

Modifying Teacher or Room Data

Teachers

Once the teacher and class data have been imported into the system, the teacher's names will appear in the contacts and also in the resource listing on the Appointments page.

Change the spelling of a teacher's name

1. From the Admin UI, select the [Contacts](#) tab.
2. On the right-hand side, select the teacher that you want to change and select the Teachers drop-down, and then the Assign Contact option. A dialog box called Select person will pop up that is very similar to the contacts tab.
3. On the Select person dialog box, click on the 'Show Full Dialog' button.
4. Search for the teacher on the left-hand side. When his/her information displays on the right-hand side, correct the name and then click "select".

Adding A Teacher

1. From the Admin UI on the Events / Preview page, select your event. Click on the button to open the Event Management page.
2. Select the Class Editor tab
3. Select the Add Teacher/Team, Add Teacher button, or click on the add user icon. A dialog box called Select person will pop up that is very similar to the contacts tab. Select the button (left-hand side). In the right-hand side, fill in the teacher information where you see <not entered> and press "select." If you have already added your teacher in the Contacts section, then simply search for your teacher in the dialog box, select, and press the Ok button. This will add your teacher to the roster.

Changing the Teacher

If a teacher is being replaced with a different person (a long term substitute), so that all the classes taught by the former teacher will now be taught by the new teacher, you can reassign the teacher by going again to the Class Editor tab.

1. Select the teacher that you want to replace and select **Assign Contact/Team, Assign Contact**. A dialog will pop up that is very similar to the contacts tab.
2. Search for and select the new teacher, then click "select."

Rooms

The room column can be shown on the event scheduler by going to the Admin UI page under Settings and selecting the option Display Class Name under Scheduler Display. The room column is also used for the "Teachers by Room" report, which shows all the appointments that take place in a single room. Some schools put multiple teachers in one room for the Parent / Teacher interviews, and this report makes it easy to see which parents will be in that room. To change the room number, do the following:

1. Select the Appointments tab
2. You will see the room listed next to the teacher, where it can be edited

If all teachers have a new room number, then you can update it via import:

You have to import the Teacher file with updated Room numbers, then import the Class file, after this action the room number would be updated for all individual teachers you have on the event. This would not work for the Team of teachers; you would need to edit the room number for Teams manually.

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