

ncwise SYMPOSIUM
SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

Homeroms

Pat Lynn and Pam Rudd
Alamance-Burlington School System




GNE TEAM
FEBRUARY 22-24, 2010

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Overview

- About Homeroms
- Adding a Homerom
- Assigning a Single Student
- Mass Assigning Students
- Supporting Documents



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Working with Homeroms



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About Homerooms

- Must be created for Daily Attendance.
- Ties teachers, students and rooms together; may be used for reporting purposes in both Daily and Period schools.
- Codes should be numeric and must be set up for each semester.
- All homerooms must be **Full Time!!!**



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About Assigning Students

- Single students assigned from:
 - Basic screen
 - Homeroom Assignment screen
 - Home Room and Staff Assignment screen

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About Assigning Students . . .

- Students may be mass assigned*
 - By Period
 - By Grade level

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Home Room Staff - Path

Navigation: eSIS Main Start Screen > Common View > Home Room / Staff Assignments

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Home Room and Staff Assignments Screen

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Assigning a Student - Steps (Homeroom / Staff Assignment)

1. Query for the student.
2. Click the appropriate the homeroom from the **Home Rooms** drop-down list.
3. Click **Save**.

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Mass Assigning Homerooms

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About Mass Assigning Homerooms

- By Period
- By Grade

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Mass Assigning Homerooms by Period

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Mass Assigning Homerooms by Period - Path

Navigation: School > School Information > Mass Assignments > Mass Homeroom Assignment > Mass Homeroom by Period

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Mass Homeroom Assignment by Period Screen

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Other Functionality

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Mass Assign Home Rooms Screen

Student	Last Name	Preferred Name	Gender	Grade	Family School
088028	Adams	Alicia	F	58	
817587	Adams	Ann	M	10	
724881	Adams	Casey	M	10	
725420	Adams	Caroline	F	10	
725421	Adams	Carroll	F	10	
827563	Adams	Christopher	M	11	
772641	Adams	Joseph	F	11	
771124	Adams	Jonathan	F	10	
771184	Adams	Jonathan	M	10	
772101	Adams	Latina	F	10	
772146	Adams	Lafayette	F	11	
774186	Adams	Laura	F	12	
772423	Adams	Laurie	F	10	
772327	Adams	Maghan	F	10	
788426	Adams	Phyllis	F	10	

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Mass Assign Home Rooms by Grade

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Mass Assignment of Home Room by Grade - Path

Navigation: School > School Information > Mass Assignments > Mass Home Room Assignment > Mass Home Room by Grade

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Mass Assign Home Rooms by Grade Screen

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Supporting Documents

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- Quick Reference Documents (QRDs)
 - Assigning Homerooms
 - Managing Homerooms
- User Guides
 - Mass Assigning Homerooms

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