

InformationNOW – Homerooms

About This Guide

This Quick Reference Guide provides an overview of the *Homeroom* options in *InformationNOW*.

Creating Homerooms

To add a homeroom, perform the following steps:

- Go to **Scheduling | Homerooms**. Existing homerooms will display.
- Click **Add**.

Breakdown by Status and Gender			
Status	Female	Male	Total

- The academic session will display.

Note: To change academic sessions, click **Cancel** and then select **Preferences**. Change the academic session and/or school as desired and click **OK**. This option is only available for users with the appropriate privileges.

- Required fields are denoted onscreen with an asterisk (*).
 - **Name**: Required. Enter the name of the homeroom. Ex.: *6a, 6b, 6c*.

- **Description:** Enter the long description. Ex.: *6th Grade Homeroom A*.
- **Room No.:** Select the room number from the drop-down list. Rooms are entered under **School/District | School | Rooms** tab.
- **Staff No.:** Click the **Find** link to search the teacher list to select the appropriate homeroom teacher.
- **Teacher Name:** This field will be auto-populated, based on the teacher selected through the **Find** link as described above.
- Click **Create** to save.

Note: Once students are assigned to the homeroom, the user may return to this screen to view the **Breakdown by Status and Gender** section at the bottom of the screen.

Assigning Students to Homerooms

Homerooms may be entered by a group of students or by individual students.

Homeroom Builder

To assign a group of students to homerooms, including options to balance by *Primary Ethnicity*, *Gender* or *Lunch Code*, perform the following steps:

- Go to **Scheduling | Homeroom Builder**.

Mass Assign Students to a Homeroom

The following describes the process to assign students to one or more homerooms

Review the following steps and then click Next to proceed assigning students to a homeroom.

Step 1. Select one or more homerooms into which to assign students.

Step 2. Search for students to be added to the selected homerooms.

Step 3. Select one or more students from the search results to be assigned to the selected homerooms and enter an enrollment date (Set balancing options if applicable).

Cancel < Back Next >

- Review the steps and click **Next**.
- A list of all homerooms that were entered under **Scheduling | Homerooms** will display. To select the homeroom, place a check in the box next to one or more homeroom to which to assign students or click the blue link.

Mass Assign Students to a Homeroom

Step 1. Select one or more homerooms for assigning students.

<input type="checkbox"/>	Homeroom	Description	Teacher	Room	Count
<input type="checkbox"/>	10a	10th Grade Homeroom A	Crowder, Krista	104	8
<input type="checkbox"/>	10B	10th Grade Homeroom B	Page, Nicholas	105	8
<input type="checkbox"/>	10c	10th Grade Homeroom C	Howard, Katie	121	7
<input checked="" type="checkbox"/>	11a	11th Grade Homeroom A	Fry, Sheryl	201	
<input checked="" type="checkbox"/>	11b	11th Grade Homeroom B	Sanders, Jarod	202	
<input checked="" type="checkbox"/>	11c	11th Grade Homeroom C	Picasso, Pablo	205	
<input type="checkbox"/>	9a	9th Grade Homeroom A	Pitt, Brad	101	11
<input type="checkbox"/>	9b	9th Grade Homeroom B	Andretti, Mario	102	11
<input type="checkbox"/>	9c	9th Grade Homeroom C	Bonner, Elnor	103	10

Cancel < Back Next >

- Click **Next**.
- Select the search criteria to determine the students to add. For example, *Grade 11*. Click **Next**.

Mass Assign Students to a Homeroom

Step 2. Select the search criteria for students to add.

Criteria

First Name: Last Name:

Student Number: Date of Birth:

Social Security Number: Gender:

Phone: State ID Number:

Grade Level: 11 Homeroom: [Find](#)

Section Number: [Find](#)

Filter

Student Filter:

Cancel < Back Next >

- Enter the search criteria to filter the list of students and click **Next**.
- A list of students who meet the criteria will display in the *Student List* box on the left side of the screen. Move the students from the *Student List* box to the *Selected Students* box on the right to add those students to the selected homeroom.

Note: Students who are already in the selected homeroom will display in the box on the right with an asterisk (*) following their name.

- Use one of the following methods:
 - Highlight one student and click **Add**.
 - Select multiple students by using *Ctrl*+click or *Shift*+click options and click **Add**.
 - Move all students listed by clicking **Add All**.
- Use the **Remove** or **Remove All** buttons to move students from the *Selected Students* box back to the *Student List* box. Students listed in the *Student List* box will not be assigned to the selected homeroom.

- If appropriate, check to *Overwrite Current Homeroom Assignment*. Student current homerooms will be overwritten with the new homeroom assignment.
- Enter the *Date* on which this student is to be enrolled in this homeroom.
- If a maximum capacity exists for the homerooms, enter the *Maximum Student Capacity*. If entered, the maximum number entered will not be exceeded for any homeroom.
- If *Fill To Capacity* is selected, each homeroom will be filled in order to capacity by grade level and then by name alphabetically. If not checked, each homeroom will be balanced by size and then by other selected factors (*Primary Race, Gender, Lunch*).
- Select the factors by which the homerooms should be balanced including *Primary Race, Gender* and/or *Lunch (Free, Reduced, etc.)*.

Mass Assign Students to a Homeroom

Step 3. Select the students to add (only students not already in this homeroom will be displayed)

Available	Selected
S1007 - F - 11 - Anniston, Jessica	S1001 - F - 11 - Adams, Amy Louise*
S1009 - F - 11 - Arthur, Jessica	S1008 - M - 11 - Armstrong, Lewis*
S1011 - F - 11 - Ball, Christina	S1010 - M - 11 - Baer, Justin*
S1013 - F - 11 - Blair, Bonnie	S1012 - M - 11 - Ball, Jacob*
S1015 - M - 11 - Branson, Jacob	S1014 - M - 11 - Bradshaw, Tony*
S1017 - F - 11 - Callaway, Ann	S1016 - F - 11 - Brown, Ruth*
S1019 - M - 11 - Connick, Hank	S1018 - F - 11 - Carey, Mary*
S1021 - F - 11 - Dawes, Dorothy	S1020 - M - 11 - Crawford, Cody*
S1023 - M - 11 - Elway, Jerry	S1022 - M - 11 - Dorsey, Thomas*
S1025 - F - 11 - Fitzgerald, Esther	S1024 - F - 11 - Eubanks, Jennifer*
S1028 - F - 11 - Froman, Angel	S1026 - F - 11 - Franklin, Annie*
S1044 - F - 11 - Winslet, Kim	S1038 - M - 11 - Ponder, Andrew*
	S1045 - F - 11 - Zellweger, Randa*

Buttons: Add >, Add All >>, < Remove, << Remove All

* Currently assigned to a selected homeroom.

Overwrite Current Homeroom Assignment

*Date: 07/12/2010 Maximum Student Capacity:

Fill to Capacity

Balancing Factors:

Primary Race

Gender

Lunch

Buttons: Cancel, < Back, Assign

Note: Students already assigned to the homeroom will display on the right side of the screen with an * next to their name.

- Click **Assign**.

By Period

To assign a group of students to a homeroom based on a specific period of day, perform the following steps:

- Go to **Scheduling | Homeroom Assignment**.

- Select the **Period** of day that determines the homeroom to which the student is to be assigned.
- Select the **Day** that determines the homeroom to which the student is to be assigned.
- If the student is to be enrolled in the homeroom other than today's date, enter the beginning date in the **Effective Date** field.
- Click **Assign**.

By Student

Students may be individually assigned to a homeroom or re-assigned to a different homeroom by performing the following steps:

- Go to **Students | Student Maintenance | School** tab. Click the **Hist** link to the right of the *Homeroom* field.

- Click **Add**.
- Select the homeroom from the drop-list that appears onscreen. Enter the start date and any note under *Reason*, if desired.
- Click **Create**.

Modifying, Adding or Deleting Student's Homeroom

To alter a student's homeroom, perform the following steps:

- Go to **Students | Student Maintenance** | *School* tab.
- Click the **Hist** link to the right of the *Homeroom* field.

The screenshot shows the 'Edit Student' form for Amy Louise Adams. The 'School Information' section includes fields for School, Counselor, Picasso, Parking Number, Reported FTE, and Homeroom. The Homeroom field is currently set to '11a' and has a 'Hist' link next to it, which is highlighted by a red arrow. Below this, there are sections for Transportation and Locker information.

Modify (View) Existing Homeroom Record

Modify a student's existing homeroom if the student was enrolled in the incorrect homeroom or if the homeroom needs to be changed and a record of the previous homeroom is not required.

The screenshot shows a window titled 'Homeroom for Adams, Amy Louise'. It contains a table with the following data:

Start Date	Home	Reason
<input type="checkbox"/> 06/01/2010	11a	

There are 'Add', 'View', and 'Delete' buttons above and below the table, and a 'Close' button at the bottom right.

- Either place a check next to the record and click **View**; or
- Click the blue link indicating the *Start Date*.
- Change the *Homeroom*, *Start Date* and/or *Reason* as applicable.

- Click **OK** to save the changes.

Change (Add) Student's Homeroom

If a student was previously enrolled in a homeroom and now needs to be entered into a new homeroom, and if a record of the student's previous homeroom needs to be retained, click the **Add** button in the student's *Homeroom* change screen and perform the steps below.

- Select the new homeroom.
- Enter the date on which the student moved to the new homeroom.
- If desired, enter the reason the changes was made.
- Click **Create**.

Remove (Delete) Student's Homeroom

To delete a student from a homeroom, perform the following steps:

- Go to **Students | Student Maintenance | School** tab.
- Click the **Hist** link to the right of the *Homeroom* field.
- Place a check next to the record to be deleted.

<input checked="" type="checkbox"/>	Start Date	Home	Reason	
<input checked="" type="checkbox"/>	06/01/2010	11a		

- Click **Delete**.

Deleting Homeroom

To delete a homeroom from the database, perform the following steps:

- Go to **Scheduling | Homerooms** and place a check next to the homeroom to be deleted.

<input type="checkbox"/>	Home	Description	Teacher	Room	Count
<input type="checkbox"/>	10a	10th Grade Homeroom A	Crowder, Krista	104	8
<input type="checkbox"/>	10B	10th Grade Homeroom B	Page, Nicholas	105	8
<input type="checkbox"/>	10c	10th Grade Homeroom C	Howard, Katie	121	7
<input type="checkbox"/>	11a	11th Grade Homeroom A	Fry, Sheryl	201	4
<input type="checkbox"/>	11b	11th Grade Homeroom B	Sanders, Jarod	202	6
<input type="checkbox"/>	11c	11th Grade Homeroom C	Picasso, Pablo	205	4
<input type="checkbox"/>	9a	9th Grade Homeroom A	Pitt, Brad	101	11
<input type="checkbox"/>	9b	9th Grade Homeroom B	Andretti, Mario	102	11
<input checked="" type="checkbox"/>	9c	9th Grade Homeroom C	Bonner, Elnor	103	10

- Click **Delete**.
- A message will display prompting the user to confirm deletion. Click **OK** to proceed or click **Cancel** to cancel the deletion.

Note: A homeroom may not be deleted if students are assigned to it.

Homeroom Roster Maintenance

Users may add or delete students from a specific homeroom from the *Homeroom Roster* screen. To view this change, go to **Scheduling | Homerooms**. Click to **View** a homeroom. Click to **View Roster** under the *Tasks* menu on the left. Use the **Add**, **View** and **Delete** buttons to make changes to the homeroom roster.

<input type="checkbox"/>	Student	Name	Status	GR	Birthdate	G
<input type="checkbox"/>	S1030	Adams, Amy Lynn	Enrolled	11	08/30/1997	F
<input type="checkbox"/>	S1084	Basinger, Kendra	Enrolled	11	07/01/1994	F
<input type="checkbox"/>	S1068	Crowe, Richard	Enrolled	11	03/15/1995	M
<input type="checkbox"/>	S1060	Depp, James	Enrolled	11	02/02/1995	M
<input type="checkbox"/>	S1034	Doolen, Ann	Enrolled	11	08/01/1994	F
<input type="checkbox"/>	S1072	Ford, Harley	Enrolled	11	06/01/1995	M
<input type="checkbox"/>	S1036	Gordon, Jen	Enrolled	11	10/10/1995	F
<input type="checkbox"/>	S1032	Herring, Joe	Enrolled	11	08/04/1994	M
<input type="checkbox"/>	S1077	Jolie, Angel	Enrolled	11	11/01/1994	F
<input type="checkbox"/>	S1086	Lockwood, Heather	Enrolled	11	12/01/1994	F
<input type="checkbox"/>	S1078	Mendes, Emily	Enrolled	11	11/01/1994	F
<input type="checkbox"/>	S1059	Murray, William	Enrolled	11	01/01/1995	M
<input type="checkbox"/>	S1085	Ryder, Wendy	Enrolled	11	12/01/1994	F

- To add a student to the homeroom click **Add**. Search for and select the student. Select the date they are to be enrolled in the homeroom and reason.
- To view students, place a check next to their Student Number and click **View**.
- To remove the student from the homeroom, place a check next to their Student Number and click **Delete**.

Homeroom Report

To generate a homeroom roster listing students by homeroom, perform the following steps:

- Go to **Students | Reports**, then click **Student Listing**.

- If desired, select a filter.
- Click the *Group by* drop-list and select **Homeroom**.
- Check any other options desired.
- Click **Preview**.