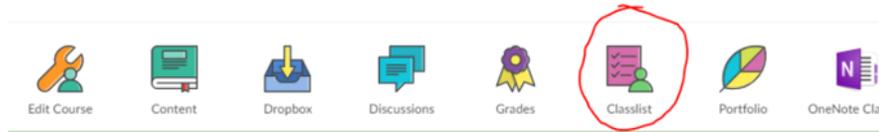


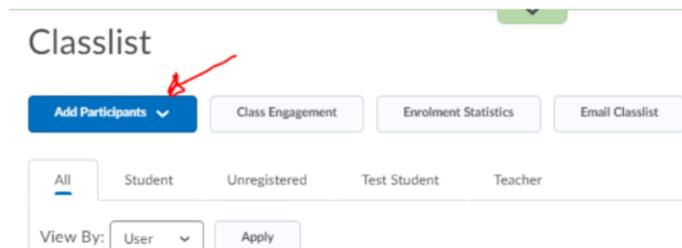
Instructions For Adding an OT to a Shell

HOW TO ENROL USERS

1) Click on Classlist



2) Click on Add Participants and Add existing users



3) Search for the student or teacher (spelling must be exact, no commas)

4) Check the box beside the name, select their role (see below)

5) Click on Enrol Selected User(s)

Summary of Roles

These are the four main roles you will see. Choose Teacher Resources or Teacher.

Teacher Resources: User will be able to see everything in your class shell but will not be able to edit. This is suggested if you are sharing your resources with another teacher.

_Elemstudent: Role for K-6 students.

_Student: Role for 7-12 students.

Teacher: User will be able to see and edit everything in your class shell. This is your current role.

Here is a video that shows this as well:

<https://www.youtube.com/watch?v=h-gWdSuZygY&feature=youtu.be>