Homeroom Administrator Manual

INSTRUCTIONS FOR

HOMEROOM ADMINISTRATORS

AND

MANAGING THE HOMEROOM ADMINISTRATION SYSTEM

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Introduction

This manual provides instruction on what a homeroom administrator is, who can be a homeroom administrator, what the responsibilities are, and how to create a homeroom administrator account. This manual also explains how to use the Homeroom Administration System on NJDOE Homeroom.

What is NJDOE Homeroom

NJDOE Homeroom is an online application system used to report data or to collect data by schools in New Jersey. There are many applications within NJDOE Homeroom. These applications are referenced as projects both within the Homeroom Administration account management system and in this document.

Homeroom Administrator

Each district, charter school, or Approved Private School for Students with Disabilities (APSSD), has a homeroom administrator. The homeroom administrator is responsible for creating user accounts for district/school personnel and managing users' project accessibility.

There can be only one homeroom administrator for each school district, charter school and APSSD. Conversely, one person can be a homeroom administrator for multiple districts, charter schools and APSSDs.

Homeroom Administration

Homeroom Administration is an online user account management system found on NJDOE Homeroom for the use of District/Charter or APSSD homeroom administrators only. This system is where homeroom administrators manage their district/ school user accounts for accessing individual projects in NJDOE Homeroom. To access this system, homeroom administrators will use their user ID and password provided to them through a secure email sent by the homeroom administrator help desk.

It is very important that homeroom administrator account user ID and password not be shared with any other staff. Accounts are established for the use of a specific individual; the individual's identity will be associated with all data created or modified during a session initiated by his/her login.

The homeroom administrator account login only provides access to Homeroom Administration. For a homeroom administrator to be able to log into other NJDOE Homeroom projects, homeroom administrators must log into Homeroom Administration and set up an account for themselves.

Creating, revising or replacing a homeroom administrator

Creating or revising a homeroom administrator

To establish a new homeroom administrator or to revise existing administrator information, a "<u>Change the Homeroom Administrator</u>" form must be filled out and emailed to DOE following the directions on the form.

Replacing a homeroom administrator

Homeroom administrator accounts must be replaced whenever the person responsible for this role changes. To replace a homeroom administrator, the same procedure should be followed for creating a homeroom administrator account. The existing homeroom administrator account will be disabled when a new one is created.

When the account has been created, revised, or replaced and is ready for use, the homeroom administrator login will be provided through a secure email from the homeroom administrator help desk. The secure email has a link that will provide the contents of the email. Click the link by the date listed to obtain homeroom administration user ID and password.



Once opened, keep a copy of the login in a secure location. The email will expire at the time indicated and the login will not be retrievable through the email link.

Point of Contact for NJ SMART

The homeroom administrator information is shared with NJSMART. The information that is shared is limited to the user's name, phone number, email and the CDS code. The homeroom administrator then becomes a point of contact for NJSMART.

Homeroom administrator responsibilities

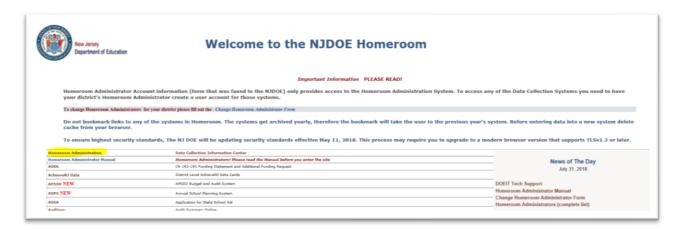
Once an account for the homeroom administrator has been established, the homeroom administrator will be able to:

- Add, delete, or modify user accounts as staff members are hired, leave or change roles
- > Access user account to modify passwords
- Authorize user accounts to have access to individual homeroom projects

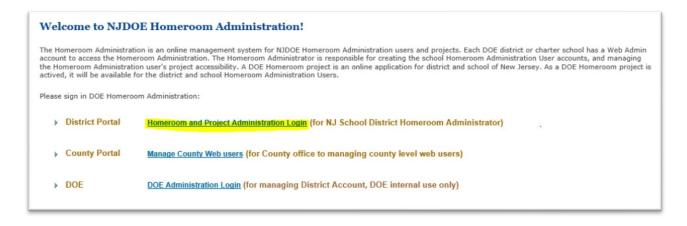
Homeroom Administrator Login

Steps to log into Homeroom Administration

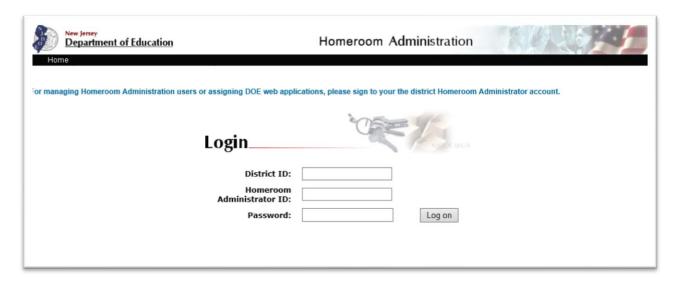
The Homeroom Administration system is located at the top of the list of projects found on NIDOE Homeroom page. Only homeroom administrators can log into this project. To access the Homeroom Administration system, choose the "Homeroom Administration" option.



Next, click the link that says: "Homeroom and Project Administration Login (for NJ School District Homeroom Administrator)"

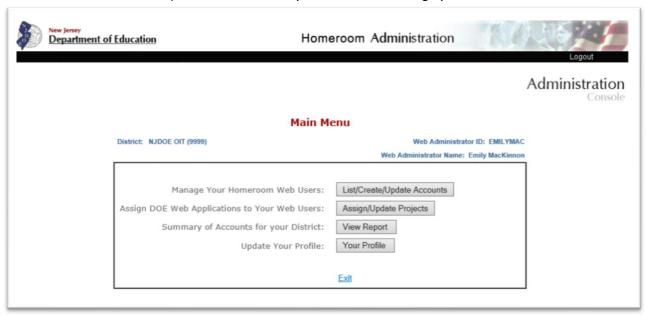


The login page will open. Enter the 4-digit district ID, the homeroom administration ID and password. Then click Log on.



Main Menu

The Main Menu screen will open. The main menu provides the following options:

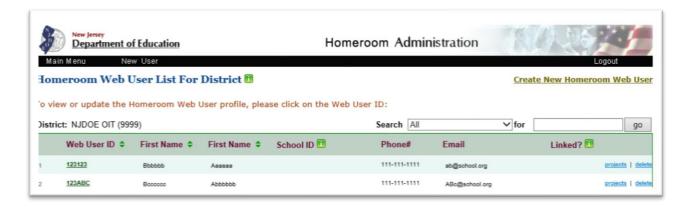


- List/Create/Update Accounts allows the homeroom administrator to manage user accounts.
- Assign/Update Projects allows the homeroom administrator to assign NJDOE Homeroom projects to individual user accounts already set up.
- ➤ <u>View Report</u> allows the homeroom administrator to view a list of all user accounts and projects they are assigned to but cannot make changes to user accounts.
- Your Profile is a DOE only option.

List/Create/Update Accounts

List Accounts

From the main menu, click on List/Create/Update Accounts to see a full list of all individual users in the district/school.

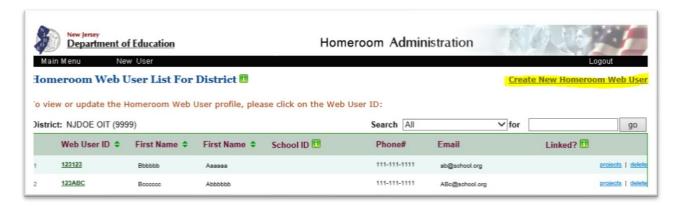


From the list, the homeroom administrator can:

- Click on Web User ID to view and change user profiles including user ID, password, email and phone number
- Click delete to delete a user profile when a person no longer works for the district/school or no longer needs access to NIDOE Homeroom
- Click projects to add or update NJDOE projects for users

Create Accounts

From the main menu, click on List/Create/Update Accounts to create a new user. Click the Create New Homeroom Web User link at the top of the page.

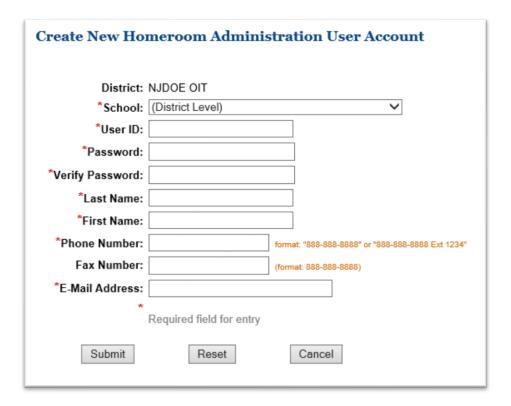


When you click the Create New Homeroom Web User link, a new user form opens.

In the new user form:

- Select the level of access by using the drop-down arrow. "District Level" is preselected as the
 default. If the project is school level, then select the school with which the user is affiliated.
 Most NJDOE Homeroom projects are district level projects. If unsure, email the help-desk for
 the project the user needs to access.
- 2. Next enter user ID, password, name, phone, and email.
- 3. Click submit at the bottom of the page to save.

The reset button will delete any changes that have been made.



It is very important that individuals' user IDs and passwords not be shared with any other staff. Accounts are established for the use of a specific individual; the individual's identity will be associated with all data created or modified during a session initiated by his/her login.

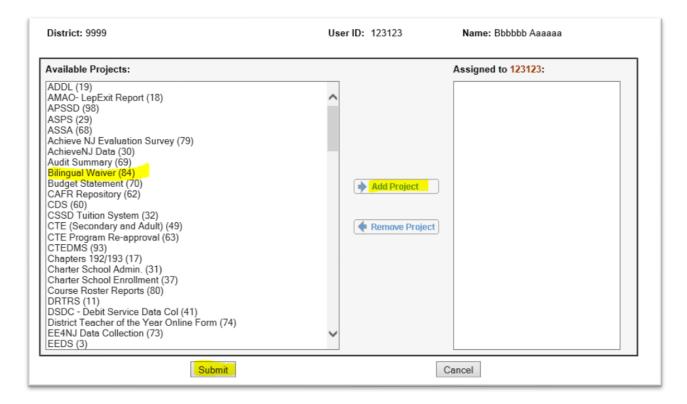
Update Accounts - Projects

To add or update NJDOE projects for users, click on List/Create/Update Accounts from the main menu to see a full list of all individual users in the district/school. Then click "projects" on the right side of the user record to add or change user access to NJDOE Homeroom projects.



The Project Assignment table will open. Select the project name from the left column and move it to the right column by clicking on the project name then click the "Add Project" button. This process can be repeated as many times as necessary for the user. Click the "Submit" button at the bottom of the page. The user will then be able to log into all projects added using their created user ID and password.

To remove a project, select the project name from the right column and move it to the left by clicking on the project name then click "Remove Project" button. Click the "Submit" button at the bottom of the page. The user will no longer be able to log into this project.

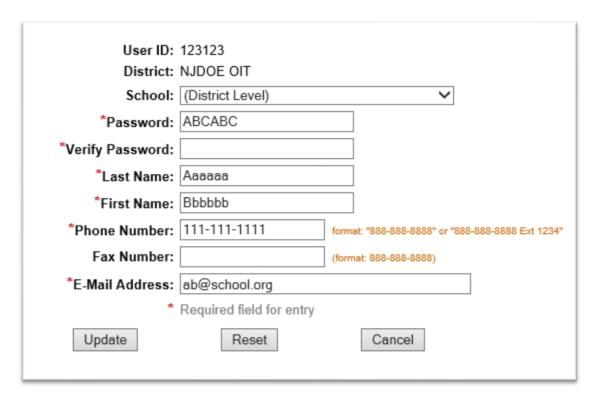


Update Accounts – User Information

To update or modify an existing user click the "Web User ID" link in the user's record.

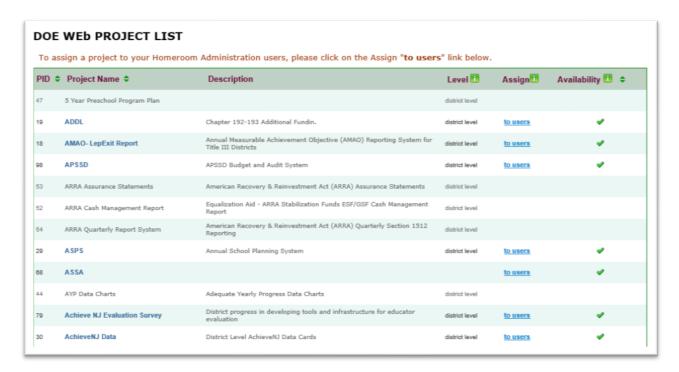


A profile page with the user's information will open. Existing information on the page can be updated by typing over the existing information. The reset button can be used to change back to the original information if the change is not needed. Click "Update" at the bottom of the page to save changes.

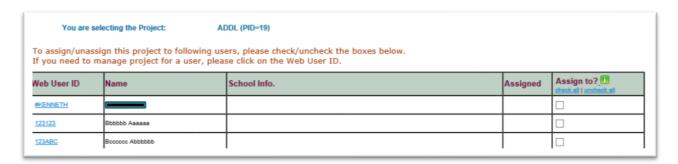


Assign/Update Projects

A quick way to assign projects to users is to select the "Assign/Update Projects" from the Main Menu. This will display all the NIDOE Homeroom projects available to assign to users.



To assign projects to users, click "to users" next to the project name. This will bring up a list of all the users in your district/school.



Click the box next to each user that will have access to this NJDOE homeroom project. Or uncheck the box next to each user that no longer needs access.

View Report Summary

To view the summary information for all users in the district click "View Report" button on the Main Menu page.

The "Homeroom Administration User and Project Assignment Summary" screen will open.



The information on this page cannot be modified. It is for viewing purposes only.