



Lumen™  
AXSIS

Student Information System

# Honor Roll Management

## 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 as an example.

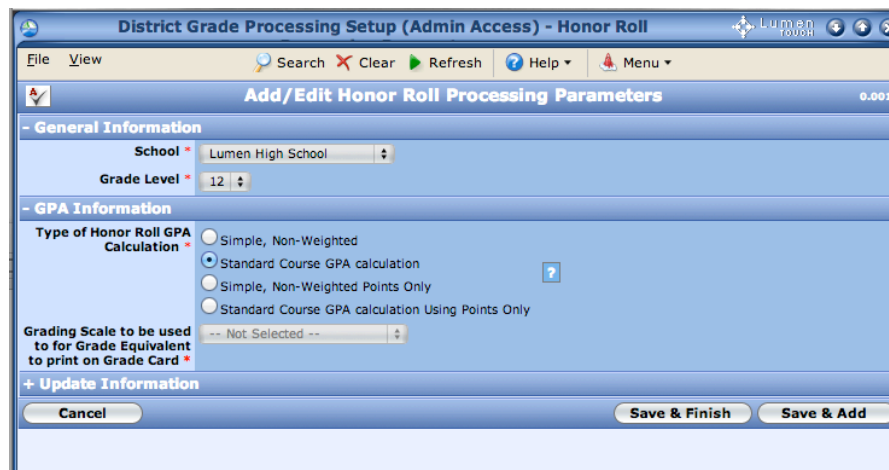
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## Honor Roll Setup

### 1. Honor Roll Processing Parameters

This application defines how the GPA is calculated for the Honor Roll by Grade Level.  
EzStart -> Lumen Touch - District Admin -> District Grade Processing Setup -> District Grade Processing Setup -> **Honor** Roll Processing Parameters



#### 1.1. Simple, Non-Weighted (GPA)

- 1.1.1. If this is selected, the system will use a standard GPA calculation formula. This means the GPA is calculated by the  $\text{SUM}(\text{points} * \text{credits earned}) / \text{SUM}(\text{credits attempted})$ . The Credits used are for the marking period selected.
- 1.1.2. Only the non-weighted points are used.

#### 1.2. Standard Course GPA calculation

- 1.2.1. If this is selected, the system will use a standard GPA calculation formula. This means the GPA is calculated by the  $\text{SUM}(\text{points} * \text{credits earned}) / \text{SUM}(\text{credits attempted})$ . The Credits used are for the marking period selected
- 1.2.2. The weighted points are used if a course is set as Weighted.

#### 1.3. Simple, Non-Weighted Points Only

- 1.3.1. 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.
- 1.3.2. This option is commonly used for elementary, middle school, and junior high.

#### 1.4. Standard Course GPA calculation Using Points Only

- 1.4.1. If this is selected then a simple average will be used to calculate the Honor Roll GPA.
- 1.4.2. 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.

## 2. 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.

*EzStart -> Lumen Touch - District Admin -> District Grade Processing Setup -> District Grade Processing Setup -> District School **Honor Roll** Templates*

- 2.1.1. To create a new template, click **Add New**.
- 2.1.2. Choose the School and give the template a name.
- 2.2. **Class Rank**
  - 2.2.1. The Honor Roll Rank is used to determine if a student meets the criteria possibly for different honor rolls.
  - 2.2.2. If a student qualifies for more than 1 Honor Roll, the student will only be listed in the Honor Roll with the highest rank.
  - 2.2.3. 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 and the A Honor Roll is 90. The student will be listed on the Principal Honor Roll and not the A Honor Roll.
- 2.3. **Grading Scale Used**
  - 2.3.1. The grading scale selected here will be used to determine if students have met the Grade requirement and to identify the Grade Value earned overall for the Honor Roll marking period being processed.
  - 2.3.2. Used when no grade below a certain grade is a requirement.
- 2.4. **GPA Requirements**
  - 2.4.1. The GPA entered is used to determine if the student has met the Honor Roll requirements for this Honor Roll Template.
  - 2.4.2. Enter the lowest value that qualifies a student for this Honor Roll.
- 2.5. **Grade Value Requirements**
  - 2.5.1. If used, enter the lowest grade a student can have and still qualify for this Honor Roll.
  - 2.5.2. Example: No letter grade less than: C-.
- 2.6. **Minimum # of Required Core Courses**
  - 2.6.1. If used, students must have at least the number entered of Core Courses to qualify for the Honor Roll
- 2.7. **Attendance Requirements**

- 2.7.1. Absent and/or Tardy values can be entered.
- 2.7.2. Any student with absences or tardies exceeding these values will not qualify for the Honor Roll.

**2.8. Student Class Load Requirements**

- 2.8.1. Minimum number of Credits and/or Courses can be entered. If the student does not meet the number, the student will not qualify for the Honor Roll

**2.9. Honor Roll Uses only Core Courses**

- 2.9.1. Honor Roll Uses only Core Courses: Y or N
- 2.9.2. If this field = Y then only the records on Course Master, Core Course = Y will be included in the Honor Roll GPA calculation.
- 2.9.3. If this field = N then all Master Schedule courses that are marked to be included in the Honor Roll processing will be for the marking period processed.

**2.10. Honor Roll Letter Template**

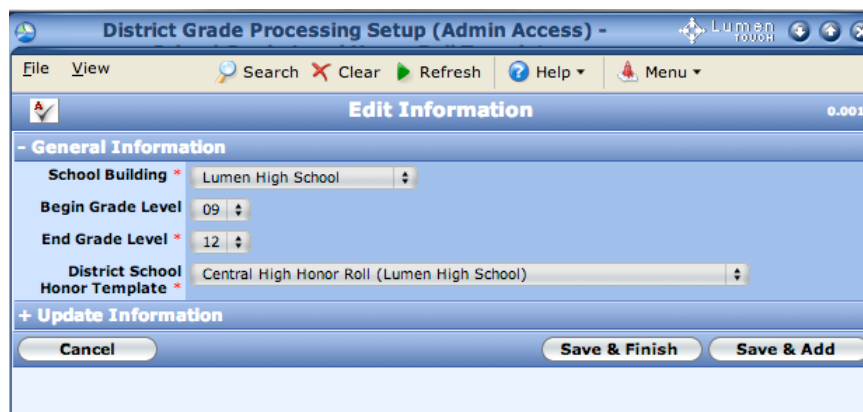
All staff who will be accessing any Lumen Template(s) must have OpenOffice loaded on their workstation. For instructions on how to setup templates, see Attendance Monitoring Notification Letters in the Attendance Monitoring folder in the Help Center.

**3. 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.

*EzStart -> Lumen Touch - District Admin -> District Grade Processing Setup -> District Grade Processing Setup -> School Grade Level Honor Roll Template Assignment*

- 3.1. Click Add New and enter settings for each Honor Roll for each building and Grade Level range.



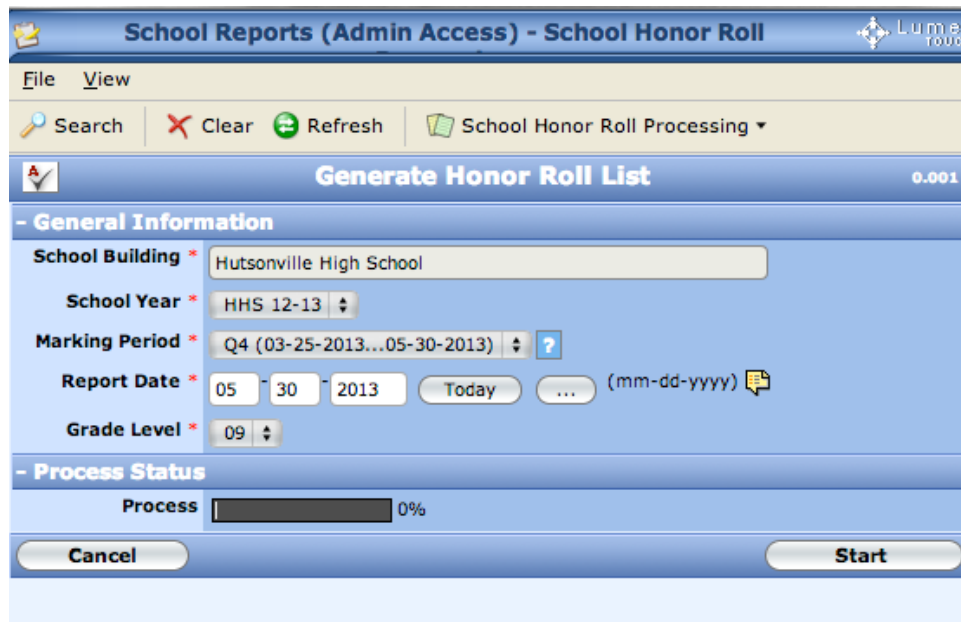
## School Honor Roll Processing

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 that have not and why.

[EzStart -> Lumen Touch - School -> School Reports -> School Reports -> School Honor Roll Processing](#)

### 1. Generate Honor Roll List

- 1.1. Select the **Marking Period** and **Grade Level** to process for Honor Rolls. Provide the information displayed in the screenshot below and then select the **Start** option. This will generate the Honor Roll information for the Marking Period and Grade Level indicated. The date is used to determine from enrollment the students processed.
- 1.2. Click **Start**. This will generate the Honor Roll information for the Marking Period and Grade Level indicated.



- 1.3. After selecting a processed honor roll to examine the system will display what is show on the screen shot below.

1.4. Notice the **Detail Information** tab. This allows you to examine the results of processing. Notice student Adams, Madison P. in the list. She has information listed for **NME Honor Roll With Distinction** and **NME Honor Roll**. The **NME Honor Roll Status = Y** which indicates this student has met the requirements for this Honor Roll Template. The **NME Honor Roll With Distinction Status = N** 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 **NME Honor Roll With Distinction** has a **Rank value = 100** and was this processed first as the **NME Honor Roll Template** has a **Rank value = 90**. The **NME Honor Roll With Distinction** was processed first and found that the student did not meet the requirements. Therefore the system proceeded to the **NME 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 **NME Honor Roll With Distinction** requirements, then it would have been the only one listed.

Detail Information

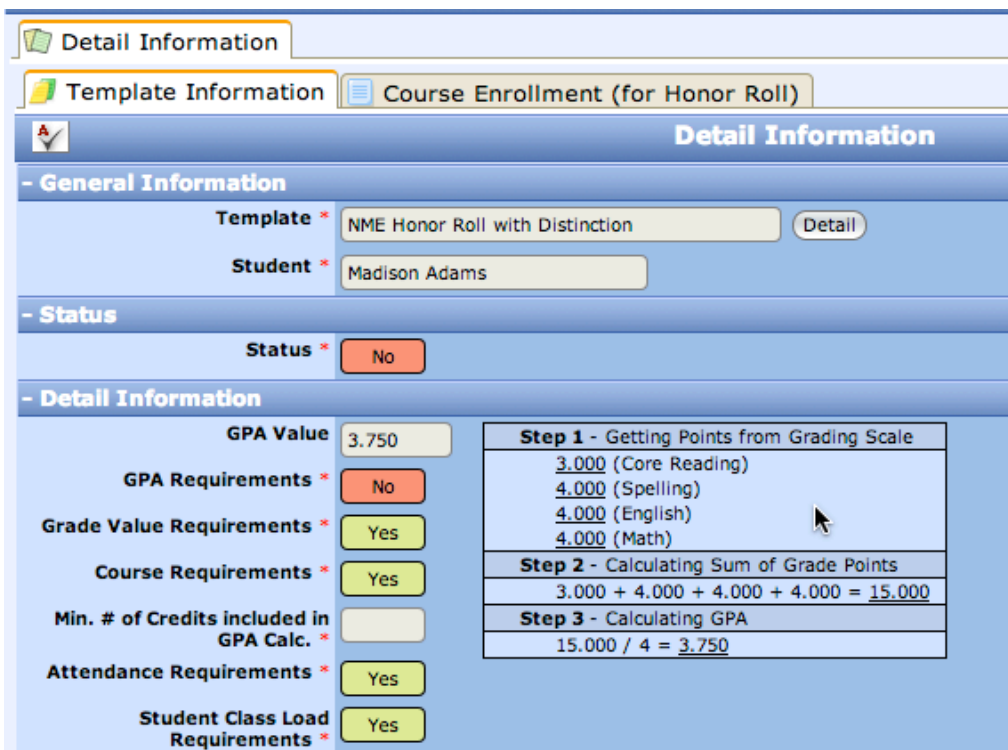
School Honor Roll Processing (Detail Information) 0.752

Search By: Student Name   
 Student Lumen ID   
 Honor Roll NME Honor Roll with Distinction  
 Honor Roll Status Meets Criteria  Search

Total: 70

#	Grade Level	Student Name	Marking Period GPA	Lumen ID	Template Name	Status	ODT Tmpl.
1	03	Adams, Laniya M.	4.000	246156	NME Honor Roll with Distinction	Yes	Yes
2	03	Adams, Madison P.	3.750	246138	NME Honor Roll with Distinction	No	Yes
3	03	--//--	3.750	246138	NME Honor Roll	Yes	Yes
4	03	Adams, Nancy F.	4.000	246308	NME Honor Roll with Distinction	Yes	Yes
5	03	Adams, Sarah B.	3.750	246137	NME Honor Roll with Distinction	No	Yes
6	03	--//--	3.750	246137	NME Honor Roll	Yes	Yes
7	03	Adams, Tashima R.	3.500	246136	NME Honor Roll with Distinction	No	Yes
8	03	--//--	3.500	246136	NME Honor Roll	Yes	Yes
9	03	Akins, Herguin M.	3.750	246127	NME Honor Roll with Distinction	No	Yes
10	03	--//--	3.750	246127	NME Honor Roll	Yes	Yes

- 1.5. *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.
- 1.6. Clicking on a student's name that did not meet the criteria will display a detail report showing the requirements the student did not meet as well as how the GPA was calculated.



Detail Information	
<b>- General Information</b>	
Template *	NME Honor Roll with Distinction <span>Detail</span>
Student *	Madison Adams
<b>- Status</b>	
Status *	No
<b>- Detail Information</b>	
GPA Value	3.750
GPA Requirements *	No
Grade Value Requirements *	Yes
Course Requirements *	Yes
Min. # of Credits included in GPA Calc. *	
Attendance Requirements *	Yes
Student Class Load Requirements *	Yes

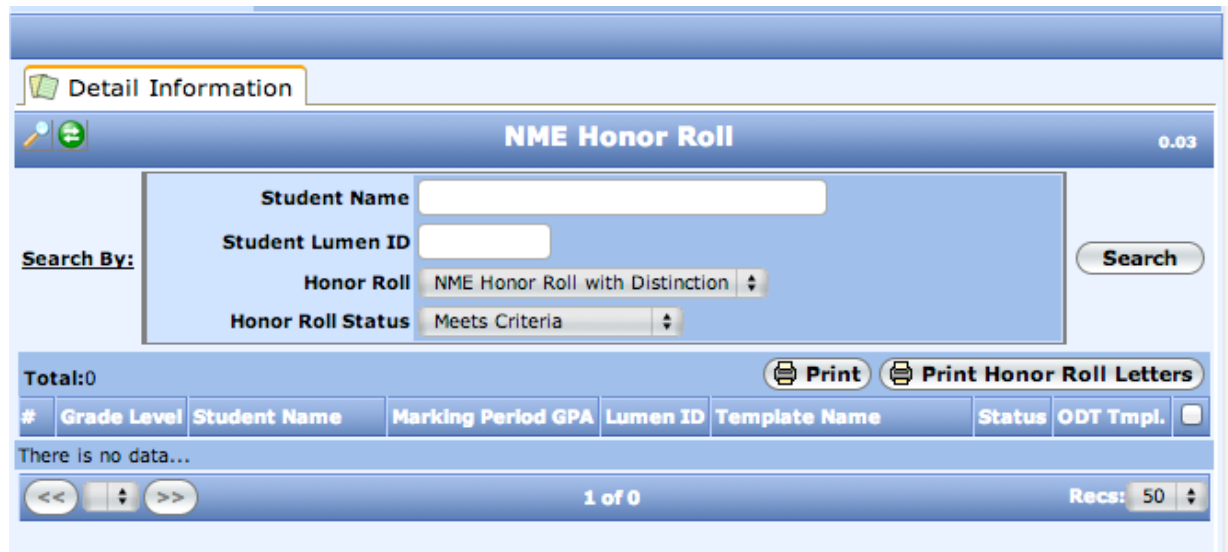
Step 1 - Getting Points from Grading Scale
3.000 (Core Reading)
4.000 (Spelling)
4.000 (English)
4.000 (Math)
Step 2 - Calculating Sum of Grade Points
3.000 + 4.000 + 4.000 + 4.000 = 15.000
Step 3 - Calculating GPA
15.000 / 4 = 3.750

- 1.7. Course Enrollment (for Honor Roll)
- 1.8. This tab displays the courses used to process this **Honor Roll Template** and its criteria. It displays the courses the student was enrolled for the indicated marking period at the time honor roll processing was performed.



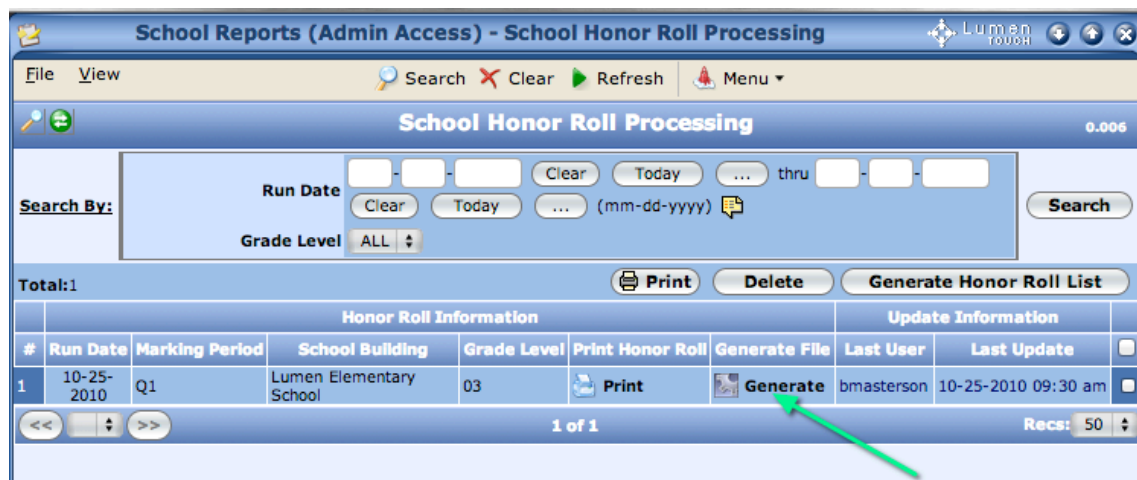
## 2. Print Honor Roll

- 2.1. To print the Honor Roll list click on the **Print** option for the Honor Roll list you wish to generate. The list can also be exported.
- 2.2. If templates for letters have been created, the letters can be generated using the Print Honor Roll



The screenshot shows the 'NME Honor Roll' interface. It includes search filters for Student Name, Student Lumen ID, Honor Roll (set to 'NME Honor Roll with Distinction'), and Honor Roll Status (set to 'Meets Criteria'). There are 'Print' and 'Print Honor Roll Letters' buttons. Below the filters is a table with columns: #, Grade Level, Student Name, Marking Period GPA, Lumen ID, Template Name, Status, ODT Tmpl., and a checkbox. The table is currently empty, displaying 'There is no data...'. Navigation controls at the bottom show '1 of 0' records and a 'Recs: 50' dropdown.

- 2.3. To create a CSV file to give to your newspaper, for example, click the **Generate** option as shown below.



The screenshot shows the 'School Honor Roll Processing' interface. It includes search filters for Run Date and Grade Level (set to 'ALL'). There are 'Print', 'Delete', and 'Generate Honor Roll List' buttons. Below the filters is a table with columns: #, Run Date, Marking Period, School Building, Grade Level, Print Honor Roll, Generate File, Last User, and Last Update. The table contains one record for 'Lumen Elementary School' with a 'Generate' button highlighted by a green arrow. Navigation controls at the bottom show '1 of 1' records and a 'Recs: 50' dropdown.