of any of the grades below in the list of grades returned by the calculation.
 - 2. **No more than** = There cannot be any more than <the specified number> of any of the grades below in the list of grades returned by the calculation.
 - 3. **Exactly** = There must be no more than and no less than <the specified number> of any of the grades below in the list of grades returned by the calculation.
 - 4. **None** = There cannot be any of the grades below in the list of grades returned by the calculation.
 - 5. **Only** = There must be only the grades below in the list of grades returned by the calculation.
- ii. **of these grades** = the grades that qualify for consideration must be entered individually in a comma-separated list (no spaces).
- iii. **and of these grades** = used to enter additional comparisons of grades.
- iv. **and of these grades** = used to enter additional comparisons of grades.

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- v. **and of these grades** = used to enter additional comparisons of grades.
4. Click **Submit** to save.

Important: Repeat Steps 1-4 to add additional Levels to be evaluated.

Honor Roll Level: Honor Roll

General

Name: 'A' Honor Roll enter a Name for this Level

Description: the student earned no grades lower than A for the reporting period. enter a description

Evaluation Order: 1 enter the order in which this level should be evaluated

Message: student received all A's for honor roll enter a message to print on reports

GPA Options

GPA Calculation Method: Honor Roll select the Honor Roll Methoda created at the LEA level

GPA result is: only use these options if student GPA is to be considered for evaluation Text

Comparison: greater than or equal to

Only include grades: that count in honor roll (overrides GPA setting)

Credit Options

Potential credit: only use these options if credit or potential credit are to be considered greater than or equal to

Earned credit: greater than or equal to

Number of unique courses: greater than or equal to

Grade Options

Student must have Only

of these grades A+,A,A- (comma-separated)

and

of these grades (comma-separated)

this area is used to designate which grades are to be considered when evaluating for honor roll.

Submit

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Running the Honor Roll Calculation

The Honor Roll report will not produce results unless the **Calculate Honor Roll** process has been run from the **System Administrator** menu for the School.

To verify the process has been run, ask for a student name that should be on the honor roll then select the student and navigate to the Honor Roll student page. On the Honor Roll page, the student should have a record indicating they have been identified as an Honor Roll student and displaying the appropriate term and honor roll level for which the student qualified.

Navigation: Start Page > System > Calculate Honor Roll

Running the Honor Roll Calculation - Steps

1. Verify the correct school is selected from the **School** : list
2. Complete the following options:
 - a. **Which Students** = select desired students
 - i. **All xxx currently enrolled students** = runs calculation for all students in the school
 - ii. **The selected xxx students** = runs calculation for the current selection of students (e.g.: grade level)
 - b. **Store code** = enter applicable Store code (e.g.: Q1, Q2, S1, S2, F1) for desired reporting term.

Important: If grades were stored using Q1 and a different value is entered here the results will not be correct. Make sure the correct store code is entered.

- c. **Honor Roll method** = select the correct method from the drop-down.
- d. Click **Submit**.

Calculate Honor Roll

Which Students	<input type="radio"/> The selected 349 students <input checked="" type="radio"/> All 1276 currently enrolled students
Store code	Q1 for 2013-2014
Honor Roll method	Honor Roll ▾

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Running the Honor Roll Report - Steps

Navigation: Start Page > System Reports > Grades and Gradebooks > Honor Roll

1. Verify the correct school is selected from the **School** : list
2. Complete the following fields:
 - a. **Which Students** = select the students to print on the report
 - b. **Report Title** = enter a report title
 - c. **Honor Roll Method** = select the method from the drop-down
 - d. **Store Code** = enter the Store Code for the desired reporting term or leave blank for all
 - e. **School Year** = leave blank for the current year
 - f. **Historical Grade Level** = leave blank for all grade levels
3. Click **Submit** to run.

Honor Roll Report	
Which Students	<input type="radio"/> The selected 349 students <input checked="" type="radio"/> All 1276 currently enrolled students <i>select which students - the current selection or All</i>
Report Title	<input type="text" value="Q1 Honor Roll Report"/> <i>enter a report title</i>
Honor Roll Method	<input type="text" value="All"/>
Store Code	<input type="text" value="Q1"/> (leave blank for all) <i>enter the desired Store Code or leave blank for all</i>
School Year	<input type="text"/> (leave blank for current school year) <i>leave blank for the current</i>
Historical Grade Level	<input type="text"/> (leave blank for all) <i>leave blank for all grade levels</i>
<input type="button" value="Submit"/>	

Important: Unless the customer changes the **Honor Roll** GPA method at LEA Office each grading period the same honor roll will be calculated each time. (e.g.: if the original "Honor Roll" GPA Method was setup to have query options for "Q1" in year "2013" the Honor Roll calculations will always be run for that term in that school year.) Some customers elect to modify the GPA calculation method each time they run Honor Roll while others elect to set up several GPA calculation methods, one for each grading period, and simply select the appropriate method each time the honor roll is run. This is up to the customer.

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