

Harmony 3

Setting Up Teacher Subjects



Elementary subjects are created at the beginning of the school year, and these same subjects are used for the entire school year. To create your Subjects in the Elementary, go to Classroom...by Homeroom. In this view, select your name from the "Select" dropdown and then click "Apply". This will checkmark all the students in your homeroom. Then click the "Create Class" button to create your subject.

	Name	ID	Male	Female
▶ Grade 1			69	57
▶ Grade 2			75	64
▶ Grade 3			61	64
▶ Grade 4			62	62
▶ Grade KG			43	41
▶ Grade PK			8	5
Total			318	293

Enter your name as Teacher and then select the grade level for the subject. Next pick the subject code from the dropdown and enter your Subject Name. If you wish to have a different name for the report cards, enter this name in the second "Subject Name" field. Then select the grading scale for the class.

New Subject/Class [Cancel] [OK]

Teacher: King, Phillip

Grade Level: 2

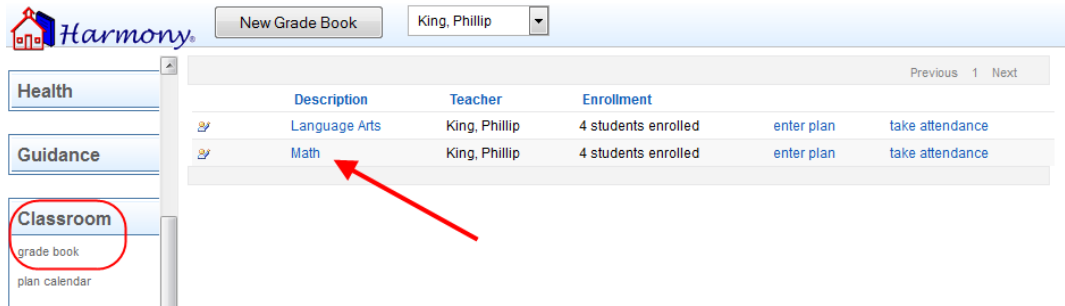
Subject: Math

Subject Name: Math Mr. King

Subject Name (as it appears on reports): Math

Grading Scale: Standard Grading Scale

When you click "OK", the subject will be created and the students will be tied to that class. The subject will be listed in the Classroom...Grade Book View.



You can then click on the class name to get a roster of the students in the class.

