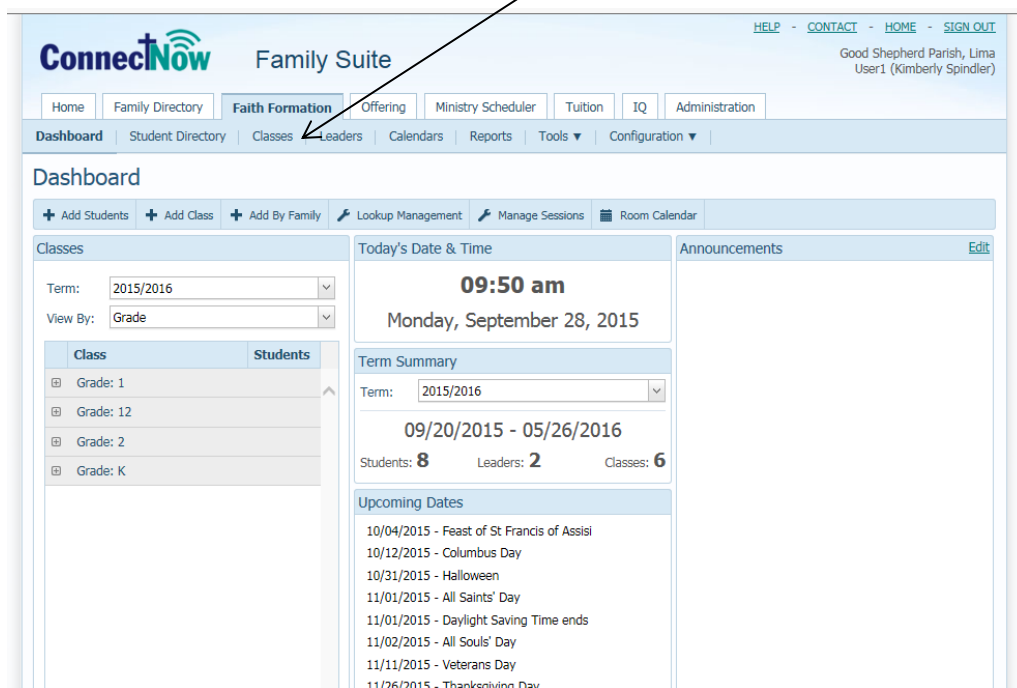


Changing Room Numbers for a Class in Religious Education in Connect Now

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



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



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

ConnectNow Family Suite

HELP - CONTACT - HOME - SIGN OUT

Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home Family Directory Faith Formation Offering Ministry Scheduler Tuition IQ Administration

Dashboard Student Directory **Classes** Leaders Calendars Reports Tools Configuration

Classes Good Shepherd Parish, Lima

Class List Calendar

Term: 2015/2016
View By: Grade

+ Add Class Edit Remove

Class	Students
Grade: 1	
First Grade	5
Grade: 12	
Grade: 2	
Grade: K	

2015/2016 > Grade: 1 > First Grade

Class Name	Grade	Students	Department	Leaders
First Grade	1	5 of 45	Student Education	None

Term: 2015/2016
Dates: 09/20/2015 - 05/26/2016
Session: Sunday 9:30 am

+ Add Students + Add Leaders List of Quick Reports

Students Leaders Attendance Schedule Notes Sacraments

Student Name	Grade	Birth Date	Age	M/F	Family Last	Primary Phone
Altman, Lauren	1	09/19/2008	7	F	Altman	555-2222
Bradley, Barbara	1	03/11/2009	6	F	Bradley	555-2222
Kube, Joel	1	08/22/2008	7	M	Kube	555-2222
Sedlacek, Riley	1	09/03/2008	7	F	Sedlacek	555-2222
Wollet, Advyson	1	12/17/2008	6	F	Wollet	555-2222

- 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.

Term: 2015/2016
View By: Grade

+ Add Class Edit Remove

Class	Students
Grade: 1	
First Grade	5
Grade: 12	
Grade: 2	
Grade: K	

2015/2016 > Grade: 1 > First Grade

Class Name	Grade	Students	Department	Leaders
First Grade	1	5 of 45	Student Education	None

Term: 2015/2016
Dates: 09/20/2015 - 05/26/2016
Session: Sunday 9:30 am

+ Add Students + Add Leaders List of Quick Reports

Students Leaders Attendance **Schedule** Notes Sacraments

Total Dates: 36

September, 2015 October, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5	4	5	6	7	8	9	10
6	7	8	9	10	11	12	11	12	13	14	15	16	17
13	14	15	16	17	18	19	18	19	20	21	22	23	24
20	21	22	23	24	25	26	25	26	27	28	29	30	31
27	28	29	30				1	2	3	4	5	6	7

Manage Full Schedule Edit Times & Room Remove Dates

Date	Day	Time	Building	Room	Capacity
09/20/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50
09/27/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50
10/04/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50
10/04/2015 - Feast of St Francis of Assisi					
10/11/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50
10/18/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50
10/25/2015	Sunday	9:30am - 10:30am	Parish Office	PEP	5 / 50

Total Students: 8

- 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:

The screenshot displays the 'Manage Schedule' interface. On the left is a calendar for September 2015 with the 28th highlighted. The main area is divided into three sections: 'Class Details', 'Session & Bulk Scheduling', and 'Class Schedule'. The 'Class Details' section shows 'Class Name: First Grade', 'Grade(s): 1', 'Capacity: 45', 'Dept.: Student Education', and 'Term: 2015/2016'. The 'Session & Bulk Scheduling' section shows a session for 'Sunday 9:30 am' with a table below it. The 'Class Schedule' section shows a table with 6 rows of dates from 09/20/2015 to 10/25/2015, all marked as 'Available'.

- 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.

This screenshot is similar to the previous one but includes an arrow pointing to the 'Room' dropdown menu in the 'Session & Bulk Scheduling' table. The dropdown menu is open, showing 'SEP' as the selected option. The 'Bulk Update Class Schedule' button is also visible.

- 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.

ConnectNow Family Suite Good Shepherd Parish, Lima
User1 (Kimberly Spindler)

Home | Family Directory | **Faith Formation** | Offering | Ministry Scheduler | Tuition | IQ | Administration

Dashboard | Student Directory | **Classes** | Leaders | Calendars | Reports | Tools | Configuration

Manage Schedule

Calendar

September, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	30	31	1	2	3	4
37	6	7	8	9	10	11
38	13	14	15	16	17	18
39	20	21	22	23	24	25
40	27	28	29	30	1	2
41	4	5	6	7	8	9

View Type: **Classes**

Sort By: **Class Name**

No events

Class Details

Class Name: First Grade Grade(s): 1
 Capacity: 45 Dept.: Student Education
 Term: 2015/2016 Start/End: 09/20/2015 - 05/26/2016

Session & Bulk Scheduling

Session: Sunday 9:30 am

Day	Start - End Times	Building/Room	Max	Availability
Sunday	9:30 AM - 10:03 AM	Parish Office SEP	---	Define Times

[Bulk Update Class Schedule](#)

Class Schedule

Total Dates: 36

Date / Day	Time	Building/Room	Max	Availability
09/20/2015 Sun	9:30 AM - 10:03 AM	Parish Office SEP	50	Available
09/27/2015 Sun	9:30 AM - 10:03 AM	Parish Office SEP	50	Available
10/04/2015 Sun	9:30 AM - 10:03 AM	Parish Office SEP	50	Available
10/11/2015 Sun	9:30 AM - 10:03 AM	Parish Office SEP	50	Available
10/18/2015 Sun	9:30 AM - 10:03 AM	Parish Office SEP	50	Available