



SETTING UP HOMEROOM CLASS SECTIONS

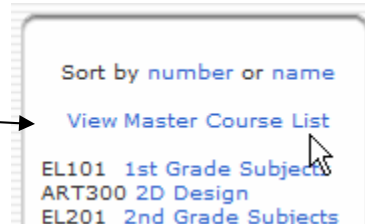
Purpose: Administration - This handout will review the steps needed to setup Class Sections for Home Rooms. While this procedure specifically references Home Rooms, these same procedures can be applied to other Courses – Class Sections as well.

SETTING UP A HOME ROOM COURSE

Before setting up Class Sections, you will first need to create a Course called Home Room. It is recommended when setting up Courses in PowerSchool that it be done at the District Level. Once set up at the District Level, this class can be accessed by each School within the District. Make sure there is not already a course section for the section you are making.

To add a new Course at the District Level you Must have access to District Office in PowerSchool

1. From the District Office in PowerSchool – click the **District** link in the left menu
2. From District Setup – Click **Courses**
3. On the left hand side, you will see a list of Course already Setup and a link called “View Master Course Link” – Click **View Master Course Link**



This will bring up a list of all Courses defined for the District. (you can change the Sort between Course Number and Course Name).

4. Click the **NEW** button. This will bring up a screen allowing you to Add and define various pieces of information surrounding the Course. Elementary schools adding homerooms will probably not fill out much of this information.
5. Click **Submit**. The Course will be added to the List available to Schools

ACCESSING THE NEW COURSE AT THE SCHOOL LEVEL

Once the Course has been added at the District Level, each School must opt to make that Course available at their building. To do this:

From the School Start page

1. Click the **School** Link from the left menu column
2. From the School Setup screen – Click **Courses** (near the bottom)
3. Click the **View Master Course** List link on the left
4. This will display a list of Courses defined by the District
5. Locate the Homeroom Course & **check the box to the left**



This screen lists all courses available to all schools using this PowerSchool server. Courses currently active for this school are so indicated by a checkbox. To make a course available to this school, click the checkbox and then click the Submit button.

Note: A * after the course Number indicates that the course has a fee assigned to it.

New

Sort list by: [Course Name](#) [Course Number](#) [Active Status](#)

Check	Course	Check	Course
<input checked="" type="checkbox"/>	Homeroom HR100		
<input type="checkbox"/>	Remove all courses from this school's course list that do not have any sections taught this year		

Submit

6. Click **SUBMIT**. The Course will now be activated at your School

CREATING CLASS SECTIONS FOR HOMEROOM

Now that the Course for Homeroom is active in your school you can create your Class Sections for all of your Homerooms. **Each Homeroom will be a separate Class Section.**

To create new Class Sections:

From the School Home page

1. Click on the **School** Link on the left column menu
2. Click on the **Sections** link (near the bottom). This will bring up a list of ALL Courses available for your School.
3. Locate the Course for **Homeroom** & click on it. This will bring up an Class Sections that have already been set up for this Course Number

Please keep in mind that each Section Number MUST be UNIQUE!

Adding a new Class Section:

1. Click **NEW**
2. Fill in pertinent information about the Section. Below is a sample screen:



Course Number	HR100				
Term	2007-2008				
Schedule	Expression: <table border="1"> <tr> <td></td> <td>A</td> </tr> <tr> <td>P1</td> <td><input checked="" type="checkbox"/></td> </tr> </table>		A	P1	<input checked="" type="checkbox"/>
	A				
P1	<input checked="" type="checkbox"/>				
Teacher	SIMOSON, JANE				
Room	100				
Section Number*	4				
Grade Level					
Current Enrollment	0				
Maximum Enrollment	35				

These are the basic demographic fields surrounding a Class Section for Homeroom.

There are additional fields below the ones shown above. There is only one additional field that you need to be concerned about - That is Exclude From Final Grades –

Exclude From Storing Final Grades
(Use for Sections that are not graded so blank records are not stored with final grades.)

Be sure the box is checked for Exclude Storing Grades

3. Click **Submit**. The new Section will be added to the list of Sections for that Course.

Clicking on the Section number allows you to edit the Class Section information.

Clicking on the number under Size allows you to see a list of who is enrolled in the Homeroom.

One nice feature of viewing the list of students enrolled in the Homeroom is that you can click on a student name and view their record.

New

Exp	Sec #	Term	Teacher	Rm	Size
P1(A)	1	07-08	MILLER, DETRA	102	22
P1(A)	2	07-08	CLARK, KAREN	104	0
P1(A)	3	07-08	SHEETZ, PEGGY	208	24
P1(A)	4	07-08	SIMOSON, JANE	100	0

Once created – class sections are ready to have students assigned to them. Use Grant Wood AEA document PS-0706-12 MISC for those instructions.



Quick Reference

Setting Course for Homeroom (District Level)

1. Click **District**
2. Click **Courses**
3. Click **View Master Course List link**
4. Click **New**
5. Enter course information
6. Click **Submit**

School - Activate Course for your school

1. Click **School**
2. Click **Courses**
3. Click **View Master Course List link**
4. Locate Homeroom course, check the **box** to the left
5. Click **Submit**

School – Create Class Sections for Homerooms

1. Click **School**
2. Click **Sections**
3. Locate course for Homeroom
4. Click **New**
5. **Fill** in information
6. **Check box** to Exclude Storing Grades
7. Click **Submit**