

ADDING OR MODIFYING ROOMS AND HOMEROOMS

All rooms used for classrooms need to be entered into SIS. To add rooms or designate a room as a homeroom, go to **File, School Setup, Rooms/Homerooms**.

You must enter a value in Room Number. If you do not use Room Numbers at the school, you can use the same value here as for Designation. Or just sequentially number your rooms (1, 2, 3...).

You do not necessarily have to fill this field but you can. For example, the Room Number could be 123 but you like to call the room "9C" (grade nine, group C). In this case, "9C" could be the Designation. Many schools use the Designation field for this purpose.

If the room is used as a homeroom check the box.

The screenshot shows a dialog box titled "Rooms/Homerooms". It has a "Room Number" field containing "211". Below it is a "Homeroom" section with a checked checkbox. To the right of the checkbox is a "Designation" field containing "11B". Below that is a "Teacher" field containing "Adams, Benjamin Mr." and an "Alternate" field with a dropdown menu showing "Payne, Ivan Mr.". At the bottom of the dialog are buttons for "Report Card", "Add", "OK", and "Cancel".

Enter the homeroom teacher by selecting from the list.

Click the Add button to add the room. This will give you a new blank form for the next room to be added.

Some homerooms may have two teachers who look after the homeroom. Enter the second teacher here if applicable.

NOTE: To assign Teachers to a homeroom they must first exist as Staff.