

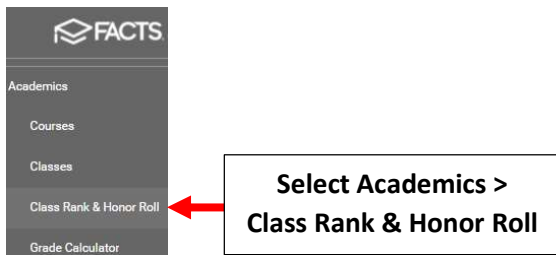
Configure Class Rank & Honor Roll in FACTS SIS

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

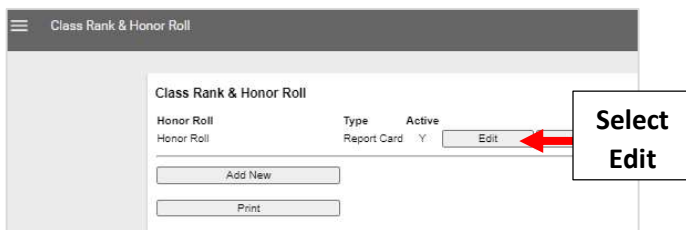
1. Class Rank & Honor Roll is run at the Administrative Level only
2. Each time this process is run it will **overwrite** the current Rankings & Honor Roll Report for the Term
3. Parents **DO NOT** have access to Rank & Honor Roll information on the Family Portal
4. Teachers can only view Honor Roll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

I. Configure Class Rank & Honor Roll

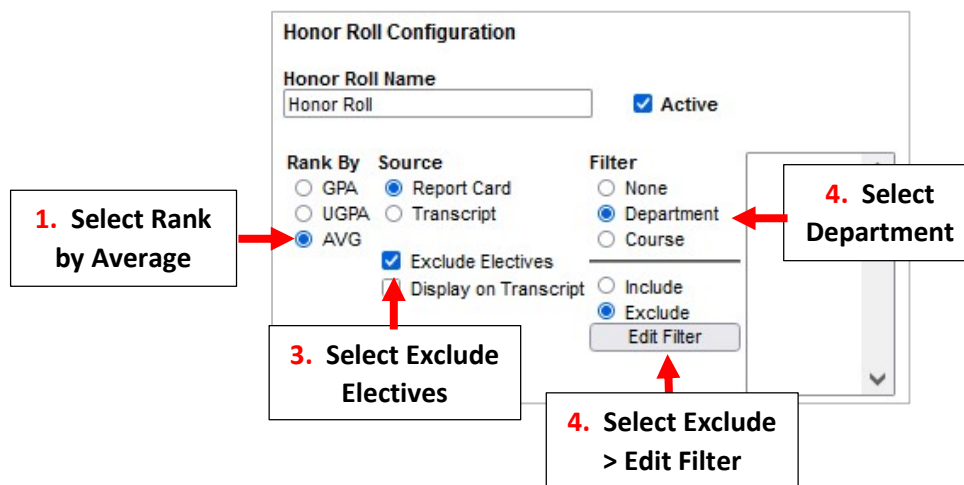
Once logged into FACTS please select **Academics > Class Rank & Honor Roll** from the Left Side Menu



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**

1. Select Department(s) to Exclude

2. Use Arrow to Select

3. Select Return to Honor Roll

The screenshot shows a window titled "Honor Roll". On the left, under "Filter", there are three radio buttons: "None", "Department" (selected), and "Course". Below these are two more radio buttons: "Include" and "Exclude" (selected). In the center is a list of departments: Athletics, Bible, Business, English, Fine Arts, Foreign Lan, Homeroom, Mathemat, Other, and Physical Ed. To the right of this list is a right-pointing arrow button. Further right is another list titled "Special Subj". At the bottom of the window is a button labeled "Return to Honor Roll".

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

Honor Roll Configuration

Honor Roll Name: ☒ Active

Rank By: ☐ GPA ☒ Report Card ☐ UGPA ☐ Transcript ☒ AVG

☒ Exclude Electives ☐ Display on Transcript

Filter: ☐ None ☒ Department ☐ Course

☐ Include ☒ Exclude

Description:

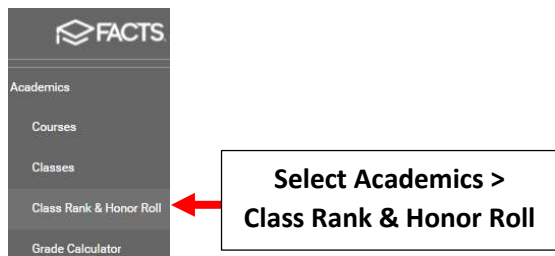
Custom Template: (Renweb Default)

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

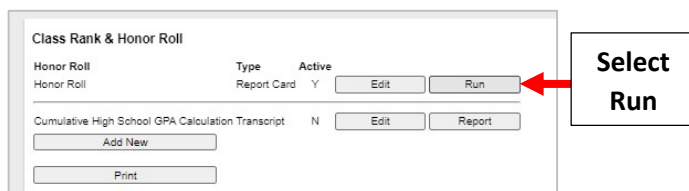
The screenshot shows a "Honor Roll Configuration" window. It has several sections: "Honor Roll Name" with a text field containing "Honor Roll" and an "Active" checkbox; "Rank By" with radio buttons for GPA, Report Card (selected), UGPA, Transcript, and AVG; "Exclude Electives" and "Display on Transcript" checkboxes; a "Filter" section with radio buttons for None, Department (selected), and Course; and "Include" and "Exclude" radio buttons. There is a large empty list box to the right of the filter section. Below these is a "Description" text field containing "0". At the bottom is a "Custom Template" dropdown menu showing "(Renweb Default)" and a "Save" button.

II. Run Class Rank and Honor Roll

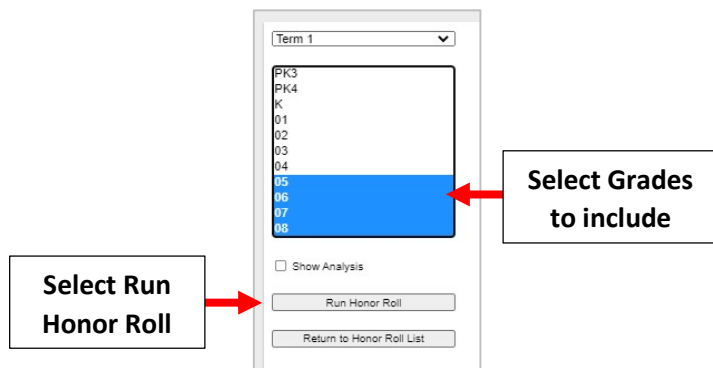
Once logged into FACTS please select **Academics > Class Rank & Honor Roll** from the Left Side Menu



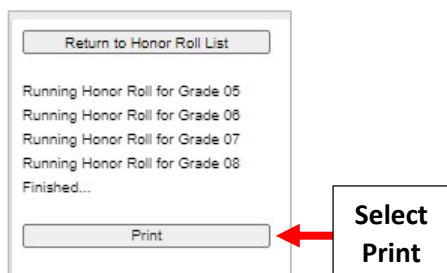
Select **Run**



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

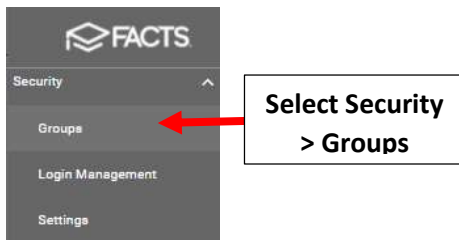
Report will display

A Honor Roll 2021-2022 Tri1

Grade	Student	AVG	High	Low	Rank	Honor
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

Select Group Rights

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

Categories Filter Search Remove All Permissions

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

Set “Class Rank and Honor Roll” to Use

