

Administrator's Plus

Advanced Honor Rolls

Introduction

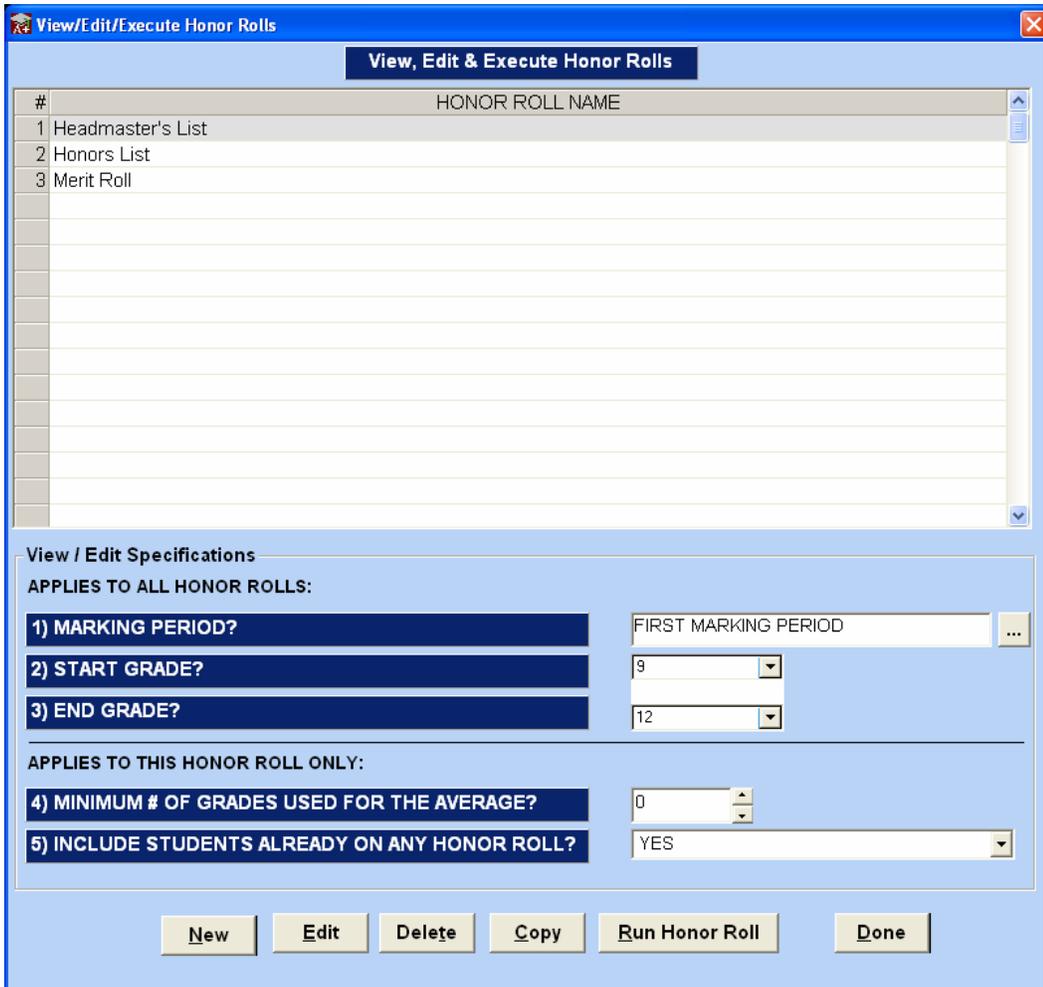
The Advanced Honor Roll feature gives you greater flexibility in creating honor rolls than has ever been possible in Administrator's Plus. This feature allows you to combine queries to find students meeting virtually any possible Honor Roll requirement. You may query student grades, comments and GPAs, and may combine these queries into any of your honor rolls.

Accessing Advanced Honor Rolls

To access the Advanced Honor Rolls feature, **right-click** on the Administrator's Plus background, and choose **Print** ⇨ **Report Cards** ⇨ **Honor Rolls**. If you use the Navigation or Shortcut menus to navigate the program, you will find Honor Rolls on the **Statistical Reports** menu. Advanced Honor Rolls is the 6th option on the Honor Roll menu. The first time you access Advanced Honor Rolls, you will be provided with a **Key Number** and a prompt to call Rediker Software Technical Support (at 800-882-2994) to activate the feature. A support representative will provide you with a **Key Code** to activate the Advanced Honor rolls feature. Once you have activated Advanced Honor Rolls, you will see the **View/Edit/Execute Honor Rolls** screen.

View/Edit/Execute Honor Rolls

This is the main screen of the Advanced Honor Rolls feature. From this screen you may add or edit new honor rolls, or set the specifications for and run your existing honor rolls.

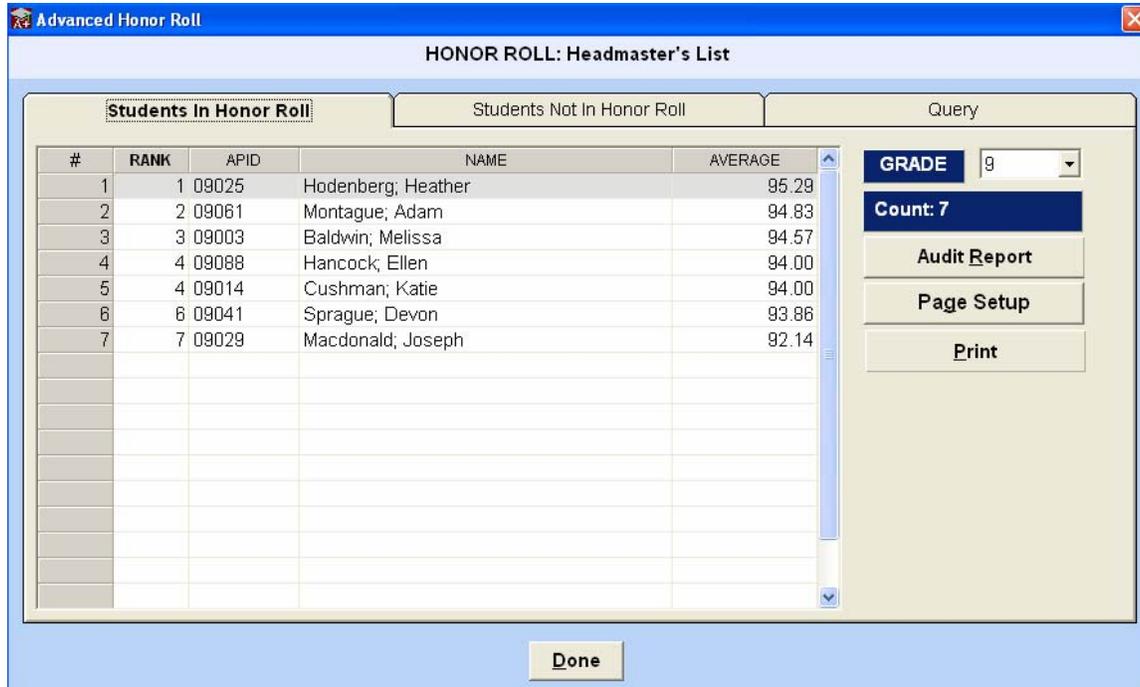


Clicking **New** or **Edit** will open the **Add/Edit Honor Roll** screen (see p. 4) where you may define the criteria for an honor roll by building and assigning queries.

The **Copy** button allows you to copy an existing honor roll into a new slot in the list. This is helpful in building new honor rolls that share common queries with existing ones.

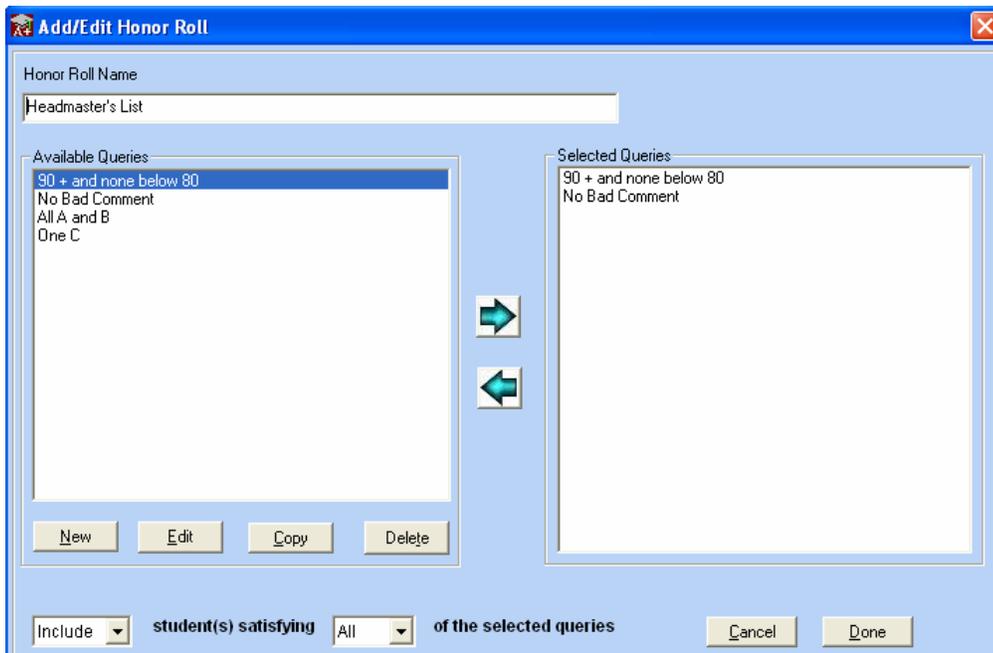
Clicking **Run Honor Roll** will execute the honor roll currently selected in the list according to the specifications set in the drop-down menus in the lower portion of the screen. In this case, the Headmaster's List would be run based on the First Marking Period, for grades 9-12, with no minimum number of grades, and students on other honor rolls would be included (i.e. previous HR status would be reset)

Once you have run the selected honor roll, the following screen will appear:



By default, you will see the students who have made the honor roll in the lowest grade level set in your Start/End Grade range. You may view the results for each grade level by selecting them from the drop-down menu in the top right of the screen. You may sort the list by rank, ID, Name or Average by clicking on any of the column headers. The **Students Not in Honor Roll** tab shows you the students who did not meet the criteria for that honor roll. Highlighting a student on either list and clicking the **Audit Report** button will generate a report that shows you why the student was either included or excluded from the honor roll. **Page Setup** allows you to change the layout of the honor roll list generated when you click the **Print** key. The **Query** tab allows you to review the query or queries you have selected for this honor roll.

The Add/Edit Honor Roll Screen



This screen is where you build, edit and assign the queries that define your honor roll. At the top of the screen is the name of the current honor roll. For new honor rolls, this field will be blank. If you wish to change the name of an existing honor roll, you may do it here. On the left side of the screen are the **Available Queries** you have previously created. On the right are **Selected Queries** for the honor roll you are currently editing.

Once you have selected the queries you wish to define your honor roll, the drop-down menus at the bottom left of the screen allow you to choose whether to include or exclude students that satisfy either all or just any one of the selected queries for that honor roll.

In the above example, the Headmaster's List honor roll includes students who meet the criteria for both the "90+ and none below 80" and "No Bad Comment" queries.

Clicking the **New** button opens the **Add Query** screen (see p. 5) to an undefined query. Clicking **Edit** opens the **Edit Query** screen to show you the criteria for the query highlighted in the Available Queries box.

The **Copy** button allows you to copy an existing query into a new slot in the list. This is helpful in building new queries that share common criteria with existing ones.

The Add/Edit Query Screen

Edit Query (EDIT MODE)

Add Which Type Of Query: Grades

Name of The Query: 3A's 1 B

Include Students Having Grades

At least 3 All grade(s) Greater than or equal to 90

AND

At most 1 All grade(s) Less than 90

For Which Report Card Columns

Use Specification: Yes No

1st 2nd MIDEX MIDGR 3rd 4th FINEX

FINAL ABSNT

Buttons: Cancel Done

The Add/Edit Query screen is where you define the criteria for a query. The Add Query screen is identical to the Edit Query screen except for the fact that the query type cannot be changed in Edit mode and is greyed out.

The menu options on the Add/Edit Query screen:

- **Add Which Type of Query** allows you to select whether you are searching grades, comments or the average for that marking period.
- **Name of the Query** is the name that is displayed on the Add/Edit Honor Roll screen.
- **Include Students Having Grades/Comments/GPA** is where you set the specifications of the query. The menu options here allow you to choose up to two criteria for each query separated by an and/or statement. An “and” statement means the student must meet both criteria, while an “or” statement means they can meet either one or the other of the criteria. In the above example, the student must have at least 3 “all” (both major and minor) grades above 90 AND at most 1 “all” grade below 90.
- **For Which Report Card Columns** allows you to run the query based either on the marking period designated in the specifications on the Add/Edit/Execute Honor Rolls screen, or the column(s) selected in the checkboxes. Note that if you select multiple columns here, the student must meet the criteria for each selected column.