



MASS ASSIGNING (DEMOGRAPHIC) HOMEROOMS

Purpose: Administration - This document will describe the process of mass assigning a selected group of students to a specific Homeroom.

Prior to beginning this process – it is recommended that you determine how you will set up your Homeroom information. Unlike other systems you have worked with in the past, there is not a Homeroom table that you set up originally and a drop down is created. No drop down is available but you will want to be consistent in entering Homeroom data.

In the past, schools have used several different scenarios in setting up their Homerooms. These include:

- **A simple number reference such as 104, 1A, 2B, etc.**
- **Teacher Name such as Yossi, Benson, Neilly**
- **Combination of Name and number such as 2B Yossi**
- **Title Reference such as Mrs. Yossi, Mr. Benson**

It is up to each school to determine how they wish to do this. One thing you may want to keep in mind is if you plan to utilize the Homeroom entry on a mail label. Keep in mind there is only so much room on a mail label. The longer your Homeroom entry is, the more difficult it is to include it on a label.

NOTE: This document covers how to assign students to the Homeroom field found in the Student's Demographic record found on the Modify Info link.

SELECTING STUDENTS AND ENTERING HOMEROOM

Schools traditionally create a list of students in each homeroom. These lists are most often organized around grade level these same procedures can be applied to multi – grade Homerooms as well.

1. From the School Start Page – select a Grade Level (for example 3rd grade)
2. This will bring up a list of all 3rd grade students
3. From the Group Functions menu – choose – **Select Students by Hand**
NOTE: You will be building this list for a specific Homeroom and you will be doing it one Homeroom at a time! When selecting students, you will include only those students for the specific Homeroom.
4. Click on the **name** of the first student you wish to assign to the homeroom
5. Hold the **Control** (CTRL) key down and click on all **additional** students you wish to assign to that Homeroom.
6. Once you have selected ALL students for that Homeroom - click the **Functions** button below.



7. From the Group Functions menu – select **Student Field Value** (near the bottom)
8. This will bring up the Field Value Change screen. A sample of this screen is below:

4 students are selected

Option	Value
Field To Change (Fields)	Home_Room
New Field Value	105 Yossi
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input checked="" type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

- 9.
10. The field to change is Home_Room.
11. Enter the Homeroom designation you wish to use. (Be sure to remember how you enter the Home Room as you will be assigning Homerooms to individual new students down the road and you will want to be consistent!)
12. Click **Submit**
13. You will receive a confirmation screen, indicating the students that were selected and the change that will be made.
14. If all appears correct, click **Submit**
15. This will post the entry in the Homeroom field on the Modify Info screen.
16. Repeat these steps for each Homeroom in your building.

4 students are selected

Field To Change	Home_Room	
New Field Value	105 Yossi Clear Field Value is Off	
Options	Do not overwrite existing data is Off	

WARNING: This change is irreversible.

	Last, First	Old Home_Room	New Home_Room
1.	Carson, Natasha N	A420	105 Yossi
2.	Bertram, Stacy L		105 Yossi
3.	Caid, Jessica M		105 Yossi
4.	Coffey, Raul L		105 Yossi

Submit



SEARCHING HOMEROOMS

To search for students in a specific Homeroom, do the following:

1. From the School Start Page
2. Enter the following search criteria: Home_Room= 105 Yossi
3. This will locate the students who are assigned to 105 Yossi

NOTE: The search criteria is very literal and must match exactly, what is in the student record in order to locate the students. In my example above, entering Home_Room=105 will NOT locate the students.

IMPORTING HOMEROOMS

It is possible to import Homeroom entries into PowerSchool as well. It would require schools setting up an EXCEL spreadsheet with the correct information and then entering each student's homeroom on the spreadsheet. From there, we can import the information in. While this is possible, it may actually take users more time.

USES OF THE HOMEROOM FIELD

While entering Homeroom data may take some time, it has many uses. Many aspects of day to day management of most Elementary Schools revolve around Homerooms. Mail Labels, Vision, Hearing, Photography files are all usually sorted by Homeroom.

As mentioned above, these procedures pertain only to the Homeroom demographic field. It does not populate a Class Section for that Homeroom.