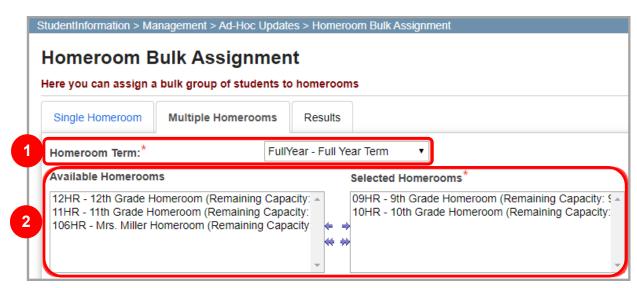


Student Information Bulk Homeroom Assignment

Multiple Homerooms

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

- 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.
- In the Available Homerooms dual listbox, select the homerooms to which you want to assign students, then click \Rightarrow 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.)



- 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."

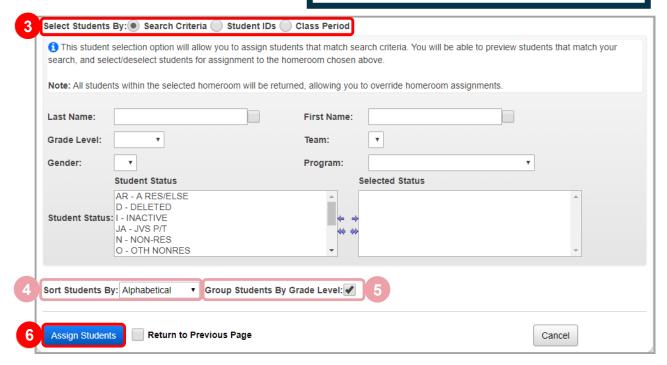
- **Student IDs** Enter student ID numbers separated by commas.
- Class Period Select the Course Term, Rotation Day (typically Monday), and Period (typically 1st) to which you would like to assign the homeroom(s).
- (Optional) In the Sort Students By drop-down list, select the order in which the student search results display (defaults to Alphabetical).
- (Optional) Deselect the Group Students By Grade Level checkbox to display student search results solely based on the Sort Students By selection.



StudentInformation

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.



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.

