

Homeroom and Proctor Tables

Homeroom Fields

Homeroom Name - the name of the location.

Website code - name that matches how the location is displayed in the partner website.

Homeroom code - an abbreviation for the site that is used to match to Moodle **Cohort ID**.

CRM Client ID - client ID uniquely identifies the organization that operates the homerooms in the CRM.

Enrollment website - the link to the provided enrollment site.

Proctor Fields

CRM Contact ID - the unique ID record in the CRM for the Proctor.

Contact detail: first, middle, last name, email address, physical address, cell phone number from CRM

Select homeroom - only one may be selected.

CRM Workflow

When a new contract is signed in CRM, an associated homeroom record is created for the client. The client ID is tracked in the homeroom record. As a clients adds or deletes locations contracts are updated and homeroom records are correspondingly updated.

In CRM, proctors are the client's employees, or contacts that are associated to the organizations. The client completes a form on their enrollment website to add a proctor. Once submitted the form creates/updates the CRM. The new contact record in CRM triggers the creation of a proctor record in SIS.

Action Items JAN 2024



1-MVP | HOMEROOM | Proctor and Homeroom tables do not exist yet, make tables in the homeroom module.

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