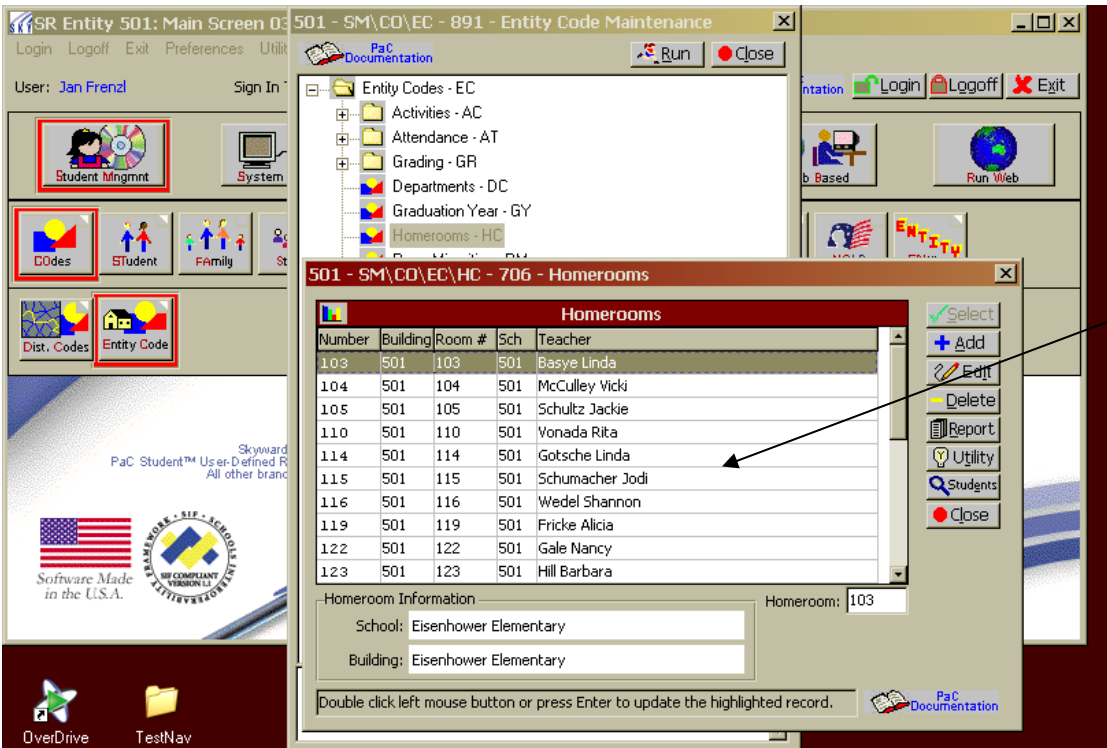
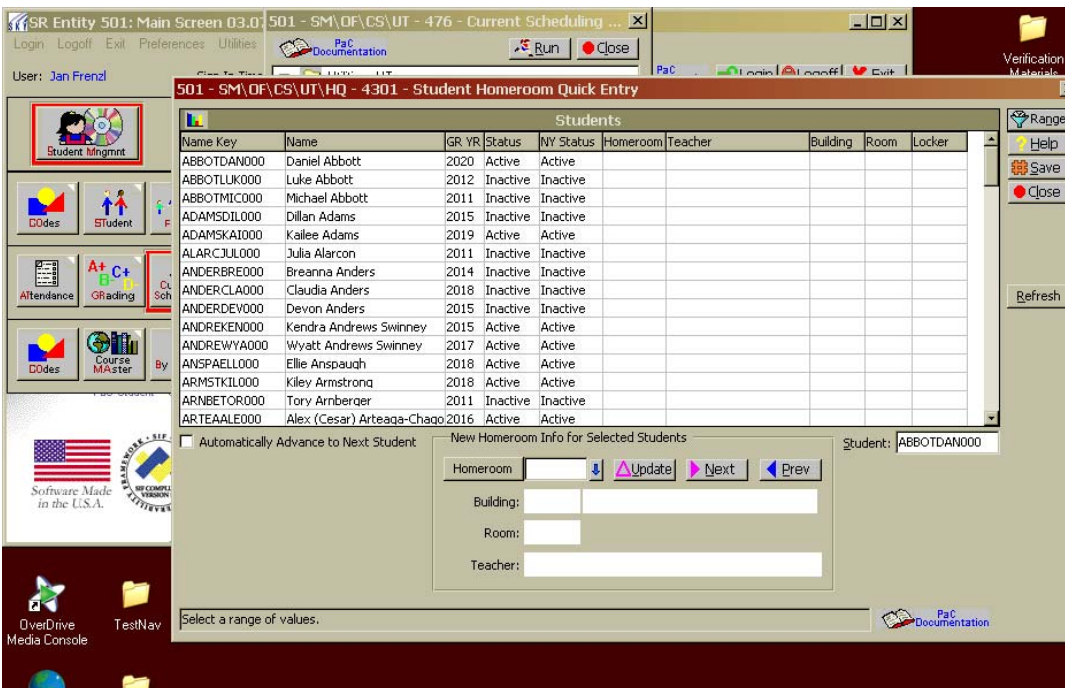


Assigning Homerooms And Printing Rosters



Menu Path:
SM\CO\EC\HC

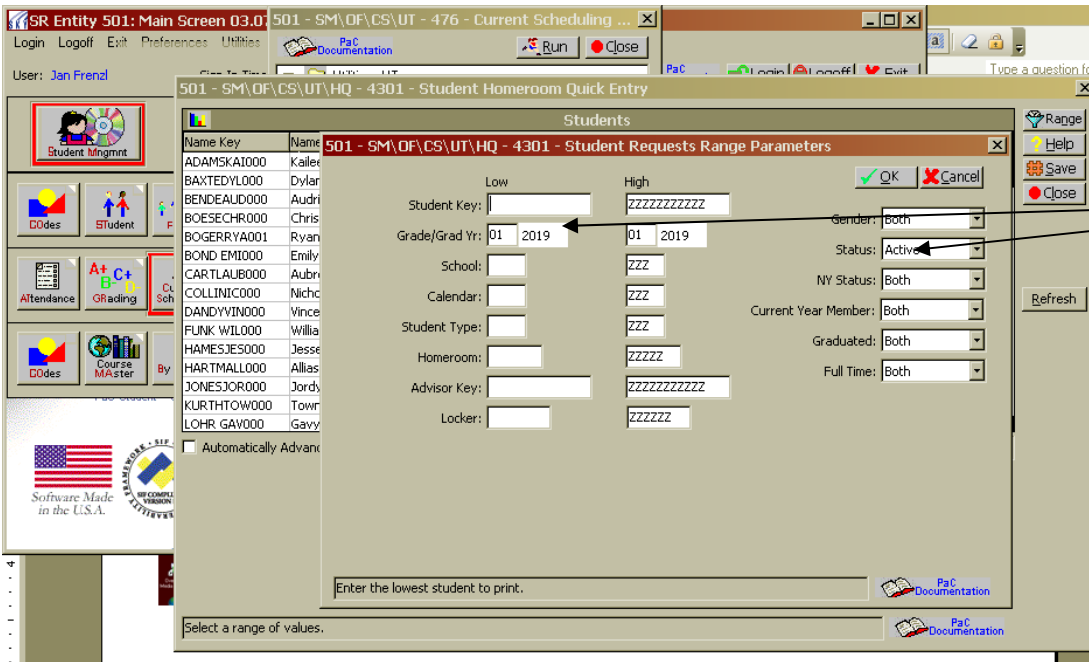
Be sure that you have all of your room numbers with teachers set-up.



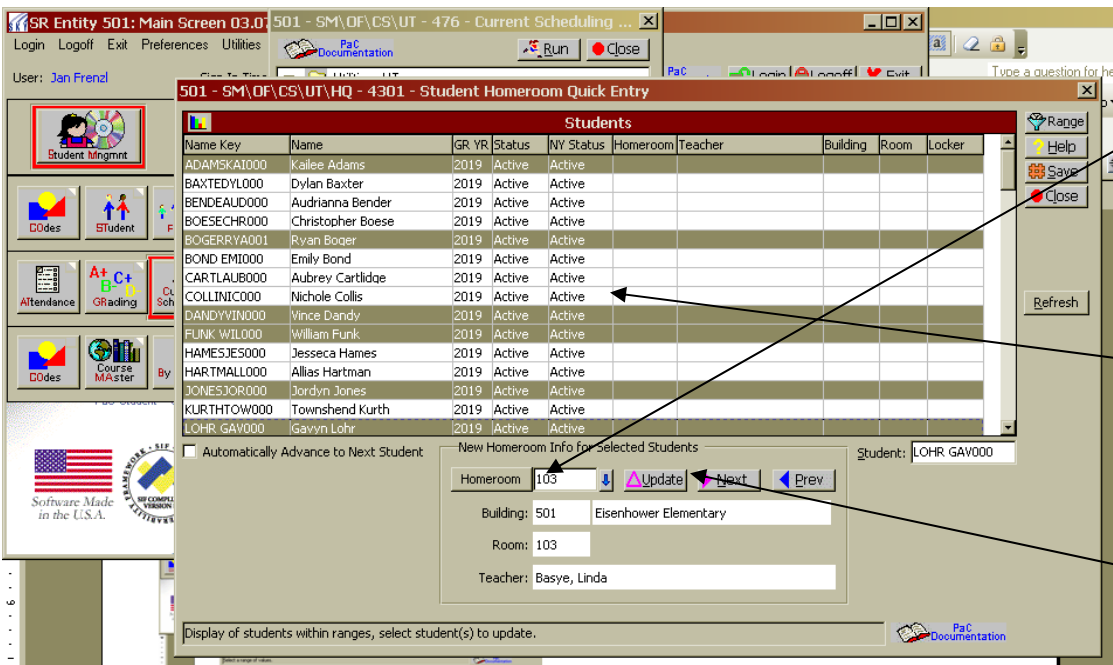
To assign students to Homerooms:

Menu Path:
SM\OF\CS\UT

choose:
Student Homeroom Quick Entry



If you would like you could select a range of students to work with at a time. (example) 1st grade active students



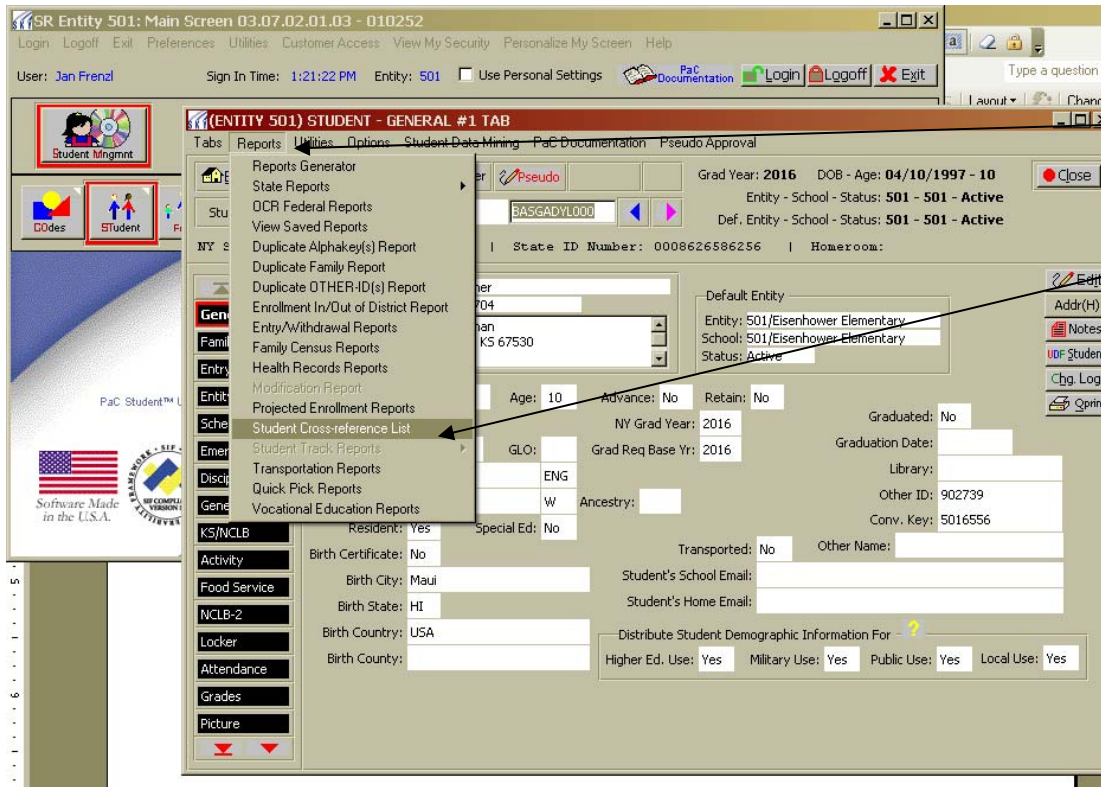
Select the Homeroom that you want to assign students to

From the list of students choose which students should be assigned to this room.

(hint) if you hold down the Ctrl key on your keyboard as you select you can select them all at once.

When you have them all selected choose Update

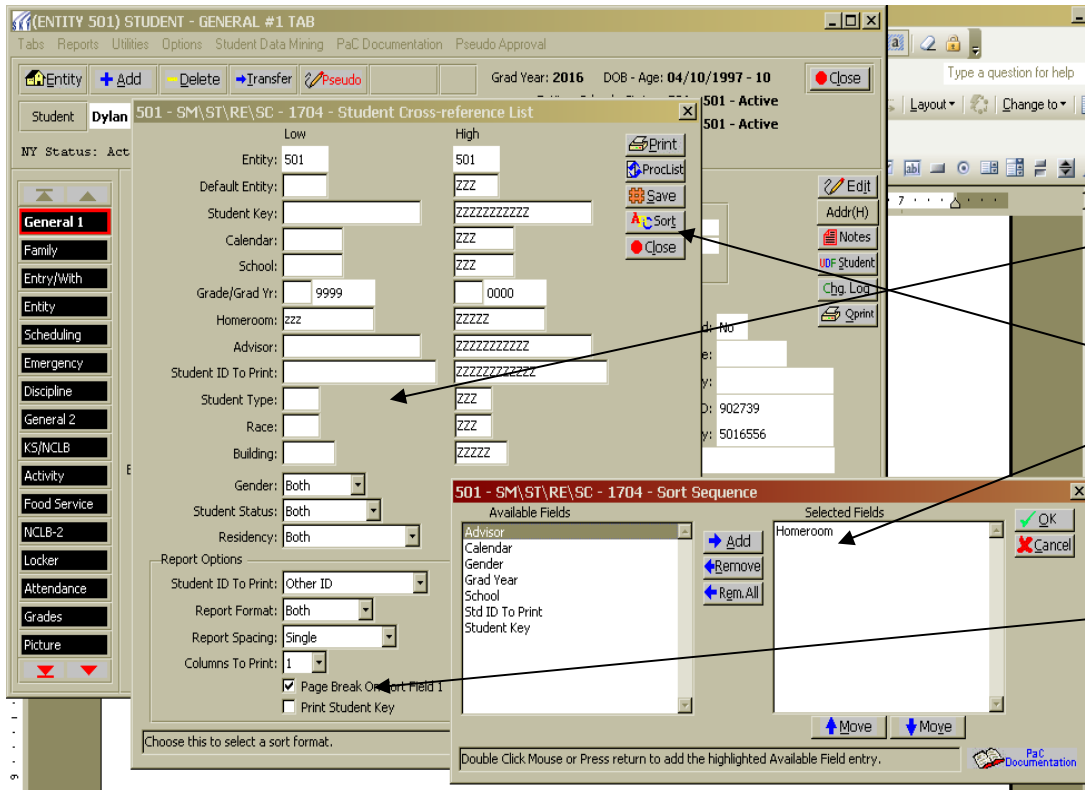
To print a roster



Menu path:
SM\ST

Reports

Student Cross-reference
List



If you like you can put in
any range you want in
the Student Cross-
reference List

Homerooms
Student Status
etc.

Choose Sort
then sort by Homroom

If you want each on a
separate page mark Page
Break On Sort Field 1

Then print to screen to
see if it did what you
wanted.