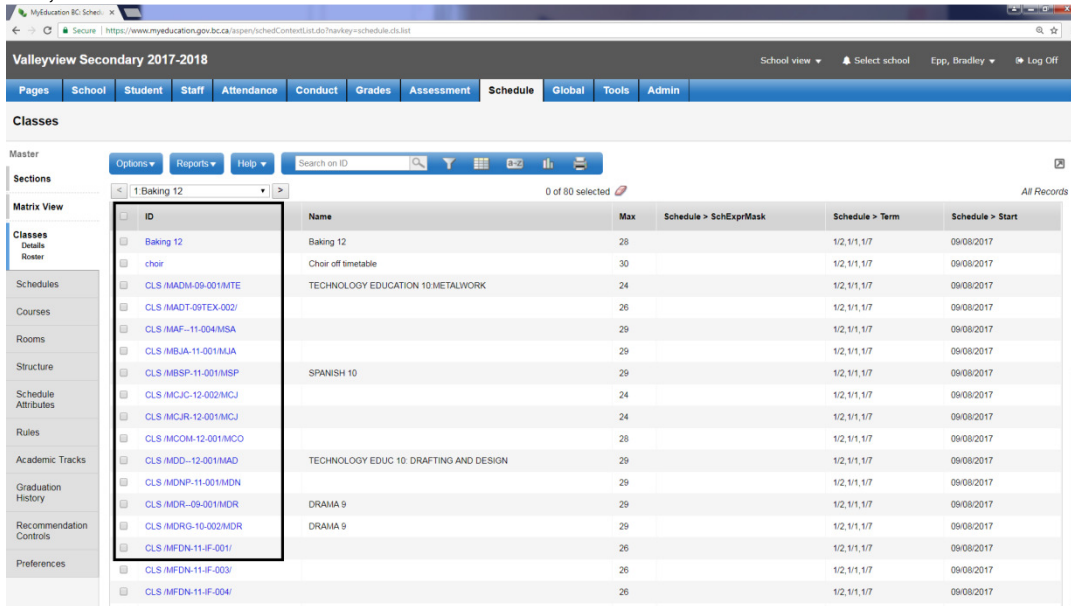




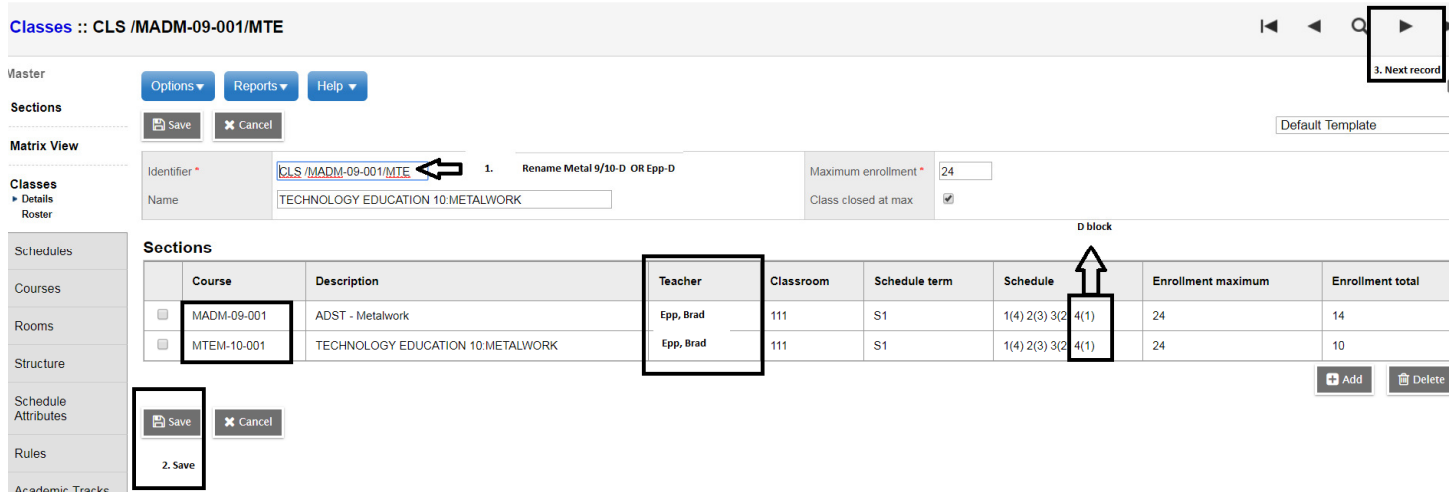
Re-naming Linked Classes

In preparation for the changes to walk in scheduling some clean up in the school's master schedule is required.

1. Navigate to the Schedule Top Tab, **Master Side Tab**, **Classes** sub-Side Tab.
2. The scheduled improvement for walk-in scheduling uses the data contained in the ID column. Therefore, the "name" in the ID field needs to be shortened.



3. How to do it.
 - Click into the "classes grouping" that needs to be renamed.
 - Change the **Identifier**. Suggestion: Teacher Last Name-Block OR Course Name with grade levels. Be consistent use 10 characters or LESS. **Save**. And move to the **Next Record**.



4. This work needs to be completed by the end of **December 2017**