

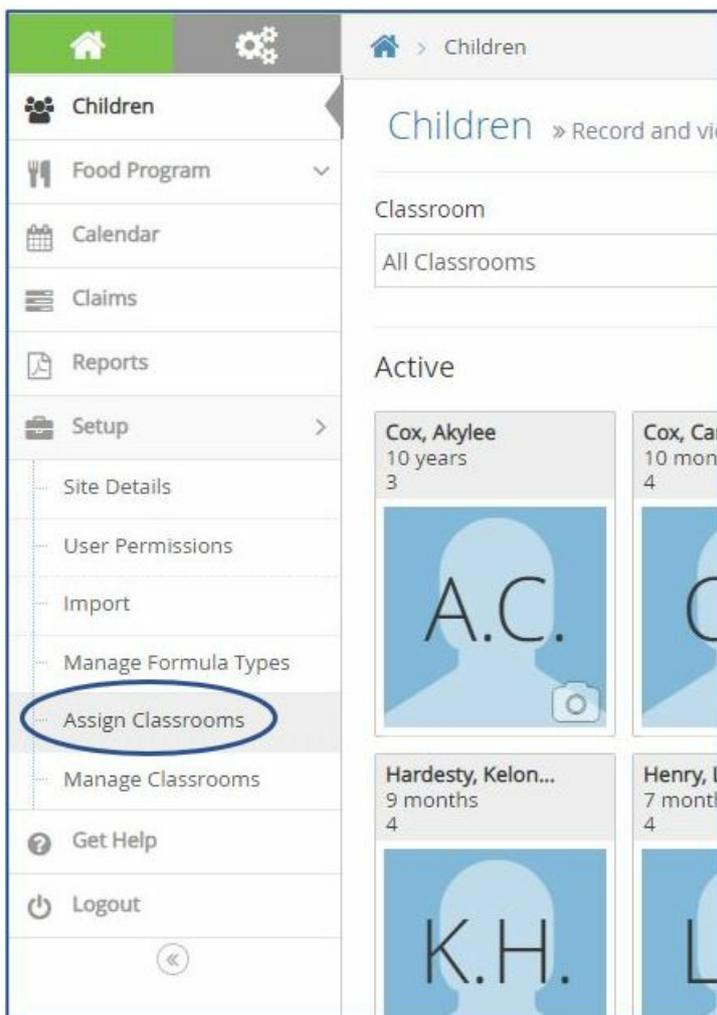
Assign Classrooms

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CST

Use the **Assign Classroom** feature in **KidKare** to assign a classroom to an individual participant, or multiple participants at one time.

Assign a Classroom to a Participant

1. From the menu on the left, click **Assign Classrooms**.



2. Select the participant you are changing the classroom for by clicking on their **Name**.

<input type="checkbox"/>	Name	Age
<input type="checkbox"/>		
<input type="checkbox"/>	Cox, Akylee	10y3m
<input type="checkbox"/>	Cox, Cameron	0y10m
<input type="checkbox"/>	Cox, Cassidy	2y9m
<input type="checkbox"/>	Cox, DeAndre	3y10m
<input type="checkbox"/>	Crooms, Callie	4y8m
<input type="checkbox"/>	Crooms, Camilla	3y0m
<input type="checkbox"/>	Fletcher, Eliza	3y4m
<input type="checkbox"/>	Fletcher, Nora	1y4m
<input type="checkbox"/>	Green, Ma'si	0y11m
<input type="checkbox"/>	Green, Mylan	2y9m

Display 10 records Showing 1 to 10 of 22 entries.

- The **Assign Classrooms** pop-up will appear on your screen.
- Click the drop down next to **Assign** and select the new classroom the participant is being assigned to.

Assign Classrooms ✕

Assign 4

To 1 child

Adams, Greyson

Cancel
Save

- Click **Save**.

Assign Classrooms in Bulk

Assigning classrooms in bulk will be per classroom. If you have multiple classrooms being updated, you will complete this task for every classroom individually.

There is a display setting at the bottom of the **Assign Classroom** list that allows you to view up to 100 participants at one time.

- From the menu on the left, click **Assign Classrooms**.

2. Select all participants moving to the new classroom.
 - a. Select each participant individually by clicking on the checkbox to the left of their name.

<input type="checkbox"/>	Name	Age	Classroom
<input checked="" type="checkbox"/>	Abreu, Aliya	5y5m	1
<input type="checkbox"/>	Adams, Grayson	8y5m	4
<input type="checkbox"/>	Anthony, Takhing	9y0m	2
<input type="checkbox"/>	Awilins, Diamond	8y3m	4
<input checked="" type="checkbox"/>	Barnes, Neveah	11y5m	1
<input checked="" type="checkbox"/>	Bell, Micah	12y3m	1

- b. Use the Search Bars at the top of the screen to filter and then select all. Example: Search all participants in **Classroom 2** that are moving to **Classroom 3**.

<input checked="" type="checkbox"/>	Name	Age	Classroom
<input checked="" type="checkbox"/>	Anthony, Takhing	9y0m	2
<input checked="" type="checkbox"/>	Brown, A'Lejah	5y0m	2
<input checked="" type="checkbox"/>	Brown, Amelia	8y3m	2
<input checked="" type="checkbox"/>	Byndon, Keshawn	10y1m	2
<input checked="" type="checkbox"/>	Cox, Cassidy	2y9m	2
<input checked="" type="checkbox"/>	Cox, DeAndre	3y10m	2
<input checked="" type="checkbox"/>	Cox, Khylen	8y3m	2
<input checked="" type="checkbox"/>	Crapp-Brown, Janiyah	10y5m	2
<input checked="" type="checkbox"/>	Crooms, Camilla	3y0m	2
<input checked="" type="checkbox"/>	Dunn, Guinevere	6y0m	2
<input checked="" type="checkbox"/>	Elis, Yasin	7y9m	2
<input checked="" type="checkbox"/>	Green, Mylan	2y10m	2
<input checked="" type="checkbox"/>	Hardesty, Brooklyn	9y9m	2
<input checked="" type="checkbox"/>	Jackson, Kingston	5y0m	2

3. Once you have selected the participants moving classrooms, click **Assign Classrooms** in the top right corner.
4. The **Assign Classroom** pop-up will appear on your screen.
5. Click the drop down next to **Assign** to select the new classroom the participants are being assigned to.

Assign Classrooms ✕

Assign 3

To 20 children

Anthony, Takhing

Brown, A'Lejah

Brown, Amelia

Byndon, Keshawn

Cox, Cassidy

Cox, DeAndre

Cox, Khylen

Crapp-Brown, Janiyah

Crooms, Camilla

Dunn, Guinevere

Cancel
Save

6. Click **Save**.