

Update Buildings

If your district has an active demographics integration with your SIS, buildings will automatically update in SameGoal based on data from the SIS.

However, 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.

 **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.

Updating buildings

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** Buildings can also be deleted, undeleted, or merged.

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.