


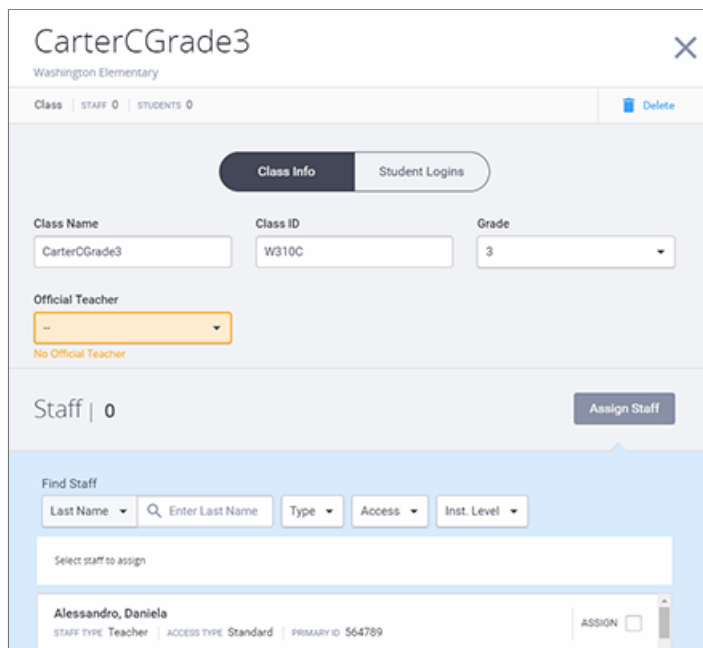
Assign Staff to Class

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.



CarterCGrade3
Washington Elementary

Class | STAFF 0 | STUDENTS 0 Delete

Class Info | Student Logins

Class Name: CarterCGrade3 | Class ID: W310C | Grade: 3

Official Teacher: --
No Official Teacher

Staff | 0 Assign Staff

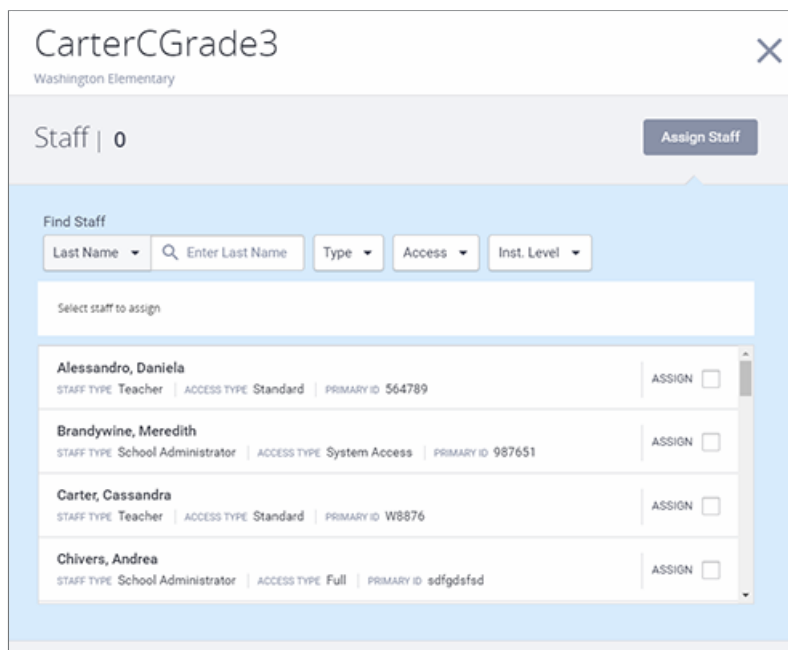
Find Staff

Last Name Type Access Inst. Level

Select staff to assign

Alessandro, Daniela	STAFF TYPE Teacher ACCESS TYPE Standard PRIMARY ID 564789	ASSIGN <input type="checkbox"/>
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3. In the Staff section of the Class Details panel, click **Assign Staff** to expand the Assign Staff section.



CarterCGrade3
Washington Elementary

Staff | 0 Assign Staff

Find Staff

Last Name Type Access Inst. Level

Select staff to assign

Alessandro, Daniela	STAFF TYPE Teacher ACCESS TYPE Standard PRIMARY ID 564789	ASSIGN <input type="checkbox"/>
Brandywine, Meredith	STAFF TYPE School Administrator ACCESS TYPE System Access PRIMARY ID 987651	ASSIGN <input type="checkbox"/>
Carter, Cassandra	STAFF TYPE Teacher ACCESS TYPE Standard PRIMARY ID W8876	ASSIGN <input type="checkbox"/>
Chivers, Andrea	STAFF TYPE School Administrator ACCESS TYPE Full PRIMARY ID sdfgsfd	ASSIGN <input type="checkbox"/>

4. Find the staff member you want to assign by browsing the list or using the search or filter tools to narrow the list. 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 and click **Save Changes** at the top of the Class Details panel.

The screenshot shows the 'Assign Staff' interface for the class 'CarterCGrade3' at Washington Elementary. At the top right, there are 'Save Changes' and 'Cancel' buttons. Below the class name, it says 'Staff | 0' and an 'Assign Staff' button. A search bar labeled 'Find Staff' includes a 'Last Name' dropdown, a search input field with 'Enter Last Name', and dropdowns for 'Type', 'Access', and 'Inst. Level'. Below the search bar, a 'Selected' section shows two staff members: Carter, Cassandra and Chivers, Andrea. The main staff list below has four entries:

Staff Name	Staff Type	Access Type	Primary ID	Assign
Alessandro, Daniela	Teacher	Standard	564789	<input type="checkbox"/>
Brandywine, Meredith	School Administrator	System Access	987651	<input type="checkbox"/>
Carter, Cassandra	Teacher	Standard	W8876	<input checked="" type="checkbox"/>
Chivers, Andrea	School Administrator	Full	sdfgdsfd	<input checked="" type="checkbox"/>

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.

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

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