



Technology Helper

SDS—Printing Honor Rolls

1. Go into School Office Module.
2. Login
3. Click on printer icon near the top.
4. Click on the grades tab.
5. Click once on Honor Roll (about 1/2 way down the list) to highlight it.
6. Click on the paper and magnifying glass near the top.
7. Select which Term to include. (All terms must be done separately. The semester grades are listed as Final Grade.)
8. Select GPA A
9. Click the Select All button. This will highlight ALL honor rolls and ALL grade levels.
10. Click on the grade levels you do NOT want to include on the report to remove the highlighting.
11. Click on the printer to print.