Changing Room Numbers for a Class in Religious Education in Connect Now

1) First, log into **ConnectNow** and you will be at your typical home screen, similar to the screen below:

![ConnectNow Home Screen](image)

2) Click in the Religious Education tab and you will be on the main dashboard screen.

![ConnectNow Dashboard](image)

3) Click the **Classes** area indicated in the image above. Your screen should be similar to the screen below:

![ConnectNow Classes Screen](image)
4) Highlight the class on the left side you wish to edit the room number for, then click the **Schedule** tab as seen indicated above. Your screen should be similar to the one listed below, where you can see the dates the classes are scheduled, which building, time, room, etc.
5) Click the **Manage Full Schedule** button, this area will allow you to change multiple areas of this class. Your screen should now be similar to the screen below:

![Manage Full Schedule](image1)

6) In the middle section, (circled below) you will see the class details and below that the session and days/building and room. Click on the date and times and set them again to the current date/time. Select the correct building and then click on the Room dropdown and select the one you wish to update “in bulk” for all the days of this class.

![Class Details](image2)
7) Click the **Bulk Update Class Schedule** in the middle of the screen. You will see a confirmation for this change, then it will show the updated classes listed in the bottom section, as seen in the image below.