



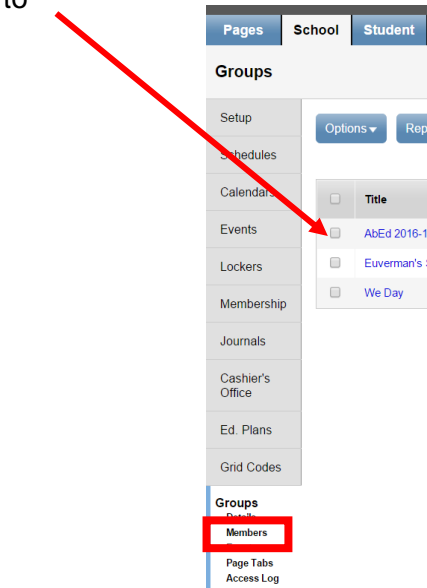
Adding or Deleting Students from a Group in MyEdBC- Clerical

Find the Group – School TT > Groups ST

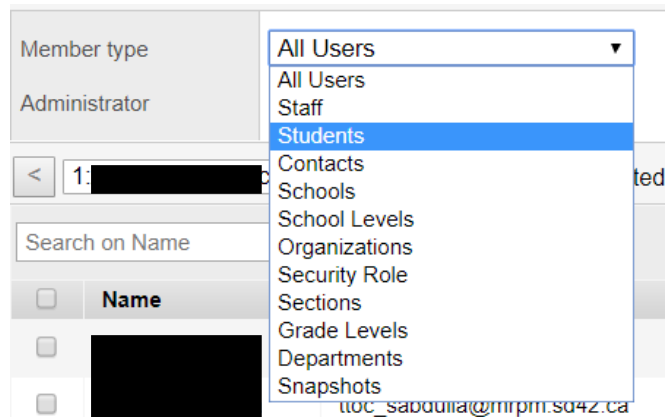
	Title	Cate
<input type="checkbox"/>	Ab Ed Pgm - Albion	Supp

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"/>