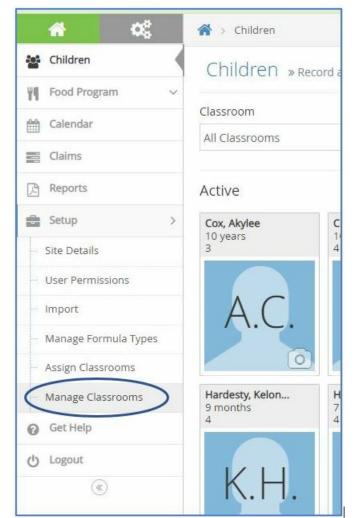
Manage Classrooms

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

Last Modified on 02/06/2023 4:24 pm CST

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.

			+ Add Generates	
Short Name	9 Sul Name	² Building Name		
	4	104		
	2	49.		
	1	1424,		
		344		
	Castroov 5	305		
showing 1 to 5 of 9 entries.			Presson in the	

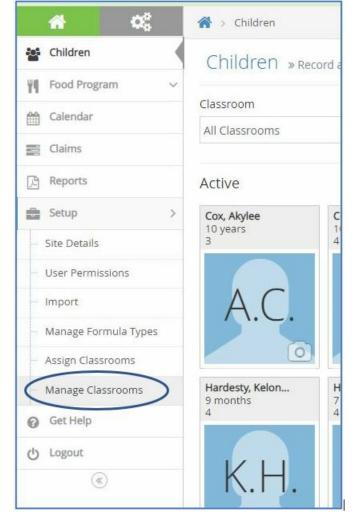
- 3. The Add New Classroom pop-up will appear on your screen.
- 4. Enter the Short Name and Full Name for the new classroom.

Short Name*	Bumblebees	
Full Name*	Bumblebee Classroom	
Building Name	N/A	

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	٥	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		2
Short Name*	3	
Full Name*	3	
Building Name	N/A	
		Cancel Save

5. Click Save.