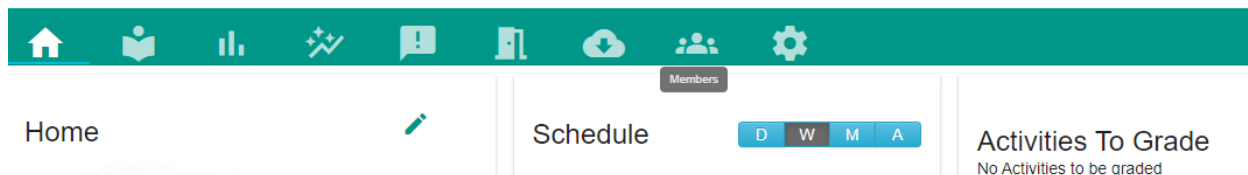


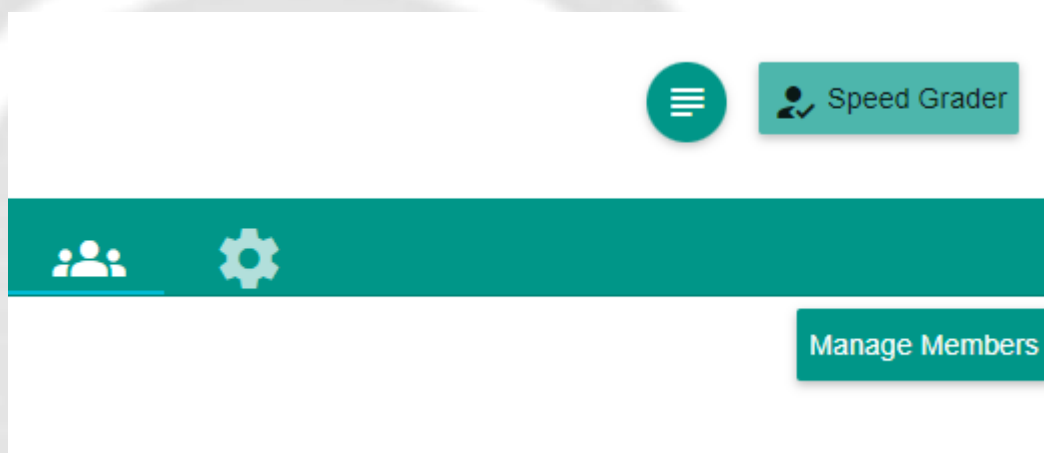
Adding Members to a Community (Classroom)

Goal - Users will be able to add members to a community

1 Inside the desired community, select the 'Members' tab.



2 In the 'Members' tab, select 'Manage Members'.



3 On the 'Manage Members' screen, users will see a list of all users who can be added to the community, and all users who have already been added.

- NOTE: If you are not seeing members that should be in your community, please contact your administrator.
- NOTE FOR ADMIN: Users can be added either through automated nightly load process, or manually using Provisioning process.

4 To add a member, select 'Add' next to their name. [Add](#)

5 To remove a current member, select 'Remove' next to their name. [Remove](#)

Adding Members to a Community (Classroom)

- 6 When adding a teacher or administrator to the community, users will see the 'Observer' and 'Co Owner' options.
- 'Observer' gives that user a view-only mode of the community, and they will not be able to make any changes.
 - 'Co Owner' is the default setting, and cannot be changed.

Additional Resources: <https://support.focalpointk12.com/hc/en-us/articles/4417864621837-Members-Tab-article->