

Class Rank & Honor Roll in FACTS SIS

****Please Note the Following****

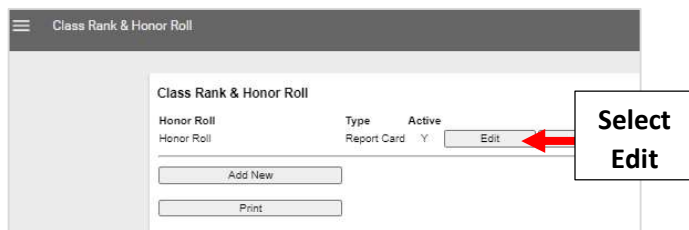
1. Class Rank & Honor Roll is run at the Administrative Level only
2. Each time this process is run it will **overwrite** the current Rankings & Honor Roll Report for the Term
3. Parents **DO NOT** have access to Rank & Honor Roll information on the Family Portal
4. Teachers can only view Honor Roll through Report Manager. See **Section III** for Granting Report Permissions.

I. Configure Class Rank & Honor Roll

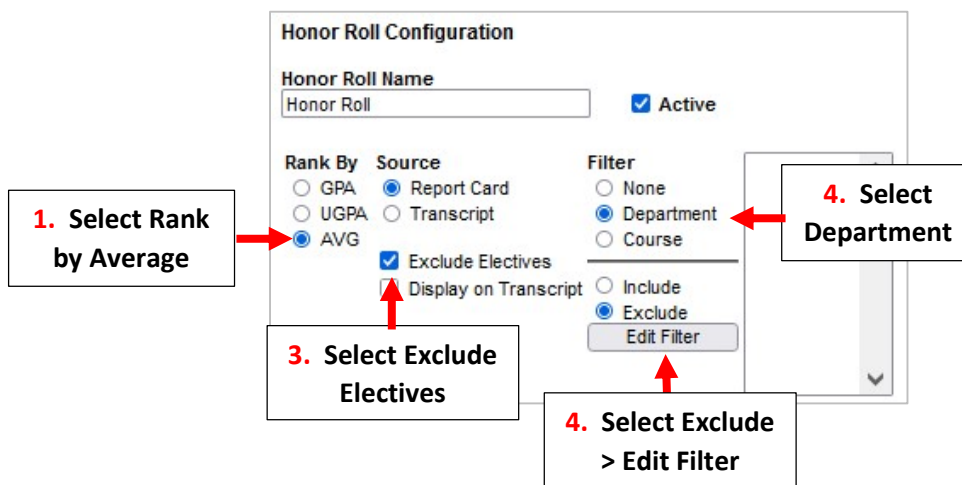
Once logged into FACTS please select **Academics > Class Rank & Honor Roll** from the Left Side Menu



Select **Edit** to confirm settings



Select Rank by **Average**. Source is Report Card and Select **Exclude Electives**. Filter by Department and Select **Exclude > Edit Filter**



Select **Department(s) to Exclude** and use arrow to **Select**. Select **Return to Honor Roll**

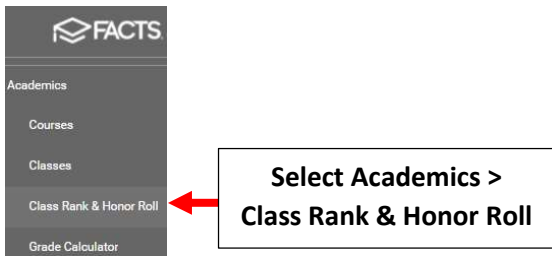
The screenshot shows the 'Honor Roll' configuration window. On the left, under 'Filter', the 'Department' radio button is selected, and the 'Exclude' radio button is also selected. A list of departments is shown in the center, with 'Athletics' at the top. A red arrow points from a callout box '1. Select Department(s) to Exclude' to the 'Athletics' department. Below the list, a red arrow points from a callout box '2. Use Arrow to Select' to the right-pointing arrow button. At the bottom, a red arrow points from a callout box '3. Select Return to Honor Roll' to the 'Return to Honor Roll' button.

Select **Save** to **Save** your Changes

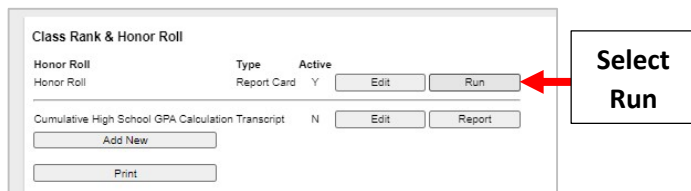
The screenshot shows the 'Honor Roll Configuration' form. The 'Honor Roll Name' field contains 'Honor Roll' and the 'Active' checkbox is checked. Under 'Rank By', 'AVG' is selected. Under 'Source', 'Report Card' is selected. Under 'Filter', 'Department' and 'Exclude' are selected. The 'Exclude Electives' checkbox is checked. The 'Description' field is empty. The 'Custom Template' dropdown is set to '(Renweb Default)'. A red arrow points from a callout box 'Select Save to Save your Changes' to the 'Save' button at the bottom.

II. Run Class Rank and Honor Roll

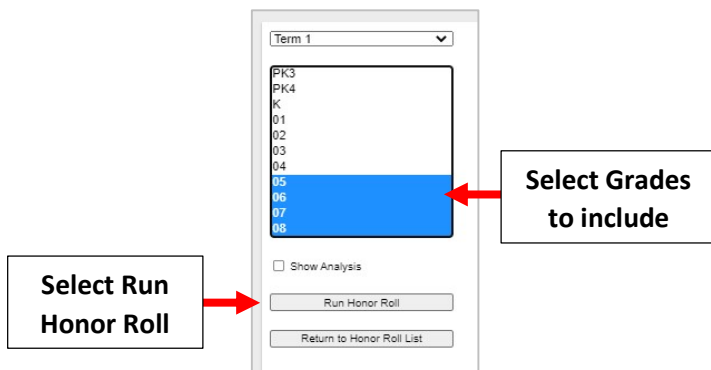
Once logged into FACTS please select **Academics > Class Rank & Honor Roll** from the Left Side Menu



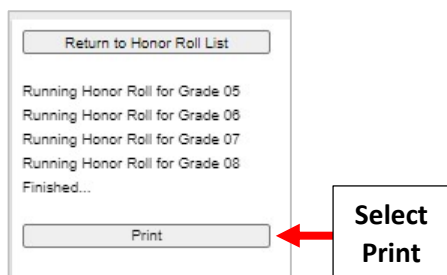
Select **Run**



Select **Grades** to include in Report and Select **“Run Honor Roll”**



Once Report completes select **Print**



Select Run

Honor Roll

Setup

Reports
Honor Roll 2

Grading Period
Term 1

Honor Roll Based On
AVG

Only Show Students on Honor

Report Fields
 Hide Rank
 Hide Honor
 Hide Grades

Filter
Sort By
Rank

Select Run

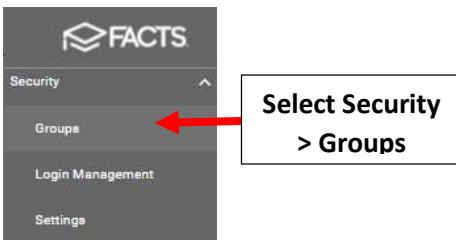
Report will display

A Honor Roll 2021-2022 Tri1

<i>Grade</i>	<i>Student</i>	<i>AVG</i>	<i>High</i>	<i>Low</i>	<i>Rank</i>	<i>Honor</i>
06	Ryan Baird	99.400	100.0	97.0	2	Honor Roll
06	Abby Connolly	99.200	100.0	97.0	3	Honor Roll
06	Ben Connolly	98.600	100.0	97.0	4	Honor Roll
06	Carly Connolly	98.400	100.0	97.0	5	Honor Roll
07	Maggie Akins	98.400	100.0	96.0	5	Honor Roll
07	John Doe	98.200	100.0	96.0	7	Honor Roll

III. Teacher Permissions to Print Honor Roll

































Once logged into FACTS please select **Security > Groups**



Select **Group Rights** for **Teacher Group**

Security Groups +

Security Groups are established to define a common set of rights for a group of people at a school. Standard security groups include Administrator, Faculty, Security, Accounting, Nurse, etc. Typically, two individuals in your school will be given access to the Security screen as it is the method by which to control access to the entire program.

Administrator	**DO NOT MODIFY**	   
Admissions		   
Childcare		   
Lunch		   
Parent Alert	Text Alerts	   
Security	**DO NOT DELETE**	   
Student Billing		   
Teachers		   

Select Teacher Group (points to Teachers)

Select Group Rights (points to the shield icon in the Teachers row)

Set “Class Rank and Honor Roll” to **Use**

Categories Filter Search Remove All Permissions

Security Item	Permission
Academics	
Analytics <i>Provides access to Classroom Analytics</i>	None View Use ⓘ
Analytics - Admin <i>Grants administrators access to view and edit all analytics dashboards.</i>	None View Use ⓘ
Class Rank and Honor Roll <i>Allows the user to run the Class Rank and Honor Roll.</i>	None Use ⓘ

Set “Class Rank and Honor Roll” to Use (points to the Use button)

