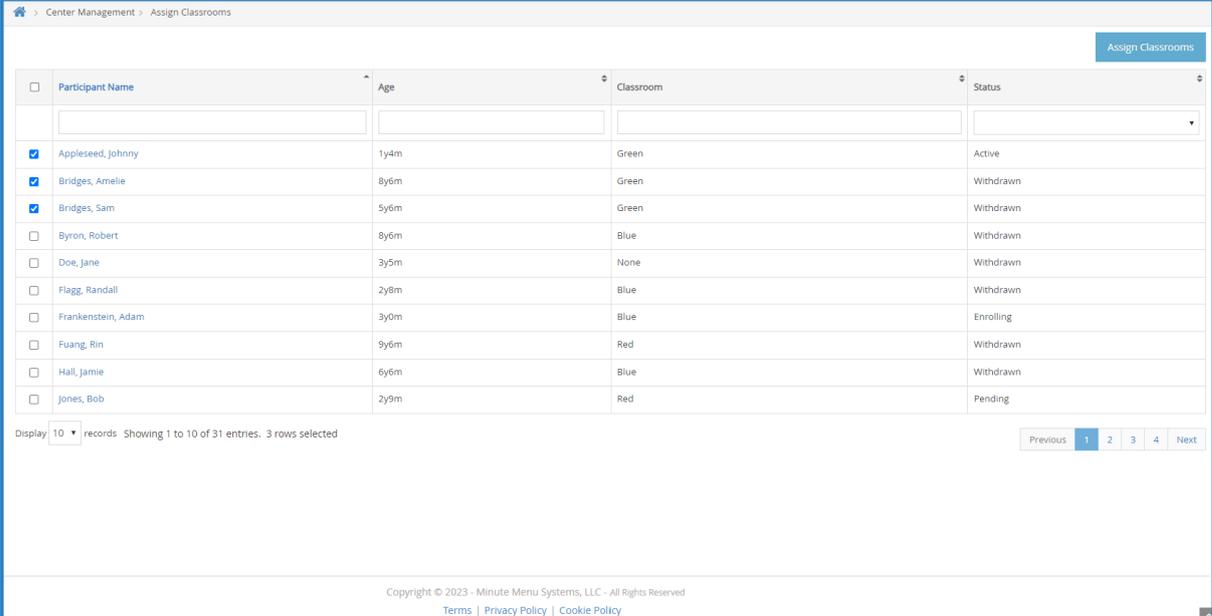


Assign Classrooms

Last Modified on 07/12/2023 3:37 pm
CDT

1. From the menu to the left, click **Center Management**.
2. Select **Assign Classroom**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to add classrooms. The Assign Classrooms page opens.
4. Check the box next to each child to assign to a classroom.



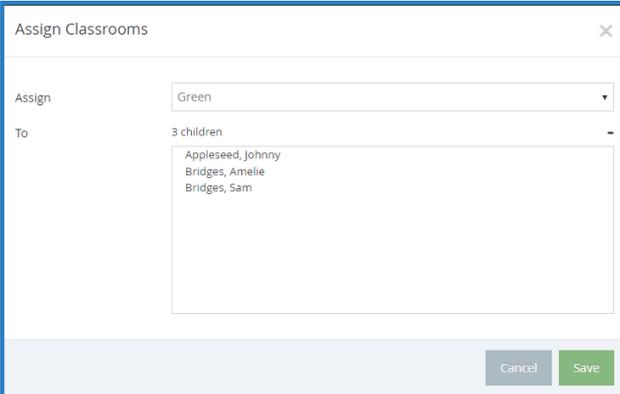
The screenshot shows the 'Assign Classrooms' page. At the top right, there is a blue button labeled 'Assign Classrooms'. Below it is a table with the following columns: Participant Name, Age, Classroom, and Status. The table contains 12 rows of data. The first three rows have checkboxes checked, indicating they are selected for assignment. The status of these three children is 'Active', 'Withdrawn', and 'Withdrawn' respectively. The other nine children have checkboxes unchecked and various statuses.

<input type="checkbox"/>	Participant Name	Age	Classroom	Status
<input checked="" type="checkbox"/>	Appleseed, Johnny	1y4m	Green	Active
<input checked="" type="checkbox"/>	Bridges, Amelie	8y6m	Green	Withdrawn
<input checked="" type="checkbox"/>	Bridges, Sam	5y6m	Green	Withdrawn
<input type="checkbox"/>	Byron, Robert	8y6m	Blue	Withdrawn
<input type="checkbox"/>	Doe, Jane	3y5m	None	Withdrawn
<input type="checkbox"/>	Flagg, Randall	2y8m	Blue	Withdrawn
<input type="checkbox"/>	Frankenstein, Adam	3y0m	Blue	Enrolling
<input type="checkbox"/>	Fuang, Rin	5y6m	Red	Withdrawn
<input type="checkbox"/>	Hall, Jamie	6y6m	Blue	Withdrawn
<input type="checkbox"/>	Jones, Bob	2y9m	Red	Pending

Display 10 records Showing 1 to 10 of 31 entries. 3 rows selected

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5. Click **Assign Classrooms**. The Assign Classrooms pop-up opens.
6. Click the **Assign** drop-down menu and select the classroom to which to assign the children.



The screenshot shows the 'Assign Classrooms' pop-up window. It has a title bar with a close button. The 'Assign' field is a dropdown menu with 'Green' selected. The 'To' field is a list box containing the names of the three selected children: Appleseed, Johnny; Bridges, Amelie; and Bridges, Sam. At the bottom right, there are 'Cancel' and 'Save' buttons.

7. Click **Save**.