

## HOW TO ASSIGN HOMEROOMS

This document explains how student can be assigned to **Homerooms** in SIS. This will apply mostly to elementary and junior high grades (K-9) because in senior high schools homerooms are not typically used.

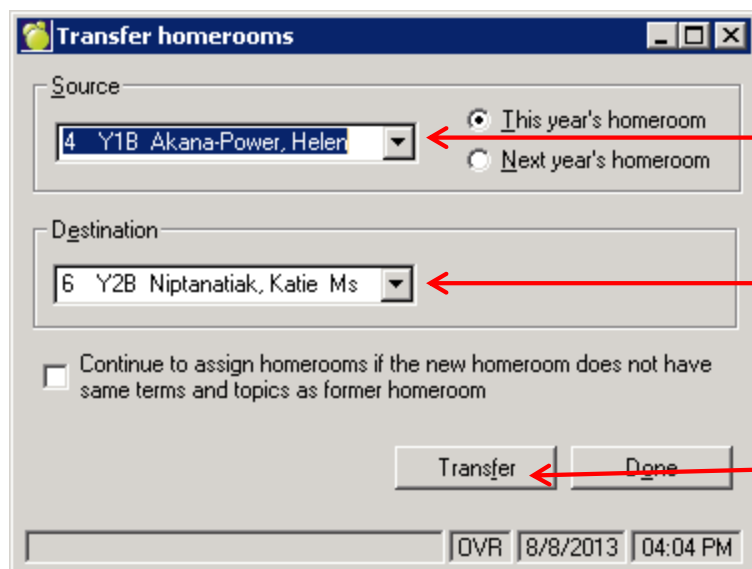
### VERIFY HOMEROOM SETUP

First, go to **File -> School Setup -> Rooms/Homerooms** and verify that your Homerooms have been added and that the homeroom teachers are correct. Refer to the [How to Add Rooms and Homerooms](#) document on the *SIS Wikispace* if you need to add rooms first.

### TRANSFERRING AN EXISTING HOMEROOM TO ANOTHER HOMEROOM

In the fall you may be in a situation where your students who were in grade one, for example, are in grade two but their homeroom still says 1B. In other words, they have moved up a grade but are still stuck in their old homeroom. There is an easy way to transfer the whole homeroom to another. In this case we would probably want to transfer 1B homeroom students to 2B.

1. Go to **Students -> Assign Homerooms -> Transfer** and the following dialog opens up.
2. Set the homeroom **FROM** which the students will be transferred.
3. Set the homeroom **TO** which the students will be transferred.
4. Click **Transfer** to begin the transfer. Students' homeroom numbers will be changed automatically.



Room to transfer **FROM**. In this example, we are transferring students who are currently residing in 1B.

Room to transfer **TO**. In this example, we are transferring students to 2B from 1B.

Click **Transfer** to start the transfer. The students will automatically have their homeroom numbers changed to 2B.

## ASSIGN HOMEROOMS BY GRADE

If your school is small, you may only have one homeroom per grade. In that case, assigning homerooms is quite simple.

*The school has only one homeroom per grade*

1. Go to **Students -> Assign Homerooms -> Sequential by Grade**.
2. Select the **Grade** at the top (e.g. K).
3. Select the Homeroom for that grade and click **Add** to move it to **Selected Homerooms** on the right.
4. Click **Assign** to assign students to the homeroom.

The screenshot shows the 'Assign Homerooms' window. At the top, the 'Grades' dropdown is set to 'K'. Below this is a list of homerooms. The homeroom '138 K Suqslak, Rachael' is selected and highlighted in blue. A red circle highlights this row, and a red arrow points from a text box to it. Below the list is an 'Add' button, which is also highlighted with a red circle and a red arrow from a text box. To the right of the 'Add' button are 'Remove' and 'Remove All' buttons. At the bottom, there are 'Assign' and 'Done' buttons. A red arrow points from a text box to the 'Assign' button. The 'Assignment options' section at the bottom left has two radio buttons: 'Alternate through students' (selected) and 'Assign sections of alphabet'. The status bar at the bottom shows 'OVR 12/6/2012 11:16 AM'.

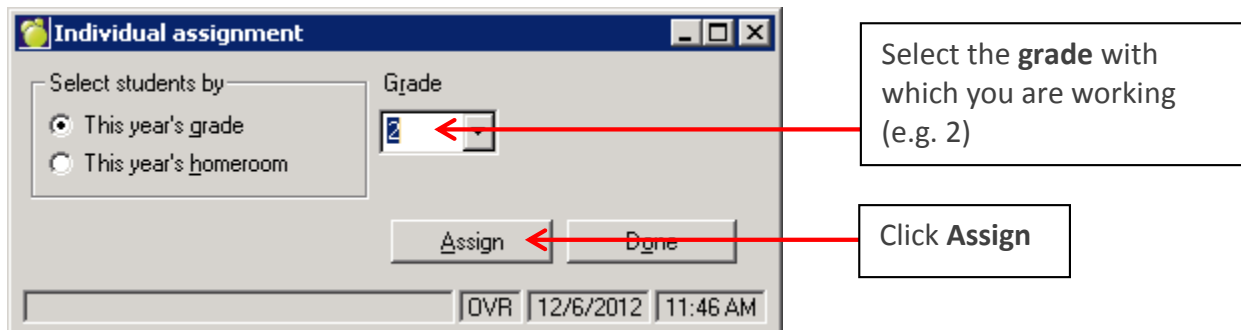
Select the **grade** for the students that you want to assign to a homeroom

Select the Homeroom on the left and click **Add** to move it to the **Selected Homerooms**

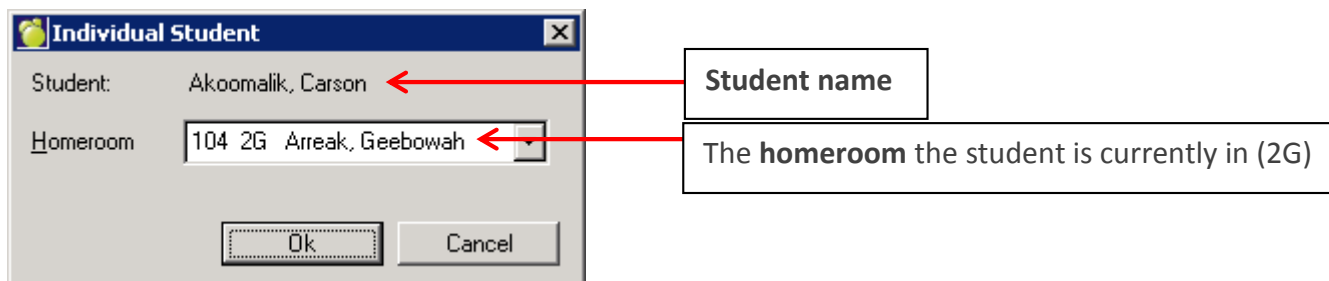
Click **Assign** when ready

In bigger schools there may be more than one homeroom per grade. For example, there could be two grade two homerooms: 2G and 2S. In this case it is best to assign all students to one homeroom first (2G) and then go individually through all the students in 2G and change them to 2S where necessary.

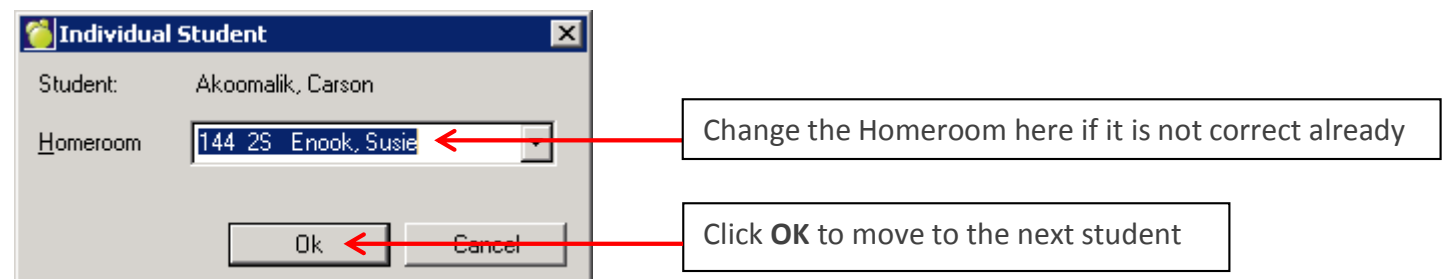
1. Assign all grade two students to one of the grade's homerooms (e.g. 2G) by using **Students -> Assign Homerooms -> Sequential by Grade** (see previous page).
2. Go to **Students -> Assign Homerooms -> Individual Assignment** to start individual assignment.
3. Pick the **Grade** (in this example it's grade two) from the dropdown menu.



4. After clicking **Assign** to start the individual assigning process, you are brought to the following screen:



5. Change the student to the other homeroom (2S in this example) if necessary by using the dropdown menu, then click **OK**. If the student is already in the correct homeroom, just click **OK** to move to the next student.



6. The system will take you through all students in the grade and you can change the homerooms where necessary. At the end of the process, you should have all the correct students in homerooms 2G and 2S as per the grade two example.