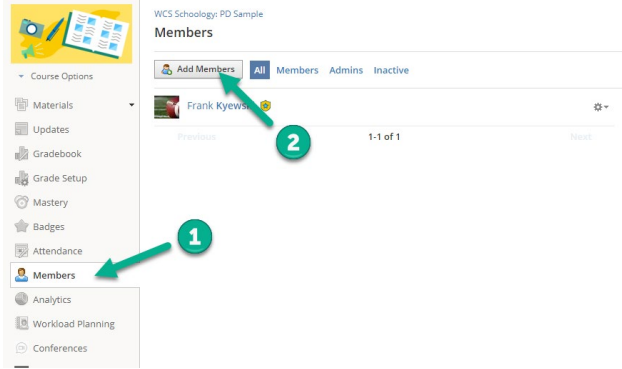
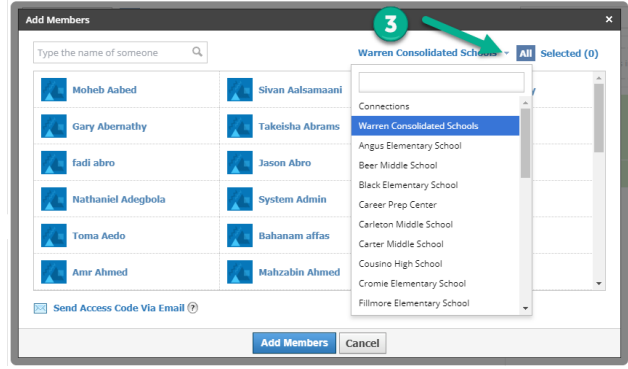


# Directions for Adding Staff Members to a Course

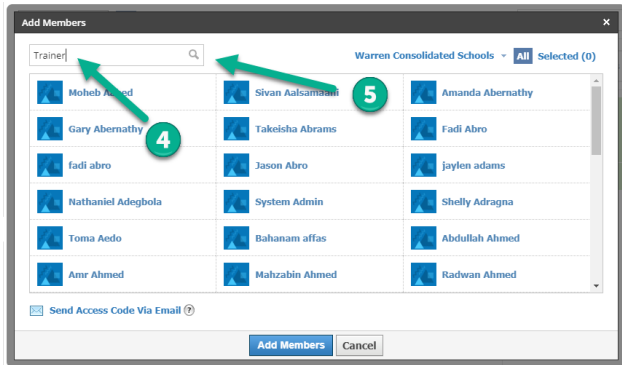
1. Select "Members" in the Menu on the left.
2. Select "Add Members."



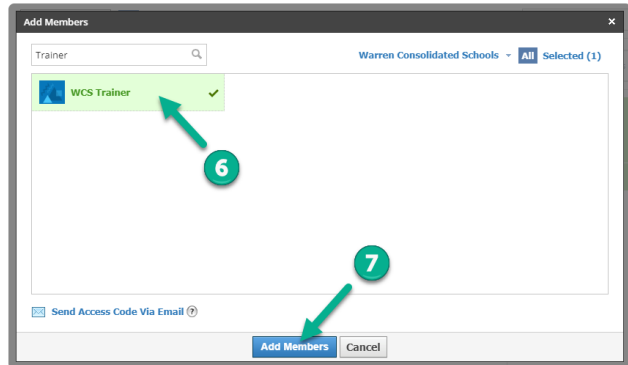
3. Click on the dropdown and select your school.



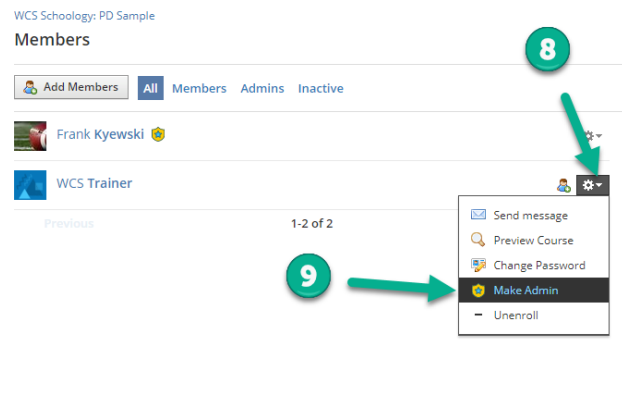
4. Type in the Staff Member's last name.
5. Click on the "Lookup Icon" or press "Enter."



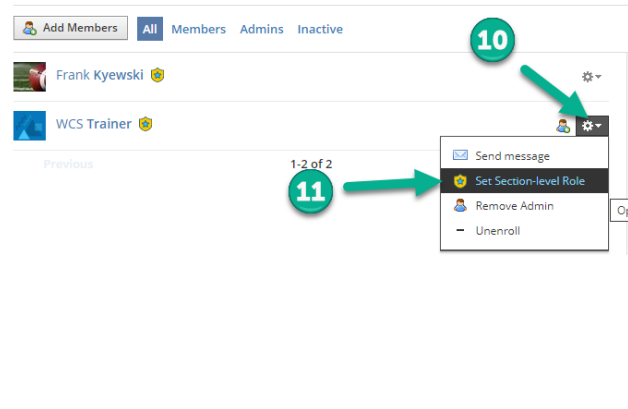
6. Select the Staff Member's tile (green checkmark).
7. Select "Add Members."



8. Select "Gear Icon" next to their name.
9. Select "Make Admin" and "Confirm" (not shown).



10. Select "Gear Icon" again.
11. Select "Set Section-level Role."



12. Select "View Grades/View Materials."
13. Select "Save."

