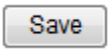
Homerooms

1. Click

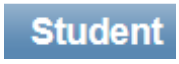
top tab

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

Adjust as necessary. When finished click 

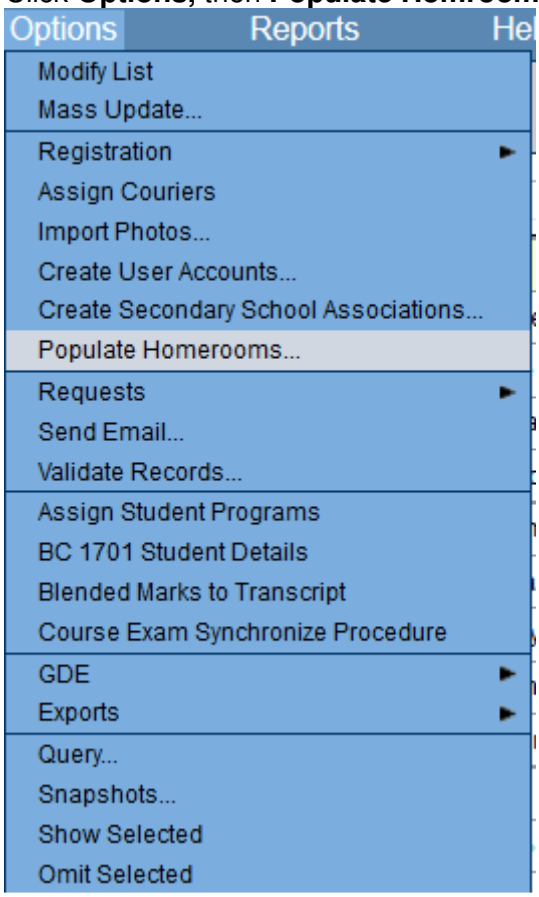
4. Repeat steps 2 and 3 until all of the staff records are adjusted.

5. Click 

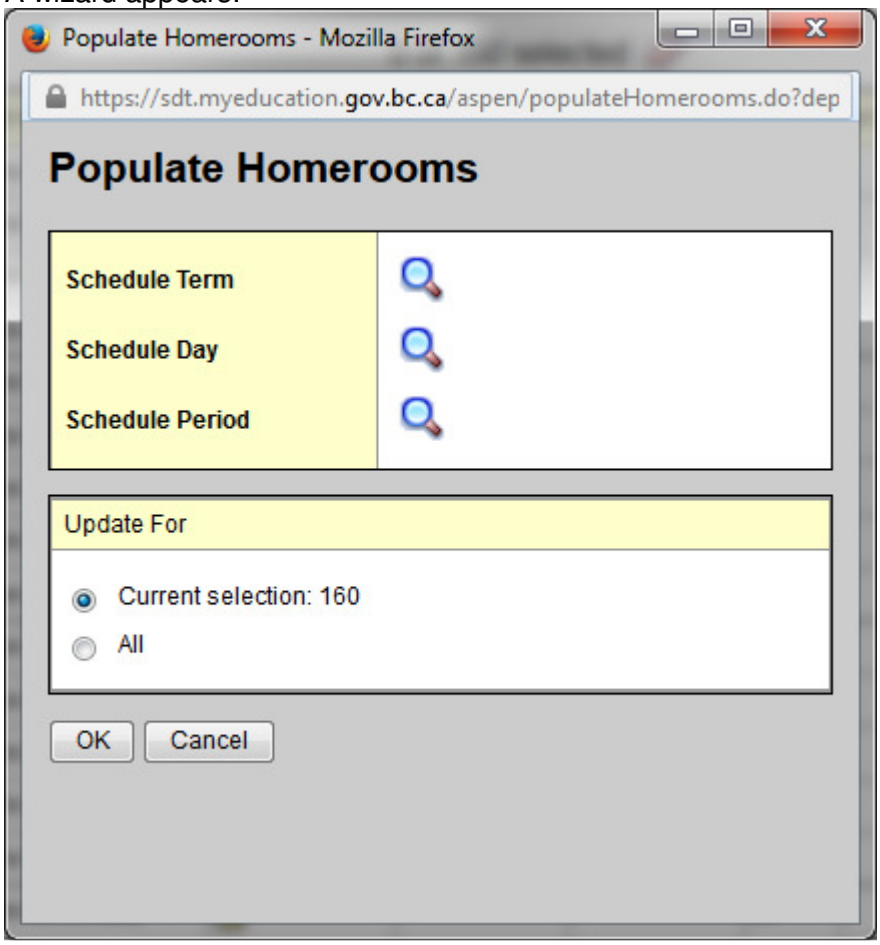
top tab. Make sure that your filter is set to *All Active Students.*

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.

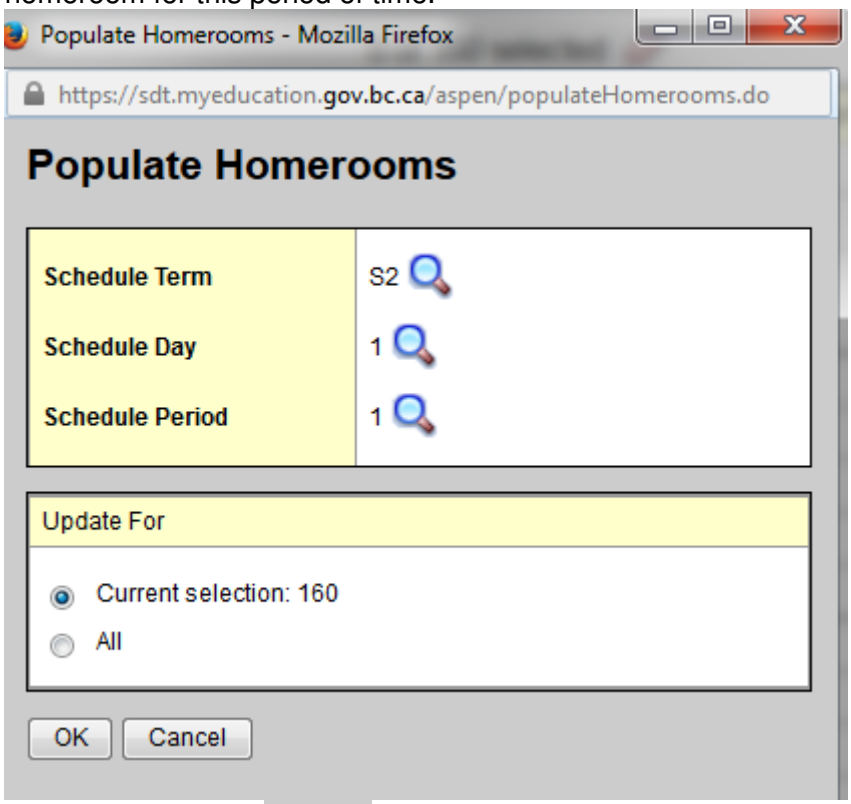
6. Click **Options,** then **Populate Homrooms…**



7. A wizard appears:



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.



When finished click OK

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