

## Homeroom Assignment

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Students can be assigned to homerooms in several ways:

- Home Room List
- Homeroom and Staff Assignments screen
- Basic Student Demographics screen
- Mass Assignment screens

Homeroom and Staff Assignments screen and Basic Student Demographics screen allow the user to assign homerooms to one student at a time. Mass Assignments can only be done after YET and before school starts. Home Room List can be used to assign multiple students to a homeroom on the same screen.

### Assigning Students using Home Room List

**Navigation:** eSIS Main Start screen > School > School Information > Homeroom List

1. From the **Hrm** field, query for the applicable homeroom.
2. Click **Assign Students**.
3. Click **ADD**.
4. On the **Select Pupil** screen, query for the desired student.
5. Click **Select**.  
The user is returned to the Homeroom Assignment screen.
6. Click **Save**.
7. Repeat Steps 2-6 to add additional students to this homeroom.
8. Repeat Steps 1-6 to choose a different homeroom and add students.

### Assigning Students using the Homeroom and Staff Assignments screen

**Navigation:** eSIS Main Start screen

1. Click the **HRM Staff** quick access button.  
The **Homeroom and Staff Assignments** screen opens.
2. Query for student.
3. Click **Add** in **Home Rooms** section.
4. From the **Home Room** drop-down, select the applicable **Homeroom**.
5. Click **Save**.

## Assigning Students using the Basic Student Demographics screen

**Navigation:** eSIS Main Start Screen

1. Click the **Basic** quick access button.
2. Query for student.
3. Click **CHR**:
4. Select the applicable **Homeroom**.
5. Click **NHR**:

**Note:** NHR is for schools with more than one semester.

6. Select the applicable **Homeroom**.
7. Click **Save**.

## Mass Assign Students by Period

In order to use the **Mass Homeroom Assignment by Period**, the **School Details** screen must be set up to show **Homeroom Assignment** as **By Class Period** with a **Period** selected. All students in the school should have a class assigned during the period selected.

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

1. From the **Assignment Method** drop-down click **By Chosen Period**.
2. From the **School Year** drop-down click **Current Year**.

**Important:** Do not assign homerooms for **Next Year** using this screen. It will delete the **Current Year** homerooms.

3. Click **Assign Homerooms**.
4. Click **OK**.

## Other Functionality

### Mass Entry

Clicking **Mass Entry Screen** will open a **Mass Assign Homerooms** screen that will allow you to manually key in homeroom (homeform) codes for each student on the same screen. Students can be queried on this screen. The default is **Alpha**.

### Utilities: From Semester To Semester

This area is used in conjunction with the two below it. Usually, the **From Semester** is Semester 1 and the **To Semester** is Semester 2.

- **!** – Using the single exclamation mark in conjunction with the **Utilities From Semester 1 To Semester 2** will copy the homerooms in **Homeroom Maintenance** from semester 1 to semester 2. This function copies homerooms only and does not copy students.

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- **!!** – Using the double exclamation mark in conjunction with the **Utilities from Semester 1 To Semester 2** will copy the student homeroom assignments from semester 1 to semester 2.
- **Do What if Existing Homeroom Record Found?** – The default is **Do NOT Write a new record if an existing homeroom record is found**. Using this radio button allows the system to only assign homerooms if there is not already an existing one. Using the **Overwrite** radio button allows the system to create all new records and overwrite any existing ones.

## Mass Assign Students by Grade

In order to use the **Mass Homeroom Assignment by Grade**, the **School Details** screen must be set up to show **Homeroom Assignment** as either **Grade and Alpha Grouping** or **Grade and Random Grouping**.

**Important:** Mass assignment of homerooms must be done after Year End Transition and before the start of the new school year.

**Navigation:** School > School Information > Mass Assignments > Mass Homeroom Assignment > Mass Homeroom by Grade

1. Verify/Update **School Year**. **Current Year** should be checked.
2. Choose **Assignment Type** from one of the following:
  - a. **Alpha**
  - b. **Random**
3. Choose **Grade** level from drop-down.  
**Total Students** will automatically populate.
4. Choose **Semesters For Run** from drop-down.
5. Enter the desired **Class Size** and press the Tab key to populate **Total Classes**.  
**Note:** **Total Classes** is calculated automatically using the number of **Total Students** and the desired **Class Size**.
6. Click **Populate Class List**.
7. Choose the **Homeroom Code** from the drop-down for the semesters chosen:
  - a. **Sem 1 HRM**
  - b. **Sem 2 HRM**
8. Click **Save**.
9. Click **Assign Homerooms**.
10. Click **OK**.
11. Repeat Steps 3-10 for each grade level.