


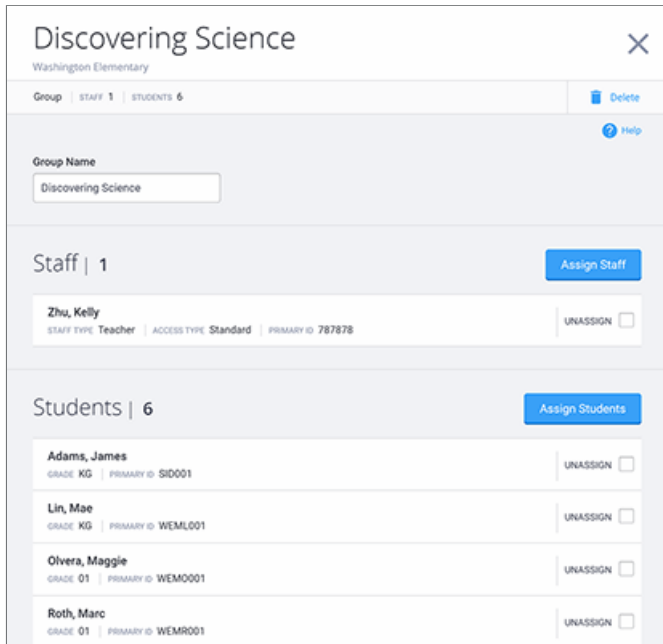
Assign Staff to Group

You can assign staff members to a group whenever necessary from the Group Details panel.

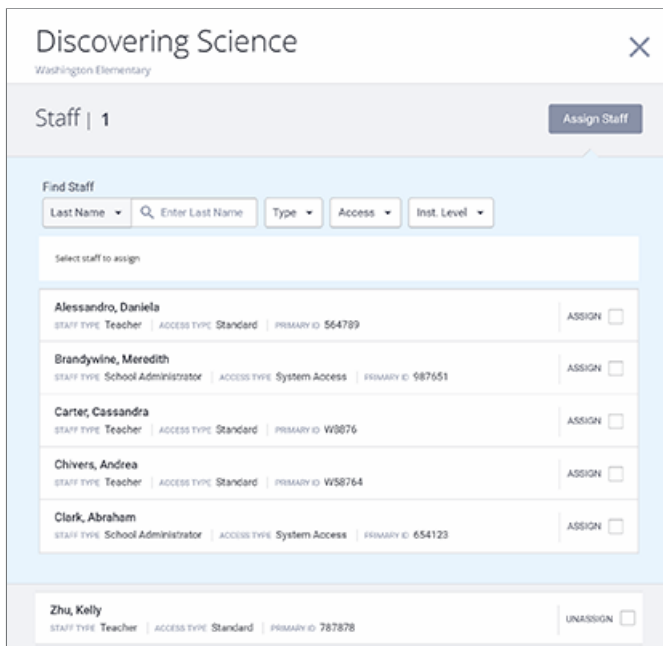
1. On the Groups page, scroll down to the Groups list to find the group you want to assign staff to.

You can use the search tool to find a specific group, or click the sort arrows  next to the **Group Name** column heading to sort the Groups list.

2. Click anywhere in a group row to open the Group Details panel.



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



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 group and click **Save Changes** at the top of the Group Details panel.

The screenshot shows the 'Discovering Science' Group Details panel for Washington Elementary. At the top, there are 'Save Changes' and 'Cancel' buttons. Below that, the group name 'Discovering Science' and 'Staff | 1' are displayed, along with an 'Assign Staff' button. A 'Find Staff' section includes filters for 'Last Name', 'Type', 'Access', and 'Inst. Level'. A search bar contains 'Enter Last Name'. Below the filters, a 'Selected' section shows 'Wells, Sophie' with a red checkmark. The main staff list contains five entries, each with an 'ASSIGN' checkbox:

Staff Name	Staff Type	Access Type	Primary ID	Assign
Walters, Wilma	Teacher	Standard	C21212	<input type="checkbox"/>
Wells, Sophie	Teaching Assistant	Standard	987456	<input checked="" type="checkbox"/>
Xavier, Miguel	Specialist	Full	454545	<input type="checkbox"/>
Yorke, Zillah	School Administrator	System Access	878787	<input type="checkbox"/>
Zerega, Paulina	School Administrator	Standard	898989	<input type="checkbox"/>

The Staff list in the Group Details panel displays the staff you assigned to the group.

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

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