

## Using Teams to place HR Teacher's Name in Student Header

1. Define all Team names (HR teachers)

*Path: Scheduling > Scheduling Groups > New > Save*

- Repeat process until all teachers have been named
- The Team name can be anything. Most schools use Teacher's Last Name and Room number

2. Attach Team name (teachers name) to the HOMEROOM course sections

*Path: Scheduling > Courses > Enter HOME to find all HR classes*

- Click on first course > Go Section Tab > Add/Edit a section
- Define HR teacher in TEAM dropdown

3. Populate student header with 'Team' name using **Fill Team**

*Path: Scheduling > Fill Teams*

- Depending on which option selected, this will update all students

## To Define Team (HR teacher) on INDIVIDUAL student

1. Go the student's Schedule tab

*Path: Student Information > General > Schedule > Walk In Scheduler > Team dropdown >*

