How to Add an Entire Location or Demographics to Your Roster

If you want to search and add an entire school's staff list to your roster, start by going to your Learning Object, and under Class Count click on "View". This will take you to the Instance (section) level.	**Class Count** 👥 View (2) 👥 View (4) 👥 View (1)

⚙ ID	Start Datetime ▲	End Datetime	Facility	Instructor	Type	Status	Students	Roster	Learning Object Instance Name
1836	8/1/2024 8:00:00 AM	8/1/2024 3:00:00 PM	DOE Facility -...	Kevin (ADMIN) Ok...	🔂	Scheduled	Add (1/1)	View (1)	Print
1838	8/2/2024 8:00:00 AM	8/2/2024 3:00:00 PM	DOE Facility -...	Kevin (ADMIN) Ok...	🔂	Scheduled	Add (0/0)	View	

Under Students click on "Add"	**Students R** 🧑‍➕ Add (0/10)

User Lookup:

Please select user(s) by checking the checkbox and clicking the "Add" button.

Last Name:		First Name:		Middle Name:		Employee ID:		Search

▷ Selector

User List   Add Attendees | Actions | 🔍 | ◀ Previous | Next ▶

⚙ ✔	User ID	Name ▲	Employee ID	Division	Active

Expand "Selector" by clicking on the expander arrow. Click on the "+" Under Organization. Expand the Organization Tree to drill down to a specific school.	▽ Selector Job Class [ ] Job Code [ ] Job Position [ ] Sort By - Name ⦿ Org# ○ ID ○ ⊞ 📁 Organization
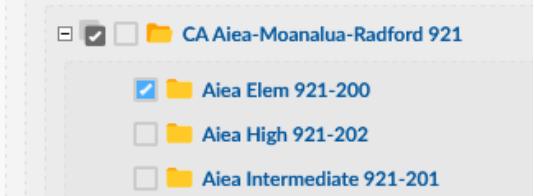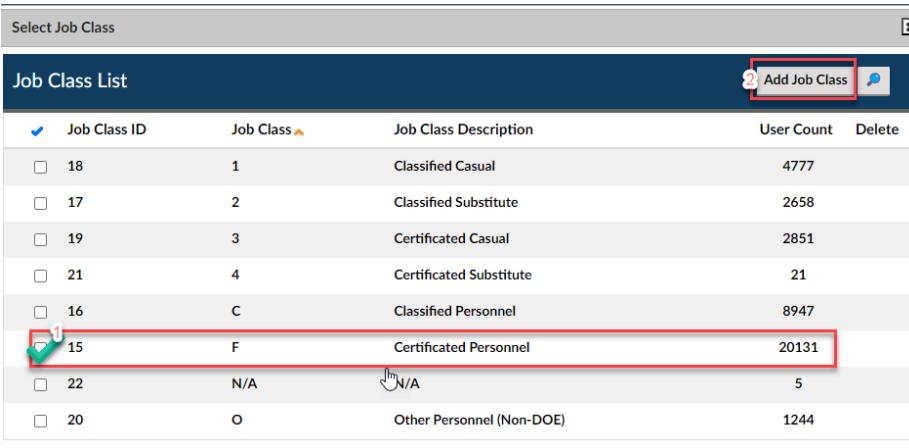
Place a Check in the selected school/location	Sort By - Name ⦿ Org# ○ ID ○
	
	⊟ 📁 **Organization**
	
	   ⊟ ☑ ☐ 📁 **Hawaii DOE**
	
	      ⊟ ☑ ☐ 📁 **Central District**
	
	         ⊟ ☑ ☐ 📁 **CA Aiea-Moanalua-Radford 921**
	
	            ☑ 📁 **Aiea Elem 921-200**
	
	            ☐ 📁 **Aiea High 921-202**
	
	            ☐ 📁 **Aiea Intermediate 921-201**

BONUS: If you are trying to filter out by Job Class, click on the "Add" Button in the Job Class field.	**Job Class** [ ] [Add] [Remove]
For Teachers and Educational Officers click on "Certificated Personnel". Then click "Add Job Class"	**Select Job Class** ❎ **Job Class List** ②[Add Job Class] 🔍 <table><tr><th>✔</th><th>Job Class ID</th><th>Job Class ▲</th><th>Job Class Description</th><th>User Count</th><th>Delete</th></tr><tr><td>☐</td><td>18</td><td>1</td><td>Classified Casual</td><td>4777</td><td></td></tr><tr><td>☐</td><td>17</td><td>2</td><td>Classified Substitute</td><td>2658</td><td></td></tr><tr><td>☐</td><td>19</td><td>3</td><td>Certificated Casual</td><td>2851</td><td></td></tr><tr><td>☐</td><td>21</td><td>4</td><td>Certificated Substitute</td><td>21</td><td></td></tr><tr><td>☐</td><td>16</td><td>C</td><td>Classified Personnel</td><td>8947</td><td></td></tr><tr><td>✅①</td><td>15</td><td>F</td><td>Certificated Personnel</td><td>20131</td><td></td></tr><tr><td>☐</td><td>22</td><td>N/A</td><td>N/A</td><td>5</td><td></td></tr><tr><td>☐</td><td>20</td><td>O</td><td>Other Personnel (Non-DOE)</td><td>1244</td><td></td></tr></table>
	Job Class Certificated Personnel [Add] [Remove]
Go to the top of the page then press "Search"	**Employee ID:** [ ] [**Search**]
Select the participants you would like to add, then click "Add Attendees". Note you may have to click the "Next" tab to view all of the available participants.	**User List** ②[Add Attendees] [Actions] 🔍 ◀ Previous	Next ▶ <table><tr><th>⚙ ✔</th><th>User ID ▲</th><th>Name</th><th>Employee ID</th><th>Division</th></tr><tr><td>✅①</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem</td></tr><tr><td>✅</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr><tr><td>☐</td><td></td><td></td><td></td><td>Central District---CA Aiea-Moanalua-Radford---Aiea Elem 921-200</td></tr></table> You May have to scroll to the next page to see all of the participants

(revised 8/24)