



ProgressBook StudentInformation Student Homeroom Guide



ProgressBook®
StudentInformation

Ohio

ProgressBook StudentInformation Student Homeroom Guide

(This document is current for v17.2.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Student Homeroom Guide* have been made.

Product Version	Heading	Page	Reason
17.2.0	Entire Guide	N/A	Updated inactive icon.
17.1.5	<i>“Assign Individual Students to Homerooms”</i>	8	Updated images and text to reflect new confirmation messages.

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Overview

Homerooms provide a consistent assigned meeting point for students and a way to group students for purposes of distributing school information and report cards, taking attendance and other functions. You can use homerooms in StudentInformation to select students to include on reports and to sort the reports.

Refer to the appropriate section as follows:

- For information on setting up homerooms in StudentInformation, see [“Set Up Homerooms.”](#)
- For information on assigning students to homerooms, see [“Assign Homerooms.”](#)
- For information on homeroom-related reports, see [“Reports.”](#)

Set Up Homerooms

You can maintain homerooms in StudentInformation in the following ways:

- To set up a new homeroom, see [“Add Homerooms.”](#)
- To edit an existing homeroom, see [“Edit Homerooms.”](#)
- To delete a homeroom, see [“Delete Homerooms.”](#)
- To view homerooms for a specific term, see [“Filter Homerooms by Term.”](#)

Add Homerooms

Note: You can only set up homerooms at the building level.

Navigation: StudentInformation – Management – School Administration – School Building Administration – Homerooms

1. On the **Homeroom Maintenance** screen, click **Add Homeroom**.

			Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
✕	✎	✖	A121 - A121	FullYear	BOYER	121 - 121	09	35	35	WATKINS	💡
✕	✎	✖	A122 - A122	FullYear	FOX	122 - 122	10	35	35	WATKINS	💡
✕	✎	✖	A123 - A123	FullYear	CLARK	123 - 123	10	30	30	WATKINS	💡
✕	✎	✖	A124 - A124	FullYear	HOWARD	124 - 124	11	35	35	WATKINS	💡
✕	✎	✖	A125 - A125	FullYear	VEGA	125 - 125	11	35	35	WATKINS	💡
✕	✎	✖	A126 - A126	FullYear	WOOTEN	126 - 126	12	40	40	WATKINS	💡
✕	✎	✖	A127 - A127	FullYear	FRAZIER	127 - 127	12	35	35	WATKINS	💡

The add-edit version of the screen displays.

2. In the **Homeroom Term** drop-down list, select the term for this homeroom (full year, fall, spring, etc.)
3. In the **Code** field, enter a homeroom code of up to five alphanumeric characters.
4. In the **Name** field, enter a name for the new homeroom.
5. In the **Location** drop-down list, select the room/location of the homeroom.
6. In the **Teacher** drop-down list, select the teacher for this homeroom.
7. In the **Capacity** drop-down list, enter the number of students this homeroom can accommodate.

8. Optional: In the **Counselor** drop-down list, select the counselor you want to assign to the students in this homeroom.
9. Optional: If you want to define which grade levels are valid for the new homeroom, in the **Grade Levels** option, select the grades by moving them from the **Available** list on the left to the **Selected** list on the right.
10. Optional: If you do not want this homeroom to be active at this point, deselect the **Is Active** check box.

Note: You cannot use inactive homerooms on new student homeroom records.

11. Click **Save**. Or, to continue adding homerooms, click **Save and New**.

Home >> Management >> School Administration >> School Building Administration >> Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Homeroom Term: FullYear ⚡

Code: A120 ⚡

Name: A120 ⚡

Location: 120 ⚡

Teacher: SHELLY ADKINS

Capacity: 35 ⚡

Counselor: WATKINS, NAOMI

Grade Levels:

Available		Selected
08	↔	09
10	↔	
11	↔	
12	↔	
GR	↔	
13	↔	

Is Active: ☒

Save Save and New Cancel

A confirmation message displays, and the new homeroom displays in the list.

Home >> Management >> School Administration >> School Building Administration >> Homerooms

Homeroom Maintenance


From this screen, you can Edit, Delete or Add a Homeroom.

The Homeroom was successfully saved

Add Homeroom
-- Filter by HR Term -- ▾


			Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
✕	✎	✖	A120 - A120	FullYear	ADKINS	120 - 120	09	35	35	WATKINS	💡
✕	✎	✖	A121 - A121	FullYear	BOYER	121 - 121	09	35	35	WATKINS	💡
✕	✎	✖	A122 - A122	FullYear	FOX	122 - 122	10	35	35	WATKINS	💡
✕	✎	✖	A123 - A123	FullYear	CLARK	123 - 123	10	30	30	WATKINS	💡
✕	✎	✖	A124 - A124	FullYear	HOWARD	124 - 124	11	35	35	WATKINS	💡
✕	✎	✖	A125 - A125	FullYear	VEGA	125 - 125	11	35	35	WATKINS	💡
✕	✎	✖	A126 - A126	FullYear	WOOTEN	126 - 126	12	40	40	WATKINS	💡
✕	✎	✖	A127 - A127	FullYear	FRAZIER	127 - 127	12	35	35	WATKINS	💡

☒ Show Active Only

Note: Inactive homerooms (indicated with a  icon in the **Active** column) display only if you deselect the **Show Active Only** check box.

Edit Homerooms

Navigation: StudentInformation: StudentInformation – Management – School Administration – School Building Administration – Homerooms

1. On the **Homeroom Maintenance** screen, in the row of the homeroom you want to edit, click .

Home >> Management >> School Administration >> School Building Administration >> Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom
-- Filter by HR Term -- ▾

			Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
✕	✎	✖	A120 - A120	FullYear	ADKINS	120 - 120	09	35	35	WATKINS	💡
✕	✎	✖	A121 - A121	FullYear	BOYER	121 - 121	09	35	35	WATKINS	💡
✕	✎	✖	A122 - A122	FullYear	FOX	122 - 122	10	35	35	WATKINS	💡
✕	✎	✖	A123 - A123	FullYear	CLARK	123 - 123	10	30	30	WATKINS	💡
✕	✎	✖	A124 - A124	FullYear	HOWARD	124 - 124	11	35	35	WATKINS	💡
✕	✎	✖	A125 - A125	FullYear	VEGA	125 - 125	11	35	35	WATKINS	💡
✕	✎	✖	A126 - A126	FullYear	WOOTEN	126 - 126	12	40	40	WATKINS	💡
✕	✎	✖	A127 - A127	FullYear	FRAZIER	127 - 127	12	35	35	WATKINS	💡

☒ Show Active Only

The add-edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see [“Add Homerooms.”](#)

Home >> Management >> School Administration >> School Building Administration >> Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Homeroom Term: FullYear ⚡

Code: A120 ⚡

Name: A120 ⚡

Location: 120 ⚡

Teacher: SHELLY ADKINS

Capacity: 35 ⚡

Counselor: WATKINS, NAOMI

Grade Levels:


Available	Selected
08	09
10	
11	
12	
GR	
13	

Is Active: ☒

Save Cancel

Delete Homerooms

Navigation: StudentInformation – Management – School Administration – School Building Administration – Homerooms

































- On the **Homeroom Maintenance** screen, in the row of the link you want to delete, click .

Home >> Management >> School Administration >> School Building Administration >> Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom -- Filter by HR Term --

			Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
			A120 - A120	FullYear	ADKINS	120 - 120	09	35	35	WATKINS	
			A121 - A121	FullYear	BOYER	121 - 121	09	35	35	WATKINS	
			A122 - A122	FullYear	FOX	122 - 122	10	35	35	WATKINS	
			A123 - A123	FullYear	CLARK	123 - 123	10	30	30	WATKINS	
			A124 - A124	FullYear	HOWARD	124 - 124	11	35	35	WATKINS	
			A125 - A125	FullYear	VEGA	125 - 125	11	35	35	WATKINS	
			A126 - A126	FullYear	WOOTEN	126 - 126	12	40	40	WATKINS	
			A127 - A127	FullYear	FRAZIER	127 - 127	12	35	35	WATKINS	

☒ Show Active Only

A message displays, asking if you are sure you want to delete the homeroom.

2. Click **Ok**.

The screenshot shows the 'Homeroom Maintenance' screen with a confirmation message: 'Are you sure you want to delete the following Homeroom: A120 - A120'. Below the message are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is circled in red.

A confirmation message displays, and the homeroom no longer appears in the list.

The screenshot shows the 'Homeroom Maintenance' screen with a yellow message box stating 'The selected Homeroom was successfully deleted'. Below the message is a table of homerooms. The table has columns: Homeroom, HR Term, Teacher, Room, Grades, Capacity, Remaining, Counselor, and Active. The table lists homerooms A121 - A121 through A127 - A127. The 'Active' column shows a lightbulb icon for each row. There is a checkbox labeled 'Show Active Only' at the bottom left and a dropdown menu labeled '-- Filter by HR Term --' at the bottom right.

			Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
✖	✎	✖	A121 - A121	FullYear	BOYER	121 - 121	09	35	35	WATKINS	💡
✖	✎	✖	A122 - A122	FullYear	FOX	122 - 122	10	35	35	WATKINS	💡
✖	✎	✖	A123 - A123	FullYear	CLARK	123 - 123	10	30	30	WATKINS	💡
✖	✎	✖	A124 - A124	FullYear	HOWARD	124 - 124	11	35	35	WATKINS	💡
✖	✎	✖	A125 - A125	FullYear	VEGA	125 - 125	11	35	35	WATKINS	💡
✖	✎	✖	A126 - A126	FullYear	WOOTEN	126 - 126	12	40	40	WATKINS	💡
✖	✎	✖	A127 - A127	FullYear	FRAZIER	127 - 127	12	35	35	WATKINS	💡

Filter Homerooms by Term

Navigation: StudentInformation – Management – School Administration – School Building Administration – Homerooms

When you created your homerooms (see [“Add Homerooms.”](#)), you defined a term for each homeroom based on the school’s scheduling terms. In some cases, this allows students to have more than one homeroom per year.

To view homerooms for a specific term, on the **Homeroom Maintenance** screen, in the **Filter by HR Term** drop-down list, select the term.

Home » Management » School Administration » School Building Administration » Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom

		Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	
✕		A104 - A104	FullYear	AUSTIN	104 - 104	09	0	0	
✕		A105 - A105	FullYear	COUSINS	105 - 105	10	0	0	
✕		A106 - A106	FullYear	CASTLE	106 - 106	10	30	30	
✕		A107 - A107	FullYear	WALTERS	107 - 107	11	0	0	
✕		A108 - A108	FullYear	CLARK	108 - 108	11	0	0	
✕		A109 - A109	FullYear	WEBBER	109 - 109	12	0	0	
✕		A110 - A110	FullYear	LAYMAN	110 - 110	12	0	0	

☒ Show Active Only

-- Filter by HR Term --
 -- Filter by HR Term --
 FullYear
 sem1
 sem2

The screen refreshes to display only the homerooms for the selected term.

Home » Management » School Administration » School Building Administration » Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom

sem2

		Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
✕		104 - Homeroom 104C	sem2	HANDLEY	104 - 104	11	50	50		

☒ Show Active Only

Assign Homerooms

You can assign students to homerooms in the following ways:

- To assign one student to a homeroom, see [“Assign Individual Students to Homerooms.”](#)
- To bulk assign students to homerooms, see [“Bulk Assign Students to Homerooms.”](#)
- To delete homeroom assignments, see [“Delete Homeroom Assignments.”](#)

Assign Individual Students to Homerooms

You can assign individual students to homerooms in the following ways:

- To assign a student to a homeroom for the whole school year, see [“Assign Students to Homerooms by Year.”](#)
- To assign a student to a homeroom for a particular term, see [“Assign Students to Homerooms by Term.”](#)

Assign Students to Homerooms by Year

Navigation: StudentInformation – SIS – Student – Homeroom Assignment

Note: You can also perform this procedure on the **Additional** tab of the student profile.

1. On the **Student Homeroom Assignments** screen, choose a homeroom to which to assign this student as follows:
 - To select a particular homeroom:
 - i. Optional: If you do not want to limit your selection to homerooms that are grade-appropriate for the student, deselect the **Display grade appropriate homerooms only** check box.
 - ii. In the drop-down list, select the homeroom.
 - To have StudentInformation assign the homeroom randomly based on grade level and available capacity, click **Auto-Assign**.

2. Click **Save**.

StudentInformation > SIS > Student > Homeroom Assignment

Student Homeroom Assignments




From this screen, you can assign students to administrative homerooms.

Term	Homeroom
Full Year Term	<div>C114</div> OR <div>Auto-Assign</div> <p>Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.</p>

☒ Display grade appropriate homerooms only

A confirmation message displays, and the student's homeroom displays in the student context area of the banner.

3. Optional: To open the student's profile in edit mode, click **Edit Student Profile**.


ProgressBook   / 11 / A 

School: HIGH SCHOOL Homeroom: C114
Home School: Counselor: Calendar: DFLT Program:

StudentInformation > SIS > Student > Homeroom Assignment

Student Homeroom Assignments

From this screen, you can assign students to administrative homerooms.

The Student Homeroom Assignment saved and synced with GradeBook successfully. 

Term	Homeroom
Full Year Term	<div>C114</div> OR <div>Auto-Assign</div> <p>Choose from drop down or click Auto-Assign which will randomly assign an available grade-level appropriate homeroom to the student.</p>

☒ Display grade appropriate homerooms only

Note: If your school is not synced with GradeBook, you receive this confirmation message instead:

The Student Homeroom Assignment saved successfully.

Assign Students to Homerooms by Term

Navigation: StudentInformation – SIS – Student – Homeroom Assignment

Note: To assign students to homeroom by term, you must have homerooms set up by term. For information on setting up homerooms by term, see *ProgressBook StudentInformation Scheduling Guide*.

Note: You can also perform this procedure on the **Additional** tab of the student profile by clicking **View/Assign Homeroom**.

- Optional: If you do not want to limit your selection to homerooms that are grade-appropriate for the student, on the **Student Homeroom Assignments** screen, deselect the **Display grade appropriate homerooms only** check box.
- In the row of the term for which you want to assign the student to a homeroom, in the drop-down list, select the homeroom.
- Click **Save**.

Home >> SIS >> Student >> Homeroom Assignment

Student Homeroom Assignments

From this screen, you can assign students to administrative homerooms.

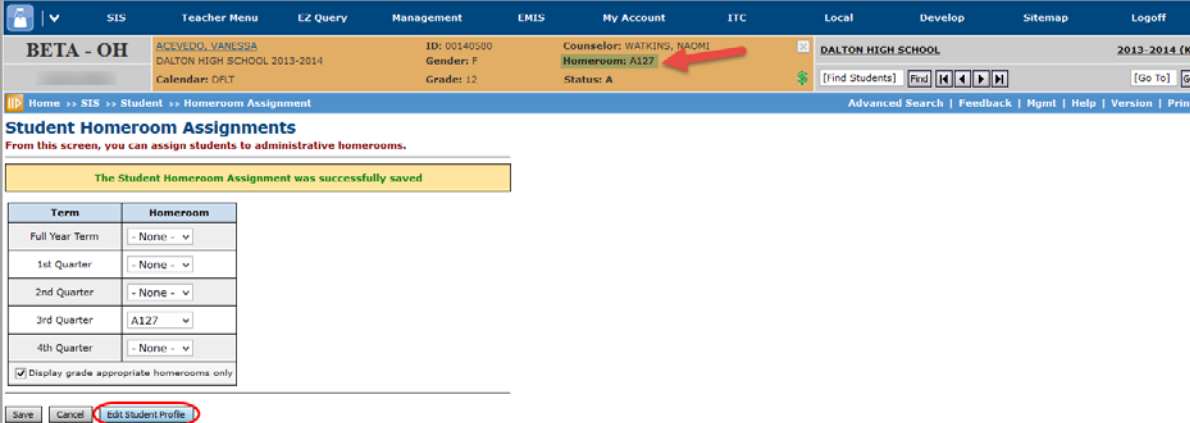
Term	Homeroom
Full Year Term	- None - v
1st Quarter	- None - v
2nd Quarter	- None - v
3rd Quarter	A127 v
4th Quarter	- None - v

☒ Display grade appropriate homerooms only

Save Cancel Edit Student Profile

A confirmation message displays, and the student's homeroom displays in the student context area of the banner.

- Optional: To open the student's profile in edit mode, click **Edit Student Profile**.



BETA - OH ACCEVEDO, VANESSA ID: 00140500 Counselor: WATKINS, NAOMI DALTON HIGH SCHOOL 2013-2014 (K)
 Gender: F Homeroom: A127 Status: A
 Calendar: DFLT Grades: 12

Home >> SIS >> Student >> Homeroom Assignment

Student Homeroom Assignments
 From this screen, you can assign students to administrative homerooms.

The Student Homeroom Assignment was successfully saved

Term	Homeroom
Full Year Term	- None - v
1st Quarter	- None - v
2nd Quarter	- None - v
3rd Quarter	A127 v
4th Quarter	- None - v

☒ Display grade appropriate homerooms only

Save Cancel **Edit Student Profile**

Bulk Assign Students to Homerooms

You can assign several students to homerooms at once (bulk assign) in the following ways:

- To bulk assign students to the same homeroom, see [“Bulk Assign Students to Single Homeroom.”](#)
- To bulk assign students to different homerooms, see [“Bulk Assign Students to Multiple Homerooms.”](#)

Bulk Assign Students to Single Homeroom

Navigation: StudentInformation – Management – Ad-Hoc Updates – Homeroom Bulk Assignment – Single Homeroom tab

1. Optional: If you do not want to limit your selection to homerooms that are grade-appropriate for the student, on the **Single Homeroom** tab of the **Homeroom Bulk Assignment** screen, deselect the **Enforce Homeroom Grade Level** check box.
2. In the appropriate drop-down lists, select a **Homeroom Term** and **Homeroom** to assign to a group of students.

The screenshot shows the 'Homeroom Bulk Assignment' screen with the 'Single Homeroom' tab selected. The breadcrumb trail at the top reads 'Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment'. Below the title, a subtitle states 'Here you can assign a bulk group of students to homerooms'. There are three tabs: 'Single Homeroom' (active), 'Multiple Homerooms', and 'Results'. The form contains three fields: 'Homeroom Term:' with a dropdown menu showing '-- Select a Homeroom Term --', 'Homeroom:' with a dropdown menu showing '-- Select a Homeroom --', and 'Enforce Homeroom Grade Level:' with a checked checkbox. A 'Cancel' button is located at the bottom right.

The screen expands to include a student search area.

3. Search for students to include in this bulk assignment by selecting any or all of the following **Select Students By** options:
 - **Search Criteria** – Use as many fields as necessary to find students.

Note: Select the check box after the **Last Name** and/or **First Name** fields to perform a wildcard search on the contents of those fields. For example, enter “sa” in the **First Name** field and select the check box to find “sam,” “sally,” and “samantha.” If you do not select the check box, StudentInformation only performs a strict match and does not find these names based on the partial information you entered.

- **Student IDs** – Enter student ID numbers separated by a comma.
- **Homeroom** – In the **Homeroom Assignment** drop-down list, select all students assigned to an existing homeroom.

Note: You can use the select students by homeroom method to move students from one homeroom to another in the same term or to assign a second homeroom for a different term.

4. In the **Sort Students By** drop-down list, select the sort order for your search results – “Alphabetical,” by “Student Number” or “Random.”
5. Optional: If you do not want your search results to display grouped by grade level, deselect the **Group Students By Grade Level** check box.
6. Optional: To change whether students returned in the search are initially selected for inclusion in the homeroom bulk assignment, select or deselect the **Students Selected by Default** check box.
7. Click **Preview Students**.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Single Homeroom **Multiple Homerooms** Results

Homeroom Term: FullYear - Full Year Term ⚡

Homeroom: A126 - A126 (Remaining Capacity: 40) ⚡

Enforce Homeroom Grade Level: ☒

Homeroom Capacity: 40 Currently Assigned: 0 Remaining Capacity: 40

[Show Existing Students]

[Hide Student Search]

Select Students By: ☒ Search Criteria ☐ Student IDs ☐ Homeroom

This student selection option will allow you to assign students that match search criteria. You will be able to preview students that match your search, and select/deselect students for assignment to the homeroom chosen above.

Note: All students within the selected homeroom will be returned, allowing you to override homeroom assignments.

Last Name: ☐ First Name: ☐

Grade Level: Team:

Gender: Program:

Student Status

Student Status: A - ACTIVE RES
C - CENTRAL STUDENTS
D - DELETED
I - INACTIVE
J - JVS RES
JVHS - PT CAR CENT PT DHS

Selected Status

Sort Students By: Alphabetical Group Students By Grade Level: ☒

☐ Students Selected by Default **Preview Students**

[Show Student Preview]

Cancel

A list of students matching your search criteria displays.

8. Review the matching students. If necessary, select the check box beside a student to include the student in the bulk homeroom assignment. Or deselect the check box to exclude the student. When selecting students for this homeroom, refer to the capacity information that displays above the search results.
9. Click **Assign Students**.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Single Homeroom **Multiple Homerooms** Results

Homeroom Term: FullYear - Full Year Term

Homeroom: A126 - A126 (Remaining Capacity: 40)

Enforce Homeroom Grade Level: ☒

Homeroom Capacity: 40 Currently Assigned: 0 Remaining Capacity: 40

[Show Existing Students]

[Show Student Search]

[Hide Student Preview]

	<input type="checkbox"/>	Student Name	Student Number	Grade	Status	Current Homeroom
1	<input checked="" type="checkbox"/>	BAILEY, ANGELA	00140530	12	A	6A Lunch
2	<input checked="" type="checkbox"/>	BAILEY, CYNTHIA	00140130	12	A	6A Lunch
3	<input checked="" type="checkbox"/>	BARNETT, BETTY	00140215	12	A	6A Lunch
4	<input checked="" type="checkbox"/>	BEASLEY, JAMES	00140026	12	A	6A Lunch
5	<input checked="" type="checkbox"/>	BEST, BRAD	00140010	12	A	6A Lunch
6	<input checked="" type="checkbox"/>	BOWERS, DUSTIN	00140170	12	A	6A Lunch
7	<input checked="" type="checkbox"/>	BRIDGES, ARMANDO	00130535	12	J	
8	<input checked="" type="checkbox"/>	BRIDGES, HEIDI	00140051	12	J	
9	<input checked="" type="checkbox"/>	BRIDGES, MARY	00140162	12	JVHS	
10	<input checked="" type="checkbox"/>	BRIDGES, VIOLA	00140510	12	A	6A Lunch
11	<input checked="" type="checkbox"/>	BROCK, WARREN	00140506	12	A	6A Lunch
12	<input checked="" type="checkbox"/>	BYRD, SARA	00140007	12	R	

☐ Return to Previous Page

If the bulk assignment is successful, a confirmation message displays.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

All selected students were successfully assigned to the homeroom

Single Homeroom **Multiple Homerooms** Results

Homeroom Term: FullYear - Full Year Term

Homeroom: -- Select a Homeroom --

Enforce Homeroom Grade Level: ☒

Note: If you attempt to overfill a homeroom by assigning enough students to surpass the homeroom's capacity, a warning message displays. If you truly do want to overfill the homeroom, click **Ok**. Otherwise, click **Cancel**, modify your search criteria and try again.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

This will cause the selected homeroom to be overfilled

You have selected to overfill the selected homeroom. The homeroom's remaining capacity is 35, but you have selected to assign 89 students.

Click 'Ok' to continue with the homeroom assignments, overfilling the homeroom
Click 'Cancel' to return and adjust your selections

Ok Cancel

Note: If there are homeroom conflicts, a message displays on the **Results** tab indicating the affected student(s).

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Not all students were able to be assigned to the selected homeroom due to conflicts

Single Homeroom Multiple Homerooms Results

Student Name	Student Number
ACEVEDO, VANESSA	00140580

Bulk Assign Students to Multiple Homerooms

Navigation: StudentInformation – Management – Ad-Hoc Updates – Homeroom Bulk Assignment – Multiple Homeroom tab

1. On the **Multiple Homerooms** tab of the **Homeroom Bulk Assignment** screen, select the **Homeroom Term** for which you want to assign a group of students to homerooms.
2. Select the homerooms to which you want to assign students by moving them from the **Available Homerooms** multiselect list on the left to the **Selected Homerooms** list on the right.
3. Search for students to include in this bulk assignment by selecting any or all of the following **Select Students By** options:
 - **Search Criteria** – Use as many fields as necessary to find students.

Note: Select the check box after the **Last Name** and/or **First Name** fields to perform a wildcard search on the contents of those fields. For example, enter “sa” in the **First Name** field and select the check box to find “sam,” “sally,” and “samantha.” If you do not select the check box, StudentInformation only performs a strict match and does not find these names based on the partial information you entered.

- **Student IDs** – Enter student ID numbers separated by a comma.
 - **Class Period** – To find students in particular course sections/class periods, in the appropriate drop-down lists, select the **Course Term**, **Rotation Day** and **Period**.
4. In the **Sort Students By** drop-down list, select the sort order for your search results – “Alphabetical,” by “Student Number” or “Random.”
 5. Optional: If you do not want your search results to display grouped by grade level, deselect the **Group Students By Grade Level** check box.
 6. Click **Assign Students**.

Note: You cannot preview the students you are assigning to multiple homerooms. Once you click **Assign Students**, all students meeting your criteria are assigned to homerooms up to their capacity.

The screenshot shows the 'Homeroom Bulk Assignment' web application. The breadcrumb trail at the top is 'Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment'. The page title is 'Homeroom Bulk Assignment' with a subtitle 'Here you can assign a bulk group of students to homerooms'. There are three tabs: 'Single Homeroom', 'Multiple Homerooms', and 'Results'. The 'Single Homeroom' tab is active. Under 'Homeroom Term', a dropdown menu shows 'Full Year - Full Year Term'. Below this, there are two columns of homerooms: 'Available Homerooms' and 'Selected Homerooms'. The 'Available Homerooms' list includes: A122 - A122 (Remaining Capacity: 35), A124 - A124 (Remaining Capacity: 35), A125 - A125 (Remaining Capacity: 35), A123 - A123 (Remaining Capacity: 30), and A121 - A121 (Overfilled by 53). The 'Selected Homerooms' list includes: A126 - A126 (Remaining Capacity: 40) and A120 - A120 (Remaining Capacity: 35). Below the homeroom lists, there is a section for 'Student Search' with radio buttons for 'Search Criteria' (selected), 'Student IDs', and 'Class Period'. A note states: 'All students within the selected homeroom will be returned, allowing you to override homeroom assignments.' There are input fields for 'Last Name' (with 'b' entered), 'First Name', 'Grade Level', 'Team', 'Gender', and 'Program'. Below these are 'Student Status' and 'Selected Status' lists. The 'Student Status' list includes: A - ACTIVE RES, C - CENTRAL STUDENTS, D - DELETED, I - INACTIVE, J - JVS RES, and JVHS - PT CAR CENT PT DHS. At the bottom, there are dropdowns for 'Sort Students By' (set to 'Alphabetical') and a checked checkbox for 'Group Students By Grade Level'. At the very bottom, there is a red circle around the 'Assign Students' button, a 'Return to Previous Page' checkbox, and a 'Cancel' button.

The **Results** tab displays a confirmation message listing the newly assigned students and any conflicts.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

45 students matched your search criteria; 24 students were assigned to homerooms, but 21 students were not assigned to a homeroom because there was no availability in the selected homerooms or there was a data conflict with the assignment

Single Homeroom Multiple Homerooms Results

Student Name	Student Number	Prior Homeroom	New Homeroom	Assigned
BAILEY, MELISSA	00160155		A120	<input type="checkbox"/>
BEASLEY, RICHARD	00170148		A120	<input type="checkbox"/>
BEASLEY, THOMAS	00170540		A120	<input type="checkbox"/>
BERG, JIMMY	00170200		A120	<input type="checkbox"/>
BERG, ROSE	00160582		A120	<input type="checkbox"/>
BEST, ELLEN	00170015		A120	<input type="checkbox"/>
BEST, FRANKLIN	00170010		A120	<input type="checkbox"/>
BOWERS, PEGGY	00170035		A120	<input type="checkbox"/>
BRADY, LOIS	00170244		A120	<input type="checkbox"/>
BAILEY, JUSTIN	00160112	5A Lunch	A122	<input checked="" type="checkbox"/>
BAILEY, WALTER	00160110	5A Lunch	A122	<input checked="" type="checkbox"/>
BARR, KRISTIN	00160052	5A Lunch	A122	<input checked="" type="checkbox"/>
BARR, PERRY	00160053	5A Lunch	A122	<input checked="" type="checkbox"/>
BARR, TRACY	00160054	5A Lunch	A122	<input checked="" type="checkbox"/>
BARRON, EDITH	00160503	5A Lunch	A122	<input checked="" type="checkbox"/>
BATTLE, CODY	00160575	5A Lunch	A122	<input checked="" type="checkbox"/>
BEASLEY, OLGA	00160124	5A Lunch	A122	<input checked="" type="checkbox"/>
BERG, MATTHEW	00160047	5A Lunch	A122	<input checked="" type="checkbox"/>
BOND, NATALIE	00160005	5A Lunch	A122	<input checked="" type="checkbox"/>
BRIDGES, CLAIRE	00160118	5A Lunch	A122	<input checked="" type="checkbox"/>
BRIDGES, FELIX	00160520	5A Lunch	A122	<input checked="" type="checkbox"/>
BRIDGES, GLENDA	00160510	5A Lunch	A122	<input checked="" type="checkbox"/>
BAILEY, PETER	00150155	5B Lunch	A124	<input checked="" type="checkbox"/>
BAILEY, RALPH	00140529	5B Lunch	A124	<input checked="" type="checkbox"/>


Delete Homeroom Assignments

You can delete students from homerooms in the following ways:

- To remove all students from a homeroom, see [“Remove All Students from a Homeroom.”](#)
- To remove some students from a homeroom, see [“Remove Individual Students from a Homeroom.”](#)

Remove All Students from a Homeroom

Navigation: StudentInformation – Management – School Administration – School Building Administration – Homerooms

- On the **Homeroom Maintenance** screen, in the row of the homeroom from which you want to delete all students, click .

Home » Management » School Administration » School Building Administration » Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Add Homeroom -- Filter by HR Term --

	Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
	104 - Homeroom 104C	sem2	HANDLEY	104 - 104	11	50	50		
	A104 - A104	FullYear	AUSTIN	104 - 104	09	0	0		
	A105 - A105	FullYear	COUSINS	105 - 105	10	0	0		
	A106 - A106	FullYear	CASTLE	106 - 106	10	30	24		
	A107 - A107	FullYear	WALTERS	107 - 107	11	0	0		
	A108 - A108	FullYear	CLARK	108 - 108	11	0	0		
	A109 - A109	FullYear	WEBBER	109 - 109	12	0	0		
	A110 - A110	FullYear	LAYMAN	110 - 110	12	0	0		

☒ Show Active Only

A message displays, asking if you are sure you want to remove the students from this homeroom.

- Click **Ok**.

Home » Management » School Administration » School Building Administration » Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

Are you sure you want to remove all students from the following Homeroom:

A106 - A106

A confirmation message displays, and the homeroom's spaces **Remaining** now equal its **Capacity**.

Home » Management » School Administration » School Building Administration » Homerooms

Homeroom Maintenance

From this screen, you can Edit, Delete or Add a Homeroom.

All students were successfully removed from the homeroom

Add Homeroom -- Filter by HR Term --

	Homeroom ^	HR Term	Teacher	Room	Grades	Capacity	Remaining	Counselor	Active
	104 - Homeroom 104C	sem2	HANDLEY	104 - 104	11	50	50		
	A104 - A104	FullYear	AUSTIN	104 - 104	09	0	0		
	A105 - A105	FullYear	COUSINS	105 - 105	10	0	0		
	A106 - A106	FullYear	CASTLE	106 - 106	10	30	30		
	A107 - A107	FullYear	WALTERS	107 - 107	11	0	0		
	A108 - A108	FullYear	CLARK	108 - 108	11	0	0		
	A109 - A109	FullYear	WEBBER	109 - 109	12	0	0		
	A110 - A110	FullYear	LAYMAN	110 - 110	12	0	0		

☒ Show Active Only

Remove Individual Students from a Homeroom

Navigation: StudentInformation – Management – Ad-Hoc Updates – Homeroom Bulk

Assignment

- Optional: If you do not want to limit your selection to homerooms that are grade-appropriate for the student, on the **Single Homeroom** tab of the **Homeroom Bulk Assignment** screen, deselect the **Enforce Homeroom Grade Level** check box.
- In the appropriate drop-down lists, select the **Homeroom Term** and **Homeroom** from which you want to delete a student.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Single Homeroom Multiple Homerooms Results

Homeroom Term: -- Select a Homeroom Term --

Homeroom: -- Select a Homeroom --

Enforce Homeroom Grade Level: ☒

Cancel

The screen expands to list the students currently assigned to the homeroom.

- In the row of the student you want to remove from the homeroom, click **X**. (To remove all students in the list, click **Remove All Students**.)

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Single Homeroom Multiple Homerooms Results

Homeroom Term: FullYear - Full Year Term

Homeroom: A126 - A126 (Remaining Capacity: 28)

Enforce Homeroom Grade Level: ☒

Homeroom Capacity: 40 Currently Assigned: 12 Remaining Capacity: 28

[Hide Existing Students]

	Student Number	Student Name	Grade	Status
X	00140530	BAILEY, ANGELA	12	A
X	00140130	BAILEY, CYNTHIA	12	A
X	00140215	BARNETT, BETTY	12	A
X	00140026	BEASLEY, JAMES	12	A
X	00140010	BEST, BRAD	12	A
X	00140170	BOWERS, DUSTIN	12	A
X	00130535	BRIDGES, ARMANDO	12	J
X	00140051	BRIDGES, HEIDI	12	J
X	00140162	BRIDGES, MARY	12	JVHS
X	00140510	BRIDGES, VIOLA	12	A
X	00140506	BROCK, WARREN	12	A
X	00140007	BYRD, SARA	12	R

12 Records Displayed [Back To Top](#)

Remove All Students

Assign Homerooms

StudentInformation removes the student from the homeroom. The student no longer displays in the list, and the room capacity numbers reflect one less student in the homeroom.

Home >> Management >> Ad-Hoc Updates >> Homeroom Bulk Assignment

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

Single Homeroom

Multiple Homerooms

Results

Homeroom Term:

FullYear - Full Year Term

Homeroom:

A126 - A126 (Remaining Capacity: 29)

Enforce Homeroom Grade Level:

☒

Homeroom Capacity:

40

Currently Assigned:

11

Remaining Capacity:

29

[Hide Existing Students]

	Student Number	Student Name	Grade	Status
✖	00140130	BAILEY, CYNTHIA	12	A
✖	00140215	BARNETT, BETTY	12	A
✖	00140026	BEASLEY, JAMES	12	A
✖	00140010	BEST, BRAD	12	A
✖	00140170	BOWERS, DUSTIN	12	A
✖	00130535	BRIDGES, ARMANDO	12	J
✖	00140051	BRIDGES, HEIDI	12	J
✖	00140162	BRIDGES, MARY	12	JVHS
✖	00140510	BRIDGES, VIOLA	12	A
✖	00140506	BROCK, WARREN	12	A
✖	00140007	BYRD, SARA	12	R

11 Records Displayed

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Remove All Students

Reports

The following reports are available in StudentInformation to help you manage your student homeroom assignments:

- [“Run Administrative Homeroom Detail Report \(R201-A\)”](#)
- [“Run Administrative Homeroom Summary Report \(R201-B\)”](#)

For information on running reports, see *ProgressBook StudentInformation Getting Started Guide*.

Run Administrative Homeroom Detail Report (R201-A)

Navigation: StudentInformation – SIS – School – Student Reports – Administrative Homeroom Detail (R201-A)

This report generates a detailed listing of students in each homeroom. You can run this report for a single homeroom, multiple homerooms or all homerooms in a school. You choose which information to include, such as name, address, phone number, birth date and other student data. You can also print address labels using the data in this report.

Report: R201A Printed Mon, Mar 17, 2014, 4:37 PM				DALTON HIGH SCHOOL 2013-2014 Administrative Homeroom List Detail		
HOMEROOM 5A		TEACHER: JEFFERY BRANCH		LOCATION: CAFE		
Stud ID	Student Name	Birth Date	GR	GN	Telephone	Address
160178	ALEXANDER, SHELLY	05/26/1998	10	F	(419) 555-3848	6659 ALEXANDER Road, Dalton, OH 44618
170047	ATKINS, ROSA	06/04/1999	09	F	(419) 555-3884	6392 ATKINS Road, Dalton, OH 44618
160560	CALLAHAN, VICTOR	04/03/1998	09	M	(419) 555-0720	5909 CALLAHAN Road, Dalton, OH 44618
160597	CAMACHO, FELICIA	04/30/1998	10	F	(419) 555-0117	8762 CAMACHO Road, Dalton, OH 44618
160060	CANNON, ANA	08/30/1997	10	F	(419) 555-6263	6951 CANNON Road, Orrville, OH 44667
170067	CARVER, JOANN	04/21/1999	09	F	(419) 555-6891	4170 CARVER Road, Apple Creek, OH 44606
300110095	CASEY, KURT	09/20/1997	10	M	(419) 555-0771	7582 CASEY Road, Orrville, OH 44667
170591	CHAVEZ, CAROLE	12/03/1998	09	F	(419) 555-2407	5923 CHAVEZ Road, Orrville, OH 44667
160170	CHRISTIAN, AMY	03/06/1998	10	F	(419) 555-1191	6683 CHRISTIAN Road, Dalton, OH 44618
170065	CLAY, ALMA	09/06/1998	09	F	(419) 555-0618	1326 CLAY Road, Dalton, OH 44618
170515	CLAY, STEVEN	08/26/1998	09	M	(419) 555-3699	1326 CLAY Road, Dalton, OH 44618
160505	COCHRAN, KENNETH	05/27/1998	10	M	(419) 555-9834	4681 COCHRAN Road, Dalton, OH 44618

Run Administrative Homeroom Summary Report (R201-B)

Navigation: StudentInformation – SIS – School – Student Reports – Administrative Homeroom Summary (R201-B)

This is a summary report that indicates the number of students in each homeroom and lists the teacher and grade level. You can run this report for a single homeroom, multiple homerooms or all homerooms in a school. You can also print address labels using the data in this report.

Report: R201B

Printed Mon, Mar 17, 2014, 4:29 PM

DALTON HIGH SCHOOL

2013-2014

Administrative Homeroom List Summary

HOMEROOM	TEACHER NAME	ID	ROOM	GRADE	No Of Students
A120	SHELLY ADKINS	COLLEGE	120	09	9
A121	DOLORES BOYER	MDOT	121	09	76
5A	JEFFERY BRANCH	LCAS	CAFE	09,10,11,12	79
5B	JEFFERY BRANCH	LCAS	CAFE	09,10,11,12	91
6A	JEFFERY BRANCH	LCAS	CAFE	09,10,11,12	23
A122	ROBERTO FOX	BWEL	122	10	13
A127	TYRONE FRASIER	TLAH	127	12	1
A124	KEN HOWARD	JPET	124	11	11
A126	ROBERTO WOOTEN	RKAS	126	12	11