Assign Classrooms

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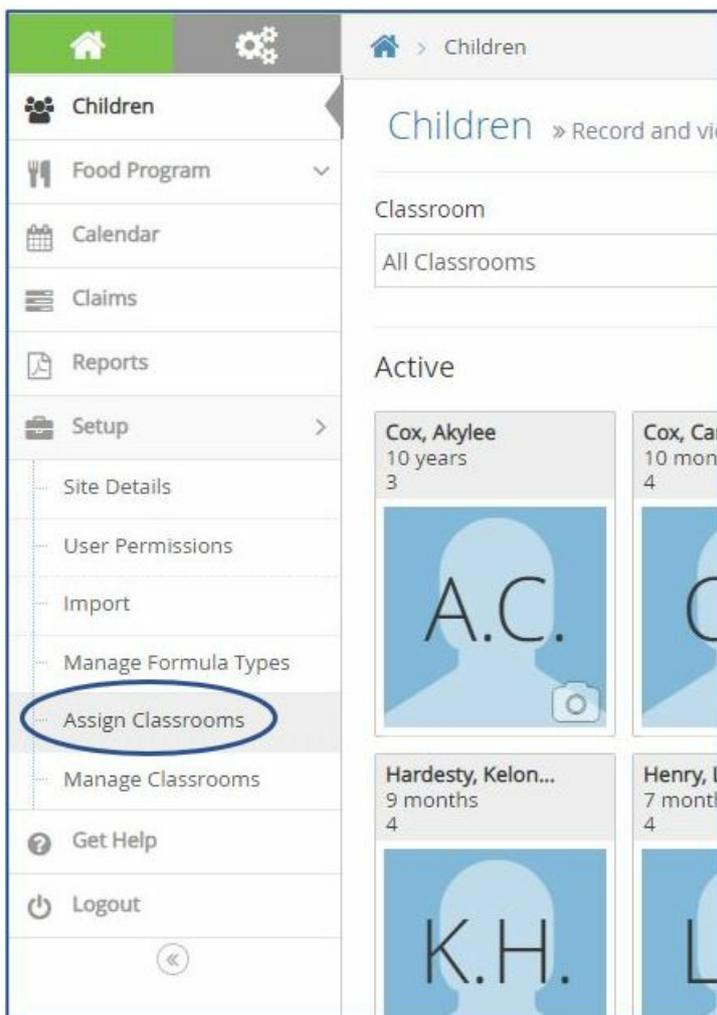
2. Select the participant you are changing the classroom for by clicking on their **Name.**

	Name	Age
☐	Cox, Akylee	10y3m
☐	Cox, Cameron	0y10m
☐	Cox, Cassidy	2y9m
☐	Cox, DeAndre	3y10m
☐	Crooms, Callie	4y8m
☐	Crooms, Camilla	3y0m
☐	Fletcher, Eliza	3y4m
☐	Fletcher, Nora	1y4m
☐	Green, Ma'si	0y11m
☐	Green, Mylan	2y9m

Display 10 ▼ records Showing 1 to 10 of 22 entries.

3. The **Assign Classrooms** pop-up will appear on your screen.

4. Click the drop down next to **Assign** and select the new classroom the participant is being assigned to.

5. 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.

1. 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.

    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.**

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.

6. Click **Save.**