

Using the Home Room Field

The Home Room field in PowerSchool can be found on the **Modify Info** page and is a free-form field, meaning that a user can populate the field with any type of data. The Home Room field is a searchable field and some of the NC-specific reports can be sorted on this field; e.g., NC Report Card, NC Transcript, etc.

Navigation: Start Page > Select a student > Information > Modify Info

Family rep	<input type="checkbox"/>
Graduation Requirement Set	<input type="button" value="v"/>
Home Room	<input type="text"/>
Locker Combination	<input type="text"/>
Locker Number	<input type="text"/>
Lunch ID	<input type="text" value="0"/>
Part-Time Student Indicator	<input type="checkbox"/>
Phone ID	<input type="text" value="0"/>
Current Team	<input type="button" value="v"/>
Current House	<input type="button" value="v"/>
Current Campus/Building	<input type="button" value="v"/>
Track	<input type="text" value="D"/> <input type="button" value="v"/>
Tracker	<input type="text" value="No"/> <input type="button" value="v"/>
LEA Entry Date	<input type="text" value="0/0/0"/> <input type="button" value="calendar"/> (MM/DD/YYYY)
LEA Entry Grade Level	<input type="text" value="0"/>
School Entry Date	<input type="text" value="07/01/2012"/> <input type="button" value="calendar"/> (MM/DD/YYYY)
School Entry Grade Level	<input type="text" value="0"/>

Updating the Home Room

The Home Room field can be updated student-by-student or by a group of students using the **Student Field Value** functionality.

Manually Updating Home Room

1. With the student selected, navigate to the **Modify Info** page.
2. In the **Home Room** field box, key in the desired information.
3. Click **Submit** to save.

Warning: Be careful of spelling in this field, it is **not** populated from a pre-defined directory.

Using the Homeroom Field

Mass Updating Home Rooms

Navigation: Start Page > Select a group of students > Select a function for this group of students > Student Field Value

Start Page > Special Functions > Group Functions > Student Field Value

Student Field Value

277 students are selected

Option	Value
Field To Change (Fields)	<input type="text"/>
New Field Value	<input type="text"/>
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

1. Enter the appropriate information:
 - a. **Field To Change** – Home_Room (can be selected by clicking on the Fields link)
 - b. **New Field value** – Key in desired information
 - c. **Clear Field Value** – Will null the Home_room field
 - d. **options** – Check to NOT overwrite existing data
2. Click **Submit** to save.

Field Value

277 students are selected

Field To Change	Home_Room
New Field Value	Gryffindor Clear Field Value is Off
Options	Do not overwrite existing data is Off

WARNING: This change is irreversible.

Last, First	Old Home_Room	New Home_Room
1.		Gryffindor
2.		Gryffindor
3.		Gryffindor
4.		Gryffindor
5.		Gryffindor

All selected students' names will be listed

3. On the next screen confirm the list of students and if correct click **Submit**.

Note: Click the printer icon in upper right corner for a hard copy of the students

If the selection is wrong, click the icon to return to the **Start page**.

Using the Homeroom Field

4. Click **Back** to go back to the **Field value** screen – no students should be listed.

Field Value		
277 students are selected		
Field To Change	Home_Room	
New Field Value	Gryffindor	
	Clear Field Value is Off	
Options	Do not overwrite existing data is Off	
WARNING: This change is irreversible.		
Last, First	Old Home_Room	New Home_Room

Important: To search and find students by home room, use **Home_Room** as the field name. Once students have been selected, users can use the group for various functions such as printing reports, mass enrolling, or mass updating fields.

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