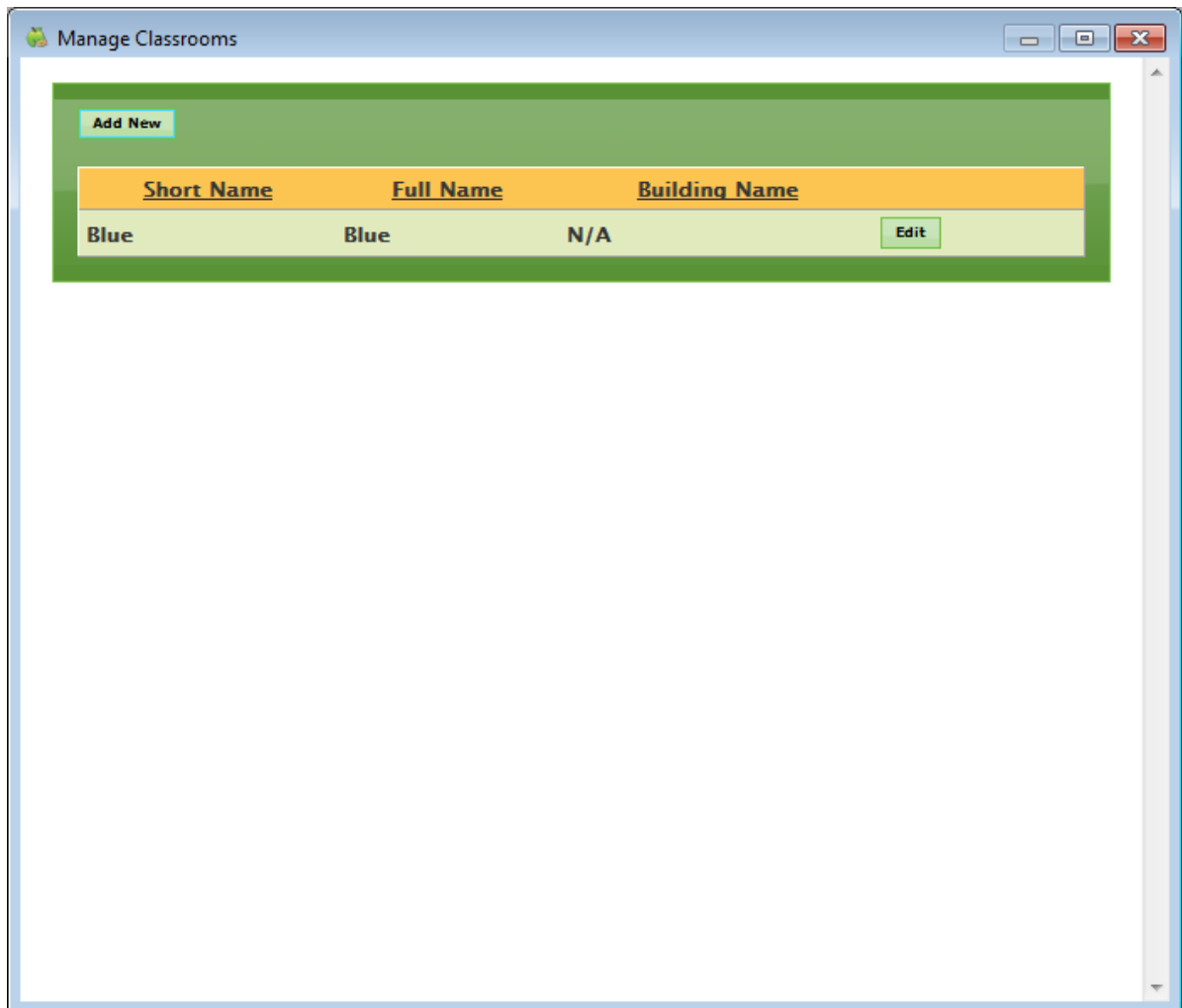


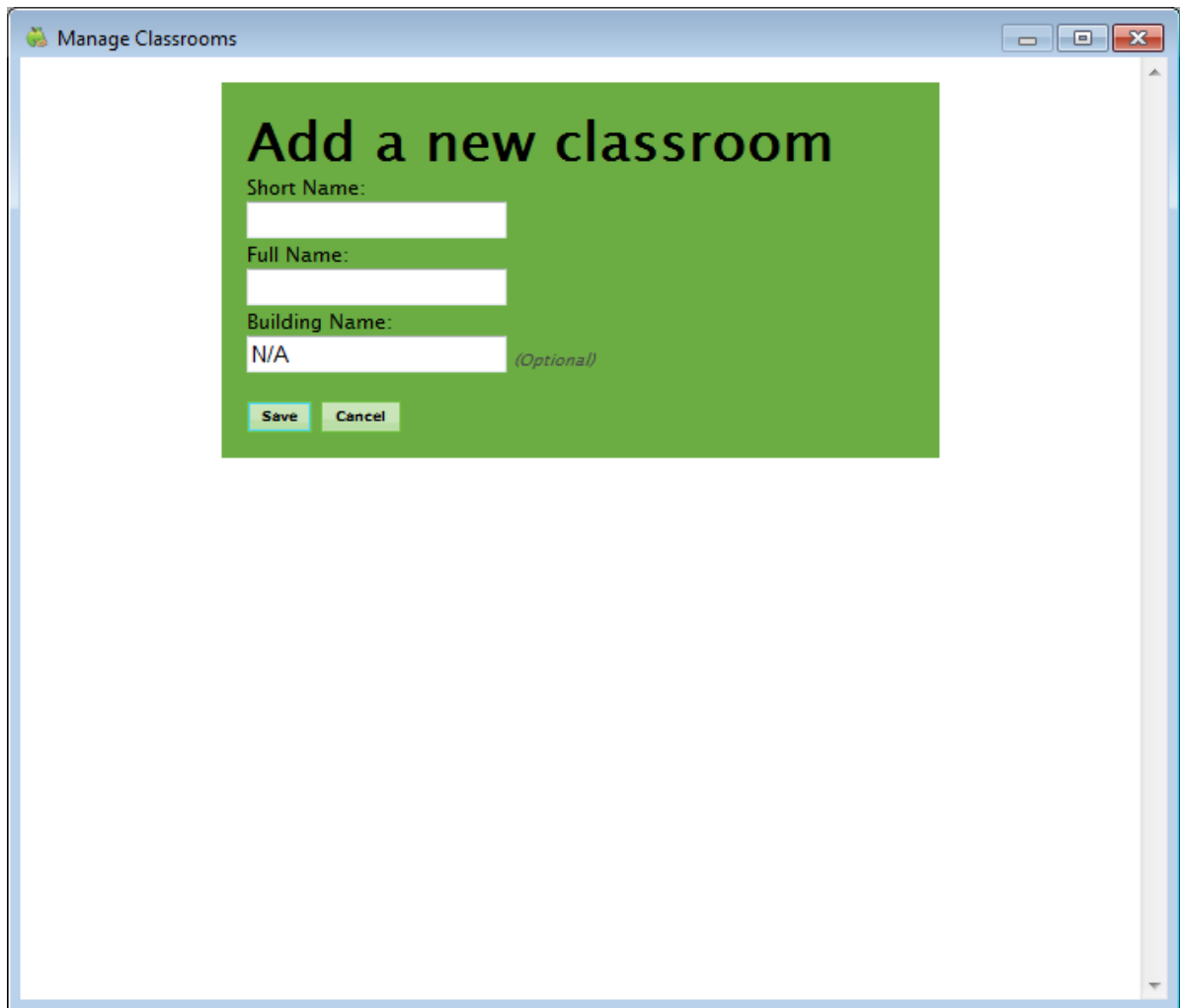
# Add Classrooms

Last Modified on 05/20/2019 1:56 pm CDT

1. Click the **Select Center** drop-down menu at the top of the window and select the center for which to create classrooms.
2. Click the **Tools** menu and select **Manage Classrooms**. The Manage Classrooms window opens.



3. Click **Add New**. The Add a New Classroom window opens.



The screenshot shows a web application window titled "Manage Classrooms". Inside the window, there is a green rectangular form titled "Add a new classroom". The form contains three input fields: "Short Name:", "Full Name:", and "Building Name:". The "Building Name:" field has the text "N/A" entered and a small "(Optional)" label to its right. At the bottom of the form are two buttons: "Save" and "Cancel".

Manage Classrooms

## Add a new classroom

Short Name:

Full Name:

Building Name:  
 (Optional)

4. Click the **Short Name** box and enter a short name for this classroom.
5. Click the **Full Name** box and enter the full name for this classroom.
6. Click the **Building Name** and enter the name of the building that houses this classroom, if applicable.
7. Click **Save**.