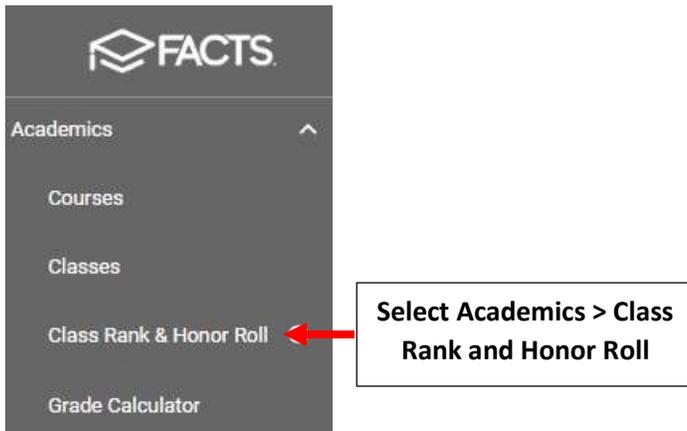


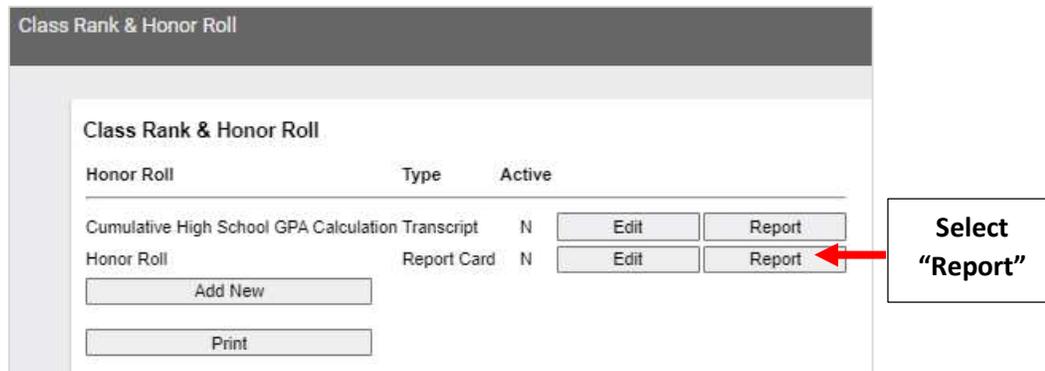
Run Class Rank and Honor Roll in FACTS SIS

****Please Note: Honor Roll can ONLY be run for One Term at a Time****

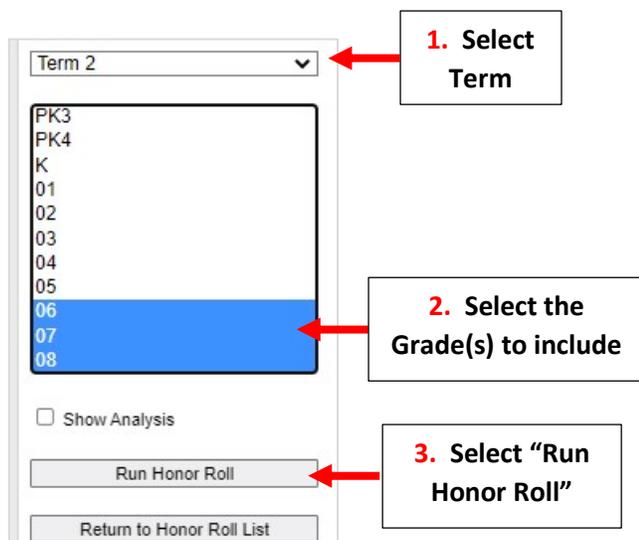
From the Main Menu please select **Academics > Class Rank and Honor Roll**



Select the **"Report"** button next to the Report you would like to run



Select **Term** and the **Grade** to run Honor Roll for and Select **"Run Honor Roll"**



To Select More than One Grade hold down the "Ctrl" Key then Click on the desired Grades

Select **“Print”**

Return to Honor Roll List

Running Honor Roll for Grade 06
Running Honor Roll for Grade 07
Running Honor Roll for Grade 08
Finished...

Print

Select **“Print”**

Verify **Grading Period** is set to **Correct Term**. Select **“AVG”** from **“Honor Roll Based On”** Dropdown. Select how report should be **Sorted** (i.e. Name, Grade) in **“Sort By”** Dropdown. Select **Run** to **Run Report**

Honor Roll

Setup

Reports
Honor Roll 2

1. Verify Grading Period
Grading Period Term 2

2. Select “AVG”
Honor Roll Based On AVG

Report Fields
 Hide Rank
 Hide Honor
 Hide Grades

Filter
Sort By Grade

3. Select How Report is Sorted

Only Show Students on Honor Roll

4. Select Run to Run Report
Run

Report will now Display

Honor Roll
2021-2022
T2

Grade	Student	AVG	High	Low	Rank	Honor
06	Anna Cruz	99.600	100.0	99.0	1	
06	Isabella Rodriguez	99.400	100.0	98.0	2	
06	Emma Palacio	98.800	100.0	98.0	3	
06	Alexandra Lopez Argueta	97.400	99.0	95.0	4	
06	Joseph Morales	97.200	100.0	95.0	5	
06	Sonia Lucia Pineda	96.800	98.0	94.0	6	
06	Isaac Hernandez	96.600	100.0	94.0	7	
06	Maria Garcia	96.000	99.0	94.0	8	
06	Fabian Roman	95.200	98.0	89.0	9	