

Using Teams to place HR Teacher's Name in Student Header

1. Define all Team names (HR teachers)

Path: Scheduling > Scheduling Groups > New > Save

- o Repeat process until all teachers have been named
- o The Team name can be anything. Most schools use Teacher's Last Name and Room number

2. Attach Team name (teachers name) to the HOMEROOM course sections

Path: Scheduling > Courses > Enter HOME to find all HR classes

- o Click on first course > Go Section Tab > Add/Edit a section
- o Define HR teacher in TEAM dropdown

Section Editor
 SectionID
 149227
 *Section Number
 1
 Max Students
 (31)
 Room
 04
 Multiple Teacher
 Primary Teacher
 Seto, Jean M
 Academic Term
 Instructional Strategy
 EL Instructional Type
 Teacher Display Name
 Seto, J
 Lunch Count
 Milk Count
 Adult Count
 Skinny Seq
 Team
 Seto, J (4)
 Homeroom
 Program Funding Source
 Language of Instruction

3. Populate student header with 'Team' name using **Fill Team**

Path: Scheduling > Fill Teams

- o Depending on which option selected, this will update all students

To Define Team (HR teacher) on INDIVIDUAL student

1. Go the student's Schedule tab

Path: Student Information > General > Schedule > Walk In Scheduler > Team dropdown > Save Reqs

CTE Person Documents Foster Youth Attendance Letters District Assessments High School Program Details Home Visit
 Summary Enrollments **Schedule** Attendance Flags Grades Transcript Credit Summary Assessment Behavior
 Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option View Schedule Scheduling Messenger Documents
 Effective Date Terms 1 2 3
 T1 09/02/2014 - 11/28/2014 T2 12/01/2014 - 02/27/2015 T3 03/02/2015 - 06/12/2015
 ATT 9000-6 HOMEROOM 9000-6 HOMEROOM 9000-6 HOMEROOM
 MATH EMPTY EMPTY EMPTY
 RDG EMPTY EMPTY EMPTY
 FRS EMPTY EMPTY EMPTY
 WRITG EMPTY EMPTY EMPTY
 SPIL EMPTY EMPTY EMPTY
 LANG EMPTY EMPTY EMPTY
 Team: Seto, J (4) Requested Units: (0/3)
 @ Course # Course Name Sn# Type Lock
 Save Reqs Clear Reqs Get Sched Reqs

