samegoal

Manage Buildings

- Add buildings
- Update buildings
- Inactivate buildings
- Merge buildings

Add buildings

If your district has an active demographics integration with your SIS, buildings will be added and updated automatically based on data from the SIS.

However, buildings may also be added manually in SameGoal if needed.

Steps *To add buildings:*

1. Navigate to **Settings** > **Buildings**.
2. Click **+add Building**.
3. Give the new building a building name and a state reporting ID.
4. Click **Add Building** to save.

Tip Buildings cannot be created with the same name as an existing building and building reporting IDs must be alphanumeric.

Updating buildings

Buildings may also be updated manually in SameGoal if they were manually created in SameGoal. Building names and reporting IDs can be edited and buildings can be inactivated.

Steps *To update buildings:*

1. Navigate to **Settings** > **Buildings**.
2. Click on the building you wish to update.
3. Change the name/reporting ID or inactivate the building as necessary.
4. Click **Update Building**.

Tip Minor "display" edits can be made to buildings created automatically by the SIS (i.e. changing the capitalization or punctuation of the building name). Other changes need to be made directly in the SIS.

Inactivate buildings

Buildings (that were manually created) that are no longer in use can be marked as **inactive**.

As opposed to deleted buildings, inactive buildings can have inactive students associated with them. Additionally, inactive buildings may still be included in reports, whereas deleted buildings cannot be included.

Buildings can also become inactive automatically if they only have inactive students associated with them.

Steps *To inactivate buildings:*

1. Navigate to **Settings** > **Buildings**.
2. Select the building(s) you would like to mark as inactive.
3. Click on **Actions** > **Set Inactive**.

OR

1. Navigate to **Settings** > **Buildings**.
2. Click into the building you would like to mark as inactive.
3. Select the **Inactive** checkbox.
4. Click **Update Building**.

Tip In order to view inactive buildings, you will need to change the **Active** dropdown to **Inactive** or **All**.

Tip If needed, you can re-mark a building as active.

Merge buildings

If there are duplicate building records that should be combined, they can be merged.

Steps *To merge buildings:*

1. Navigate to **Settings** > **Buildings**.
2. Select all buildings you wish to merge.
3. Click the **Actions** dropdown and select **Merge**.
4. Select a building to keep.
5. Click **Merge**.
    - The other buildings will be deleted and all students and users belonging to them will be reassigned to the selected building.

Tip If there are duplicate building records but the duplicates don't have any students associated with them, the duplicate building(s) can be deleted.

Tip If you are merging buildings and the building you are keeping doesn't have a calendar configured for a given year, if one of the buildings being merged does have a calendar, it will be copied over to the new building calendar.