



Multiple Homerooms

On the **Homeroom Bulk Assignment** screen **Multiple Homerooms** tab, you can assign multiple students to multiple homerooms.

- 1 On the **Homeroom Bulk Assignment** screen **Multiple Homerooms** tab, in the **Homeroom Term** drop-down list, select the homeroom term for which you wish to assign the homerooms.
- 2 In the **Available Homerooms** dual listbox, select the homerooms to which you want to assign students, then click → to move them to the **Selected Homerooms** 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 homerooms between the two dual listboxes.)

- 3 In the student search section, you can search for students using one of the following options:
 - **Search Criteria** – Enter and/or select all relevant search criteria.

*Note: Select the checkbox beside the **Last Name** and/or **First Name** fields to perform a wildcard search for the content entered; e.g., entering “sa” in the **First Name** field and selecting the checkbox returns “Sam,” “Sally,” and “Samantha.”*
 - **Student IDs** – Enter student ID numbers separated by commas.
 - **Class Period** – Select the **Course Term**, **Rotation Day** (typically **Monday**), and **Period** (typically 1st) to which you would like to assign the homeroom(s).
- 4 (Optional) In the **Sort Students By** drop-down list, select the order in which the student search results display (defaults to **Alphabetical**).
- 5 (Optional) Deselect the **Group Students By Grade Level** checkbox to display student search results solely based on the **Sort Students By** selection.



Student Information

6 Click **Assign Students** to assign the students who meet the selected criteria to the selected homerooms (up to their capacity).

*You cannot preview the students whom you are assigning to multiple homerooms. Once you click **ASSIGN STUDENTS**, all students that meet your criteria are assigned to homerooms up to their capacity.*

3 Select Students By: Search Criteria Student IDs Class Period

i 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: Selected Status:

AR - A RES/ELSE
D - DELETED
I - INACTIVE
JA - JVS P/T
N - NON-RES
O - OTH NONRES

4 Sort Students By: Alphabetical Group Students By Grade Level: 5

6 **Assign Students** Return to Previous Page

The **Results** tab displays with a summary message that lists the number of students that matched your search criteria, the number of successful homeroom assignments made, and any conflicts. The students who match your selected criteria display in a grid, and the **Assigned** checkbox is selected in the row of each student who was successfully assigned a homeroom in this process.

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

Homeroom Bulk Assignment

Here you can assign a bulk group of students to homerooms

8 students matched your search criteria; 5 students were assigned to homerooms, but 3 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
Ali, Angela	310435007		9th Grade Homeroom	<input checked="" type="checkbox"/>
Griffin, Ana	832019148		9th Grade Homeroom	<input checked="" type="checkbox"/>
Bradley, Andre	144424703		10th Grade Homeroom	<input checked="" type="checkbox"/>
Mckee, Angella	101447953		10th Grade Homeroom	<input checked="" type="checkbox"/>
Warner, Antony	405794075		10th Grade Homeroom	<input checked="" type="checkbox"/>
Duffy, Anjanette	789195177			<input type="checkbox"/>
Sims, Angelo	847864944			<input type="checkbox"/>
Pearson, Anton	909186705			<input type="checkbox"/>