

# Assigning Homerooms Secondary Schools

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Scheduling' Icon</p>
2		<p>Click on the 'Automated Processing' Tab</p> <p>Click on 'Assign Students to Homerooms'</p>

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Steps	Screen Displayed	Procedures
3		<ul style="list-style-type: none"> <li>• Select a type of Sorting Method</li> <li>• Select 'Grade Level'</li> <li>• Select 'Period, Term, and Default Homeroom Size'. What ever Period is selected, is the Period that Genesis will make the Homeroom.</li> <li>• If you want to skip students that already have a Homeroom, Check this box.</li> <li>• Click 'Assign Homerooms'</li> <li>• This is 'Process Box'. It will let you know what grade it is assigning and the number of students being assigned.</li> <li>• When done, Click 'Quit'</li> </ul>