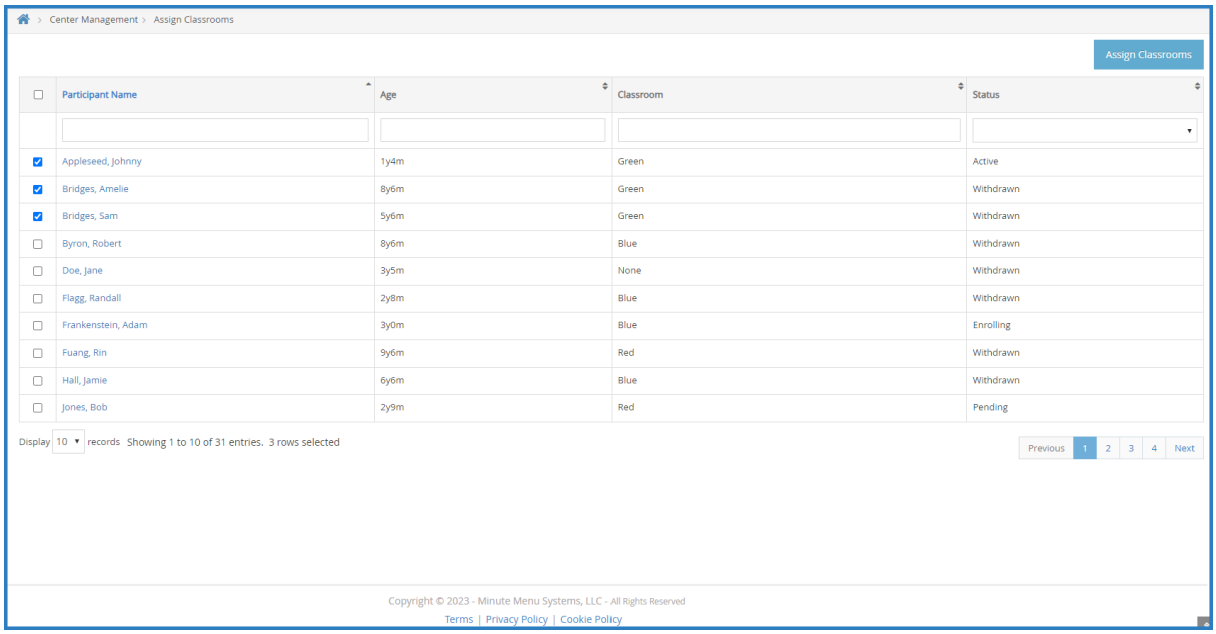
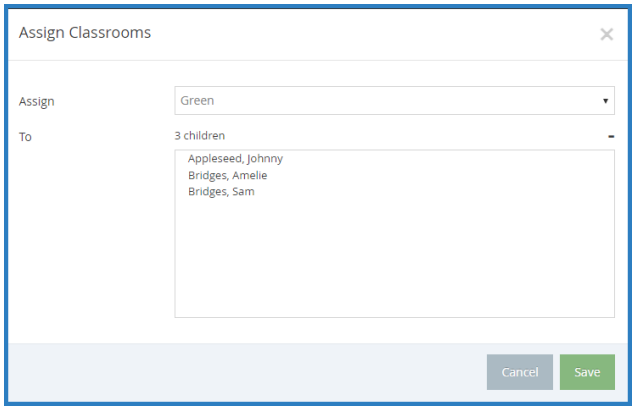
Assign Classrooms

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.



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.



7. Click **Save**.