

Modifying Teacher or Room Data

Teachers

Once the teacher has 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, open the event.
2. On the right-hand side in the list of teachers select the teacher that you want to change, 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 page.
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".

Rooms

To display the **Room** column on the event scheduler, follow these steps:

1. Navigate to the **Admin UI** and open the specific event.
2. Go to the **Settings / UI Setup** tab.
3. Under **Scheduler Settings**, locate the **Teacher Display** section.
4. Enable the **Display Room** checkbox.

To update a room number, follow these steps:

1. Select the **Appointments** tab.
2. Locate the room listed next to the teacher's name.
3. **Double-click** the room number to edit it directly.

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