



Homeroms

1. Click **Staff** top tab
2. Click [Staff Name](#) to enter the staff record
3. Confirm the entries in Homeroom and Homeroom 2:
NOTE: YOU HAVE TO USE THE ROOM NUMBER OF THE CLASS, NOT entries like: HR-03

Homeroom	<input type="text" value="GYM"/>
Homeroom 2	<input type="text"/>

Adjust as necessary. When finished click

4. Repeat steps 2 and 3 until all of the staff records are adjusted.
5. Click **Student** top tab. Make sure that your filter is set to *All Active Students*.

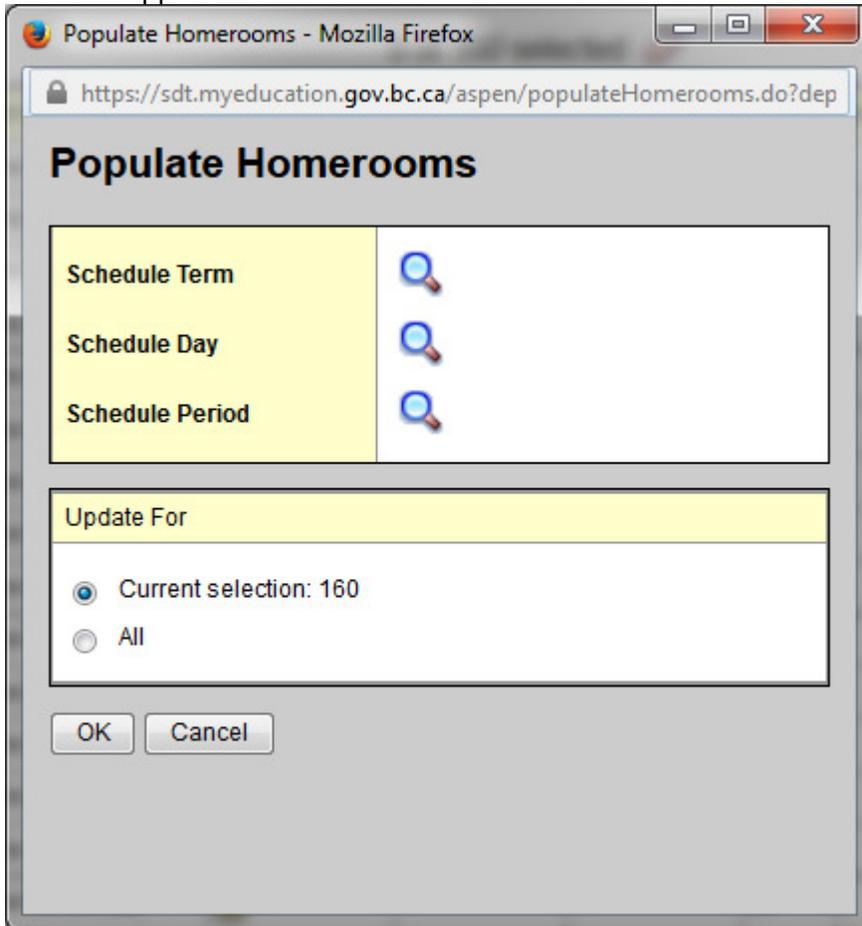
NOTE: Beattie Secondary Campus – You will also want to filter out your grade K-7 students so that you only see the grade 8-12 students.

6. Click **Options**, then **Populate Homrooms...**

The screenshot shows a software interface with a menu open under the 'Options' tab. The menu items are: Modify List, Mass Update..., Registration, Assign Couriers, Import Photos..., Create User Accounts..., Create Secondary School Associations..., **Populate Homerooms...**, Requests, Send Email..., Validate Records..., Assign Student Programs, BC 1701 Student Details, Blended Marks to Transcript, Course Exam Synchronize Procedure, GDE, Exports, Query..., Snapshots..., Show Selected, and Omit Selected. The 'Populate Homerooms...' option is highlighted in grey.

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7. A wizard appears:



Populate Homeroms - Mozilla Firefox

https://sdt.myeducation.gov.bc.ca/aspden/populateHomeroms.do?dep

Populate Homeroms

Schedule Term	
Schedule Day	
Schedule Period	

Update For

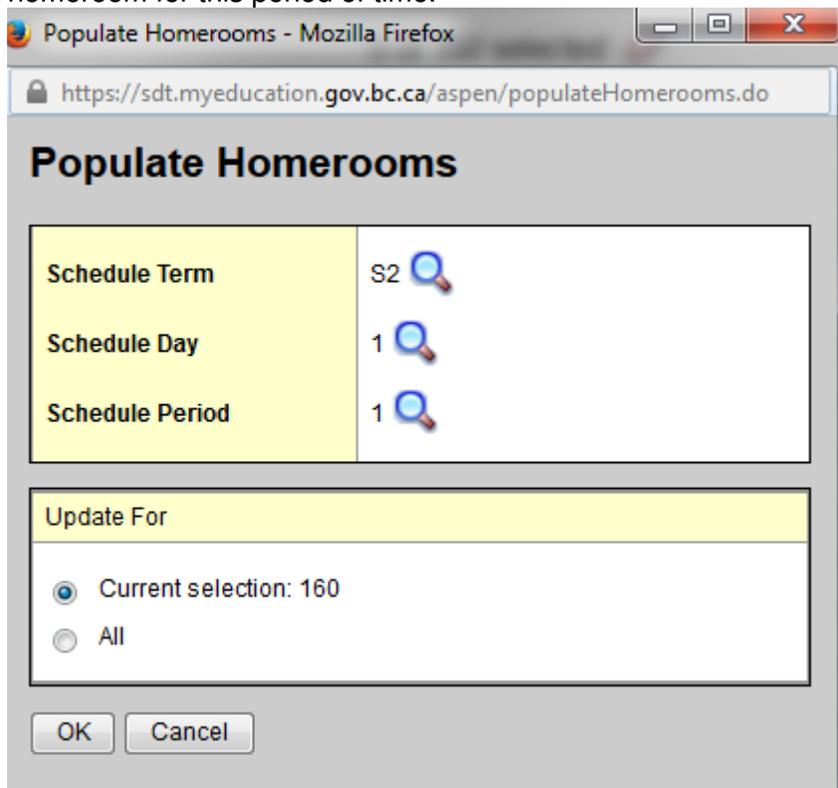
Current selection: 160

All

OK Cancel

Homeroms

8. Click on the magnifying glass () to select term, day and period that you wish to select to be the homeroom for this period of time.



The screenshot shows a web browser window titled "Populate Homerooms - Mozilla Firefox" with the URL <https://sdt.myeducation.gov.bc.ca/aspen/populateHomerooms.do>. The page has a title "Populate Homerooms" and a table with the following data:

Schedule Term	S2 
Schedule Day	1 
Schedule Period	1 

Below the table is a section titled "Update For" with two radio button options: "Current selection: 160" (selected) and "All". At the bottom of the form are "OK" and "Cancel" buttons.

When finished click 

9. After running this process the **Homeroom** and **HR Teacher** fields should change/be populated.