Destiny Homeroom: My homerooms are a mess how do I get them working properly?
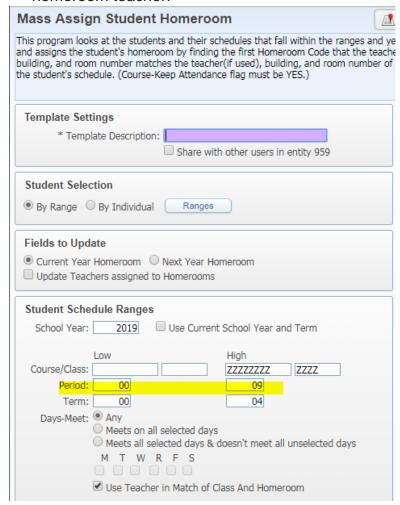
<u>Elementary Setup</u>

Homerooms are setup in Skyward under current year scheduling. In the elementary the 1st hour of the day is set to Citizenship\Work habits. This teacher is viewed as the core instructor or homeroom teacher for the student assigned to them. These are the steps to take for syncing up the Skyward data and Destiny data.

1. In Skyward verified the utility to popular the homeroom field has been set as a "scheduled task" You may need to contact SIS Team to verify this utility is all set. It should either be scheduled to run each night after the school day ends or early morning before the school day begins. The utility is updating the homeroom code on each student based on whichever teacher that student has 1st hour of the day.

2. In Skyward run a Section\Meet report showing which teachers are currently assigned to courses in your building. Click on the teacher column to sort teachers alphabetically. The easiest way to get this information is to download the data from the Section Master using the Excel export feature.

3. In Destiny go the Back Office, then Manage Homeroom. Add any instructor that was on Skyward Section\Meet report and not in Manage Homeroom. Note if you are using the alphakey from Skyward has your homeroom teacher name. The alphakey is the first 5 letters of your last name, first 3 letters of your first name and a 3 character tie breaker. Example: Robert Smithers alphakey would be smithrob000

4. In Destiny you can put a "&" in front of any instructor under Manage Homeroom that was not in the Skyward Section\Meet report. You can clean up these individuals if they are no longer giving instruction in your building and have no students assigned to them.

<u>Secondary Setup</u>

Homerooms are setup in Skyward under current year scheduling. In the secondary schools select an hour for the homeroom. It should be an hour that all students have and or course that all students have like English. This teacher will be viewed as the homeroom teacher for the student assigned to them. These are the steps to take for syncing up the Skyward data and Destiny data.

1. In Skyward verified the utility to popular the homeroom field has been set as a "scheduled task" You may need to contact SIS Team to verify this utility is all set. It should either be scheduled to run each night after the school day ends or early morning before the school day begins.

   a. The utility is updating the homeroom code on each student based on whichever period of the day you have selected. For example if you select 1st hour every student first hour teacher will be displayed as their homeroom teacher.

2. In Skyward run a Section\Meet report showing which teachers are currently assigned to courses in your building. Click on the teacher column to sort teachers alphabetically. The easiest way to get this information is to download the data from the Section Master using the Excel export feature. Once in Excel sort for your select homeroom class periods

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3. In Destiny go the Back Office, then Manage Homeroom. Add any instructor that was on Skyward Section\Meet report with the select homeroom class period and not in Manage Homeroom.

    a. Note if you are using the alphakey from Skyward has your homeroom teacher name. The alphakey is the first 5 letters of your last name, first 3 letters of your first name and a 3 character tie breaker. Example: Robert Smithers alphakey would be smithrob000

4. In Destiny you can put a "&" in front of any instructor under Manage Homeroom that was not in the Skyward Section\Meet report. You can clean up these individuals if they are no longer giving instruction in your building and have no students assigned to them.

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