

Running Ranks at HMS

The screenshot shows the 'GPA Ranks (GPA Honor Roll)' window. It features several sections with various controls:

- Select Filter:** A dropdown menu set to 'Grade 7' and an 'Order' dropdown set to 'Grade'.
- GPA Options:** 'GPA To Rank' is set to 'Standard' and 'Type' is 'Unweighted'. The 'GPA Range' has 'High' at 9.9999 and 'Low' at 7.9999. 'Percentage to Include' is set to 100%.
- Report Options:** 'ID To Print' is 'Student Number'. 'Print Highest Test Scores' includes checkboxes for ACT, SAT, and PSAT. A list of 'Grading Period(s) To Include' has '3rd Six Weeks' selected. Other checkboxes include 'Save Ranks to GPA File', 'Rank This Year Only', 'Print GPA Information', 'Use Quality Points Only', 'Rank Selected Grading Period Only', 'Number Of Classes (Not Credit)', and 'Check Master For Inclusion'.
- Print Students With:** Radio buttons for 'Greater Than Or Equal To' (selected) and 'Less Than', with a value of 0.000 credits earned.
- Advanced:** An empty text field.
- Heading:** An empty text field.
- Buttons:** 'Remove Non-Included', 'Print', and 'Cancel'.

Arrows in the image point to the following areas:

- The 'Type' dropdown in the GPA Options section.
- The 'High' and 'Low' input fields in the GPA Range section.
- The 'Top' input field in the Percentage to Include section.
- The '3rd Six Weeks' option in the Grading Period(s) To Include list.
- The 'Save Ranks to GPA File' checkbox.
- The 'Rank This Year Only' checkbox.
- The 'Print GPA Information' checkbox.
- The 'Number Of Classes (Not Credit)' checkbox.
- The 'Greater Than Or Equal To' radio button.

Make sure you have all the arrowed areas checked and filled in. For the Principal's Honor Roll use 9999.9999 to 9.9999 and the other use 9.9999 to 7.9999.