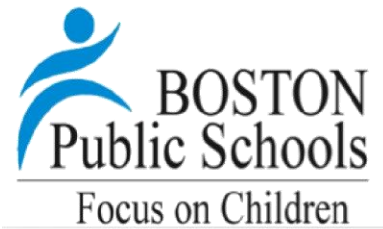


Homeroom Schedule Building (5 Steps)

Elementary, K-8 & Middle School



1) Assign Student Homeroom

- a. Click on **Change View** at the top of your screen and select **Build**
- b. Click the **Student** tab
- c. Click on **Options** and choose **Refresh** to see the updated student list
- d. Click on the **Filter** icon and select **Students without a Homeroom**
- e. Click on **Options** and choose **Modify List**
- f. Click on the **Pencil** icon on the Homeroom tab and add homeroom (e.g. 4311_123) to the students. Click on the **Green Check Mark** to save changes

2) Make Schedule Changes

- a. Click on the **Scenario Tab** to select the scenario you want to work on
 - b. Click on the **Workspace Tab**
- To change the staff name attached to the courses:**
- c. Click on **Primary Staff** field to organize it by the teacher names and see all their classes in one place
 - d. Click on **Options** and choose **Modify List** to change the staff name
 - e. For each course, **change the staff name for the 6 core classes** (5 for K2): Math, Reading, Writing, Science, Social Studies and Social Leadership/Behavior Areas
 - f. Check the **Green Check Mark** to save changes

To change the Details of a Class (e.g. Room; Course, Section):

- g. Click into that **Class** and make the necessary changes
- h. Click on the **Teacher** sub-tab, **Options**, and **Add** to add a co-teacher

3) Assign "Platoons" to Each Course (to load students into the correct class)

- a. On the **Workspace Tab**, click on the **Platoon** field and go through it to confirm that each class has a platoon code (e.g. 4311_101) attached to it
- b. If you need to make any changes, use **Options** and **Modify List**

4) Assign or Load Students

- a. Click on the **Workspace Tab**
- b. Click on **Options** and select **Group Scheduling**
- c. Leave the settings box the way it is and click **Ok**

- d. If you need to repeat this step later on, check **Clear Existing Student Schedules** and click **Ok**
- e. Click **Ok** on the next message box
- f. After couple seconds, you'll notice that the **Total** column is filled with the proper amount of students into for the classes
- g. To check if the correct students are in the right class, check off a **Class** and click on the **Roster** sub-tab to see the student in that course
- h. To add or delete student(s) to or from the roster, click on **Options** and select **Add** or **Delete**
- i. If you notice **mismatch issues**, check that your platoon code (e.g. 4311_101) matches the homeroom (e.g. 4311_101), and run the **Group Scheduling** process to reload the students again

5) Commit Schedule

Once you finish working on your schedule, you need to commit it to allow your teachers to see their class lists and set up their grade books

- a. Click on the **Scenario tab**
- b. Click into the **Scenario** you want to commit
- c. Click on **Options** and choose **Commit Schedule**
- d. If this is the **first time** you are committing your schedule, choose **Replace Active Schedule** and click **Ok**
- e. If you have already committed and went back to make changes, choose **Update the Active Schedule**, check **Update Existing** and **Add New** and click **Ok**.

It takes about 20 seconds to commit a schedule. When completed, change to school view to see your schedule.

For more information, visit
www.bpstechnology.org or contact the
OIIIT Service Desk (x9200)

Note: This handout is meant as a quick-reference for scheduling. All schedule managers should attend a schedule management workshop. Sign up on MyLearningPlan.