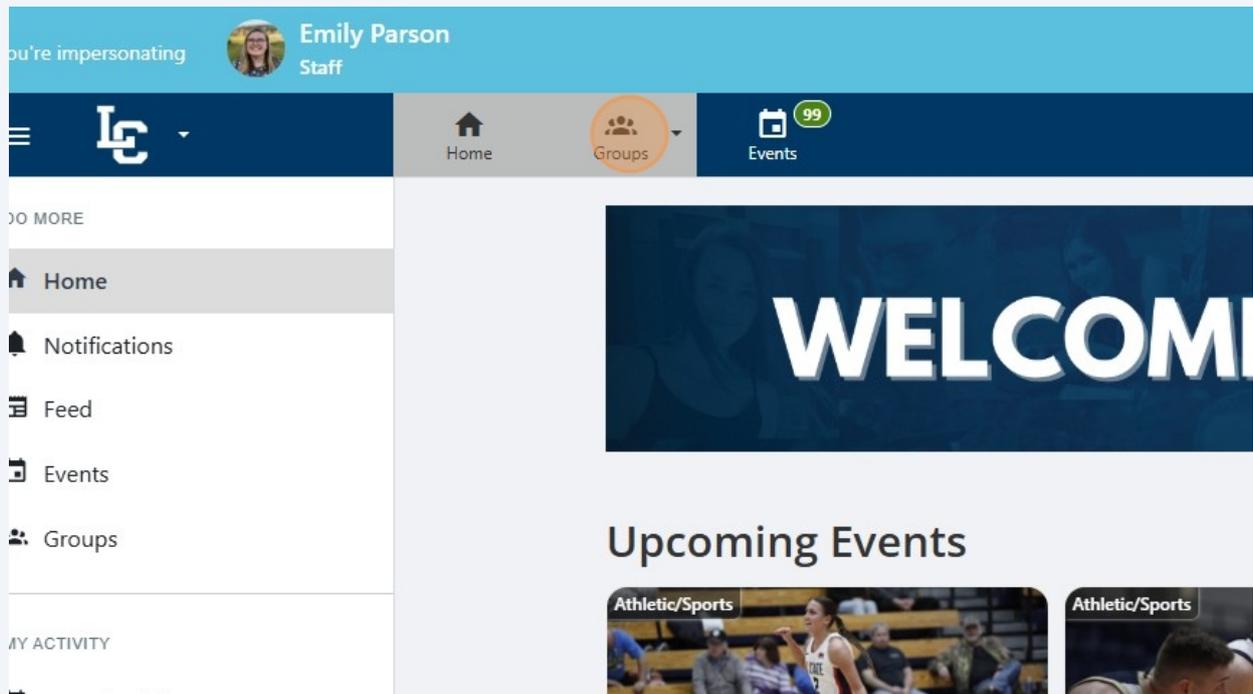
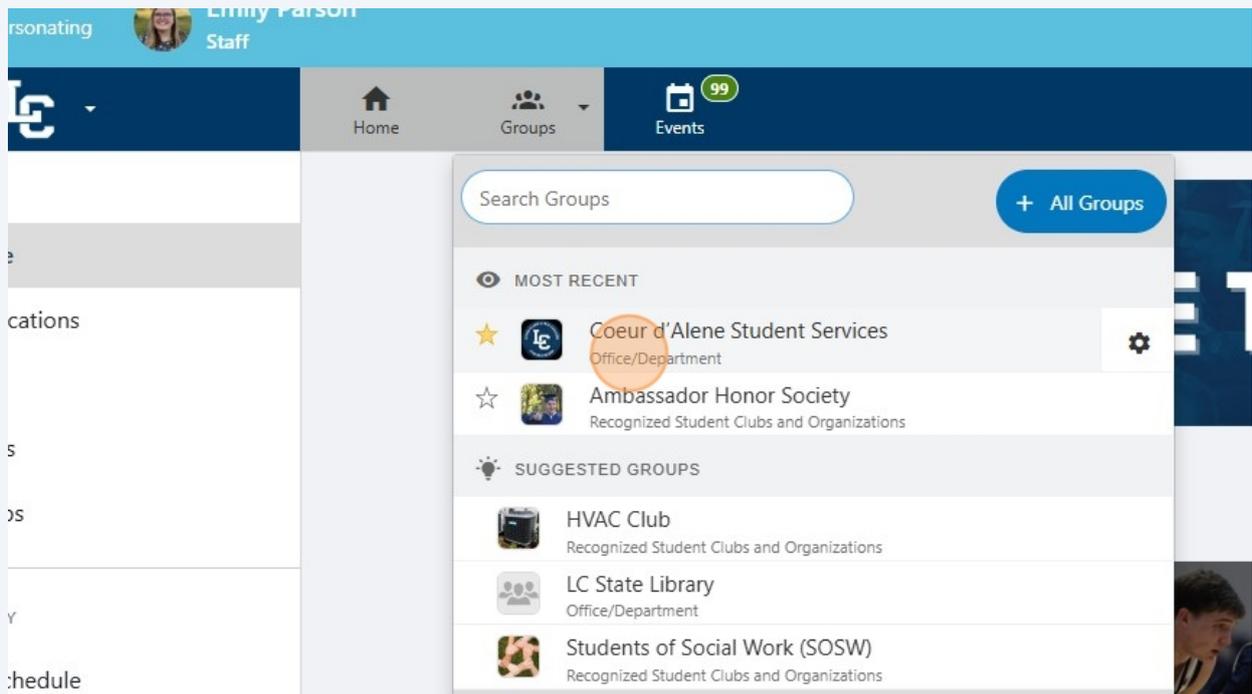


Add Members to Office/Department in Web Application

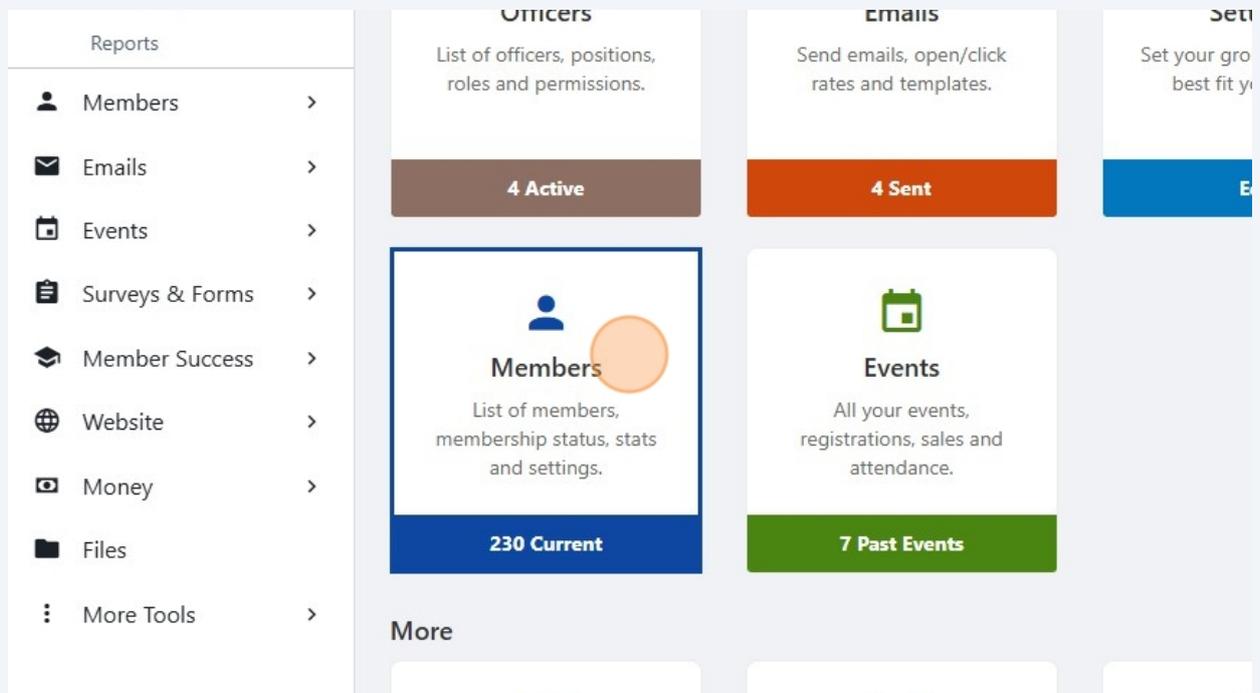
1 Go to Groups.



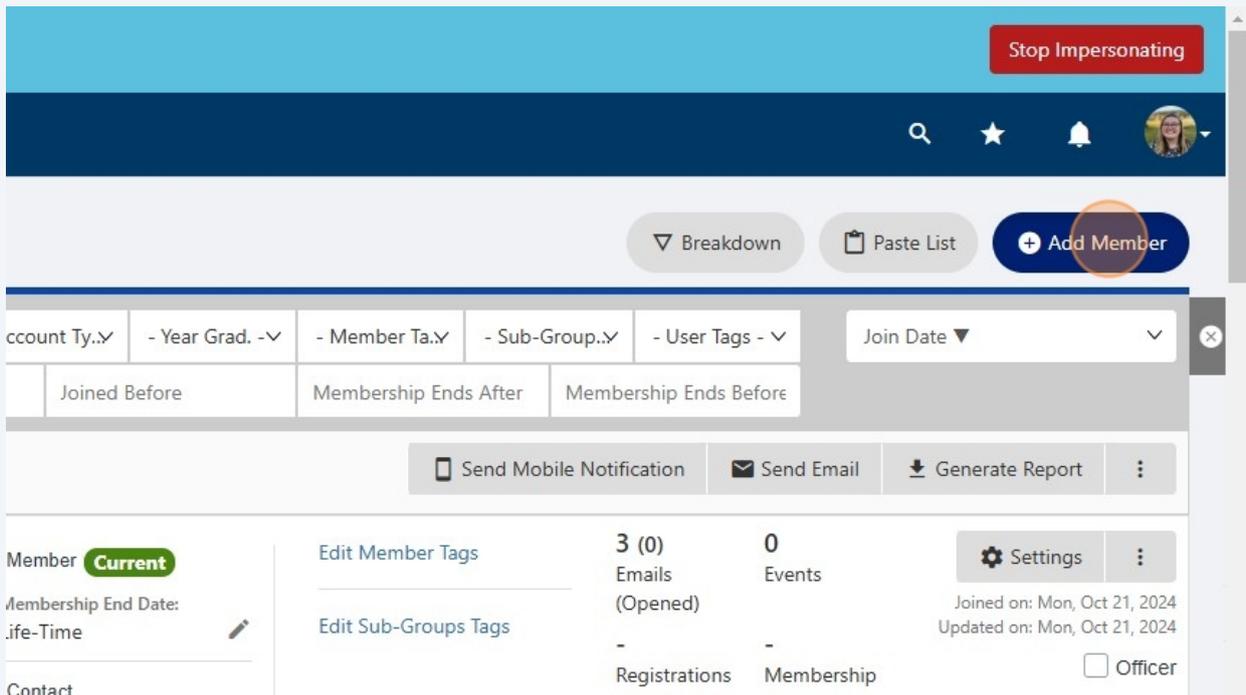
2 Select your group.



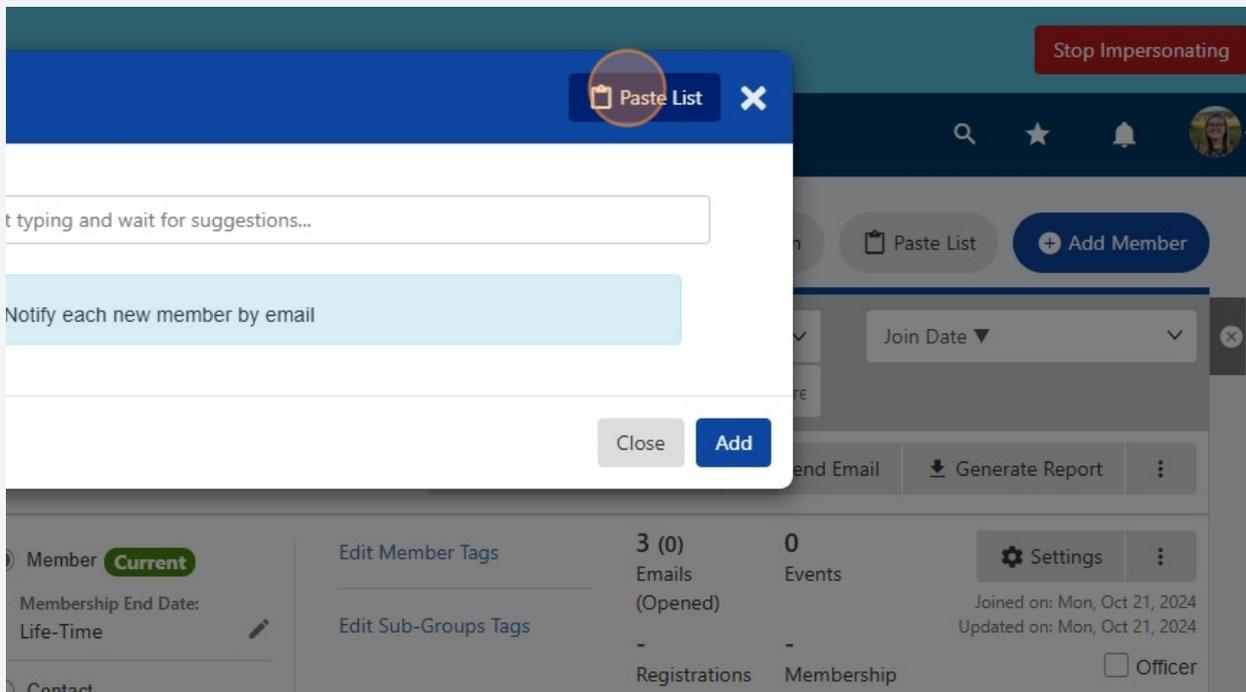
3 Click "Members"



4 Click "Add Member"

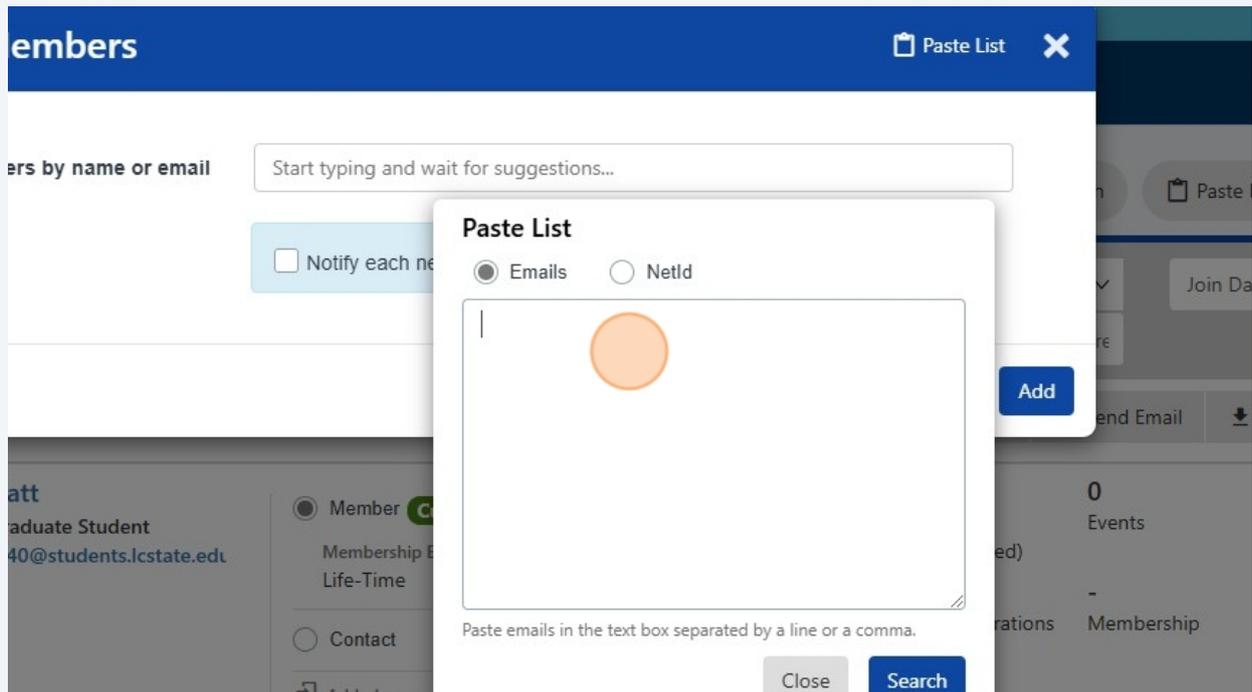


5 Click "Paste List"



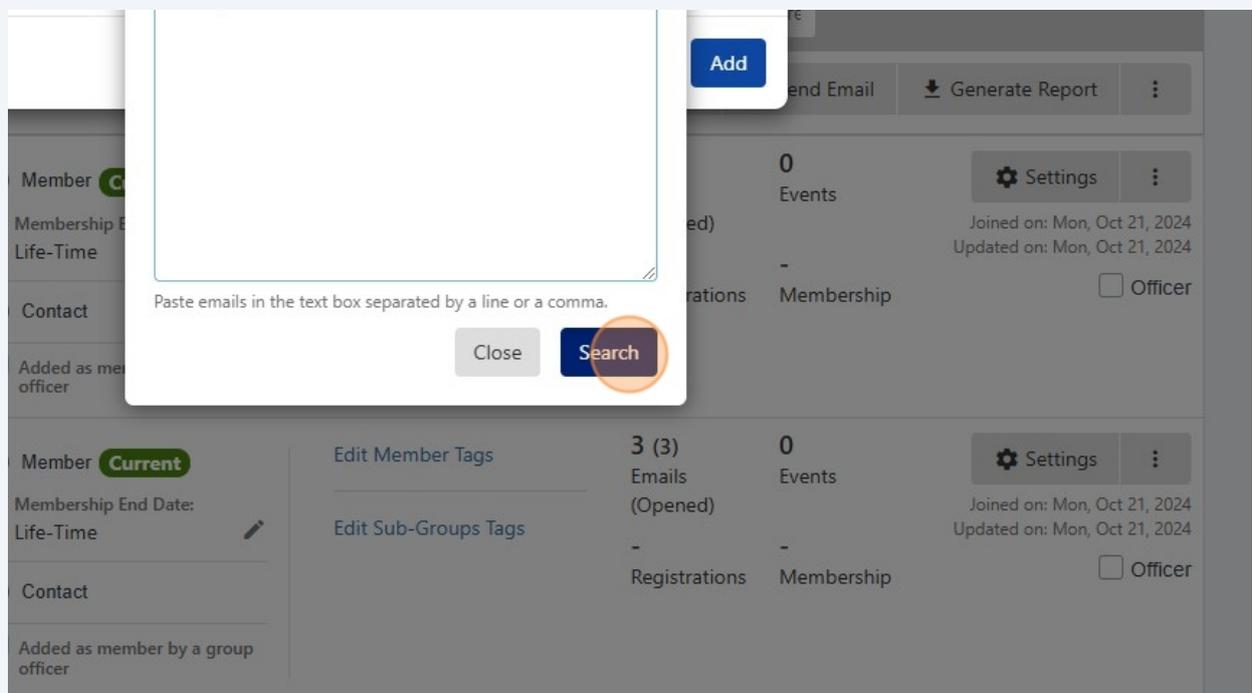
6

Paste your list of students you would like to add. You can use emails or Student ID numbers.



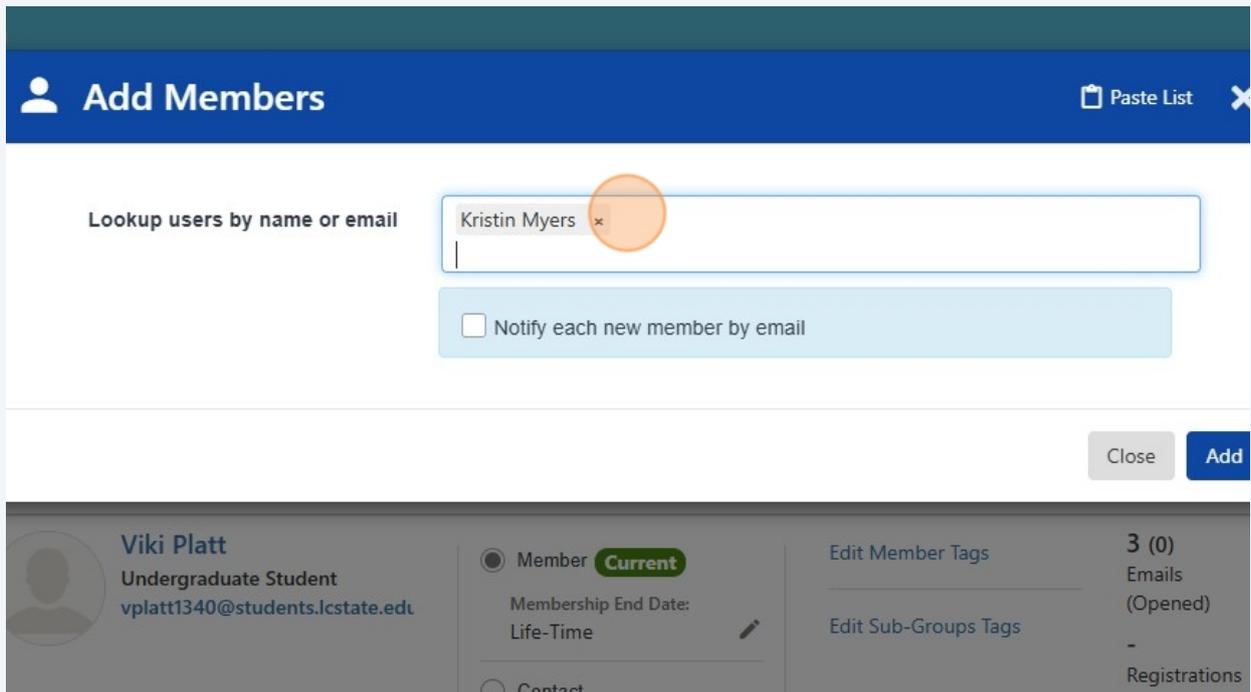
7

Once you paste your list, click search.



8

This will search for users in Do More and if the student is in Do More they will then show up in this box the way my name popped up.



9

Then click "Add" and the students should be added to your group.

