





Destiny: Creating Homerooms and Adding Students to Homerooms





Tip sheet created by Christine Cervera

Why create homerooms? For elementaries, creating homerooms will allow you to see a whole class at a glance when checking out. Seeing the photos of a whole class may also be helpful for a variety of reasons. Additionally, creating homerooms will allow you to see circulation reports for each class.

Creating Homerooms (this step must be done first)

1. Go to **Back Office**
2. Go to **Site Configuration** (on left-hand menu)
3. Go to **Site Administration** (tab at top)
4. Click on the **pencil icon**  to edit Patron Homerooms
5. **Type in name of teacher**
6. Click on **Save**  after each name is added
7. Names can be **edited**  if there is a change or typo or **deleted**  if needed from this screen.

Adding Students to Homerooms (two ways to do this)

- **Adding Students by Barcode** (this way is faster if you have their library cards or barcodes sorted by class)
 1. Go to **Back Office**
 2. Go to **Update Patrons** (on left-hand menu)
 3. Choose **Update Patrons** Based on **Barcode list or file** using dropdown menu.
 4. Choose **Change** (where it says Select a Patron Field) to **Homeroom** using dropdown menu
 5. Change the new field that shows up (**Undefined**) to the name of the **homeroom teacher** you want to add students to
 6. Either type or scan in barcodes in the field where it says **Create a barcode list**. The barcodes will appear in the box below after you click **Add**  after each one. When you are done entering your barcode list, click on **Update** .
- **Adding/Editing Students' Homerooms Individually** (this way is helpful if you don't have barcodes or if you just need to edit a child who has changed classrooms)
 1. Go to **Circulation**
 2. Go to **Patron Status** (on left-hand menu)
 3. Type in **student name** or scan **barcode**
 4. On the right hand side of the patron information, click on **Edit Patron** 
 5. The bottom field under **Site Information** allows you to **Select a Homeroom** with the dropdown menu
 6. Select the correct **Homeroom**, then click on **Save** .

If additional help is needed, more information can be found with the Help button within Destiny. Search for "homerooms" to get instructions for setting up homerooms, assigning patrons, and using homerooms.