

Marking Sections as Homeroom


Homeroom Setup


All students should have one homeroom period during the day. While this is not required for attendance, it is important for running certain reports as well as feeding data to third party applications like SIRSI (Library Services).

It is important to mark sections as 'Homeroom' where applicable.

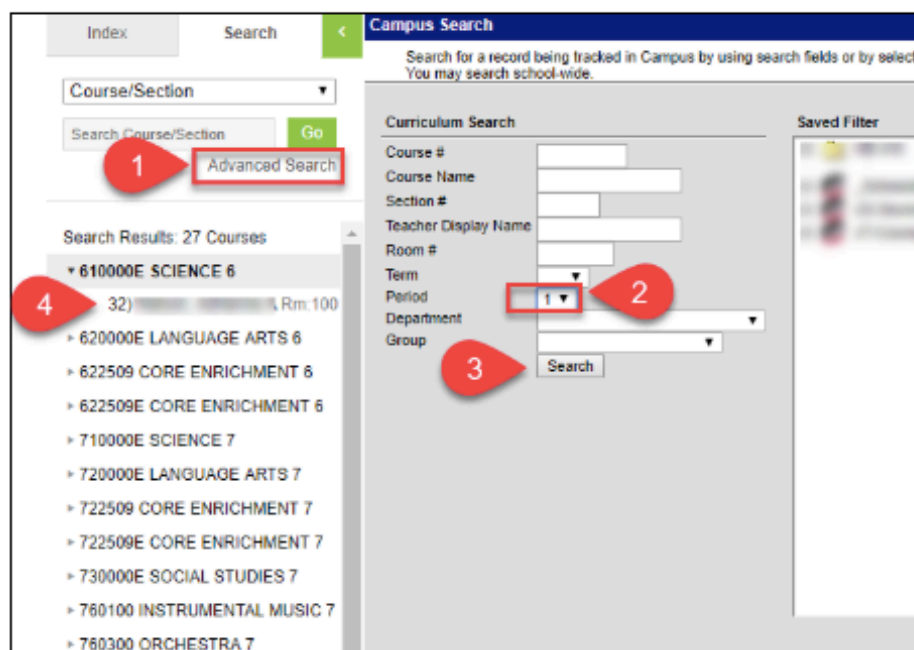
Middle / High Schools

Search for **all** course sections in the period you have homeroom. The example below assumes that your homeroom is 1st period.

 Some schools have homerooms in periods other than period 1. If that is the case for you, then repeat the process above with the period(s) where you have homeroom course sections, and only choose ones that are actually a homeroom for your school. For example, some middle schools have homeroom period 1 for 6th and 8th grade students, but period 3 for 7th grade students.

 **TIP:** You might have some sections marked as homeroom when they should NOT be. Be sure you go through ALL of your sections and uncheck the homeroom box wherever there is a course that should not be marked as homeroom.

- 1 Search Course / Section, click on Advanced Search.
- 2 Choose Period 1 from the drop list
- 3 Click the Search button
- 4 Expand the course so that you can see each section. Click on the section, and open the Section tab



The screenshot shows the 'Campus Search' interface. On the left, there is a search bar with a dropdown menu for 'Course/Section' and a 'Go' button. Below this is a list of search results for '27 Courses'. The first result is expanded, showing a list of course sections. On the right, there is a 'Curriculum Search' form with various fields: Course #, Course Name, Section #, Teacher Display Name, Room #, Term, Period (set to 1), Department, and Group. A 'Search' button is at the bottom of this form. A 'Saved Filter' section is visible on the far right. Red callout boxes with numbers 1 through 4 point to the 'Advanced Search' button, the 'Period' dropdown menu, the 'Search' button, and the expanded course section in the search results, respectively.

- 5 Make sure the Homeroom check box is checked. Repeat this process for each section in the period used for Homeroom.

61000E-32 SCIENCE 6

Teacher:

Section Staff History Roster Attendance Grading By Task Grading By Student

6

Section Editor

SectionID
937121

*Section Number Teacher Display Name

Max Students Lunch Count Milk Count Adult Count

Room Skinny Seq Team

5 Homeroom

Hide Standards On Portal

External LMS Exclude

Primary Teacher

Highly Qualified Override

Student Population Override

Highly Qualified IRN

Curriculum Override

- 6 Don't forget to Save!