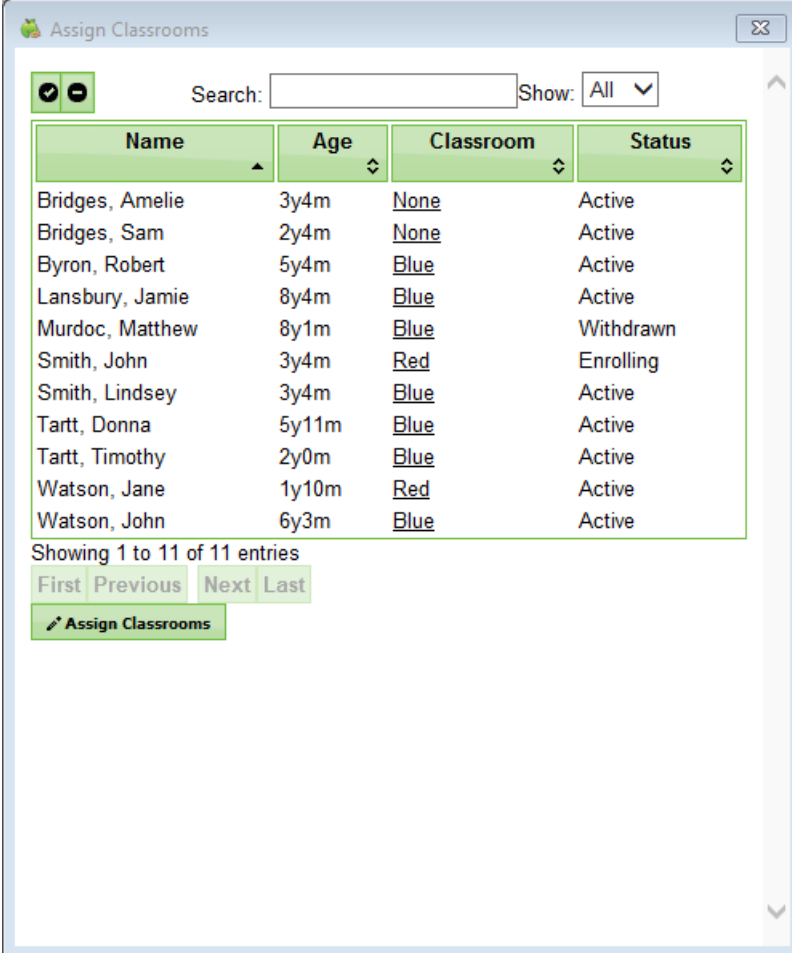


Assign Classrooms

Last Modified on 05/19/2020 1:46 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 **Assign Classrooms**. The Assign Classrooms window opens.



The screenshot shows the 'Assign Classrooms' window. At the top, there is a search bar and a 'Show:' dropdown menu set to 'All'. Below this is a table with four columns: Name, Age, Classroom, and Status. The table lists 11 children. Below the table, it says 'Showing 1 to 11 of 11 entries' and provides navigation buttons: First, Previous, Next, and Last. At the bottom of the window, there is a green button labeled 'Assign Classrooms'.

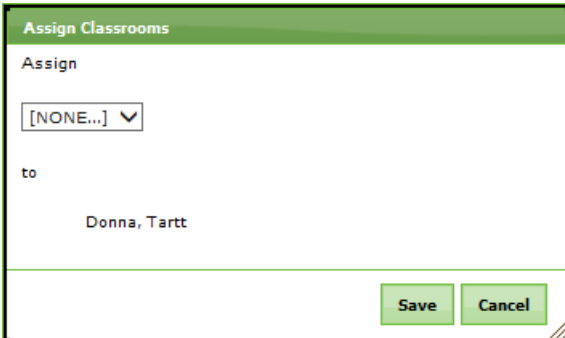
Name	Age	Classroom	Status
Bridges, Amelie	3y4m	None	Active
Bridges, Sam	2y4m	None	Active
Byron, Robert	5y4m	Blue	Active
Lansbury, Jamie	8y4m	Blue	Active
Murdoc, Matthew	8y1m	Blue	Withdrawn
Smith, John	3y4m	Red	Enrolling
Smith, Lindsey	3y4m	Blue	Active
Tartt, Donna	5y11m	Blue	Active
Tartt, Timothy	2y0m	Blue	Active
Watson, Jane	1y10m	Red	Active
Watson, John	6y3m	Blue	Active

Showing 1 to 11 of 11 entries

First Previous Next Last

Assign Classrooms

3. Select a child from the list that displays.
4. Click **Assign Classrooms**. The Assign Classrooms dialog box opens.



The screenshot shows the 'Assign Classrooms' dialog box. It has a title bar 'Assign Classrooms'. Inside, there is a section labeled 'Assign' with a dropdown menu showing '[NONE...]' and a 'to' label. Below the 'to' label, the text 'Donna, Tartt' is displayed. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

Assign Classrooms

Assign

[NONE...] ▼

to

Donna, Tartt

Save Cancel

5. Click the **Assign** drop-down menu and select the classroom to which to assign the child. You can also select **New** to add a new classroom.
6. Click **Save**.