

Homeroom Setup and Assignment

To begin with, you must be familiar with the Bill 33 class size limits. Split classes such as a grade 3/4 class must be set to the lower limit of 24 not 30.

Class-size limits under Bill 33

Individual CLASSES cannot exceed these limits:

Kindergarten: 22 (not altered by Bill 33, previously in the *School Act*)

Grades 1–3: 24 (not altered by Bill 33, previously in the *School Act*)

Grades 4–7: 30 (cannot be exceeded unless the superintendent and principal agree that class is appropriate for student learning and the **teacher consents** within 15 school days)

Grades 8–12: 30 (cannot be exceeded unless the superintendent and principal agree that class is appropriate for student learning and the **teacher consents** within 15 school days)

- Navigate: School > School Information > Homeroom Maintenance
- In the example below, Mozell represents a K-1 split, Hunter a 2-3 split, Larwill a 3-4 split, and Olson a 5-6 split.

Important: If you have a K-1 split they must be identified as separate homerooms due to the fact that Kindergarten is half time.

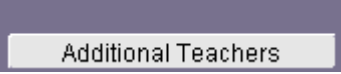
| HRoom | S | Seats | Used | Teacher | Room | Class Type | Full/Half Time | AM | PM | Course Type |
|-------|---|-------|------|---------------|--------|------------|----------------|-------------------------------------|--------------------------|-------------|
| 1 | 1 | 20 | 8 | Mozell, Donna | Room 5 | Regular | Half Ti... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2 | 1 | 20 | 11 | Mozell, Donna | Room 5 | Regular | Full Ti... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | 1 | 24 | 0 | Hunter, Cathy | Room 2 | Regular | Full Ti... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | 1 | 24 | | Larwill, Kaye | Room 6 | Regular | Full Ti... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | 1 | 30 | | Olson, Britt | Room 7 | Regular | Full Ti... | <input type="checkbox"/> | <input type="checkbox"/> | |

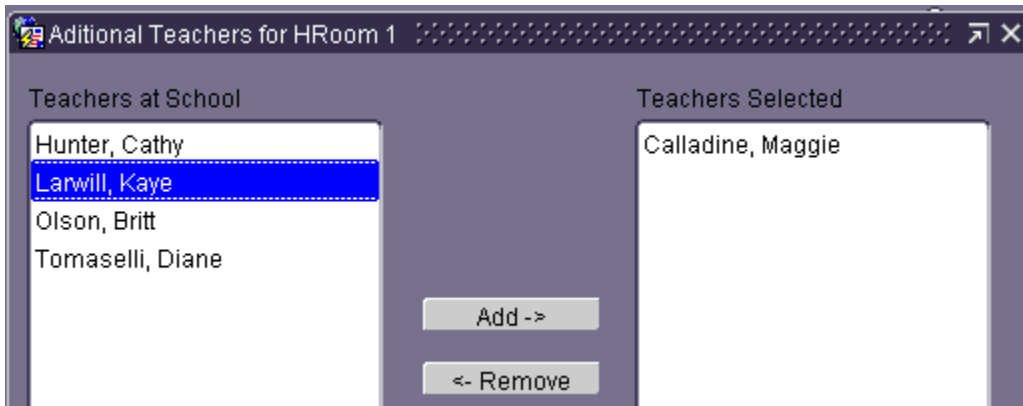
Save your work as you go!

Note: teachers are pulled from Staff Maintenance. They must be "real" teachers and not combinations as this will cause problems with report cards and Student Services.

- Shared classes: If any classes (Homeroms) are shared by other teachers for particular subjects these must be indentified using the Additional Teachers function.
- Click to highlight the class to add teachers

| HRoom | S | Seats | Used | Teacher |
|-------|---|-------|------|---------------|
| 1 | 1 | 20 | 8 | Mozell, Donna |
| 2 | 1 | 20 | 11 | Mozell, Donna |
| 3 | 1 | 24 | 0 | Hunter, Cathy |

- Then click the  button at the bottom of the screen.
- Highlight the desired teacher and Add to the Selected column. Be sure to Save before you exit.

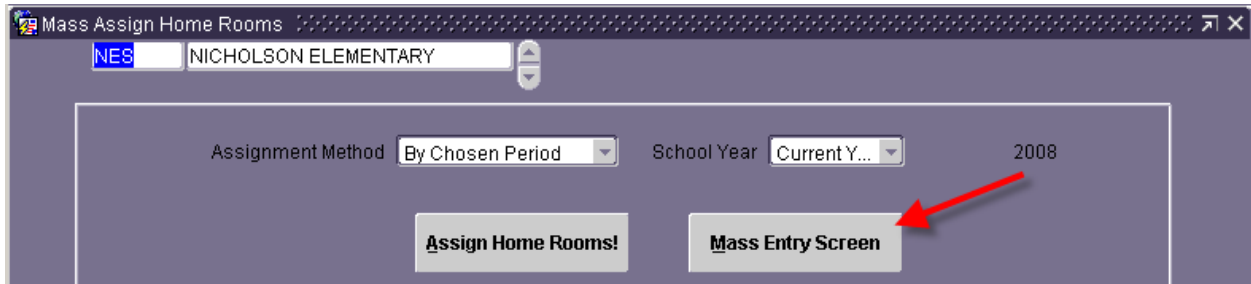


- These additions won't be visible to you, they only allow access for reporting purposes. Nor will these names appear on class lists or report cards.
- It is very important to set this up correctly to avoid redoing work later when setting up subjects for teacher access in Staff Maintenance.

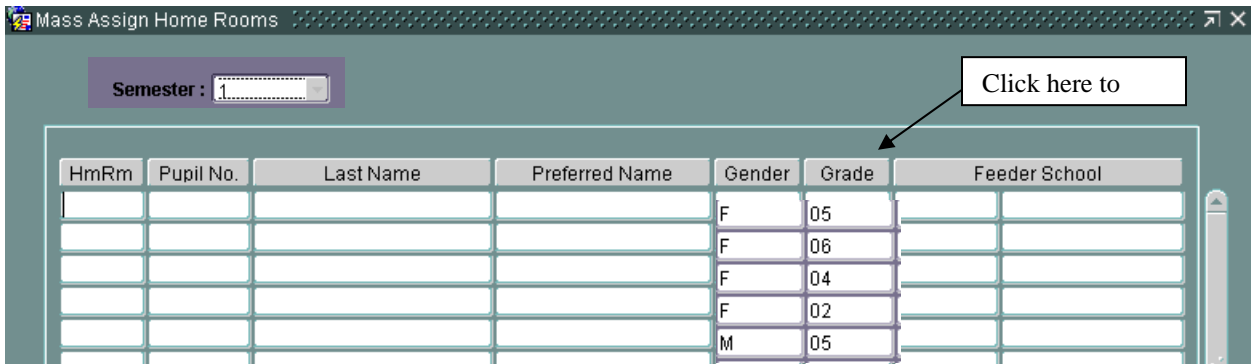
Assigning Homerooms

The following procedure is one I have found to be the easiest. Ignore the fact that your school does not use periods.

- Navigate: School > School Information > Mass Assignments > Mass Homeroom Assignment > Mass Homeroom By Period
- From the Mass Assign Homerooms screen click the Mass Entry Screen button. Do not change any other settings.



- In the screenshot below I have removed the students for privacy purposes but included the Grade column. It is worth knowing that you can click on the Grade heading to sort in ascending or descending order. You can also use your F7/F8 query functions to bring up individual grades, students, etc. depending on your needs.





- Once the grades have been sorted you need only to enter the homeroom numbers. I like to use my down arrow key for this which makes it go very quickly.

Semester : 1

| HmRm | Pupil No. | Last Name | Preferred Name | Gender | Grade | Feeder School | |
|------|-----------|-----------|----------------|--------|-------|---------------|-----|
| 2 | | | | M | 01 | | |
| 2 | | | | F | 01 | | |
| 2 | | | | M | 01 | | |
| 2 | | | | M | 01 | 618008 | APE |
| 2 | | | | M | 01 | | |

- I also tend to use this screen later when there is a new student(s) to assign a homeroom to. I can come here, query the student and place the homeroom number in the left hand column.



- When done click Save: . Then exit using the arrow . From the Mass Assign Home Room screen exit using the "door" and you're done.

- You can check numbers or names using the appropriate screens

| |
|-----------------------|
| Home Room List |
| Home Room Assignment |
| Home Room Maintenance |

- From the Reports Tree you can run class lists as needed. Remember to Specify Extract Criteria first.

