

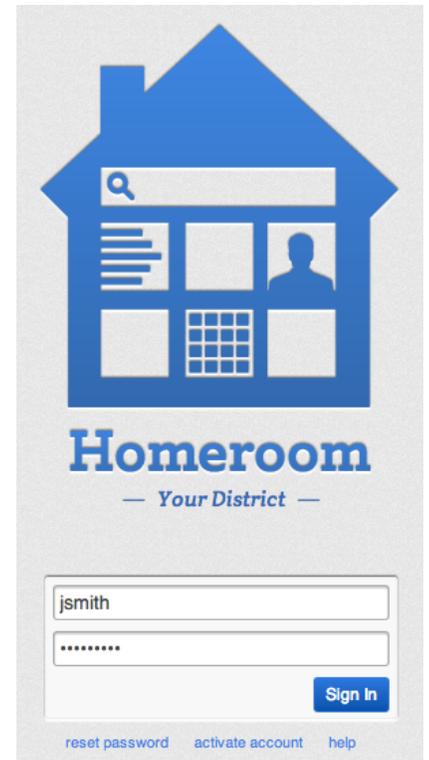
HOMEROOM USER OVERVIEW

Recommended Browsers

- Chrome
- Firefox
- Safari

Logging In

1. Open a browser and enter your district specific address
2. **{yourdistrict}.schooldata.net**
3. Type your username (usually the same as Skyward)
4. Type your password (may not be the same as Skyward)
5. Click Sign In
 - If you do not remember your password, select the reset password link and follow the instructions below.
 - If you receive a messaging stating “The username and password are invalid for this school”, your account has probably never been activated. Try activating your account or click the help button for your district contact persons information.
 - If you need help, select the help link for your district contact persons information.



Resetting Your Password

If you have forgotten your password, you will need to reset it.

1. Open a browser and enter the district specific address [{yourdistrict}.schooldata.net](#)
2. Click the reset password button under the Sign In button
3. Enter your Skyward username
4. Click Reset Password

An email will be sent to the email address that was entered when your account was activated. It will come from **Homeroom** (email@schooldata.net). Follow the directions in the email to reset your password.

If you don't see the email within a reasonable amount of time for your email server look in your spam or junk folder. If you still don't see it use the help button and contact your district Homeroom person.

Reset Password

Enter your username or your email address and we'll send you a link to reset your password.

Password reset links expire after 24 hours, and are only valid one time.

Or, you can [return to the login page](#).

Terms of Use

By submitting this form, you verify that the account you are attempting to reset the password for is rightfully yours. This form is restricted to authorized users only and shall be used in accordance with the district acceptable use policy. Unauthorized use of this form is a violation of applicable state and federal laws and will be subject to criminal prosecution.

Activating Your Account

If you have never logged in to Homeroom before, you may need to activate your account.

1. Open a browser and enter your district specific address yourdistrict.schooldata.net
2. Click the “activate account” button under the “Sign In” button
3. Enter your Skyward username
4. Enter your Skyward password
5. Enter your district email address
6. Agree to the Terms of Use
7. Click Activate Account

Activate Account

Homeroom is available to users of supported Student Information System (SIS) applications.

To activate your Homeroom account, sign in with your SIS username & password, and a valid email address.

A new Homeroom account will be created for you using the same username and password, so there's nothing new to remember.

Terms of Use

Use of this system is restricted to authorized users only and shall be used in accordance with the district acceptable use policy. Unauthorized access is a violation of applicable state and federal laws and will be subject to criminal prosecution. If you are an authorized user experiencing problems accessing the system or encountering problems with access levels please contact technology services for support.

I have read and agree to the terms of use.

Your District ▼

[sign in](#) [reset password](#)

Logging Out



Click the Logout icon in the upper-right hand corner of the Homeroom window.



Settings

To change your account settings click the Settings icon in the upper-right hand corner of the Homeroom window. Here you can change your password and manage your mailing lists. You can also change your Role, if you have more than one. Or you can change the data your viewing by going into Demonstration mode or Impersonation Mode.

Account Settings

Change Password

Changing your password here will apply to all SDS applications.

Manage Mailing Lists

General

This list notifies you of app updates, maintenance, new features, and more.



Data Admin

This list gives you crucial app information, data loading notifications, and more.



View Options

All changes require a restart of Homeroom.

Your Role:

District Administrator ▼

Switch between the various roles that you fill at your district. This affects the data and widgets that you see and have access to.

Data Viewing:

Demonstration Mode

In Demonstration Mode, all names, phone numbers, and other private data are scrambled to protect everyone's privacy. Test scores and metrics are accurate, just anonymous. Note: no changes can be made until Demonstration Mode is turned off.



Impersonation Mode

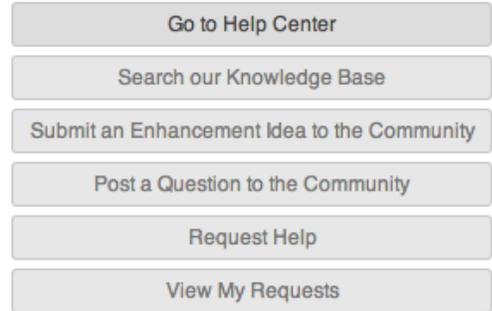
You may "impersonate" another user, which means you see everything in Homeroom exactly as they would.





Help

If you need help with anything in Homeroom you can click the help icon in the upper-right hand corner of the Homeroom window. A list of all the wonderful things you can do is to the right.



Navigating Homeroom

Everything in Homeroom happens in a single browser window or page. There is no reason to go forward or back in your browser. At the top of the window is a tab, which is the user's dashboard. Beneath the tab is a horizontal menu bar.

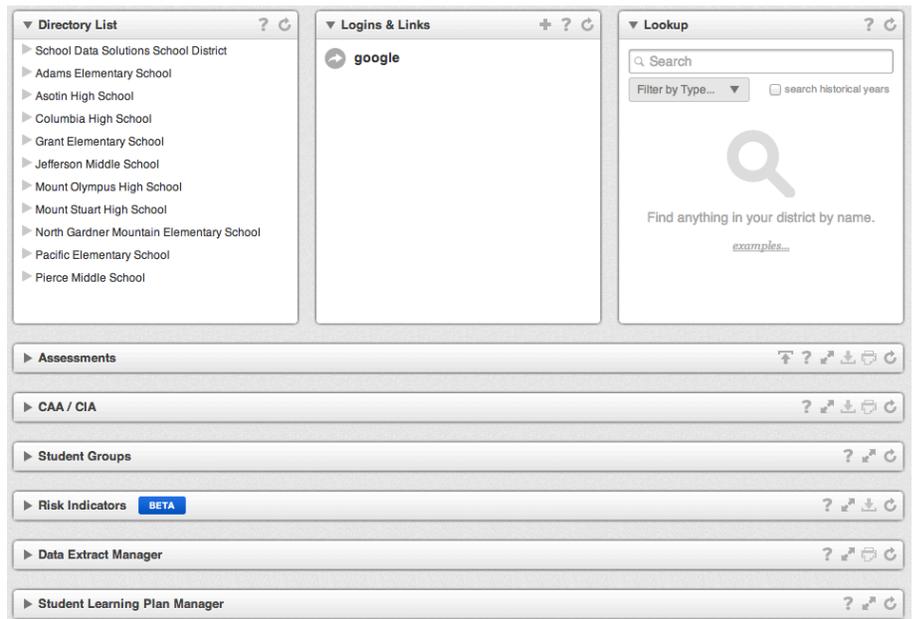


The title of each widget is listed as a link and selecting a title will pull the widget into view. There is a vertical scroll bar on the right side of the window to move up or down through the whole page and all the widgets. However, there is also a vertical scroll bar within each widget, and sometimes a horizontal one.

You can 'hide' widgets you don't need at the moment by clicking the arrow  icon located in the upper left-hand corner of each widget's window. When a widget is closed, you can still access it by clicking on the name of the widget in the horizontal menu bar. That will bring the widget to the top of the screen and open it for you.

Understanding Widgets

Each function of Homeroom is contained in a "widget" on the page. These widgets provide ways to access and process information about entities (student, school, teacher, class, activity, etc.) They are independent of each other and you can switch from one to another without losing information. Some widgets are interactive, like Assessments or Student Groups, and require your input. Some simply display information, like the CAA/CIA. Within any widget, you may see a spotlight. Selecting this will display detailed information about the entity...its profile; and will open a new tab on the page. If you need more functions, like printing or getting help, use Homeroom Tools, which are located in the upper right-hand corner of each widget's window.



Homeroom Tools



Icon	Name	Purpose
	Date Selector	Allows you to pick the school year for the data you want to display
	Help	Opens the School Data Solutions Help Center in a new window and will offer guidance on using the widget
	Full Screen View	Opens a new window to view a widget in full screen mode; close the window to return to your dashboard
	Download	Downloads available data from the current view in the widget to CSV file which can be used in Microsoft Excel
	Upload	Create a user-defined assessment, download the assessment template, upload student scores
	Print	Creates a PDF print of the current data being displayed in the widget
	Refresh	Will refresh or reset the widget, clearing all selections and data
	Expand Arrow	Expands a list and displays its sub-lists
	Collapse Arrow	Collapses sub-lists back into the main list
	Spotlight	Allows you to view data for a specific entity; this will open a new tab to the right of your dashboard tab
	Options	Allows you to display data in demonstration mode, where all entity information is scrambled but the resulting data is not.
	Logout	To logout of Homeroom, located in the upper right-hand corner of the screen.
	Information	Will provide detailed information about students within a performance level or subgroup.
	Add	Will allow you to create a new group based on performance level or add students to an existing group.

Homeroom Widgets

Widget	Purpose	Training Activity
Directory List	An index of district and building staff along with contact information for administrators, teachers, specialists, departments, and activities.	View a prepopulated chart <ol style="list-style-type: none"> Select your school, then select its spotlight On the school's tab navigate to the Charts Viewer Select and view one of the many charts available
Logins & Links	Provides quick access to other websites. <ul style="list-style-type: none"> ▪ A link will open a new browser window. ▪ A login is also a link, but it stores your username and password to automatically log you in to another site. ▪ Please access district approved resources. 	Add a link <ol style="list-style-type: none"> Click the "+" button Choose "Link" Enter the address: http://k12.wa.us and Label OSPI Click "Save"
Lookup	Displays data and profile information for entities like students, teachers, parents, schools, classes, and activities. This is the fastest way to view a student(s) record, including grades, attendance, services, and assessments, and a great way to monitor individual progress.	Spotlight a student <ol style="list-style-type: none"> Chose a current student and enter part of their name in the search box Spotlight the student Find the parent contact information Look for late assignments Check their activities or services View their assessments by subject area and by school year View their absences or a tardy
Assessments	An extremely powerful widget which provides a variety of ways to view assessment results, for example: <ul style="list-style-type: none"> ▪ Group students according to assessment performance ▪ View subgroup performance ▪ View assessments scores and strand scores side by side ▪ View assessments by subject or family ▪ Group and view user-selected assessments ▪ Filter and sort assessment results ▪ Download assessment data ▪ Track student growth ▪ Create user-defined assessments and upload student assessment scores 	View an assessment <ol style="list-style-type: none"> Select a student group Select the Assessments button and locate a MSP Reading test Note the performance levels Note the View Strands link Choose the District View button Choose a subgroup view Note the tabs within the widget Return to the All Students tab Select the View Strands link Make a group of bubble students <ol style="list-style-type: none"> Select the All Students tab Uncheck levels 3 and 4 Click the names of students with scores just below benchmark (they will turn blue) Under Performance Levels, click the "+" button on Currently Selected Name your group

Widget	Purpose	Training Activity
<p>Student Groups</p>	<p>Allows users to define groups of students through a series of filters. These static or smart groups can be accessed anywhere you see a My Student Groups list in Homeroom. Use them to view data related to the particular group. Groups in this widget are unique to you and are not visible to others unless shared. Teachers will have prepopulated groups based on their assigned courses. Administrators and Specialists have no pre-populated groups and should create them as needed.</p>	<p>Create a credit deficient student group</p> <ol style="list-style-type: none"> Select the Filter & Create tab Select Enrollments from the dropdown Choose the current year, a high school, and grade 12 Now select the Grades & Credits filter Set the Credits earned to 0 to 16 credits View the students using the Smart Group Preview button Save the smart group
<p>CAA/CIA</p>	<p>Displays relevant progress toward graduation and will indicate if students met Certificate of Individual Achievement (CIA) or Certificate of Academic Achievement (CAA) requirements (diploma).</p>	<p>View student progress</p> <ol style="list-style-type: none"> Choose a student group Review a single student Hover over an indicator (checkmark, X) Note the number of test attempts Note the number of requirements the student has met <p>Sort by students who have not met a requirement</p>
<p>Risk Indicators</p>	<p>Contains a list of risk indicators and a weighted Risk Index Value for each enrolled student.</p> <p>What constitutes at risk students, and how the factors are weighted, should be carefully considered and thoroughly discussed. The risks and percentage weight of each indicator will be pre-determined by district personnel.</p>	<p>Understand Risk Indicators</p> <ol style="list-style-type: none"> Choose a student group previously created Choose an appropriate <i>Risk Index</i> from the drop down list (if available) Hover over the titles of the indicators, consider the rules for each of the factors Review a single student. Note the level for the student in each of the factors Click on the header of any risk to sort ascending or descending