



Yukon Standard for Homeroom and Platoon Codes

This document outlines the Yukon standard for Homeroom and Platoon Codes.

Please ensure that your homerooms for 2018-19 meet these standards for our Destiny library system, ITSS account creation, and FreshGrade.

This may NOT be changed mid-year. DO NOT use the teacher's initials in the homeroom name.

Incorrect Naming Format	Correct Naming Format
1-2 JK (A split 1/2 class)	HR1/2
3 JK (A grade 3 homeroom)	HR301
3 GH (Another grade 3 homeroom)	HR302

In Aspen, the Platoon Code always matches the Homeroom Code.

Our standard is to use "HR" + Grade Level(s) + 01, 02, 03.

If you are working in: Build View (April-June)

- 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 (August)

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
HR501	Joe Teacher	115	Math 5	HR501	HR501
HR501	Joe Teacher	115	ELA 5	HR501	HR501
N/A	Music Teacher	Music	Music 5	HR501	HR501
N/A	PHE Teacher	GYM	PE 5	HR501	HR501

When scheduling takes place, any student with a Homeroom of "HR501" will be given all courses that are "HR501" platoon courses. They will get all of Joe's courses, plus music and PHE class.