

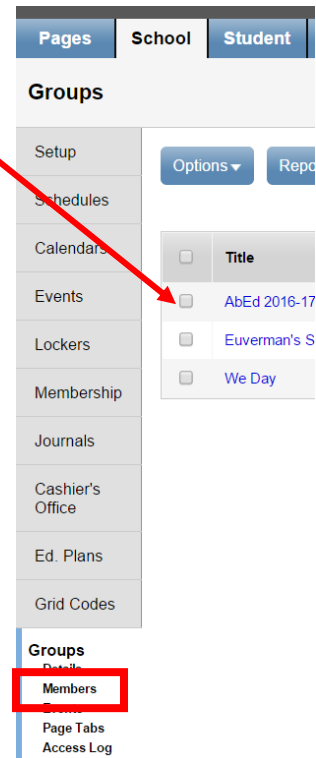
Adding or Deleting Students from a Group in MyEdBC- Clerical

Find the Group – School TT > Groups ST

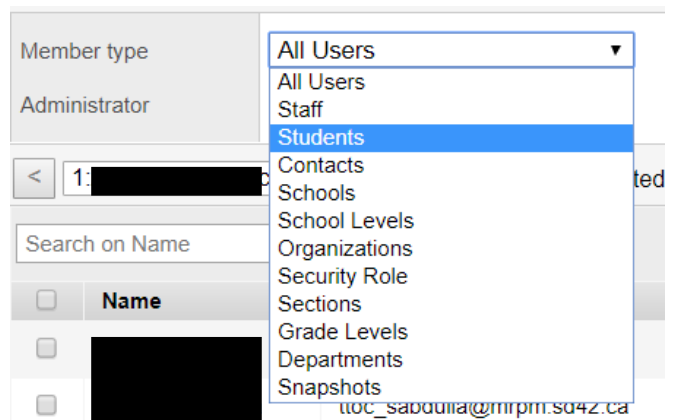
Pages	School	Student	Staff	A						
Groups										
Setup	Options ▾ Reports ▾ Hel									
Schedules										
Calendars	<table border="1"> <thead> <tr> <th></th> <th>Title</th> <th>Cate</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Ab Ed Pgm - Albion</td> <td>Supp</td> </tr> </tbody> </table>					Title	Cate	<input type="checkbox"/>	Ab Ed Pgm - Albion	Supp
	Title	Cate								
<input type="checkbox"/>	Ab Ed Pgm - Albion	Supp								
Events										
Lockers										
Membership										
Journals										
Cashier's Office										
Ed. Plans										
Grid Codes										
Groups										
Details										
Members										
Events										
Page Tabs										
Access Log										

Add Students - School TT > Groups ST

1. Select the group you wish to add students to
2. Click Members Sub ST
3. Options > Add



4. Select Member type – Students or Snapshots
5. Select your snapshot or pick your student(s)
6. Click Ok



To see the members double click on the Group Name or People Side Leaf

Delete Students – School TT > Groups ST

1. Select the group you wish to delete students from
2. Click Members Sub ST
3. Select the student(s)
4. Options Delete

To add a second Adult Responsible

1. Members ST > Options Add
2. Member Type – Staff
3. Check the Administrator Box
4. Select the staff member
5. OK

Member type	Staff ▼
Administrator	<input type="checkbox"/>