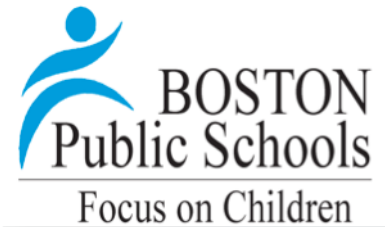


Printing Qualification Lists (Honor roll, D/Fs, Eligibility Lists)



1. Start in the **Grade** tab.
2. Select the **Transcript** side tab.
3. Click **Reports** and select a “Qualification List” report.
Qualification List: All students in one list
Qualification List by Teacher: Students broken up by teachers. This should be used if you want to give teachers a list of their students that made high honors, honors, etc. This report can be very large depending on the number of teachers in your building.
Qualification List by Grades: Similar to the first report, but this will also include the grades that each student received. This report is recommended when running an ineligibility list.
4. Choose the **transcript column** by clicking on the magnifying glass. Most qualification lists are run for a period mark (i.e. PD2 Mark)
5. Choose a **category** (Ds/Fs, Honor Roll, or Ineligible)
6. Choose the **grades to include**. This can be useful if you are running the D/Fs or ineligible list so that you can see how students are doing in other classes.
7. Click **Run**

Note: Check “Create Snapshots” have the system automatically create groups of students in each category. These snapshots can be then used in other parts of the SISS