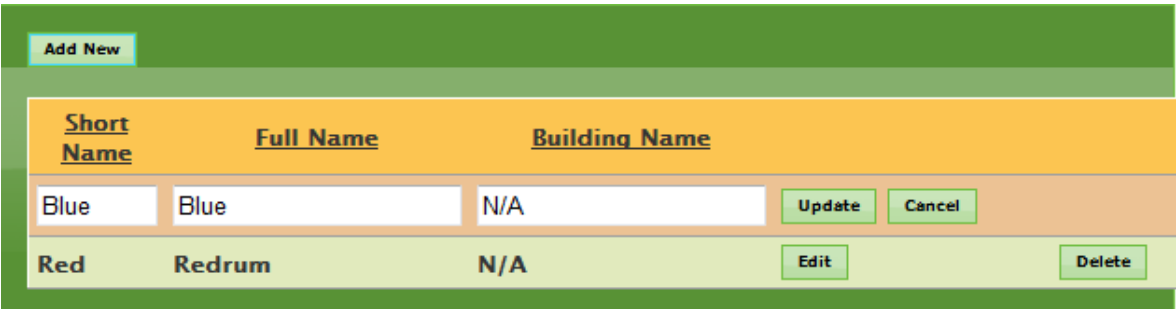


# Edit Classrooms

Last Modified on 06/03/2019 12:53 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 **Edit** next to the classroom to change.
4. Click the **Short Name**, **Full Name**, and **Building Name** boxes and enter new information over the existing information.



The screenshot shows a web interface for managing classrooms. At the top, there is a green bar with an "Add New" button. Below this is a table with three columns: "Short Name", "Full Name", and "Building Name". The first row of the table has input fields for "Blue", "Blue", and "N/A", followed by "Update" and "Cancel" buttons. The second row of the table has the values "Red", "Redrum", and "N/A", followed by an "Edit" button and a "Delete" button.

<u>Short Name</u>	<u>Full Name</u>	<u>Building Name</u>		
<input type="text" value="Blue"/>	<input type="text" value="Blue"/>	<input type="text" value="N/A"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
Red	Redrum	N/A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

5. When finished, click **Update**.