

## Honor Roll: Using the Communicate Button to Call Parents

1. The school would populate a **Honor Roll** list as per usual steps (**Grades / Lists / Honor Roll**)
  - a. On Honor Roll screen, don't forget to first update the GPA by clicking the **Update GPA** button, then do the Honor Roll steps.
2. When the Honor Roll students are listed on screen, the user would click the **Communicate** button on the lower right.

The screenshot shows a web application interface with a navigation bar at the top containing 'Welcome', 'Sponsor Site Editor', and 'Honor Roll'. Below the navigation bar is a table with the following columns: Sidno, Student Name, Grd, Homeroom, GPA, Low Grade, and Honor Roll Title. The table contains 28 rows of student data. At the bottom of the screen, there is a row of buttons: 'Setup', 'Calc GPA', 'Print', 'Print Table', and 'Communicate'. The 'Communicate' button is highlighted with a red rectangular box, and a red arrow points from the right side of the table towards it.

	Sidno	Student Name	Grd	Homeroom	GPA	Low Grade	Honor Roll Title
1	98	SAM	01	SLI	4.0000	A	All A's Honor Roll
2	98	IMA	01	MC	4.0000	A	All A's Honor Roll
3	69	DEF	03	ED	4.0000	A	All A's Honor Roll
4	85	JAM	04	CH	3.4444	B	A-B Honor Roll
5	27	NY	01	MC	3.875	B	A-B Honor Roll
6	83	DE	02	TU	3.875	B	A-B Honor Roll
7	06	MAI	02	WA	3.625	B	A-B Honor Roll
8	57	TRA	02	WA	3.875	B	A-B Honor Roll
9	78	DAM	02	WA	3.625	B	A-B Honor Roll
10	98	ERI	05	DE	3.8888	B	A-B Honor Roll
11	37	BRI	04	KIF	3.5000	B	A-B Honor Roll
12	84	ANI	05	DE	3.7777	B	A-B Honor Roll
13	59	MY	02	TU	3.875	B	A-B Honor Roll
14	35	KE	01	SLI	3.7500	B	A-B Honor Roll
15	34	A'L	01	RIC	3.875	B	A-B Honor Roll
16	20	KEL	02	WA	3.625	B	A-B Honor Roll
17	92	KIM	01	SLI	3.7500	B	A-B Honor Roll
18	78	TIM	04	CH	3.8888	B	A-B Honor Roll
19	97	CHI	06	JO	3.0000	C	Honor Roll
20	53	CAF	02	TU	3.125	C	Honor Roll
21	52	DA	02	TU	3.0000	C	Honor Roll
22	84	CAI	02	WA	3.375	C	Honor Roll
23	64	LAL	04	CH	3.3333	C	Honor Roll
24	75	A'N	03	ED	3.0000	C	Honor Roll
25	27	AM	01	MC	3.0000	C	Honor Roll
26	80	MAI	01	MC	3.375	C	Honor Roll
27	17	ZED	04	KIF	3.5000	C	Honor Roll
28	51	KHA	03	NE	3.5000	C	Honor Roll

3. At the little selection box, click **Call**.

The screenshot shows a dialog box titled 'Communicate' with a close button (X) in the top right corner. Below the title bar are three buttons: 'Call', 'Email', and 'Cancel'. The 'Call' button is highlighted with a red rectangular box, and a red arrow points from the left side of the dialog box towards it.

4. The familiar call setup screen will appear with the **Honor Roll** students already selected.

Setup 09.25.2015

The following items can be used to filter the selection of students you wish to send a message to.

Year : 1516

District :

School :

Grade :

Ethnic :

Counselor :

Sport :

P.M. Bus :

Special Codes :

Parent Home Language :

Gender :

Homeroom :

Club :

A.M. Bus :

Program :

As of Date : Oct 15 2015

Sped :  All  Sped Only  Non Sped

504 :  All  504 Only  Non 504

LEP :  All  LEP Only  Non LEP

1 Call Per Household

Based on the criteria selected above, you may now filter those results even further by selecting individual students

Show Remote Only

Select Individual Students : 412,412,112,0

You may now select staff members or call groups that you want to receive this call.

Home Site Only

Select Call Groups :

Select Individual Staff :

5. The user would then proceed to make either a recorded call or SMS Text message as normal.

6. **TIP 1:** If a school wants to send out a different message for each kind of Honor Roll (i.e. On message for All A's, a different message for regular Honor Roll), then select only the desired Honor Roll to display at the Honor Roll setup screen.
- In the example below, only the "All A's Honor Roll" is picked because the school wants to send out a distinct message for just those students.
  - Select the other Honor Roll type to make a different message for a different type of Honor Roll student.

<input type="checkbox"/>	D	Title of Honor Roll	From Grd	To Grd	Alpha From	Alpha To	Numeric From	Numeric To	Low Gd	GPA Type	Comment Exclusion	S
<input checked="" type="checkbox"/>		All A's Honor Roll	-1	06	4.0000	4.0000			A	ALPHA		
<input type="checkbox"/>		A-B Honor Roll	-1	06	3.0000	4.0000			B	ALPHA		
<input type="checkbox"/>		Honor Roll	-1	06	3.0000	4.0000			C	ALPHA		

Clear    Res Sponsor    Res Setup

Display

Name Format :  Last First Middle     First Middle Last     Last First     First Last    Adjust Name for Mixed Case :

Show Honor Roll Title on Export :     Show GPA Range on Export :     Append Sidno to Export :

Print Selected GP's :     Show GPA :     Export :

Show Lowest Grade :     Print Date and Time :     As of Date : Oct 15 2015

Exclude if qualifies for non-selected honor roll :

Certificate

Print Certificate :

Left Signature :     Right Signature :

Back    Next

7. **Tip #2:** A while back, the same kind of **Communicate** button was added to the **Perfect Attendance Audit (Attendance / Lists / Perfect Attendance Audit)**. Schools may find it great to do electronic communications of a positive nature for students with excellent school attendance.