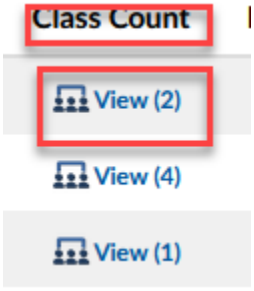
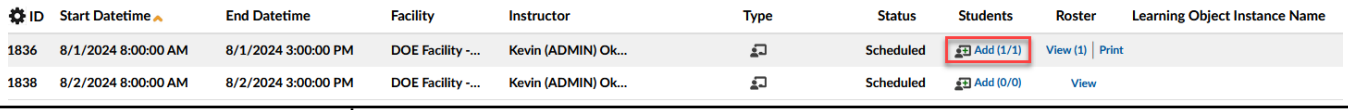
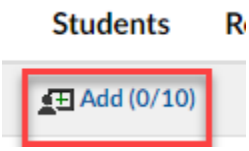
How to Add an Entire Location or Demographics to Your Roster

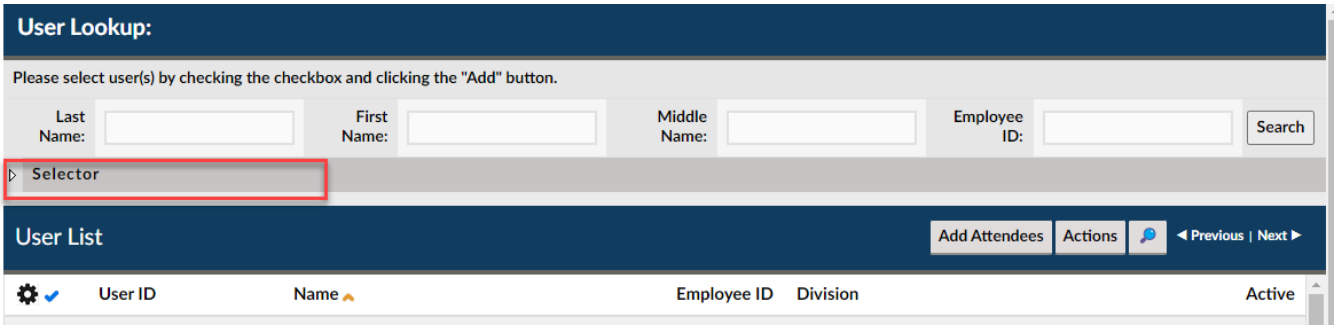
If you want to search and add an entire school's staff list to your roster, start by going to your Learning Object, and under Class Count click on "View". This will take you to the Instance (section) level.



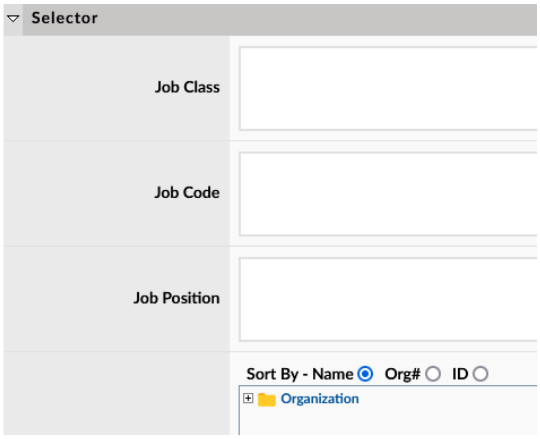


Under Students click on "Add"

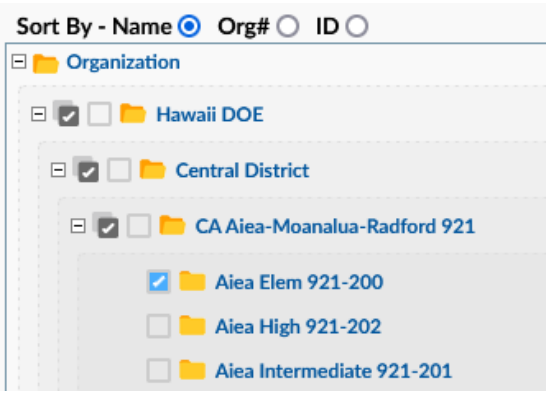
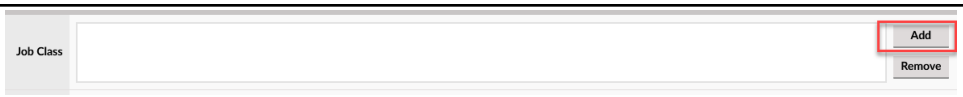
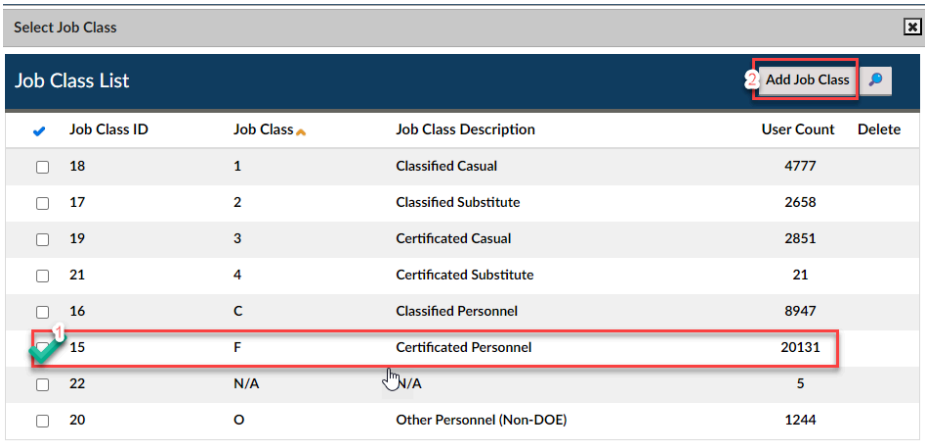
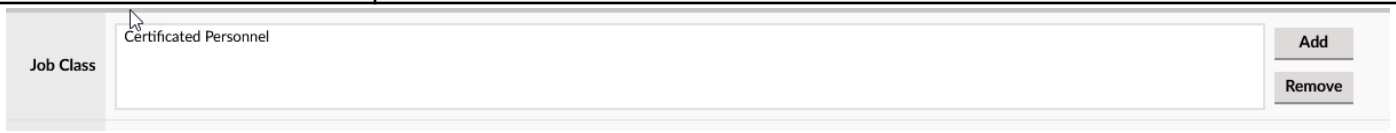




Expand "Selector" by clicking on the expander arrow. Click on the "+" Under Organization. Expand the Organization Tree to drill down to a specific school.



(revised 8/24)

Place a Check in the selected school/location	
BONUS: If you are trying to filter out by Job Class, click on the "Add" Button in the Job Class field.	
For Teachers and Educational Officers click on "Certificated Personnel". Then click "Add Job Class"	
	
Go to the top of the page then press "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.	