

TIP # DB1

“Setting up Homerooms” (for Administrator’s Plus users)

Scenario: Schools that have homeroom periods AND/OR TAKE MORNING ATTENDANCE, must enter homeroom information into Administrator’s Plus.

- A) Entering your students into homerooms
- 1) Click on DATABASE – ADDRESS
 - 2) Each student must have an entry in the homeroom field. For ex.
 - i) For Elementary students, it will be the classroom. Ex. 125 or Mrs. Smith
 - ii) For other grades, it’s the homeroom.
 - iii) If you DON’T have a homeroom BUT still take morning attendance go to
 - 3) To batch enter homeroom data, click on F2 BATCH ENTRY
 - 4) Choose 1 grade or ALL GRADES
 - 5) Enter the homeroom data
 - 6) Press F10 accept
 - 7) Choose INDIVIDUAL STUDENTS
 - 8) Press F6 LOOKUP
 - 9) Click on the first student in the homeroom/classroom, press and hold the CTRL key, and click on each student in that homeroom/classroom.
 - 10) Once you’ve chosen your students, release the CTRL key and click on SELECT
 - 11) Press F10 and each student selected will receive that homeroom data.
 - 12) Repeat for each homeroom/classroom
- B) Assigning teachers to homerooms/classrooms. NOTE: If you take morning attendance using GradeQuick during 1st period, you MUST still enter a homeroom into the teacher’s homeroom field
- 1) Click on DATABASE – ADDRESS
 - 2) Click on GRADE and choose STAFF
 - 3) Each teacher that has a homeroom or a classroom must have the EXACT SAME DATA IN THE HOMEROOM FIELD AS THEIR STUDENTS!!
 - 4) Lookup a teacher and click on the homeroom field
 - 5) Enter the appropriate data
 - 6) Click F10 ACCEPT
 - 7) Repeat for each teacher.