



Yukon Standard for Homeroom and Platoon Codes

This document outlines the Yukon standard for Homeroom and Platoon Codes. Please ensure that your homerooms for 2017-18 meet these standards.

In Aspen, the Platoon Code always matches the Homeroom Code. Our standard is to use Grade Level(s) followed by a Teacher identifier (initials or surname in uppercase).

Incorrect Naming Format	Correct Naming Format
1/2/3	1/2/3 KANARY
1-2	1-2 JK

If you are working in: Build View

- Rooms TopTab > Enter the room numbers for your school
 - Options > Add/Delete
- Staff TopTab
 - Filter > Primary Homeroom Teachers
 - Field Set > Homerooms
- Click a teacher's name
 - Top Right > Change dropdown from Default Template to Homerooms
 - Enter Homeroom, RoomAssigned, Primary Homeroom Teacher
 - Save
 - Use the Record Arrow at top right to flip to next teacher
 - Print out a quick report of the Homerooms when finished (you'll need it)
- Global TopTab > Reference SideTab
 - Filter: Platoon Codes
 - Click the Codes leaf
 - Options > Add/Remove.

There must be a Platoon Code for each Homeroom; Platoon codes must exactly match the Homeroom Code. Refer to your printed Homerooms list (from step 3f).

If you are working in: School View

1.
 - a. Schedule TopTab > Rooms SideTab > Enter the room numbers for your school
 - b. Options > Add/Delete

2.
 - a. Staff TopTab
 - b. Filter > Homerooms
 - c. Field Set > Staff Homerooms

3.
 - a. Click a teacher's name
 - b. Top Right > Change dropdown from Default Template to Staff Homerooms
 - c. Enter Primary Homeroom Teacher, Homeroom, RoomAssigned
 - d. Save
 - e. Use the Record Arrow at top right to flip to next teacher
 - f. Print out a quick report of the Homerooms when finished (you'll need it)

4.
 - a. Global TopTab > Reference SideTab
 - b. Filter: Platoon Codes
 - c. Click the Codes leaf
 - d. Options > Add/Remove.
There must be a Platoon Code for each Homeroom; Platoon codes must exactly match the Homeroom Code. Refer to your printed Homerooms list (from step 3f).

How does it all work together during scheduling?

Homeroom Teachers are given a Homeroom Code in the Staff TopTab.

Students are given a Homeroom Code in the Students TopTab.

For each Homeroom Code, there is a matching Platoon Code.

Homerooms are used to group students.

Platoons are used to group course sections.

Homeroom Code	Teacher	Room	Courses (example)	Section Number	Platoon Code
5 JT	Joe Teacher	115	Math 5	5 JT	5 JT
5 JT	Joe Teacher	115	ELA 5	5 JT	5 JT
N/A	Music Teacher	Music	Music 5	5 JT	5 JT
N/A	PE Teacher	GYM	PE 5	5 JT	5 JT

When scheduling takes place, any student with a Homeroom of "5 JT" will be given all courses that are also identified as "5 JT". They will get all of Joe's courses, plus music and PE class.