How To Add Rooms In Settings

Menu Bar >> Settings >> School

Adding Rooms

Here you can add the classrooms that are used in your school. Please note that the Room will be associated in Course Section creation and the capacity of the room is used during scheduling. You are not permitted to schedule more students than the capacity of a room.

Click on '+Add New Room' to start adding a room.

After clicking you will see a pop-up section where you can add the Rooms.

Here you will need to add:

- Title of the room
- Capacity
- Sort order
- Description
- Active status of the room by moving the toggle and submit.

If a room is no longer in use, you can make it inactive so that it does not show during course section creation.



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