



Single Homeroom

On the **Homeroom Bulk Assignment** screen **Single Homeroom** tab, you can assign multiple students to a single homeroom.

- 1 On the **Homeroom Bulk Assignment** screen **Single Homeroom** tab, in the **Homeroom Term** drop-down list, select the homeroom term for which you wish to assign the homeroom.
- 2 In the **Homeroom** drop-down list, select the homeroom to which you wish to assign students.
- 3 (Optional) Deselect the **Enforce Homeroom Grade Level** checkbox if you do not want to limit your **Homeroom** selection to homerooms that are grade-appropriate for the student.

Once you select a homeroom, the student search section displays.

- 4 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.
 - **Homeroom** – In the **Homeroom Assignment** drop-down list, select the homeroom from which you wish to reassign students.
- 5 (Optional) In the **Sort Students By** drop-down list, you can select the order in which the student search results display (defaults to **Alphabetical**).
- 6 (Optional) Deselect the **Group Students By Grade Level** checkbox to display student search results solely based on the **Sort Students By** selection.



Student Information

7 (Optional) Select the **Students Selected by Default** checkbox to automatically select all students in the search results.

8 Click **Preview Students** to review the students you are adding to the selected homeroom.

4 **Select Students By:** Search Criteria Student IDs Homeroom

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: 10 - 10 Team:

Gender: F Program:

Student Status

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

Selected Status

J - JVS RES

5 **Sort Students By:** Alphabetical **Group Students By Grade Level:** 6

7 **Students Selected by Default** **Preview Students** 8

The students who meet the search criteria display.

	9	Student Name	Student Number	Grade	Status	Current Homeroom
1	<input checked="" type="checkbox"/>	Ali, Angela	310435007	09	A	
2	<input checked="" type="checkbox"/>	Griffin, Ana	832019148	09	A	
3	<input checked="" type="checkbox"/>	Bradley, Andre	144424703	10	A	
4	<input checked="" type="checkbox"/>	Mckee, Angella	101447953	10	A	
5	<input checked="" type="checkbox"/>	Warner, Antony	405794075	10	A	
6	<input checked="" type="checkbox"/>	Duffy, Anjanette	789195177	11	A	
7	<input checked="" type="checkbox"/>	Sims, Angelo	847864944	11	A	
8	<input checked="" type="checkbox"/>	Pearson, Anton	909186705	12	A	

10 **Assign Students** **Return to Previous Page**

9 (Optional) Select and deselect students as necessary.

10 Click **Assign Students** to assign the selected students to the selected homeroom.

A confirmation message displays.