
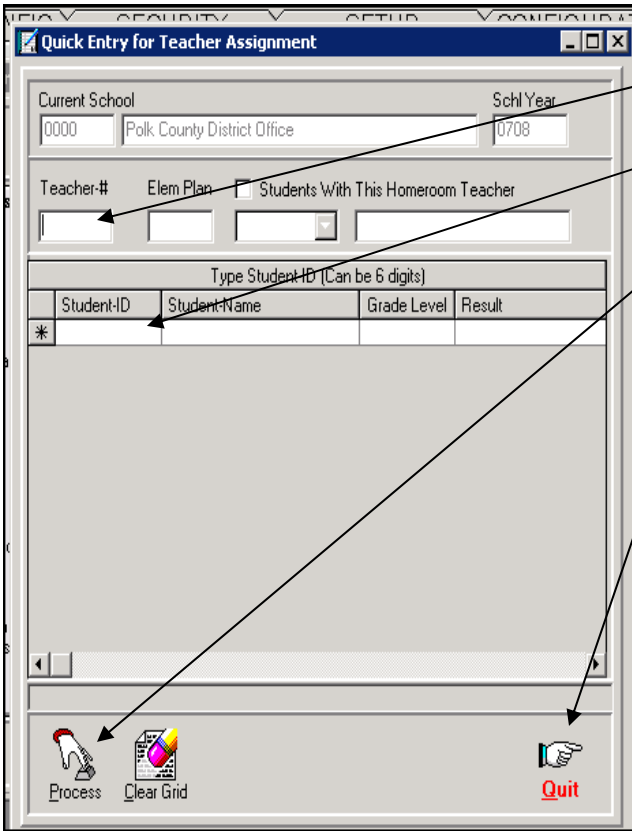


Assigning Homerooms – Elementary Schools

Steps	Screen Displayed	Procedures
1	 <p>The first screenshot shows the 'GENESIS Main Menu' with various icons for different school functions. The second screenshot shows the 'TOOLS / FILE PROCESSING MENU' with a grid of icons for various data processing tasks.</p>	<p>After logging onto Genesis using the login procedures, the Genesis Main Menu is displayed.</p> <p>Click on Tools and File Processing icon</p> <p>Click on Quick Entry / Teachers icon</p>
2	 <p>The screenshot shows the 'Quick Entry for Teacher Assignment' window. It contains fields for 'Current School', 'Schl Year', 'Teacher-#', and 'Elem Plan'. Below these is a table for student data with columns for 'Student-ID', 'Student Name', 'Grade Level', and 'Result'. At the bottom are 'Process', 'Clear Grid', and 'Quit' buttons.</p>	<p>Type in the Teacher #</p> <p>Type in the Student #</p> <p>Click on Process icon</p> <p>When complete, Click Quit icon</p> <p>This method places a Homeroom Teacher on the Student's Basic Demographics Screen. There has to be a Homeroom teacher in order to complete certain reports. (Attendance, Scheduling, Etc.)</p>