

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**.

The screenshot shows the 'Add Homeroom' form. On the left is a 'Tasks' sidebar with 'Print Screen', 'View Roster', and 'Help'. The main form has a 'Homeroom' tab. Fields include: 'School Name - Academic Session' (text box with 'Hometown High School - 0708 Regular'), '*Name:' (text box with '9A'), 'Description:' (text box with '9th Grade Homeroom A'), 'Room No.:' (dropdown menu), 'Staff No.:' (text box with a 'Find' link), and 'Teacher Name:' (text box). 'Create' and 'Cancel' buttons are at the bottom right.

- 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.

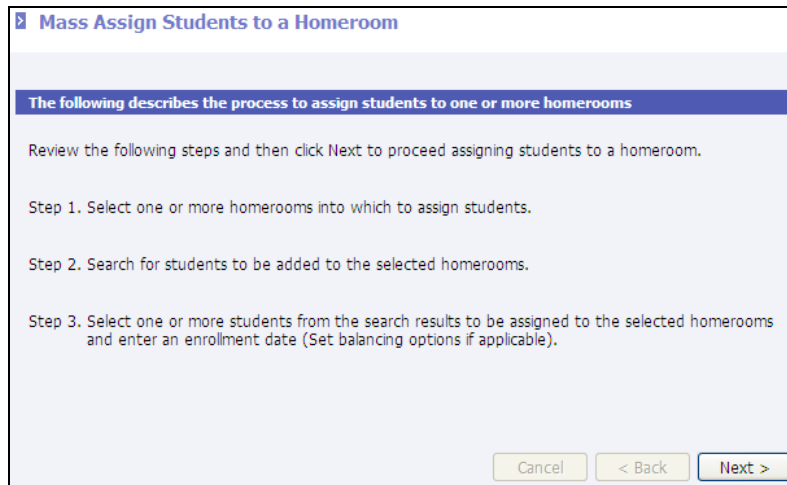
Assigning Students to Homerooms

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:

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



2. Review the steps and click **Next**.
3. 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.

<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, Elinor	103	10

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

6. Enter the search criteria to filter the list of students and click **Next**.
7. 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**.

Homeroom Assignment

Homeroom Assignment

Some schools have period-based homerooms. If homerooms are period-based, homerooms activities for students take place in whichever class they are assigned for that period. Select the period that is used for homeroom, and the day type(s) for which it is applicable. If the homeroom assignments will not begin immediately, enter the date when it starts. Then click Assign.

*Periods: Period 1 *Day: Everyday

Effective Date: MM/dd/yyyy

Assign

- 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.

Edit Student: S1001 - Adams, Amy Louise + ? ? ? Enrolled

Summary Main Misc Custom Contacts Access Addresses **School** Enrollment

School Information

*School - Academic Session
 Hometown High School - 2010-2011 DOW - Enroll Title 1
 Counselor Picasso, Pablo Clear Find Homeroom 11a Hist **Hist** Pending Scale
 Parking Number 234A Reported FTE 1.00 Resides Out of School Zone
 Exception Calendar
 Exclude From Class Rank

Transportation

*Transportation Code Hist Miles from School
 Regular Transport 12.50
 A.M. Bus Clear Find A.M. Bus Stop 2
 P.M. Bus Clear Find P.M. Bus Stop 4

Locker

Locker Clear Find Locker Combination 8-34-26
 1201 Index Override 4
 Student responsible for Lock

OK Close

- Click **Add**.

Homeroom for Adams, Amy Louise

Add View Delete

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

Add View Delete

Close

- 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.

Edit Student: S1001 - Adams, Amy Louise + ? ? ? Enrolled

Summary Main Misc Custom Contacts Access Addresses School Enrollment

School Information

*School - Academic Session
Hometown High School - 2010-2011 DOW - Enroll Title 1

Counselor Clear Find Homeroom Hist 11a Title 1

Picasso, Pablo

Parking Number Reported FTE
234A 1.00 Resides Out of School Zone

Exclude From Class Rank Exception Calendar

Transportation

*Transportation Code Hist Miles from School
Regular Transport 12.50
A.M. Bus Clear Find A.M. Bus Stop
1 2
P.M. Bus Clear Find P.M. Bus Stop
1 4

Locker

Locker Clear Find Locker Combination
1201 8-34-26
 Student responsible for Lock Index Override
4

OK Close

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.

Homeroom for Adams, Amy Louise

Add View Delete

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

Add View Delete

Close

- 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.

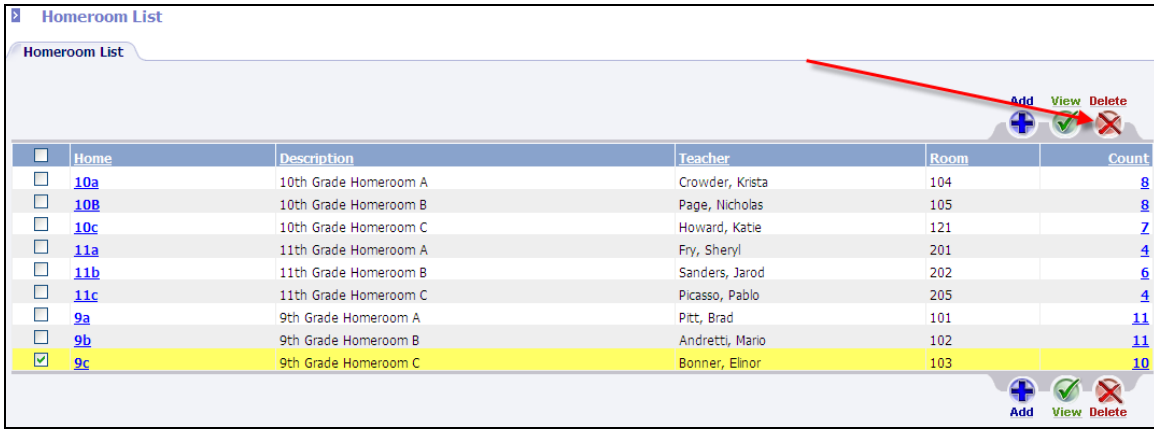
<input checked="" type="checkbox"/>	Start Date	Home	Reason	
<input checked="" type="checkbox"/>	06/01/2010	11a		<div style="text-align: right;"> Add View Delete </div>

- 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, Elinor	103	10

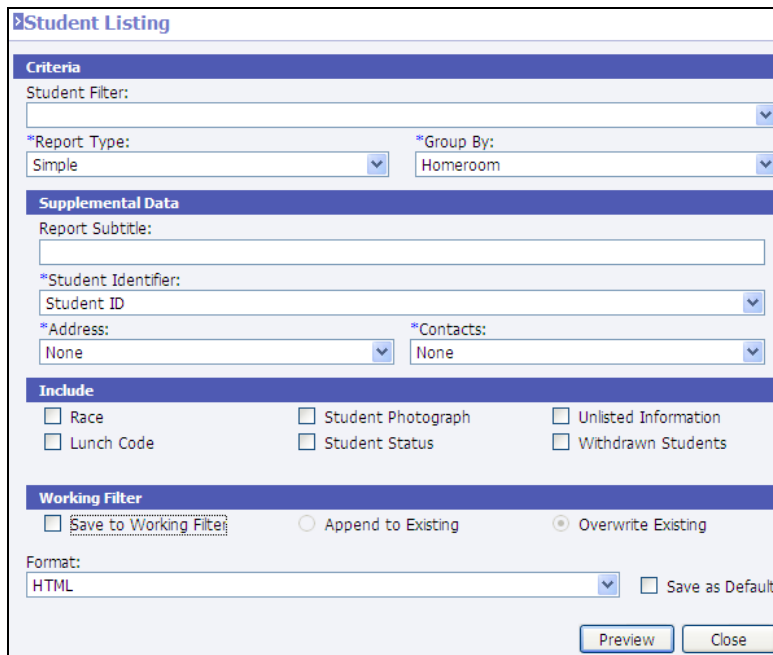
- Click **Delete**.
- A message will display prompting the user to confirm deletion. Click **OK** to proceed or click **Cancel** to cancel the deletion.

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

Homeroom Report

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

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



Criteria

Student Filter: [Dropdown]

*Report Type: Simple [Dropdown] *Group By: Homeroom [Dropdown]

Supplemental Data

Report Subtitle: [Text Box]

*Student Identifier: Student ID [Dropdown]

*Address: None [Dropdown] *Contacts: None [Dropdown]

Include

Race Student Photograph Unlisted Information

Lunch Code Student Status Withdrawn Students

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: HTML [Dropdown] Save as Default

Preview Close

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