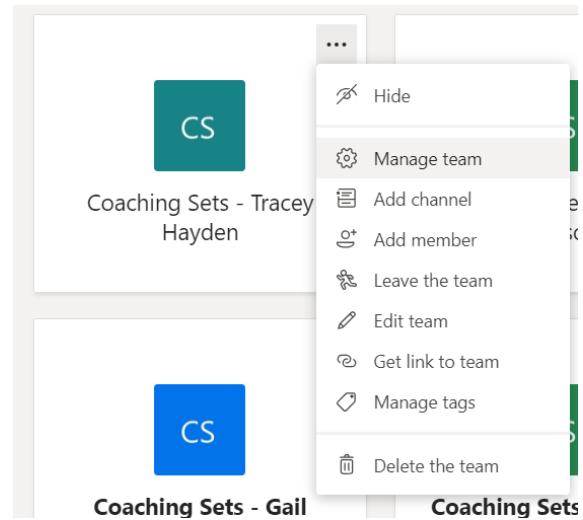


How to add a team member

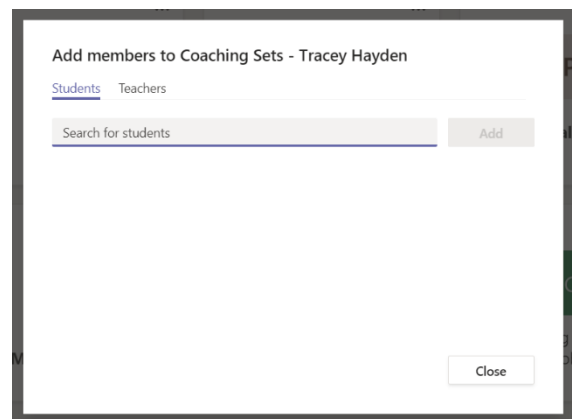
For any team that you are the owner or teacher of, you can modify the members.

To do that...

Click on the ... next to your team and go to “Add member”.



You will then get the option whether you would like to add a teacher or student.

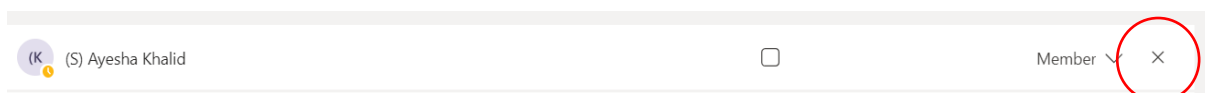


Search for the student/teacher you would like then press “add”. This will add them to the team and notify them via email that they have been added.

To remove members, you press the same ... but select “manage team”.

It will come up with a list of members separated into owners (teachers) and members (students).

You cannot remove other owners, they must leave themselves by pressing the ... and selecting “leave the team” but you can remove students by pressing the X by their name.



Alternatively, you can contact IT Support if you would like any members added/removed.