

Manage Classrooms

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CDT

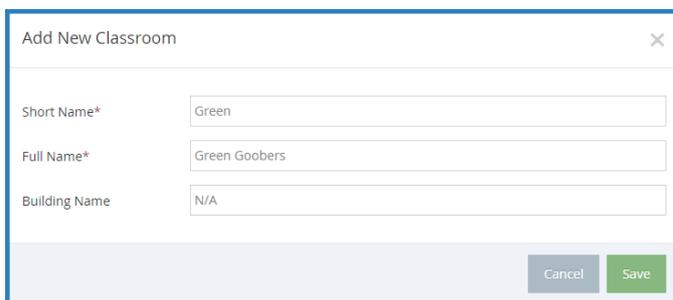
You can add, edit, and delete center classrooms in KidKare.

In this article:

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Add Classrooms

1. From the menu to the left, click **Center Management**.
2. Select **Manage Classrooms**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to add classrooms. The Manage Classrooms page opens.
4. Click **Add Classroom**. The Add New Classroom pop-up opens.
5. click the **Short Name** box and enter a short name for this classrooms.
6. Click the **Full Name** box and enter the classroom's full name.



The screenshot shows a pop-up window titled "Add New Classroom" with a close button (X) in the top right corner. It contains three text input fields: "Short Name*" with the text "Green", "Full Name*" with the text "Green Goobers", and "Building Name" with the text "N/A". At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Save" button.

7. Click the **Building Name** box and enter the building in which this classroom is located, if applicable.

Edit Classrooms

1. From the menu to the left, click **Center Management**.
2. Select **Manage Classrooms**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to add classrooms. The Manage Classrooms page opens.
4. Click the classroom to update. The Edit Classroom pop-up opens.
5. Update the classroom name information, as needed.
6. When finished, click **Save**.

Delete Classrooms

1. From the menu to the left, click **Center Management**.
2. Select **Manage Classrooms**.

3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to add classrooms. The Manage Classrooms page opens.
4. Click the classroom to delete. The Edit Classroom pop-up opens.
5. Click **Delete**.

Note: You can only delete classrooms to which children are not currently assigned. If a classroom has children assigned to it, the Delete option does not display.