



## **WeBSIS**

### **Honor Roll Management System**

#### **Overview**

There are many facets to this module to allow districts to process their unique Honor Roll requirements. Below is a quick summary of the features of this system;

- Allow districts to establish their different Honor Roll Processing methods for each of their schools and grade levels.
- Provides a detailed analysis of what students met the criteria for an honor roll and also why they did not for the specific point in time the honor roll was ran.
- Allows a district to interactively generate honor roll lists and files for submittal to a newspaper for example.

### **Honor Roll Processing Parameters**

This is where a district defines parameters used during honor roll processing. This application is found under the **District Grade Processing Setup**. Below you can see a screen shot of this application.

### **Type of Honor Roll GPA Calculation**

It is important to note the different selection which can be made here.

#### **Simple, Non-Weighted (GPA)**

If this is selected it means that the system will use a GPA calculation formula. This means that the Master Schedule must have the appropriate Credits entered on the courses offered by the school. Typically only High School will have Credits entered. The reason is that the GPA calculation is in the same format as used by the Transcript processing,  $\text{SUM}(\text{points} * \text{credits earned}) / \text{SUM}(\text{credits earned})$ . As you can see the Credits are used as part of the Honor Roll GPA calculation for the marking period selected. The difference is that **weighting will not be used in this calculation**.

#### **Standard Course GPA calculation**

If this is selected it means that the system will use a GPA calculation formula. This means that the Master Schedule must have the appropriate Credits entered on the courses offered by the school. Typically only High School will have Credits entered. The reason is that the GPA calculation is in the same format as used by the Transcript processing,  $\text{SUM}(\text{points} * \text{credits earned}) / \text{SUM}(\text{credits earned})$ . As you can see the Credits are used as part of the Honor Roll GPA calculation for the marking period selected. The difference is any **weighting will be used in this calculation**.

#### **Simple, Non-Weighted Points Only**

If this is selected then a **simple average** will be used to calculate the Honor Roll GPA and not the GPA formula used in the two options above. This a simple average of the Grade Values earned by the student for the # of courses. The difference is that **weighting will not be used in this calculation**.

#### **Standard Course GPA calculation Using Points Only**

If this is selected then a **simple average** will be used to calculate the Honor Roll GPA and not the GPA formula used in the two options above. This a simple average of the Grade Values earned by the student for the # of courses. The difference is any **weighting will be used in this calculation**.

District Grade Processing Setup (Admin Access) - Honor Roll Processing Parameters

Add/Edit Honor Roll Processing Parameters

0.001

- General Information

School \* Bosworth High School

Grade Level \* 12

- GPA Information

Type of Honor Roll GPA Calculation \*  Simple, Non-Weighted  Standard Course GPA calculation  Simple, Non-Weighted Points Only  Standard Course GPA calculation Using Points Only ?

Grading Scale to be used to for Grade Equivalent to print on Grade Card \* HS Grading Scale

- Update Information

Last User gsupport

Last Update 10-26-2007 06:45:26am

Cancel

Save & Finish

Save & Add

## District School Honor Templates

This application allows a district to establish their criteria they use for determining Honor Rolls. This application is found under the **District Grade Processing Setup** menu. Below is a screen shot of this application.

**District Grade Processing Setup (Admin Access) - District School Honor Roll Templates**

**Edit Information** 0.002

**- General Information**

School Building \* Bosworth High School

Name \* HS A Honor Roll

Description HS A Honor Roll

Honor Roll Rank 100 ?

**- Grading Scale Used**

GPA for the honor roll process HS Grading Scale

**- GPA Requirements**

GPA Less than or equal to 12

GPA Greater than or equal to 10

**- Grade Value Requirements**

No letter grade Less than C-

**- Course Requirements**

Minimum # of Required Core Courses

Condition OR

Minimum # of Weighted Courses

**- Attendance Requirements**

Days Absent

Tardy

**- Student Class Load Requirements**

Minimum # of Courses included in GPA Calculation 6

EzStart District Grade Process District Grade Process School Reports 44:45

Transferring data from websis.lumensoftware.com... websis.lumensoftware.com

start Search Web 2 gaim 2 Microsoft Off... iTunes 2 Firefox 2 Internet Expl... Honor Roll Mana... 11:34 AM Friday

### **Honor Roll Rank**

The Honor Roll Rank is used to determine when a student meets the criteria possibly for several different honor rolls which one they should appear on. For example a student could meet all the criteria for the A honor roll and also the Principals Honor Roll. The Honor Roll Rank for the Principal Honor Roll is 100 however and the A Honor Roll is 90 thus the students highest honor roll to be reported to say the newspaper would be the Principal Honor Roll.

### **Grading Scale Used**

The grading scale selected here will be used to determine if students have met the GPA requirement and to identify the Grade Value earned overall for the Honor Roll marking period being processed.

### **GPA Requirements**

This is where you define the GPA range to be used to determine if the student has met the Honor Roll requirements for this Honor Roll Template.

**GPA Less than or equal to:** 5.00

**GPA Greater than or equal to:** 3.80

### **Grade Value Requirements**

This is where you may define any no grade lower than requirement.

**No letter grade less than:** C-

### **Course Requirements**

**Honor Roll Uses only Core Courses:** Y or N

If this field = Y then only the records on **Course Master, Core Course = Y** will be included in the Honor Roll GPA calculation. If this field = N then all **Master Schedule** courses who are marked to be included in the Honor Roll processing will be included that a student is enrolled in for the marking period processed.

**Minimum # of Required Core Courses:** 0

This field is used if a minimum number of required Core Courses are required by a student to meet the Honor Roll Template's criteria.

**Condition:** *and, or*

You may select and, or to determine how you want the **Minimum # of Required Core Courses** and **Minimum # of Weighted Courses to** be evaluated when examining honor roll template criteria

**Minimum # of Weighted Courses:** 0

This field is used if a minimum number of required Weighted Courses are required by a student to meet the Honor Roll Template's criteria.

**Attendance Requirements**

**Days Absent : Not more than:**

**Tardy : Not more than:**

**Student Class Load Requirements**

**Minimum # of Courses included in GPA Calculation:** 0

This field is used if a minimum number of required Courses are required by a student to meet the Honor Roll Template's criteria.

### School Grade Level Honor Roll Template Assignment

This application allows a district to assign the Honor Roll Templates they have created to schools and their grade levels to be used for Honor Roll processing. This application is found under the **District Grade Processing Setup** menu.

The screenshot displays a web browser window with the following details:

- Browser Title:** Bosworth - Mozilla Firefox
- Address Bar:** https://websis.lumensoftware.com/bosworth/uplinkos/lumen.php
- Page Title:** District Grade Processing Setup (Admin Access) - School Grade Level Honor Roll Template Assignment
- Page Content:**
  - Edit Information** (0.007)
  - General Information:**
    - School Building \* Bosworth High School
    - Begin Grade Level 09
    - End Grade Level \* 12
    - District School Honor Template \* HS B Honor Roll
  - Update Information:**
    - Last User gsupport
    - Last Update 10-24-2007 08:39:27am
- Buttons:** Cancel, Save & Finish, Save & Add

The Windows taskbar at the bottom shows the Start button, search bar, and several open applications including gaim, Microsoft Office, iTunes, Firefox, and Internet Explorer. The system clock indicates 12:05 PM on Friday.

## School Honor Roll Processing

This is a school level application. The purpose of this application is to utilize the Honor Roll Templates and Honor Roll Processing Parameters assigned to each school and grade level and process the selected marking period to determine what Honor Rolls students have met and also track those they have not and why. This application is found under the **School Reports** menu. Below is a screen shot of this application.

#	Run Date	Marking Period	School Building	Grade Level	Print Honor Roll	Generate File	Last User	Last Update	
1	10-29-2007	Q1	Bosworth High School	12	Print	Generate	10-29-2007 11:33 am		<input type="checkbox"/>
2	10-29-2007	Q1	Bosworth High School	11	Print	Generate	10-29-2007 05:32 am		<input type="checkbox"/>
3	10-29-2007	Q1	Bosworth High School	10	Print	Generate	10-29-2007 03:13 am		<input type="checkbox"/>
4	10-29-2007	Q1	Bosworth High School	09	Print	Generate	10-29-2007 03:12 am		<input type="checkbox"/>

## Generate Honor Roll List Option

This option allows you to select the **Marking Period** you wish to process for **Honor Rolls**. Provide the information displayed in the screen shot below and then select the **Start** option. This will generate the Honor Roll information for the Marking Period and Grade Level indicated. The system will process all students who were enrolled (*determined by the students enrollment history*) through the end of the **Marking Period** selected. Also if the Marking Period is not finished all students who are enrolled up to the date the report is run.

**Generate Honor Roll List** 0.001

**- General Information**

School Building \* Bosworth High School

Marking Period \* Q1 ?

Grade Level \* 07

**- Process Status**

Process 0%

Cancel Start

## Honor Roll Processing

When you generate an honor roll you have actually created a lot of information which will be used to not only identify what honor rolls students have met the criteria for but also the ones they have not as well as information to assist staff who requests from students and parents as to why a student was not on an honor roll list.

To review the Honor Roll information generated you select from the list presented to you as seen below in the screen shot.

#	Run Date	Marking Period	School Building	Grade Level	Print Honor Roll	Generate File	Last User	Last Update	
1	10-29-2007	Q1	Bosworth High School	12	Print	Generate	10-29-2007 11:33 am		<input type="checkbox"/>
2	10-29-2007	Q1	Bosworth High School	11	Print	Generate	10-29-2007 05:32 am		<input type="checkbox"/>
3	10-29-2007	Q1	Bosworth High School	10	Print	Generate	10-29-2007 03:13 am		<input type="checkbox"/>
4	10-29-2007	Q1	Bosworth High School	09	Print	Generate	10-29-2007 03:12 am		<input type="checkbox"/>

After selecting a processed honor roll to examine the system will display what is show on the screen shot below. Notice the **Detail Information** tab. This allows you to examine the results of processing. Notice student Becken, Janet in the list. She has information listed for **HS A Honor Roll** and **HS B Honor Roll**. The **HS B Honor Roll Status = Y** which indicates this student has met the requirements for this Honor Roll Template. The **HS A Honor Roll Status = N** which indicates this student did not meet the requirements for this Honor Roll Template. It is important to note why there are two entries listed for this student. Honor Roll Templates have a rank value assigned to them. This controls the order by which they are processed. The **HS A Honor Roll Template** has a **Rank value = 100** and was this processed first as the **HS B Honor Roll Template** has a **Rank value = 90**. The **HS A Honor Roll Template** was processed first and found that the student did not meet the requirements. Therefore the system proceeded to the **HS B Honor Roll Template** of which the student did meet the requirements. This is why the student has two honor roll template listed is because the system processed both. If the student had met the **HS A Honor Roll Template** requirements then it would have been the only one listed.

School Reports (Admin Access) - School Honor Roll Processing

File View Search Clear Refresh Menu

### Generate Honor Roll List 0.001

**- General Information**

School Building \* Bosworth High School

Marking Period \* Q1 ?

Grade Level \* 09

Cancel

Detail Information

### School Honor Roll Processing (Detail Information) 0.008

Total: 27

#	Grade Level	Student Name	Lumen ID	Template Name	Status	<input type="checkbox"/>
1	09	Becken, Janet	1196	HS B Honor Roll	Y	<input type="checkbox"/>
2	09	--/--	1196	HS A Honor Roll	N	<input type="checkbox"/>
3	09	Karson, Montana	1007	HS B Honor Roll	Y	<input type="checkbox"/>
4	09	--/--	1007	HS A Honor Roll	N	<input type="checkbox"/>
5	09	Masoner, Brich	1008	HS B Honor Roll	N	<input type="checkbox"/>

So because of this type of processing **every student who was eligible for honor rolls will be listed at least once** in this table. The reason for this is the system was designed to provide assistance to users to determine why a student did and did not meet the requirements of any applicable honor rolls. In our example we selected the **HS A Honor Roll Template** for the student to examine to determine why they did not meet the requirements.

School Reports (Admin Access) - School Honor Roll Processing

File View Search Clear Refresh Menu

### Generate Honor Roll List 0.001

**- General Information**

School Building \* Bosworth High School

Marking Period \* Q1 ?

Grade Level \* 09

Cancel

Detail Information

Template Information Course Enrollment (for Honor Roll)

### Detail Information 0.012

**- General Information**

Template \* Elem B Honor Roll Detail

Student \*

**- Status**

Status \* No

**- Detail Information**

GPA Value 8.25

GPA Requirements \* No

Grade Value Requirements \* Yes

Course Requirements \* Yes

Attendance Requirements \* Yes

Student Class Load Requirements \* Yes

**- Enrollment Information**

Course Enrollment \* 9

From the screen shot above you will notice the **Template Information** tab. This displays the different criteria for the template and which were not met by the student. In this case we can see that the **GPA Requirements** were not met. To learn even more information about why the student did not meet the requirements we are able to select the **Course Enrollment (for Honor Roll)** tab as seen below.

Detail Information

Template Information Course Enrollment (for Honor Roll)

**Course Enrollment (for Honor Roll)** 0.384

Total: 8

#	Period	Course Name	Teacher	Final Grade	Included in HR	
1	1	2480.01 ARTS & CRAFTS		A-	Yes	<input type="checkbox"/>
2	2	2327.01 FAMILY AND CONSUMER SCIENCE I		B+	Yes	<input type="checkbox"/>
3	3	2258.01 AMERICAN HISTORY		B	Yes	<input type="checkbox"/>
4	4	2239.01 ENGLISH I		C	Yes	<input type="checkbox"/>
5	5	2252.01 PHYSICAL SCIENCE		C	Yes	<input type="checkbox"/>
6	6	2538.03 ART I		A	Yes	<input type="checkbox"/>
7	7	2313.07 WORD PROCESSING I		A-	Yes	<input type="checkbox"/>
8	8	2249.01 APPLIED MATH I		B	Yes	<input type="checkbox"/>

<< [v] >> 1 of 1 Recs: 25

Now with the information above we can see what courses were used to process this **Honor Roll Template** and its criteria. Here you are able to see the courses the student was enrolled in for the indicated marking period at the time honor roll processing was performed.

Each separate **Honor Roll Template** processed contains all the information indicated above to enable staff to more easily check student information and handle questions students and parents might pose.

### Print Honor Roll option

This explains how you print your Honor Roll lists to display in the school for example. Below is a screen shot where you can see the **Print Honor Roll** column and the **Print** option.

School Reports (Admin Access) - School Honor Roll Processing

File View Search Clear Refresh Menu

**School Honor Roll Processing** 0.005

Total: 4

#	Run Date	Marking Period	School Building	Grade Level	Print Honor Roll	Generate File	Last User	Last Update	
1	10-29-2007	Q1	Bosworth High School	12	<b>Print</b>	<b>Generate</b>	10-29-2007 11:33 am		<input type="checkbox"/>
2	10-29-2007	Q1	Bosworth High School	11	<b>Print</b>	<b>Generate</b>	10-29-2007 05:32 am		<input type="checkbox"/>
3	10-29-2007	Q1	Bosworth High School	10	<b>Print</b>	<b>Generate</b>	10-29-2007 03:13 am		<input type="checkbox"/>
4	10-29-2007	Q1	Bosworth High School	09	<b>Print</b>	<b>Generate</b>	10-29-2007 03:12 am		<input type="checkbox"/>

<< [v] >> 1 of 1 Recs: 25

To print the Honor Roll list click on the **Print** option for the Honor Roll list you wish to generate. You will then be displayed the window below. The default is to only display the students who met the criteria for the honor roll, but the system does provide you with many different options to select what information you wish to have displayed and printed. **Important Note:** To print the HS A Honor Roll as shown we are ready to print. To print the B honor roll however we would need to select the HS B Honor Roll and then select search. Then we would select the **Print** option to print the B Honor Roll information.

Print Options
✕

**Generate Honor Roll List**
0.01

- General Information

**School Building \***

**Marking Period \***

**Grade Level \***

Detail Information

**HS A Honor Roll**
0.003

**Search By:**

**Student Name**

**Student Lumen ID**

**Honor Roll Status**

**Honor Roll**

Total: 4

#	Grade Level	Student Name	Lumen ID	Template Name	Status
					<input type="checkbox"/>

### Generate File option

This explains how you create the CSV file to give to your newspaper for example. Below is a screen shot where you can see the **Generate File** column and the **Generate** option.

#	Run Date	Marking Period	School Building	Grade Level	Print Honor Roll	Generate File	Last User	Last Update	
1	10-29-2007	Q1	Bosworth High School	12	<a href="#">Print</a>	<a href="#">Generate</a>	10-29-2007 11:33 am		<input type="checkbox"/>
2	10-29-2007	Q1	Bosworth High School	11	<a href="#">Print</a>	<a href="#">Generate</a>	10-29-2007 05:32 am		<input type="checkbox"/>
3	10-29-2007	Q1	Bosworth High School	10	<a href="#">Print</a>	<a href="#">Generate</a>	10-29-2007 03:13 am		<input type="checkbox"/>
4	10-29-2007	Q1	Bosworth High School	09	<a href="#">Print</a>	<a href="#">Generate</a>	10-29-2007 03:12 am		<input type="checkbox"/>

To generate the Honor Roll CSV file, click on the **Generate** option for the Honor Roll list you wish to generate. You will then be displayed the window below. The default is to only display the students who met the criteria for the honor roll you select, but the system does provide you with many different options to select what records you wish to have created. **Important Note:** *To generate the list for the HS A Honor Roll as shown we are ready to generate the file now. To print the B honor roll however we would need to select the HS B Honor Roll and then select search. Then we would select the **Generate File** option to create the B Honor Roll CSV file for the newspaper.*



### Generate Honor Roll List

0.001

#### - General Information


**School Building \*** Bosworth High School

**Marking Period \*** Q1

**Grade Level** 12

**Honor Roll Template** HS B Honor Roll

Cancel

 Generate File