

Create and Manage Reading Groups Using Homerooms

This document explains how to use the “Homerooms” field to create groups of patrons for Reading Groups, AM/PM Kindergarten, or any other special classes.

Creating and Editing Homerooms

1. Click on the **Back Office** tab, and then click on **Site Configuration**.
2. Choose the **“Site Administration”** tab.
3. Click on the pencil-paper edit icon next to **Patron Homerooms**.
4. In the “Add Homeroom” field, type in the name you would like to use to identify your special class:

5. Click **Save**.
6. To change a Homeroom’s name, click its edit icon, change the name in the “Add Homeroom” field, and click **Save**.
7. To clear out a homeroom all at once, click the trashcan icon to delete it, change the existing patrons’ homeroom to “—Undefined—” and then add a new homeroom with that same name.

Adding Patrons to Homerooms

1. Click on the **Back Office** tab, and choose “Update Patrons.”
2. Choose the **“Batch Update”** tab.
3. Click on the first **“Select a Patron Field”** pull-down menu, and select **Homeroom**.

For every patron in the file or list, change the existing..

4. From the **Undefined** pull-down menu that appears, choose the name of the homeroom to which you would like to add patrons.
5. Choose **Create List**.

6. Search for the names of patrons you would like to add to the class. If you have the patrons' barcodes available, you can scan them.

Create List

Find patron records with in

Searched All for "Whiting"
3 patrons currently selected

Last, First Middle	Barcode	District ID	Patron Type	
Whiting, Joshua	JWHITING		Faculty	<input type="button" value="Select"/>
Currently Selected				
Lesko, Gaylene	GLESKO		Faculty	<input type="button" value="Remove"/>
Moyle, Cindy	CINDY		Faculty	<input type="button" value="Remove"/>
Dunn, Cindy	CDUNN		Faculty	<input type="button" value="Remove"/>

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 9/10/2009 6:13 PM server time.

7. When you find a patron you would like to add, click the **"Select"** button across from their name. They will be added to the **Currently Selected** list.
8. Once all of the patrons you would like to add to the class are listed under **Currently Selected**, click on the **Update Patrons** button at the bottom of the page.
9. Alternatively, you can also add patrons to a homeroom one at a time by editing their individual patron profiles.

Creating Barcode Lists

To create a barcode list for the special class you have created, click on the **Back Office** tab, choose **Reports**, choose the **Patrons** tab under Reports, and choose **Barcode Labels** under the Patron Barcodes heading. Select by **Homeroom** from the first pull-down menu.

Print used patron barcodes...

Select by

From to

Sorted by

- Any Homeroom
- Adams 6th Grade Reading Group
- Bennett A.M. Kindergarten
- Durhacinn

In the "From [Homeroom] to [Homeroom]" section, choose the name of the same class in both pull-down menus.

For more information on generating barcode lists, see the instructions for "Printing Patron Barcode Lists."