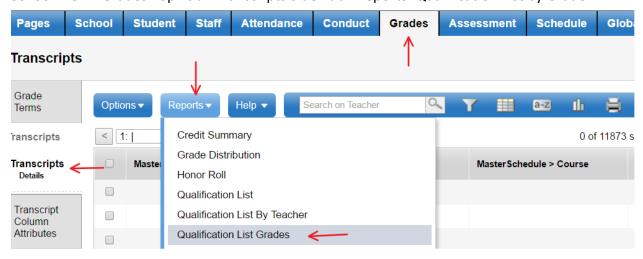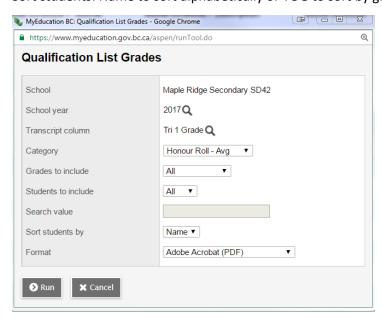# Honour Roll

School View >Grades Top Tab >Transcripts Side Tab >Reports: Qualification List by Grade

A popup window will appear:

- Transcript Column: Select the appropriate term (do not use interim grades)
- Category: Select Honour Roll Avg (%) or Honour Roll Letter depending on how your school determines honour roll
- Grades to Include: Select all if you want to see all their grades in all courses or select qualifying only if you want their honour roll qualifying courses only.
- Students to include: All to search entire school or it can be done by grade (YOG)
- Sort students: Name to sort alphabetically or YOG to sort by grade then alphabetically. Click Run

NOTE: This report will provide a list of students with an **AVG of greater than 86**, **AVG of 73-85** and an **AVG less than 72.**