Setup > Room, Room/Program - Upload a Classroom Picture
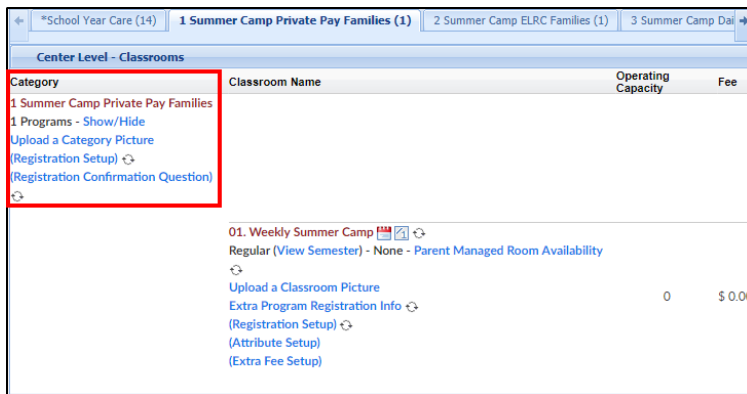
A classroom image can be displayed during registration, to upload a classroom photo, follow the instructions below:
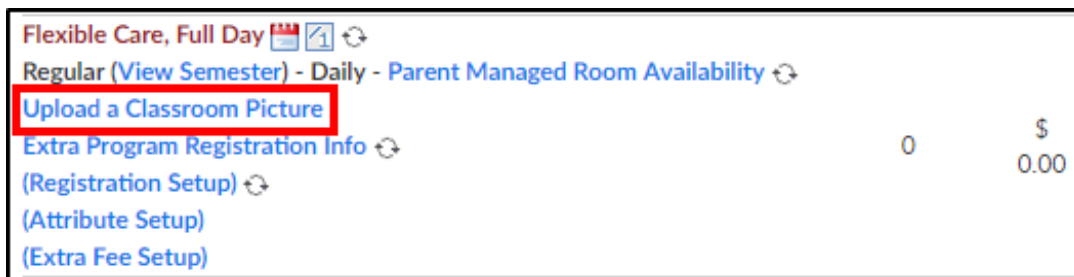
1. Navigate to the Setup screen, click Setup from the menu

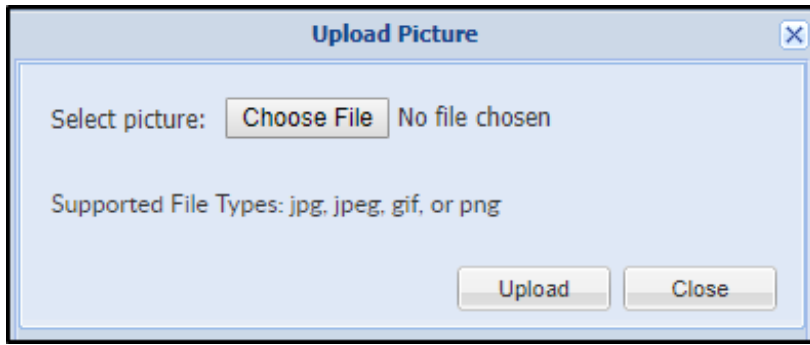2. Select Classroom

3. Select the correct Semester
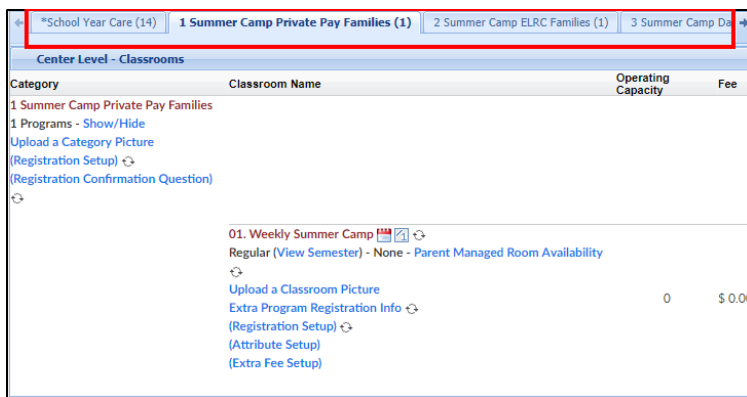
4. Locate the correct Category

5. Locate the classroom and select Upload a Classroom Picture

6. Select Choose File

7. Locate and select the correct picture

8. Click Open

9. Click Upload

10. Once a photo is added, there will be a View Current Picture button

11. View the picture and delete or close at the bottom