1. Select on People in the Left menu bar:

Account Courses Calendar	Home Announcements Assignments Discussions Grades People Pages	 If ▼ Getting Started If P Overview If Ø Overview.pdf 	Collapse All	View Progress		+	:
Inbox ⊖ History	Files Syllabus Outcomes Ø Rubrics	Image:				0	:
Commons ? ⁶ Help	Quizzes Modules BigBlueButton (For- merly Conferences) Collaborations Item Banks	 iii ▼ September 1, 2021 iii P Agenda iii P Diploma+: Initial Connector Series 			٥	+	::

2. Add people by selecting this tab:

۲	Home						:
Account	Announcements						
2 Dashboard	Assignments	Everyone CARUTHERS	Eugene Ware Elementary	Grant John Fiske Elementary	Lindbergh Elementary	M.E. Pearson El	+ Group Set
₽	Discussions	McKinley Quindaro Elem	entary Stony Point North	Whittier			\frown
Courses	Grades	Search people	All Roles	~			+ People
	People						
Calendar	Pages						
Ē	Files						

×

3. Follow the numbering on this page to help register your staff:

Add People

Add user(s) by		
Email Address O Login ID O SIS ID	Frank Rushton	
Email Addresses (required)	Grant Hazel Grove	
Ismith@myschool.edu, mfoster@myschool.edu 1. Add your staff by their KCKPS Email	John F. Kennedy John Fiske	
You can add multiple by seperating the emails with a ", space"	KCKECC	
	Lindbergh	
Role 2. Their role should be set as a "STUDENT"	Lowell Brune	
Student V	Banneker ^	
Can interact with users in their section only 4. Be sure that this box is selected for all your staff When adding multiple users, use a con	your enrol	
when adding multiple users, use a con		13.
		Cancel Next