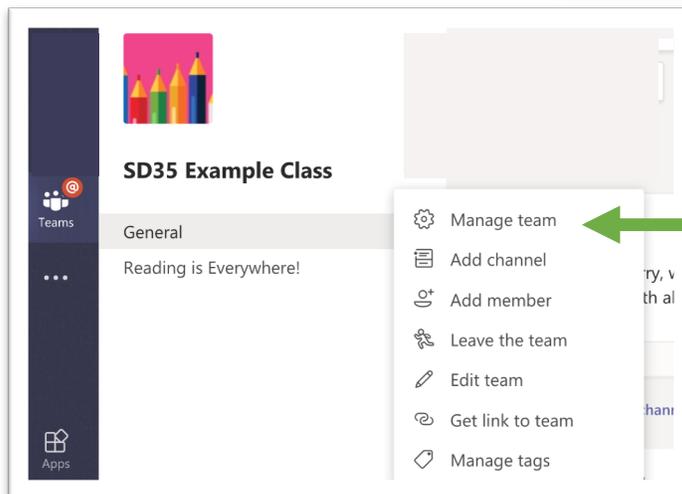
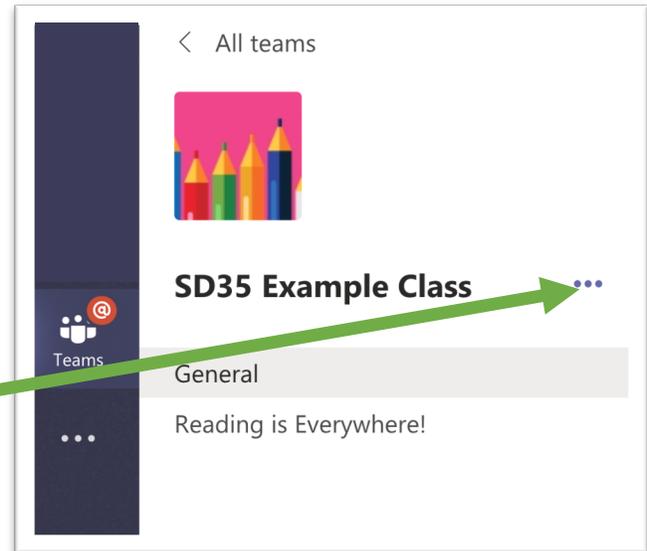


Adding Additional Staff to a Classroom Team

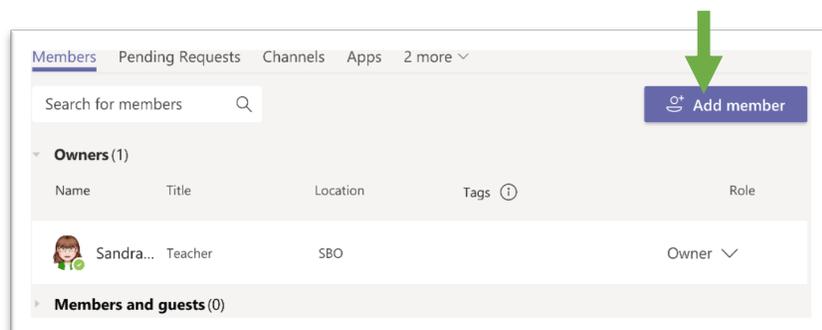
You have made your Classroom Team and would now like to add additional staff (or students) to your class. Here's how:

1. Select your CLASS TEAM
2. Click on the THREE dots



3. From the Menu window, click on **MANAGE TEAM**

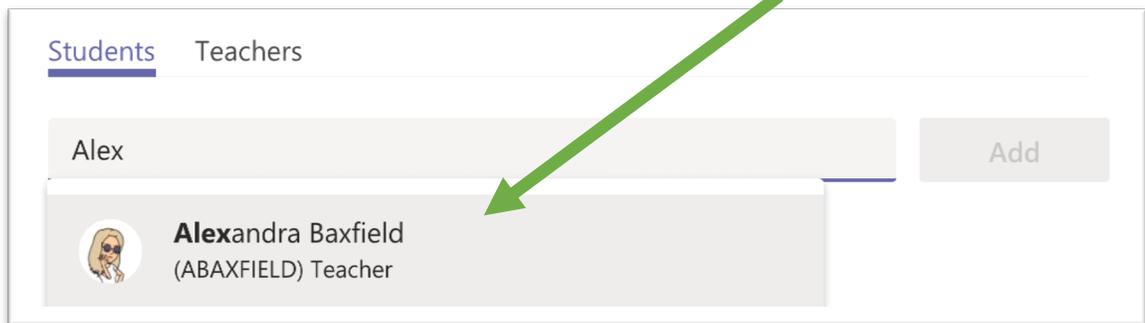
4. You automatically land on the tab to add member. Click on **ADD MEMBERS**



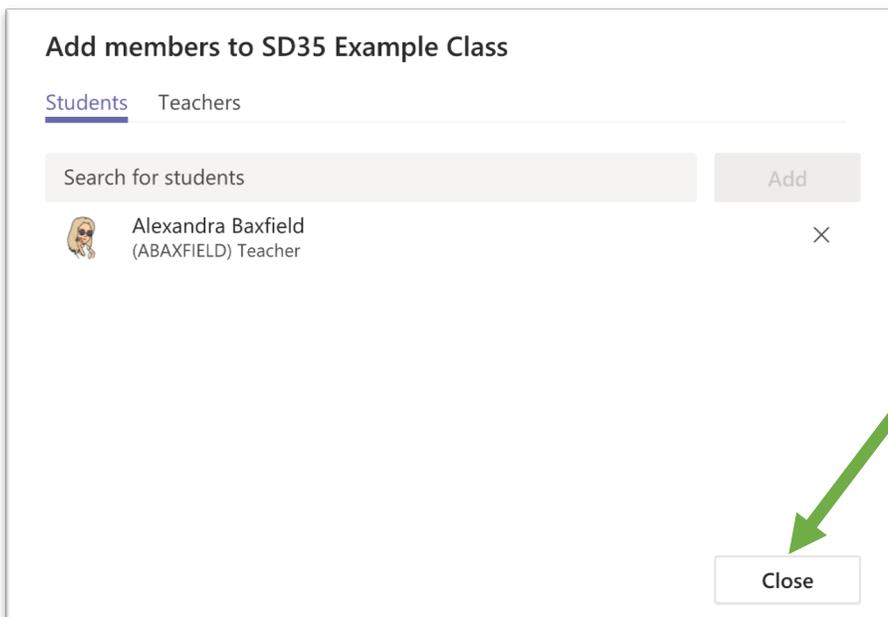
Adding Additional Staff to a Classroom Team

5. If you are adding additional staff, you need to determine if you will add them as a Teacher (they have more permissions), or as a 'Student' (they see what everyone else sees, but don't have 'owner' permissions).

In this example, I am adding a teacher as a Student. Type the name into the field, when the dropdown menu appears showing the name, click on it



6. Add additional people. When you are done, click ADD



7. Click on CLOSE
You're Done!