

## Homeroom Assignment

In order to be scheduled, every student needs to be assigned to a homeroom that matches the room number of the teacher they will receive for their regular core classes. Most students will have received their homeroom assignment at the end of the previous school year. You need to check for students who are missing their homeroom assignment and give them a homeroom.

Run on Thu, Jul 7, 2011 at 3:19 PM

Akron Public Schools - eSchoolPLUS Cognos Reporting

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### Homeroom Roster

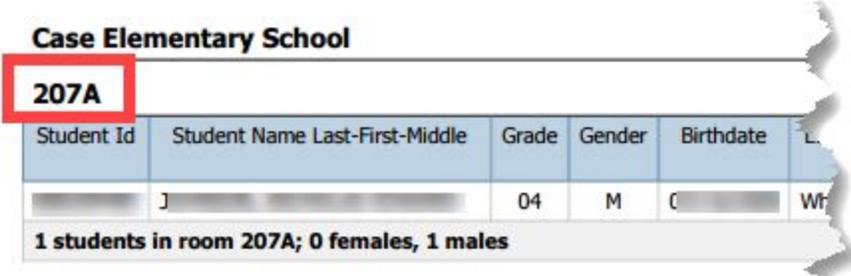
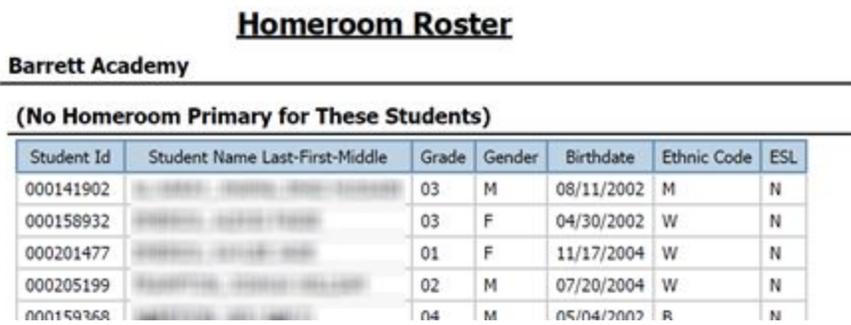
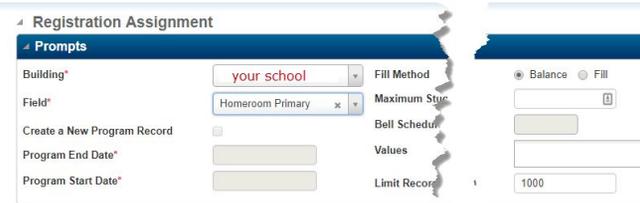
#### Barrett Academy

#### (No Homeroom Primary for These Students)

Student Id	Student Name Last-First-Middle	Grade	Gender	Birthdate	Ethnic Code	ESL
000141902	[REDACTED]	03	M	08/11/2002	M	N
000158932	[REDACTED]	03	F	04/30/2002	W	N
000201477	[REDACTED]	01	F	11/17/2004	W	N
000205199	[REDACTED]	02	M	07/20/2004	W	N
000159368	[REDACTED]	04	M	05/04/2002	R	N

	Action	Screenshot
1	<p>Print your school's Homeroom Roster.</p> <ol style="list-style-type: none"> <li>In the quicksearch box, type <b>Cognos</b> and select it</li> <li>Log into Cognos</li> <li>Click on <b>Registration Center -&gt; Homeroom Roster</b></li> <li>Select your building, and if you wish to indicate any special education information, check the "Include Special Education Information in List" checkbox and hit Finish.</li> </ol>	 <p>The screenshot shows the IBM Cognos Connection interface. In the top search bar, 'COGNOS' is entered, and a dropdown menu shows 'Cognos' as the selected result. Below the search bar, the 'Public Folders' list includes 'Registration Center' and 'Scheduling Center'. The 'Registration Center' folder is circled in red. To the right, a list of folders and reports is shown, with 'Homeroom Roster' also circled in red.</p>

2	<p>You may print the report by clicking on the Print Button</p>																																																																			
3	<p>Review the report. Three items to watch for:</p> <ul style="list-style-type: none"> <li>• Students in the wrong homeroom according to their grade level.</li> <li>• Students who have a room number that does not exist in your building.</li> <li>• Students who do NOT have a homeroom assigned yet.</li> </ul>	<p style="text-align: center;"><b><u>Homeroom Roster</u></b></p> <p><b>Barber CLC</b></p> <p><b>205 - Room 205- Campbell C (2nd) (CAMPBELL P)</b></p> <table border="1"> <thead> <tr> <th>Student Id</th> <th>Student Name Last-First-Middle</th> <th>Grade</th> <th>Gender</th> <th>Birthdate</th> <th>Local Report Card Race Description</th> <th>Local Report Card Race Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7</td> </tr> </tbody> </table>	Student Id	Student Name Last-First-Middle	Grade	Gender	Birthdate	Local Report Card Race Description	Local Report Card Race Code							4							4							4							7																															
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4	<p><b>Students in the wrong homeroom according to their grade level.</b></p> <p>Scan each page looking for students' with a grade level that does not match the grade level of the other students in that homeroom.</p> <p>These students will need to be assigned to the proper homeroom.</p>	<p style="text-align: center;"><b><u>Homeroom Roster</u></b></p> <p><b>118 - Room 118 - Skinner M (1st) (SKINNER M)</b></p> <table border="1"> <thead> <tr> <th>Student Id</th> <th>Student Name Last-First-Middle</th> <th>Grade</th> <th>Gender</th> <th>Birthdate</th> <th>FSL Exit Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>01/21/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>F</td> <td>01/25/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>02</td> <td>F</td> <td>12/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>12/11/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>11/08/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>05/26/21</td> <td></td> </tr> <tr> <td></td> <td></td> <td>02</td> <td>M</td> <td>09/21/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>10/31/21</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>F</td> <td>01/20/...</td> <td></td> </tr> <tr> <td></td> <td></td> <td>01</td> <td>M</td> <td>05/11/...</td> <td></td> </tr> </tbody> </table>	Student Id	Student Name Last-First-Middle	Grade	Gender	Birthdate	FSL Exit Date			01	M	01/21/...				01	F	01/25/...				02	F	12/...				01	M	12/11/...				01	M	11/08/...				01	M	05/26/21				02	M	09/21/...				01	M	10/31/21				01	F	01/20/...				01	M	05/11/...	
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<p>5</p> <p><b>Students who have a room number that does not exist in your building.</b></p> <p>Look for any pages with only 1 or 2 students on it. The room number will also not likely have any teacher name associated with it. These students still have the homeroom from their old building. They will need to have their homeroom updated.</p>		 <p><b>Case Elementary School</b></p> <p><b>207A</b></p> <table border="1"> <thead> <tr> <th>Student Id</th> <th>Student Name Last-First-Middle</th> <th>Grade</th> <th>Gender</th> <th>Birthdate</th> <th>ESL</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>04</td> <td>M</td> <td>[REDACTED]</td> <td>W</td> </tr> </tbody> </table> <p><b>1 students in room 207A; 0 females, 1 males</b></p>	Student Id	Student Name Last-First-Middle	Grade	Gender	Birthdate	ESL	[REDACTED]	[REDACTED]	04	M	[REDACTED]	W																														
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<p>6</p> <p><b>Students who do NOT have a homeroom assigned yet.</b></p> <p>The students on the page labeled “(No Homeroom Primary for These Students)” will need to have a homeroom assigned.</p>		 <p><b>Homeroom Roster</b></p> <p><b>Barrett Academy</b></p> <p><b>(No Homeroom Primary for These Students)</b></p> <table border="1"> <thead> <tr> <th>Student Id</th> <th>Student Name Last-First-Middle</th> <th>Grade</th> <th>Gender</th> <th>Birthdate</th> <th>Ethnic Code</th> <th>ESL</th> </tr> </thead> <tbody> <tr> <td>000141902</td> <td>[REDACTED]</td> <td>03</td> <td>M</td> <td>08/11/2002</td> <td>M</td> <td>N</td> </tr> <tr> <td>000158932</td> <td>[REDACTED]</td> <td>03</td> <td>F</td> <td>04/30/2002</td> <td>W</td> <td>N</td> </tr> <tr> <td>000201477</td> <td>[REDACTED]</td> <td>01</td> <td>F</td> <td>11/17/2004</td> <td>W</td> <td>N</td> </tr> <tr> <td>000205199</td> <td>[REDACTED]</td> <td>02</td> <td>M</td> <td>07/20/2004</td> <td>W</td> <td>N</td> </tr> <tr> <td>000159368</td> <td>[REDACTED]</td> <td>04</td> <td>M</td> <td>05/04/2007</td> <td>R</td> <td>N</td> </tr> </tbody> </table>	Student Id	Student Name Last-First-Middle	Grade	Gender	Birthdate	Ethnic Code	ESL	000141902	[REDACTED]	03	M	08/11/2002	M	N	000158932	[REDACTED]	03	F	04/30/2002	W	N	000201477	[REDACTED]	01	F	11/17/2004	W	N	000205199	[REDACTED]	02	M	07/20/2004	W	N	000159368	[REDACTED]	04	M	05/04/2007	R	N
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<p>7</p> <p>In QuickSearch type</p> <p><b>Registration Assignment</b></p>																																												
<p>8</p> <p>Building = your school</p> <p>Field = Homeroom Primary</p> <p>Everything else is blank</p>		 <p>Registration Assignment</p> <p>Prompts</p> <p>Building* <input type="text" value="your school"/> Fill Method <input checked="" type="radio"/> Balance <input type="radio"/> Fill</p> <p>Field* <input type="text" value="Homeroom Primary"/> Maximum Students <input type="text" value="1000"/></p> <p>Create a New Program Record <input type="checkbox"/></p> <p>Program End Date* <input type="text"/></p> <p>Program Start Date* <input type="text"/></p> <p>Limit Records <input type="text" value="1000"/></p>																																										
<p>9</p> <p>Scroll down to the filter and sort section</p>		<p>Set up the filter and sort as pictured below</p>																																										

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	=	Active
	AND	2	Demographic	Primary Homeroom	is blank	
	AND	3				

**Sort**

Actions	#	Area	Field Name	Sort Order
	1	Demographic	Last Name	Ascending
	2	Demographic	First Name	Ascending
	3			

10

Click on the  reload button to bring up the students



11

Scroll down to the section “**Selected Students**”

**Selected Students**

Number of records found: 48

Student ID

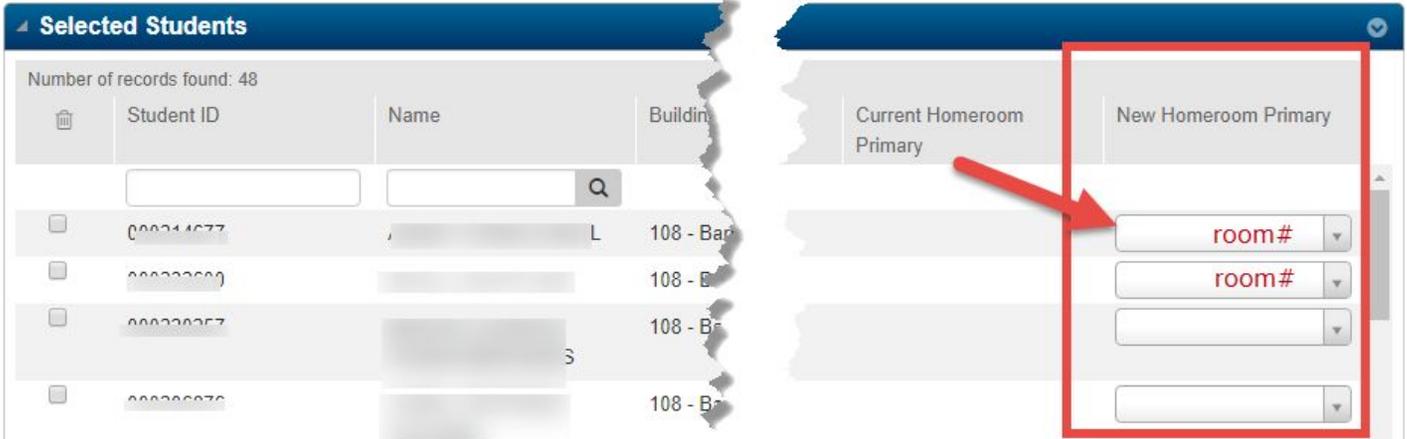
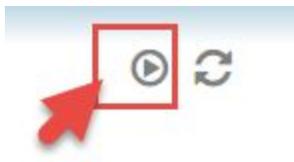
12

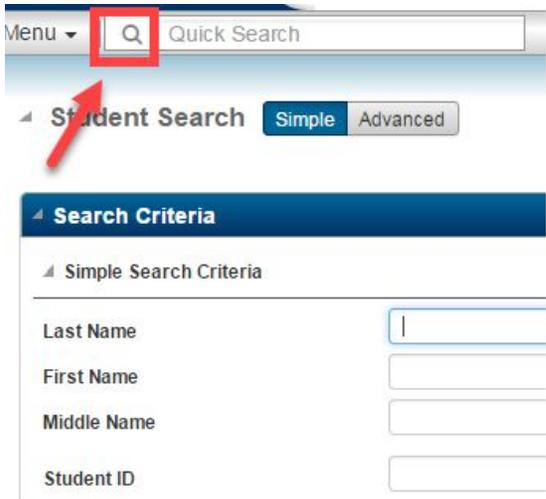
Look to the right for the pencil icon and the words “**New Homeroom**”

Click on the Pencil

Current Homeroom  
Primary

 New Homeroom  
Primary

13	Enter room #s	Once you click the pencil, you can enter the correct homeroom in each box in the rightmost column.
		
14	Click on the  run button to save the room assignments	

<p>15</p>	<p><b>To assign homerooms individually:</b></p> <p>Search for and select the student:</p> <p>Click on the magnifying glass  to go to the Student Search screen and then enter your search.</p>	
<p>16</p>	<p>Go to the <b>Registration</b> screen:</p> <p>In the quicksearch box, type in <b>Registration</b> and select it</p>	

<p>17</p> <p>Select the homeroom number from the drop down menu.</p> <p>Be advised, the actual room number is important.</p> <p>The teacher name associated with that homeroom may be incorrect. Homeroom assignments for teachers will be updated at a later time.</p>		
<p>18</p>	<p>Continue assigning homerooms to all students needing a homeroom.</p> <p>Once complete generate another homeroom roster report to check for any strays that may have been enrolled at your school while you were working on the list.</p>	
<p>19</p>	<p>Go back to your Cognos window if it is still open</p> <p>or</p> <ol style="list-style-type: none"> <li>1. In the quicksearch box, type <b>Cognos</b> and select it</li> <li>2. Log into Cognos, if needed</li> <li>3. Click on <b>Registration Center -&gt; Homeroom Roster</b></li> <li>4. Select your building, and if you wish to indicate</li> </ol>	



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	<p>any special education information, check the "Include Special Education Information in List" checkbox and hit Finish.</p>	
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