


Assign Staff to Class

You can assign staff members to a class whenever necessary from the Class Details panel.

1. On the Classes page, scroll down to the Classes list to find the class you want to assign staff to.

You can use the search tool to find a specific class, or click the sort arrows  next to a column heading, such as **Class Name** or **Grade**, to sort the Classes list.

2. Click anywhere in a class row to open the Class Details panel.

Quinn Grade 2

Susan B. Anthony Elementary

Class

STAFF 1

STUDENTS --

Delete

Help

Class Info

Student Logins

Class Name

Quinn Grade 2

Class ID

Quinn-2

Grade

2

Official Teacher

Quinn, Vicky

Staff

Assign Staff

1 Assigned Staff

ALL

Quinn, Vicky

OFFICIAL TEACHER

TYPE Teach...

ACCESS Standa...

ID SBA22...

INST. Susan B. Anthony Elementa...

UNASSIGN

Students

Assign Students

0 Assigned Students

No students assigned

3. In the Staff section of the Class Details panel, click **Assign Staff** to expand the Assign Staff section.

Quinn Grade 2

Susan B. Anthony Elementary

Staff

Assign Staff

Find Staff

Last Name

Q

Enter Last Name

Type

Access

Select staff to assign

11 Staff

ALL

Arthur, Juliet

TYPE Teach...

ACCESS Standa...

ID SBA66...

INST. Susan B. Anthony Elementa...

ASSIGN

Cruz, Ana

TYPE Teach...

ACCESS Standa...

ID SBA20...

INST. Susan B. Anthony Elementa...

ASSIGN

Davis, James

TYPE Speciali...

ACCESS System Acce...

ID SBA22...

INST. Susan B. Anthony Elementa...

ASSIGN

Fahey, Beth

TYPE School Administrat...

ACCESS System Acce...

ID 56...

INST. Susan B. Anthony Elementa...

ASSIGN

Horowitz, Helen

TYPE Teach...

ACCESS Standa...

ID SBA199...

INST. Susan B. Anthony Elementa...

ASSIGN

1 Assigned Staff

ALL

Quinn, Vicky

OFFICIAL TEACHER

TYPE Teach...


ACCESS Standa...

ID SBA22...

INST. Susan B. Anthony Elementa...

UNASSIGN

- Find the staff member you want to assign by browsing the list or using the search or filter tools to narrow the list. The available filters depend on the staff included in the Staff list. For example, if the Staff list includes Teachers and School Administrators, the Type filter displays Teacher and School Administrator only, and if all staff in the Staff list are the same institution level, the Inst. Level filter does not display.
Depending on your access level, you may need to select a school from the **School** list to display the Staff list.

5. You can search by Last Name, First Name, or Primary ID, select the staff member's role from the **Type** list, select the staff member's level of access from the **Access** list, or select the staff member's institution level from the **Inst. Level** list.
6. Select the **Assign** box for each staff member you want to assign to the class, or select **All** to choose all staff displayed in the list. Click  next to a staff member's name in the Selected list to clear your selection.

Quinn Grade 2

Susan B. Anthony Elementary


Save ChangesCancel

Staff

Assign Staff

Find Staff

Last Name Type Access

1 Selected (save changes to assign):  Smith, Thomas

11 Staff

ALL ☒

Lorenzo, Steve	ASSIGN <input type="checkbox"/>
TYPE School Administrat... ACCESS System Acce... ID 98... INST. Susan B. Anthony Elementa...	
Morris, Esther	ASSIGN <input type="checkbox"/>
TYPE Teach... ACCESS Standa... ID SBA00... INST. Susan B. Anthony Elementa...	
Smith, Thomas	ASSIGN <input checked="" type="checkbox"/>
TYPE Speciali... ACCESS System Acce... ID SBA77... INST. Susan B. Anthony Elementa...	
Wong, Elizabeth	ASSIGN <input type="checkbox"/>
TYPE Teach... ACCESS Standa... ID SBA44... INST. Susan B. Anthony Elementa...	
Zimmerman, Sara	ASSIGN <input type="checkbox"/>
TYPE Teach... ACCESS Standa... ID SBA88... INST. Susan B. Anthony Elementa...	

1 Assigned Staff

ALL ☐

Quinn, Vicky OFFICIAL TEACHER	UNASSIGN <input type="checkbox"/>
TYPE Teach... ACCESS Standa... ID SBA22... INST. Susan B. Anthony Elementa...	



In the example above, the list is filtered by Type and the two staff members displayed in the list are selected.

7. Click **Save Changes** at the top of the Class Details panel.

The **Staff** list in the Class Details panel displays the staff you assigned. If the class had no staff assigned to it, the first staff member you select is designated as the [official teacher](#). You can select a different official teacher if necessary.

8. Click **Assign Staff** to close the Assign Staff section.
9. Continue to [assigning students](#), or click **X** at the top of the panel to close it.

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