How to Set Next Homeroom

To Set Entire Class at One Time:

* Select Grade
* Click Select Students By Hand
* Click the Students you want
* Once you have entire class checked
* Pull down “Student Field Value” next to the arrow, below the student names.
* Field to Change (Fields) Enter next\_homeroom
* Enter Teacher Name in New Field Value (Last Name Only, Unless you have two teachers with same last name)
* Click Submit
* Next Page Shows Old Field and New Field if all is Correct Hit Submit
* You will get a page Saying Alert: Completed

To Set One Student

* + Select Student
  + Click Custom Screens
  + Click Next Year Homeroom
  + Enter Teacher Name in Next Year Homeroom, (Last Name Only; Unless you have two teachers with same last name: