

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

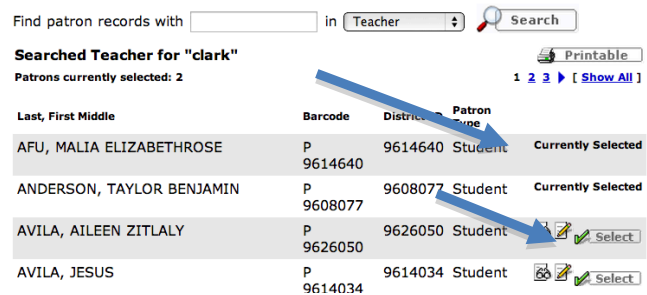
1. Click on the **Back Office** tab, and choose **“Update Patrons.”**
2. Choose the **“Update”** tab.
3. In **Based On:** select **“List of Patrons”**.
4. In the **Change** field select **“Homeroom”** and in the **to** field select the teacher name for which you are creating the homeroom.

- In **Find patron records with** type the **“teacher’s name”** and select **Teacher** from the drop down menu. Click on **Search**.



You would want to select by grade level if you are creating Homeroom’s from multiple teacher class lists.

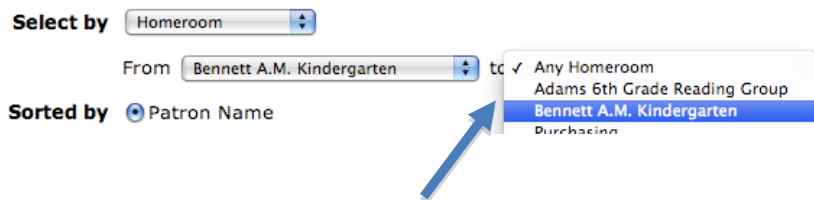
- When you find a patron you would like to add, click the **“Select”** button across from their name. They will be added to the **Currently Selected** list.
- When you have selected everyone for the list, click on the **Update** button at the bottom of the page.



Creating Barcode Lists

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

[Print used patron barcodes...](#)



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.”