## 12.1 Using Homeroom Snapshots for Mass Scheduling Students

Student homerooms can be captured in a snapshot and then "pushed" out into the courses or sections of those courses that these students should be assigned. For split classes, users will have to capture each grade grouping within a homeroom for scheduling.

### 12.1.1 Creating the homeroom snapshot

Once students have been assigned a homeroom, they can be filtered based on this. Remember that snapshots are "static" and will not automatically update when new students enter the school or are added to classes.

1. On the **Student** top tab, click the [icon] icon and choose the **Homeroom =?**
2. In the pop-up window, enter the desired homeroom.
3. Click **Submit**. You will be presented with a list of students in the homeroom selected.
4. Ensure that all of the students are in the same grade. If there are students from more than one grade, you will need to select records from one of the grades by checking the box beside their name. Then in the **Options** menu, select **Show Selected**.
5. Once the homeroom group has been filtered, go to the **Options** menu and select **Snapshot.**
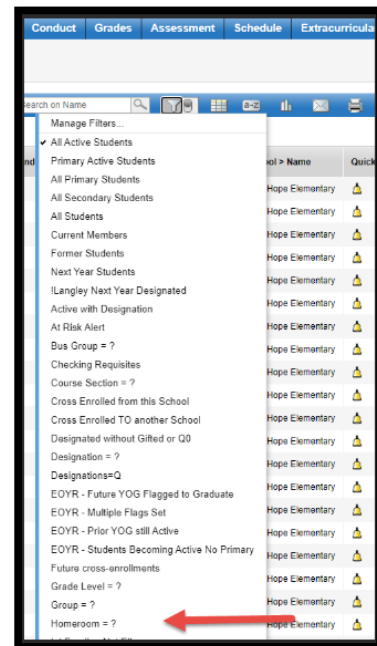
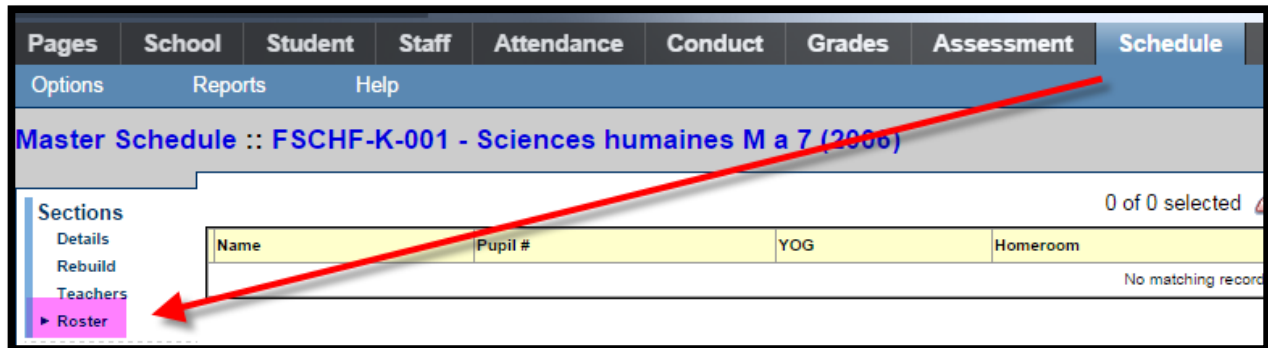In the pop-up window, click the **New** button.
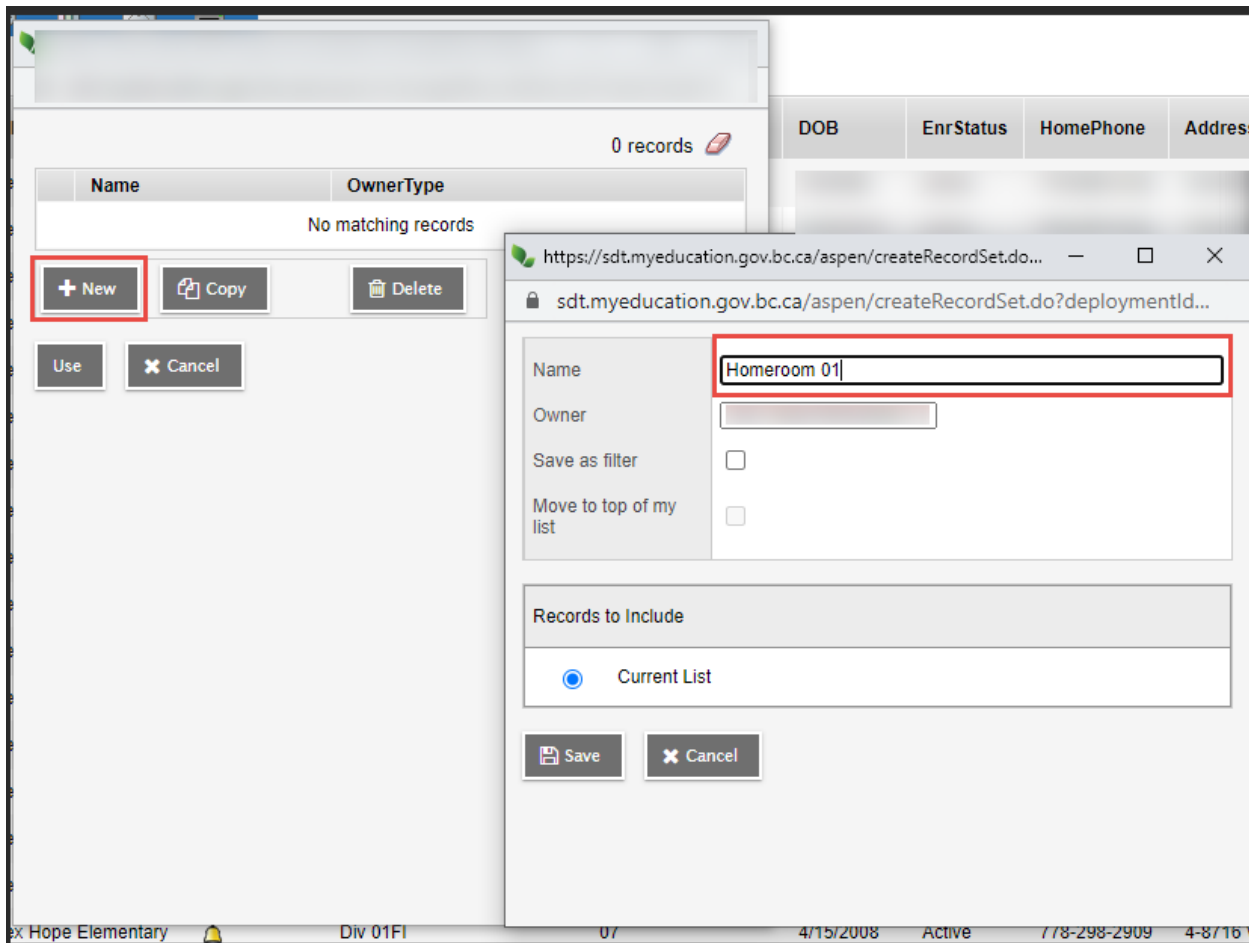


Give your snapshot a name that represents the homeroom.  There is an option to save the snapshot as a filter, but you probably do not want these in the filters.

6. Click **Save.**

7. Repeat the process for all homerooms so you have a snapshot for each homeroom.

- For blended classes, you will have a snapshot for each grade in the homeroom. For example, for a grade 4/5 class, you might have a snapshot called HR 101- Grade 4 and a snapshot called HR 101 – Grade 5.  This way, the appropriate snapshot can be used to ensure only grade 4 students are going into grade 4 courses.
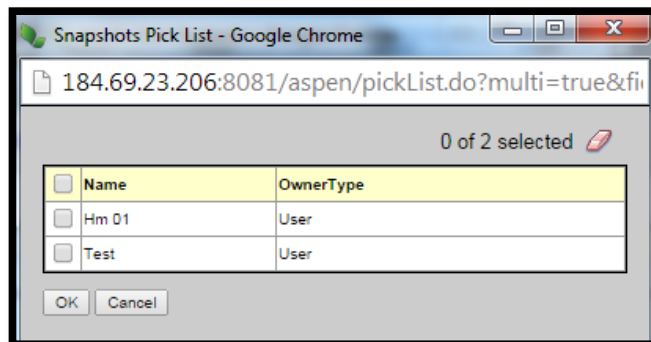
## 12.1.2 Scheduling students using a snapshot

Once snapshots have been created for homerooms and course sections have been created to match homeroom groupings, the students can be assigned to these.

1. In the **Schedule** top tab, select the **Master** side tab.

2. Click the **Roster** leaf. There is no need to select a course, and the course name that appears for the roster does not matter; this is just a means to access the function. As in the screenshot below, the Sciences humaines course has no bearing on the process about to be carried out.

| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule |
|-------|--------|---------|-------|------------|---------|--------|------------|----------|

Options     Reports     Help

**Master Schedule :: FSCHF-K-001 - Sciences humaines M a 7 (2006)**

0 of 0 selected

**Sections**
- Details
- Rebuild
- Teachers
- ► Roster

| Name | Pupil # | YOG | Homeroom |
|------|---------|-----|----------|
| | | | No matching record |

3. In the Options menu, select **Add**.

4. In the pop-up window, set the **Schedule Mode** to **Push**.

5. In the **Students** block, select **Snapshots**. The snapshots pick list popup window will open for the user to choose from.

6. Select the snapshot to use and click **OK**.

Snapshots Pick List - Google Chrome

184.69.23.206:8081/aspen/pickList.do?multi=true&fi

0 of 2 selected

| | Name | OwnerType |
|---|------|-----------|
| ☐ | Hm 01 | User |
| ☐ | Test | User |

OK  Cancel

7. The multi-add students window will now display the number of students identified from the snapshot.

8. In the *Add to the following sections:* field, click the **Select button**. A list of course sections appears.

9. Select the course sections to add the students from the snapshot into. Multiple sections can be selected and you can use the Ctrl + F function to search the list and select records.
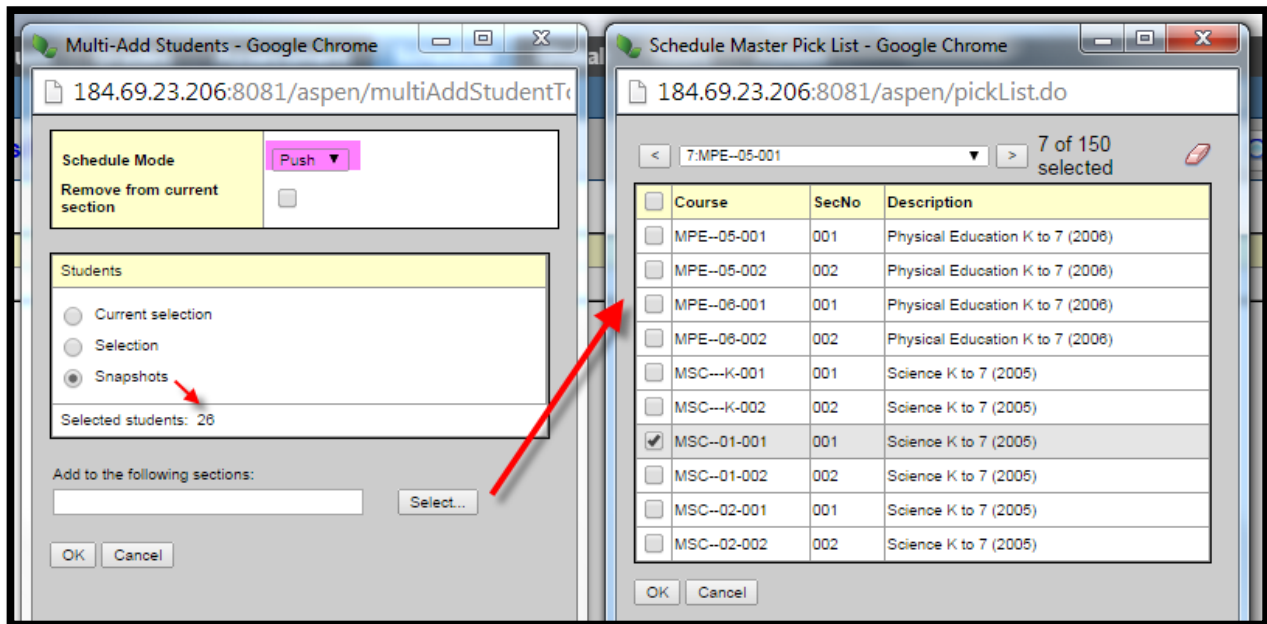


10. When the selection is complete, click **OK.** The sections will appear in a string in the *Add to the following sections:* field.

11. Click **OK** in the multi-add window to "push" the selected students into the course sections selected.

12. Click the **Sections** sub-side tab. You will see the *Total* column is populated with the number