



Adding Homerooms

Homeroom Maintenance

On the **Homeroom Maintenance** screen, with a building on context, you can add, edit, and delete homerooms.

Click to add a new homeroom
(see reverse side for more information)

Select to filter homerooms
by a specific term

Indicates homeroom
is active

StudentInformation > 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
		120 - Stooge	FullYear	STOOGE	120 - CLASSROOM	09	50	50		
		121 - Funny	FullYear	FUNNY	122 - CLASSROOM	12	50	50		
		123 - Smith	FullYear	STOOGE	123 - CLASSROOM	11	50	50		
		124 - Snowday	FullYear	SNOWDAY	124 - CLASSROOM	10	50	50		

Show Active Only

Click to deactivate
homeroom

Click to edit
homeroom

Click to
remove all
students
from the
homeroom

Deselect checkbox to display both
active and inactive homerooms

Click header title to sort
homerooms

Indicates homeroom
is inactive

Students cannot be assigned to inactive homerooms.



Adding Homeroom

- 1 On the **Homeroom Maintenance** screen, with a building in context, click **Add Homeroom**.

The add/edit version of the screen displays.

StudentInformation > Management > School Administration > School Building Administration > Homerooms

Homeroom Maintenance

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

Homeroom Term: *

Code: *

Name: *

Location: *

Teacher:

Capacity: *

Counselor:

Grade Levels:

Available	Selected
08	
09	
10	
11	
12	
GR	

Is Active:

- 2 In the **Homeroom Term** drop-down list, select the relevant term (full year, fall, spring, etc.).
- 3 In the **Code** field, enter up to 5 alphanumeric characters for the homeroom code.
- 4 In the **Name** field, enter a name for the homeroom.
- 5 In the **Location** drop-down list, select the room or location of the homeroom.
- 6 In the **Teacher** drop-down list, select the teacher for this homeroom.
- 7 In the **Capacity** field, enter the number of students this homeroom can accommodate.
- 8 (Optional) In the **Counselor** drop-down list, select the counselor you wish to assign to the students in this homeroom.
- 9 (Optional) In the **Grade Levels** section, in the **Available** dual listbox, select the grade levels to which the homeroom applies, then click \rightarrow to move them to the **Selected** dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 dual listboxes.
- 10 (Optional) Deselect the **Is Active** checkbox if you do not want the homeroom to be active.
- 11

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

The new homerooms display on the **Homeroom Maintenance** screen.