

Assigning Staff to Additional Classes

Adding a member of staff to all classes

- Ensure that you have logged onto your school's domain using an Admin profile
- Select 'CP' on the menu bar and then 'Users' from the drop-down
- Locate the staff member – you may need to use the 'Search' tool for this
- Click onto the staff member's name
- Select the second tab 'eSchools settings' and check the box to 'Add to all classes'
- Save your changes.

Adding a member of staff to selected classes

- Ensure that you have logged onto your school's domain using an Admin profile
- Select 'CP' on the menu bar and then 'Classes' from the drop-down
- Locate the class that you need to add the staff member to and click onto the class name
- On the pop-up window, select the second tab 'Members'

- To add the member of staff, type their name into the box provided (predictive text is used here). From the drop-down of suggested options select the staff member
- Select 'Finish' to save the change
- Repeat this process if more than one class is required.