Manage Classrooms

Use the **Manage Classroom** feature in **KidKare** to create, edit, and remove classrooms from you site.

Add Classrooms

1. From the menu on the left, click **Manage Classrooms**.
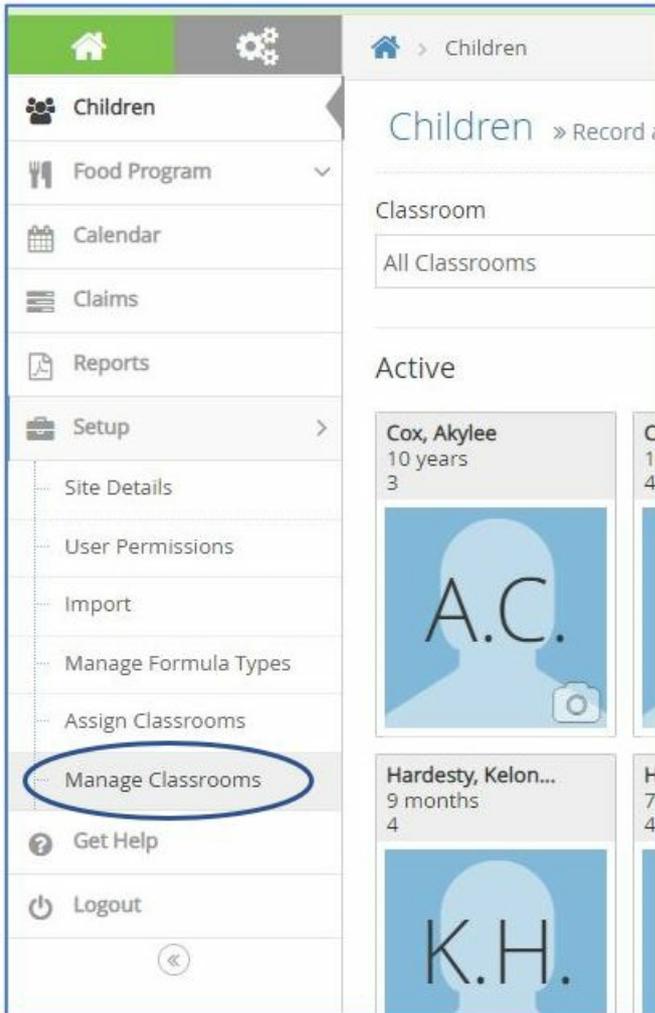
2. Click **+ Add Classroom** in the top right corner to add a new classroom.
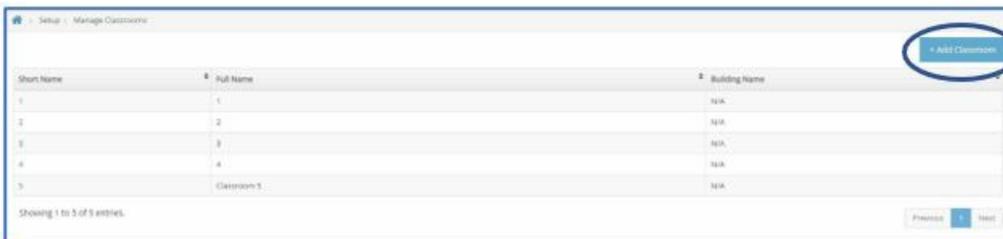

3. The **Add New Classroom** pop-up will appear on your screen.

4. Enter the **Short Name** and **Full Name** for the new classroom.

5. Click **Save.**

Edit Classrooms

1. From the menu on the left, click **Manage Classrooms**.
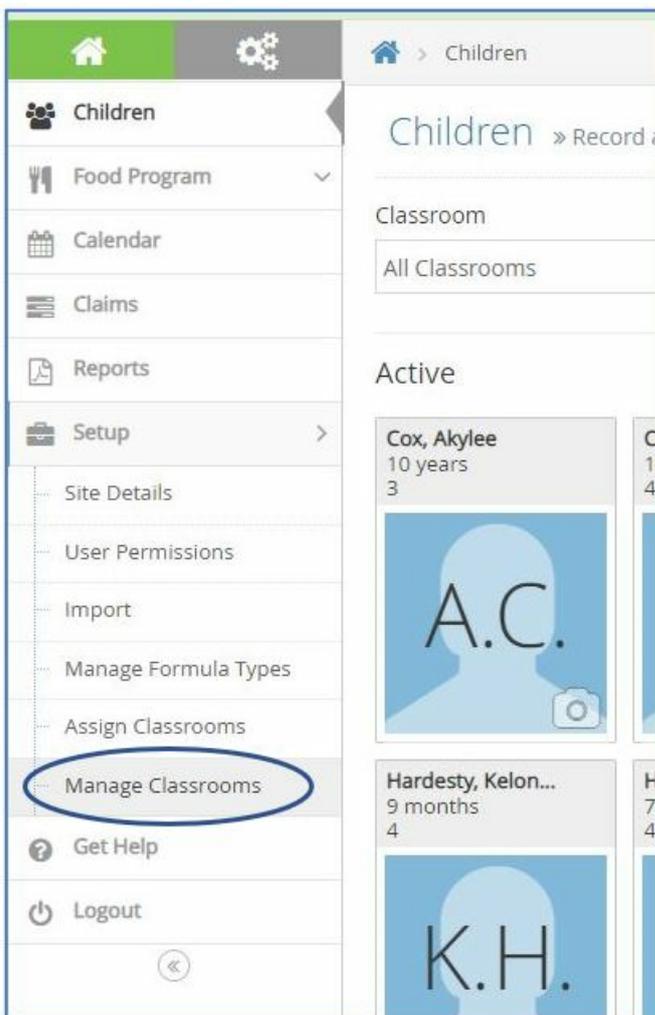
2. Click on the name of the classroom that needs to be edited under the **Short Name** column.

Short Name	Full Name	Building Name
1	1	N/A
2	2	N/A
3	3	N/A
4	4	N/A
5	Classroom 5	N/A

3. The **Edit Classroom** pop-up will appear on your screen.

4. Change the **Short Name** and **Full Name** to the new classroom name.

Edit Classroom   ✕

Short Name*   3

Full Name*   3

Building Name   N/A

Cancel   Save

5. Click **Save.**