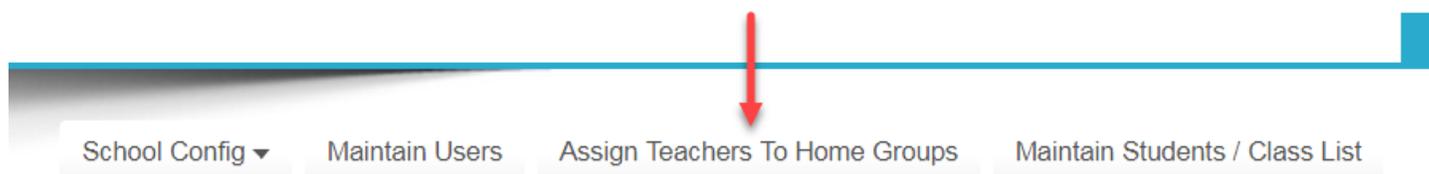




## Assign teachers to Home Groups

On the Home Page select '**Admin Teachers to Home Groups**'.



All **classroom teachers** need to be assigned to their designated home groups.

This will serve 2 functions:

- \* The Attendance Roll will default to that teacher's home group.
- \* The name/s of the home group teacher/s will be printed on the Front Cover of the report.

**Note:** Specialist teachers must **not** be assigned in this section.

### Column 1 - Teachers

Select a teacher.

### Column 2 – Home Groups

Select the appropriate home group.

Click the **Save Selections** button.

### Column 3 - All Teacher Home Groups (displays the list of assigned teachers).

If an incorrect assignment has been made, delete the selection in column 3 by clicking on the trash symbol.

Where a home group is shared between two or more teachers, the order of the names on the report can be changed by clicking on the edit symbol next to the trash symbol.

View an individual teacher's assigned home groups by clicking on the small magnifying symbol to the right of the teacher's name.

Preview all the selections made by clicking on the **Preview Selections** button.

Save Selections    Preview Selections

**Teachers**

Paging Size: List All ▼

Select	Teacher	
<input type="checkbox"/>	Simon Bowring	
<input type="checkbox"/>	Joseph Evans	
<input type="checkbox"/>	Jo King	
<input type="checkbox"/>	Kelly Lang	
<input type="checkbox"/>	Peter Piper	
<input type="checkbox"/>	Tanya Tanner	
<input type="checkbox"/>	Amanda White	

**Home Groups**

Paging Size: List All ▼

<input type="checkbox"/>	Home Group
<input type="checkbox"/>	AW
<input type="checkbox"/>	JE
<input type="checkbox"/>	JK
<input type="checkbox"/>	KL
<input type="checkbox"/>	PP
<input type="checkbox"/>	SB
<input type="checkbox"/>	TT

**All Teacher Homegroups**

Paging Size: 10 ▼

Teacher	Report Order	Home Group	Command
Simon Bowring	1	SB	
Joseph Evans	1	JE	
Jo King	1	JK	
Kelly Lang	1	KL	
Peter Piper	1	PP	
Tanya Tanner	1	TT	
Amanda White	1	AW	

Column 1

Column 2

Column 3

## Remove teachers from Home Groups

A teacher can be removed from a home group by clicking on the trash symbol in Column 3 (All Teacher Home Groups) next to their name.

Click on **OK** when the message comes up asking if you want to delete the assigned home group for that teacher.

Save Selections    Preview Selections

**Teachers**

Paging Size: List All ▼

Select	Teacher	
<input type="checkbox"/>	Simon Bowring	
<input type="checkbox"/>	Joseph Evans	
<input type="checkbox"/>	Jo King	
<input type="checkbox"/>	Kelly Lang	
<input type="checkbox"/>	Peter Piper	
<input type="checkbox"/>	Tanya Tanner	
<input type="checkbox"/>	Amanda White	

**Home Groups**

Paging Size: List All ▼

<input type="checkbox"/>	Home Group
<input type="checkbox"/>	AW
<input type="checkbox"/>	JE
<input type="checkbox"/>	JK
<input type="checkbox"/>	KL
<input type="checkbox"/>	PP
<input type="checkbox"/>	SB
<input type="checkbox"/>	TT

**All Teacher Homegroups**

Paging Size: 10 ▼

Teacher	Report Order	Home Group	Command
Simon Bowring	1	SB	
Joseph Evans	1	JE	
Jo King	1	JK	
Kelly Lang	1	KL	
Peter Piper	1	PP	
Tanya Tanner	1	TT	
Amanda White	1	AW	