

## ADDING A TEACHER FIELD TO STUDENT RECORDS

1. Open Cataloging.

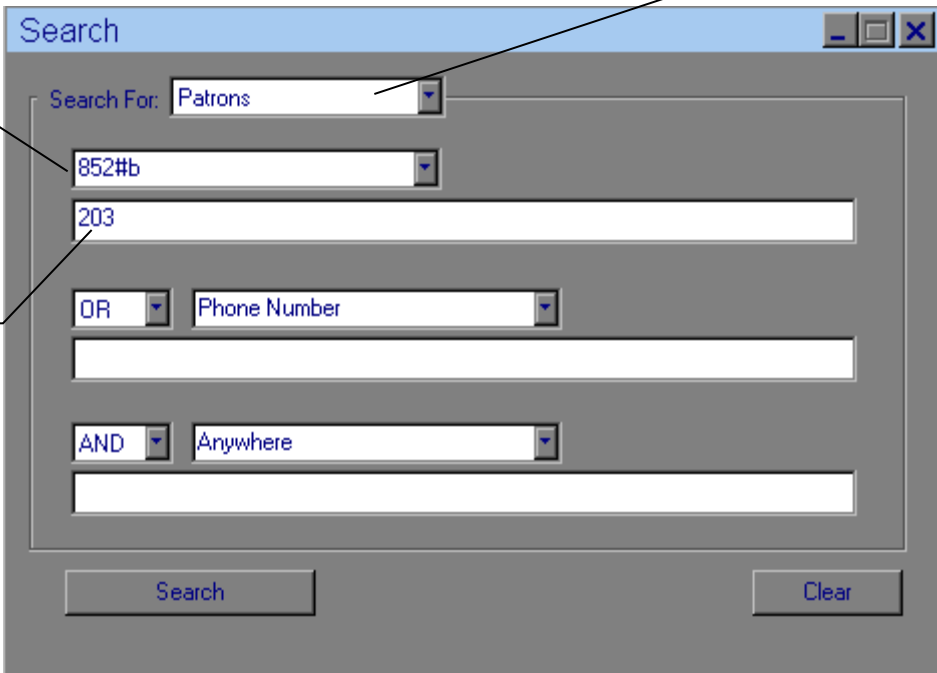


2. If you already have homerooms in your catalog, you can search that way. From the Edit menu, click Search (or you can use Ctrl+S). It will bring up the search window. Enter your search criteria (see below) and press Enter or click Search.

Click in here and type 852#b to replace "Last Name".

Type the homeroom for which you are looking here.

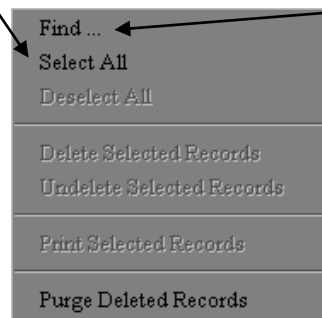
Be sure to change this box to "Patrons"



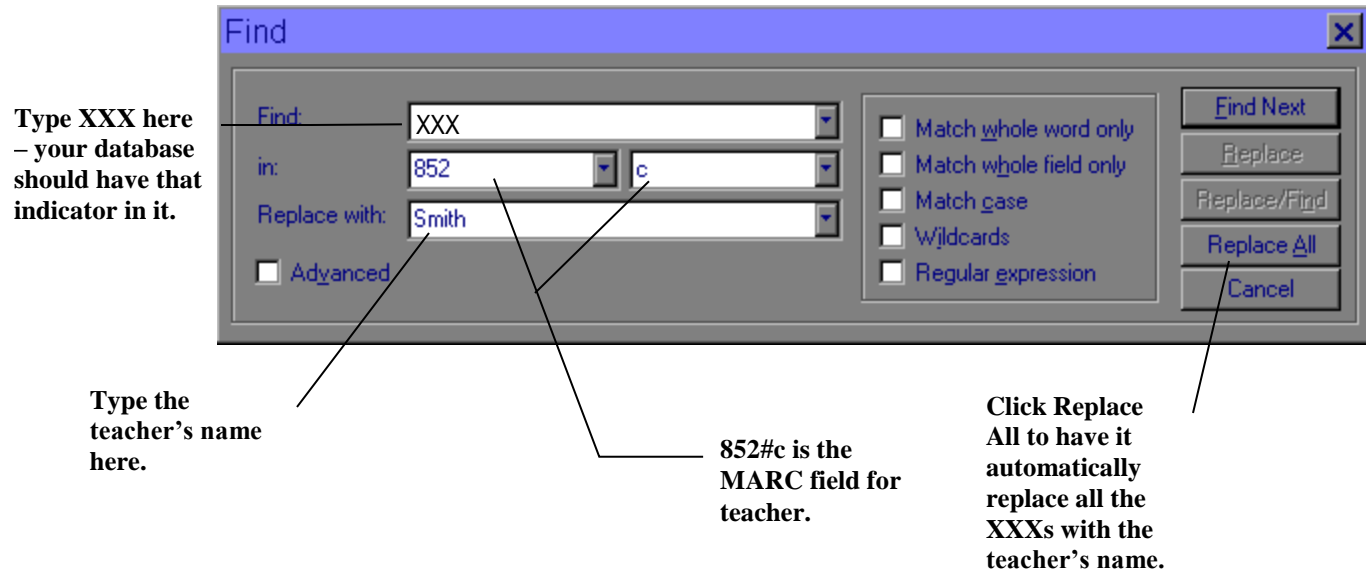
The screenshot shows a 'Search' dialog box with the following fields and controls:

- Search For:** A dropdown menu currently set to 'Patrons'. An arrow points to it with the instruction: 'Be sure to change this box to "Patrons"'. (Note: The text in the image says 'Patrons' but the dropdown shows 'Patrons' which might be a typo for 'Patrons' or 'Patrons' in the original context).
- Search For:** A text input field containing '852#b'. An arrow points to it with the instruction: 'Click in here and type 852#b to replace "Last Name"'. (Note: The text in the image says '852#b' but the dropdown shows '852#b' which might be a typo for '852#b' or '852#b' in the original context).
- 203**: A text input field containing '203'. An arrow points to it with the instruction: 'Type the homeroom for which you are looking here.'.
- OR**: A dropdown menu set to 'OR'.
- Phone Number**: A text input field containing 'Phone Number'.
- AND**: A dropdown menu set to 'AND'.
- Anywhere**: A text input field containing 'Anywhere'.
- Search**: A button at the bottom left.
- Clear**: A button at the bottom right.

3. You should now have a list of student names from that homeroom. Click your RIGHT mouse button and you will get a menu that includes "Select All" near the top. Click it. Right click **again** and choose "Find..."



4. Another dialog box will come up. Enter the appropriate information in it (see below), then click Replace All.



NOTE: If the replace doesn't work the way you wanted it to or you change your mind about adding the field for some reason, you can choose Undo Find/Replace from the Edit menu. ***However, you MUST choose it before you do another Find/Replace or before you close the program.***

