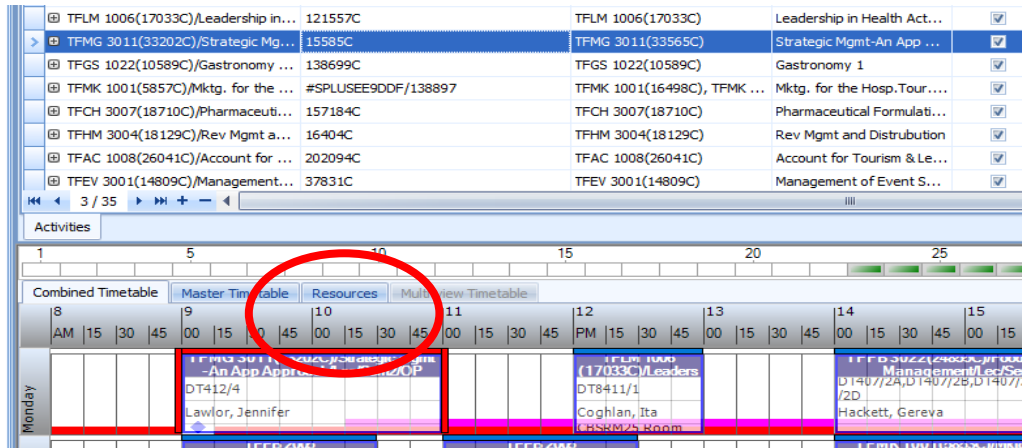


How to Edit a Location (Room) in Syllabus+

1. Click on the activity you want to edit and click on the Resources tab



2. Click on + sign in location to allow you to manually select a location.

	Requirements
Day/Time	+ Wednesday
Location	+ BST392 Computation Lab
Staff	+ Bedri, Zeinab

3. The current view will show all rooms that are free at that time and have the capacity for the student set.

Location	Number	Suitabilities	Manual selection										
	1		<table border="1"> <thead> <tr> <th>Name</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>BST392 Computation Lab</td> <td>22</td> </tr> <tr> <td>BST401</td> <td>50</td> </tr> <tr> <td>BST407</td> <td>25</td> </tr> <tr> <td>BST409</td> <td>24</td> </tr> </tbody> </table>	Name	Capacity	BST392 Computation Lab	22	BST401	50	BST407	25	BST409	24
Name	Capacity												
BST392 Computation Lab	22												
BST401	50												
BST407	25												
BST409	24												

4. Type the name of the new location and select it (highlighted in blue), Click on Change Requirement to save

Manual selection									
<table border="1"> <thead> <tr> <th>Name</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>BST134</td> <td>86</td> </tr> <tr> <td>BST134 Lecture Theatre</td> <td>96</td> </tr> <tr> <td>BST236 Theatre Small Kinema</td> <td>108</td> </tr> </tbody> </table>	Name	Capacity	BST134	86	BST134 Lecture Theatre	96	BST236 Theatre Small Kinema	108	Change Requirement
Name	Capacity								
BST134	86								
BST134 Lecture Theatre	96								
BST236 Theatre Small Kinema	108								

DON'T FORGET TO WRITEBACK (SAVE)