ProgressBook StudentInformation Student Homeroom Guide

Ohio

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

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	*"Assign Individual Students to Homerooms"*	8	Updated images and text to reflect new confirmation messages.

Table of Contents

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**.

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**.

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

*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 🖉 .

    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."*

Delete Homerooms

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

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

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

2. Click **Ok**.

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

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.

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

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**.

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**.

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

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**.*

1. 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.

2. 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.

3. Click **Save**.

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

4. Optional: To open the student's profile in edit mode, click **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 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**.

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**.

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

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.*

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

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

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

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

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

2. Click **Ok**.

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

Remove Individual Students from a Homeroom

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

Assignment

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 the **Homeroom Term** and **Homeroom** from which you want to delete a student.

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

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

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.

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					DALTON HIGH SCHOOL	
Printed Mon, Mar 17, 2014, 4:29 PM					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 FRAZIER	TLAH	127		12	1
A124	KEN HOWARD	JPET	124		11	11
A126	ROBERTO WOOTEN	RKAS	126		12	11