

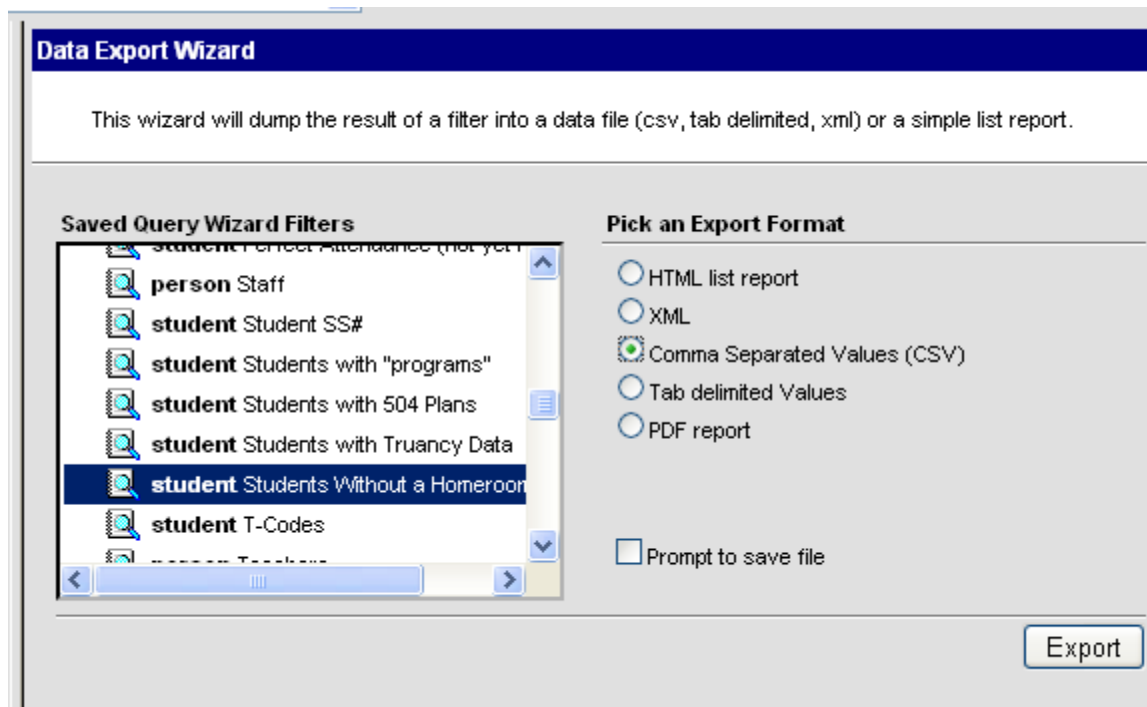
Find Students with NO Assigned Homeroom

Students who do not have an assigned homeroom may cause schedule gap issues. Follow these directions to tell which students are NOT assigned a homeroom.

Expand Ad Hoc Reporting > Data Export

Expand the Attendance group.

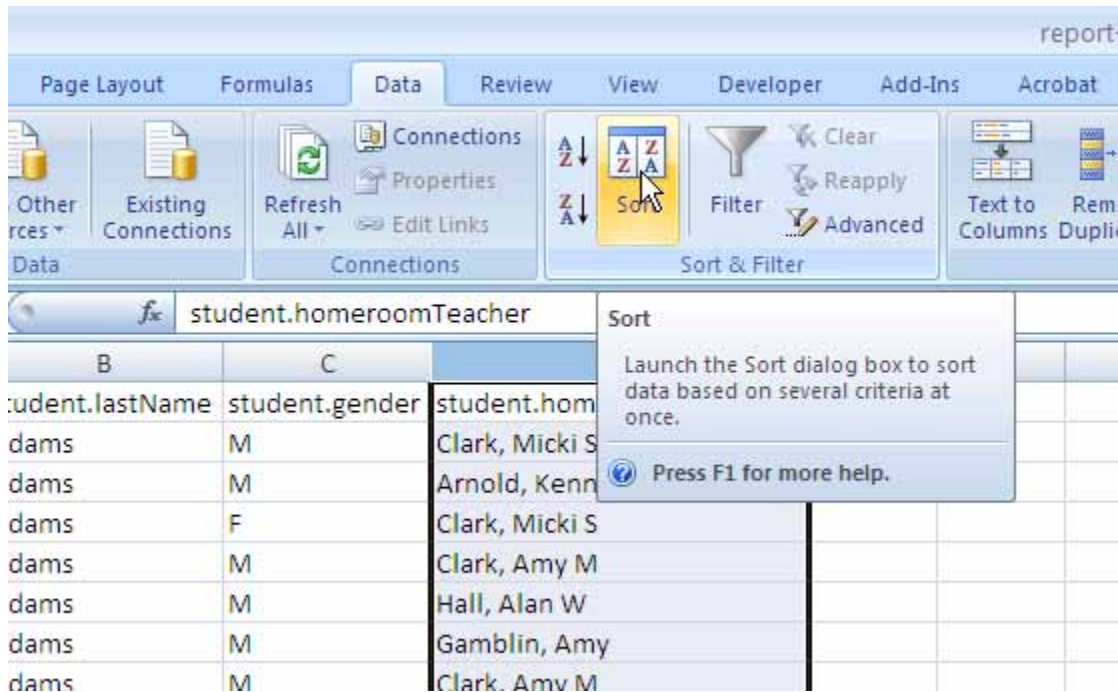
In the "Saved Query Wizard Filters" box, select "Students without a Homeroom". Select CSV format and click the EXPORT button.



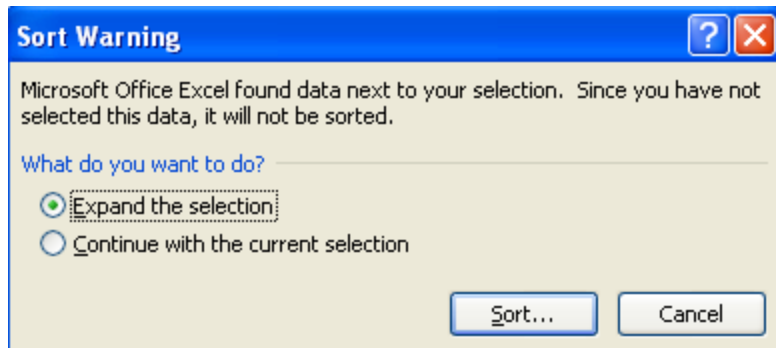
Open the file in Excel.

Expand all columns.

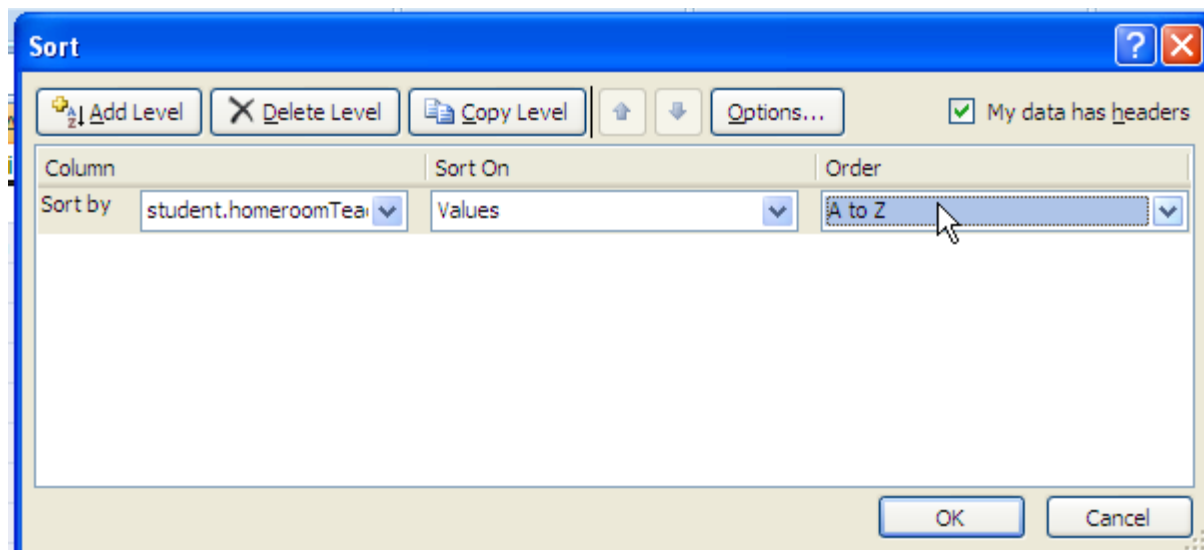
Click on Column D which lists homeroom teachers. Click the Data tab (using Office 2007), and click SORT.



In the SORT WARNING dialog box, expand the selection, and click SORT.



Sort by "student.homeroomTeacher". Place a checkmark next to "My data has headers". Click OK.



Scroll down to the bottom, and you will see names of students who do not have an assigned homeroom.