

UPDATING STAFF DIRECTORIES

Each school can decide to have as many or as few groups as they need. Schools are responsible for keeping their groups updated.

MORE ABOUT GROUPS

Only site administrators can add or remove people from the staff directories. The staff directories pull from groups created in the back-end of the system. These groups are used for staff directories, as well as to give people permissions to edit sections of the website.

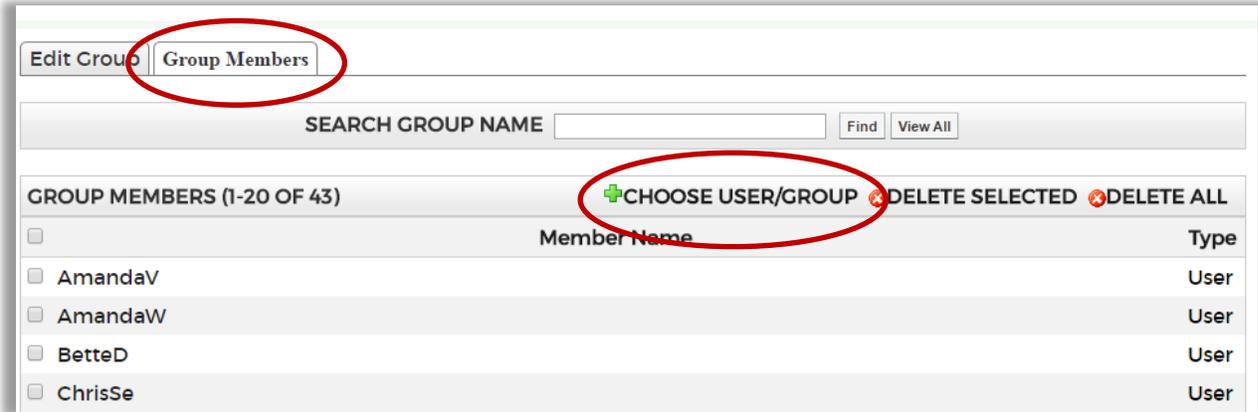
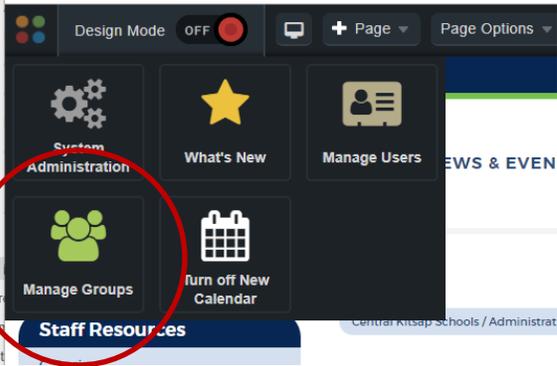
Our web user system synchronizes with our district Active Directory (AD) system. The name, email address in phone number you see in Outlook will match what's on the website. Updates take up to 24 hours to sync with our website.

MISSING STAFF

If a new staff member has had an email address for 24 hours or more and you still don't see them in your user group, please call Angela Dice in Community Relations.

ADDING PEOPLE TO GROUPS

1. To start, log in to the website.
2. Hover your cursor over the multicolored dots icon in the upper left-hand corner. Click on the **Manage Groups** icon.
3. Select the group you want to edit (such as Teachers, 4th grade, Counseling, etc. Groups vary by school).
4. Click the **Group Members** tab
5. Click **+ Choose User/Group**

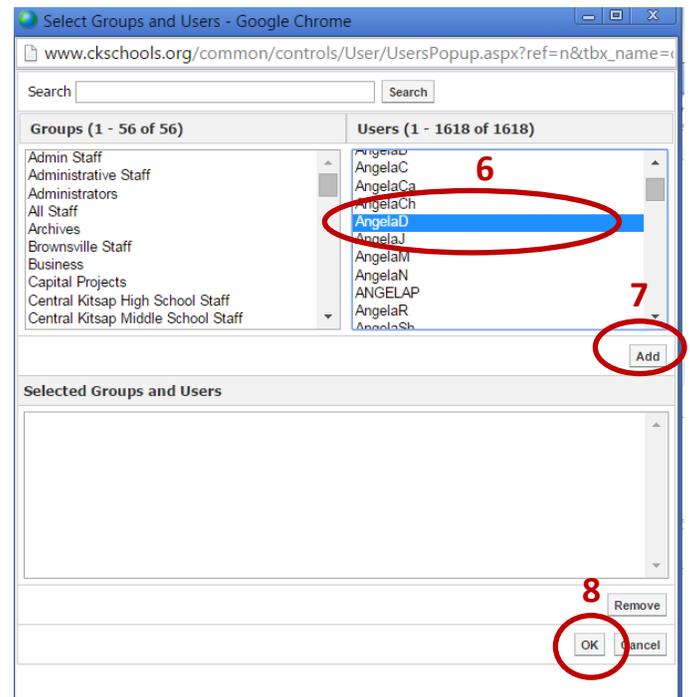


- Click on individual users/staff members in the right-hand column. Usernames match the ones used for email addresses, so if you use the search bar, you'll need to search by first name. You may see users who aren't staff at your school. That's OK.
- Click the **Add** button. You'll see the name appear in the Selected Groups and Users box.
- Click **OK**.

Tip: You can combine small groups into bigger groups by choosing. By doing that, any update you make to the smaller group is automatically updated in the bigger group. For example, that's how we create the "Staff Directory" group that appears on schools' main staff directory pages.

Please note: Some groups are needed for site upkeep. Please do NOT delete or alter the following groups:

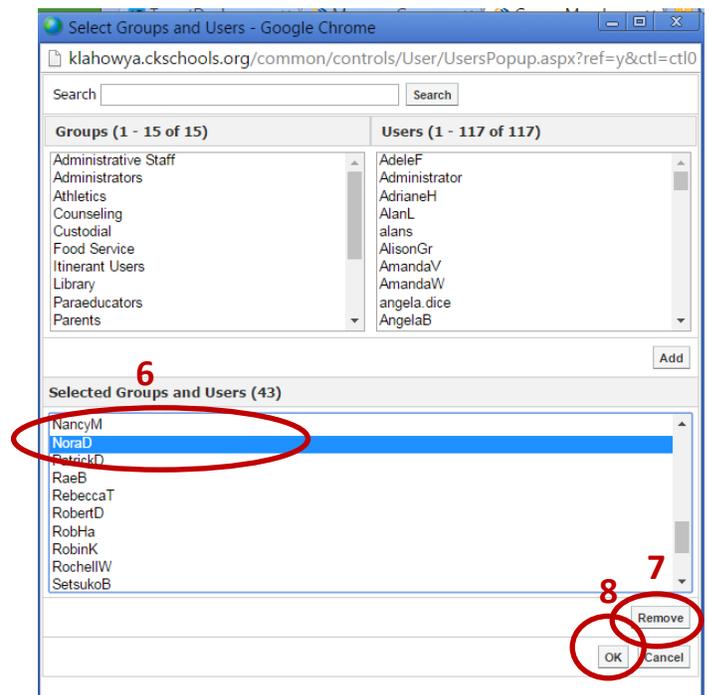
- Administrators (this is site administrator, of which you should only have a few)
- Itinerant Users
- Staff – includes more than just your staff
- Parents (it's empty, but a placeholder if needed for future functions)
- Students (it's empty, but a placeholder if needed for future functions)



REMOVING FROM GROUPS

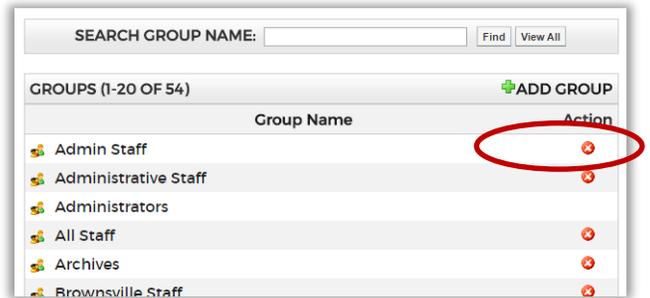
Follow steps 1–5 for [adding groups](#).

- Click on the user you want to remove.
- Click **Remove**. The name will disappear from the Selected Users and Groups.
- Click **OK**.



ADDING A GROUP

From the Manage Groups and Roles page, click on the Add Group icon on the page.



On the following page complete the information about the group and click on Add Group. The Email Address and URL fields are not mandatory.

GROUP DETAILS	
Group Name	<input type="text" value="Name of Group"/> *
Group Name Singular	<input type="text" value="Name of Group"/> *
Email Address	<input type="text"/>
URL	<input type="text"/>
<input type="button" value="Add Group"/> <input type="button" value="Cancel"/>	