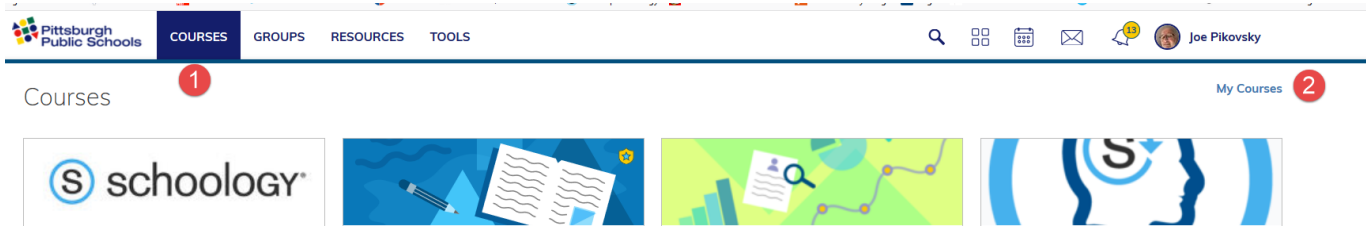


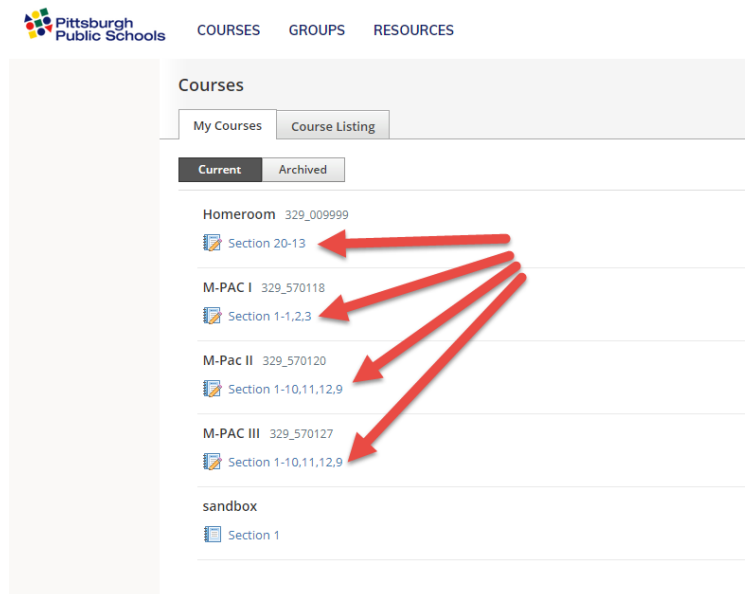
Adding an Admin to any Schoology Course

Unenrolling an individual from any Course

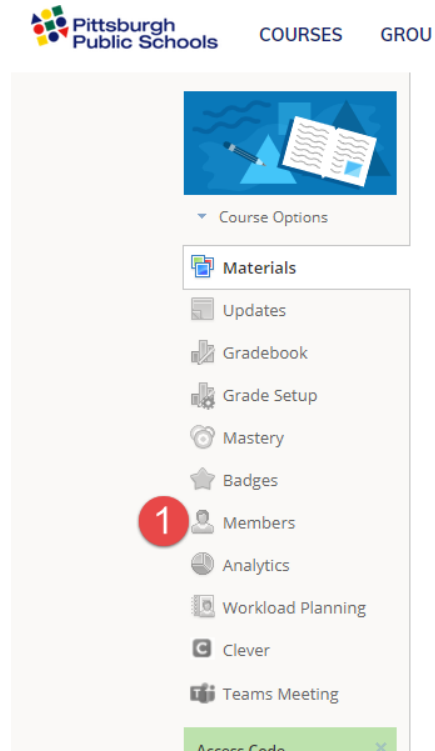
1. Log into Clever and then choose the Schoology icon to log into Schoology.
2. Go to Courses (1) then My Courses (2) to view a list of your Active classes.



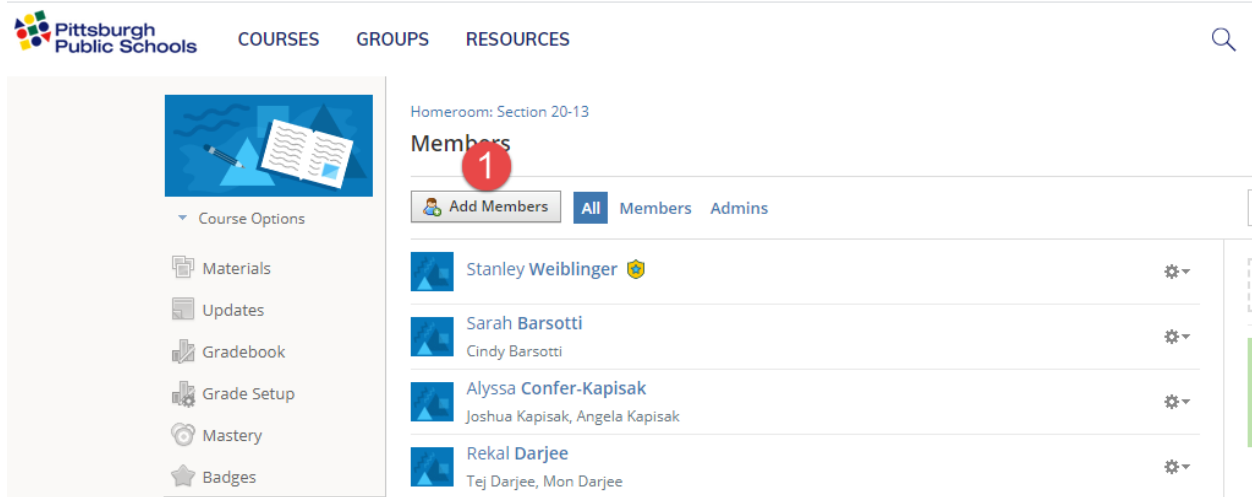
3. Find the section that you want to add an additional member.



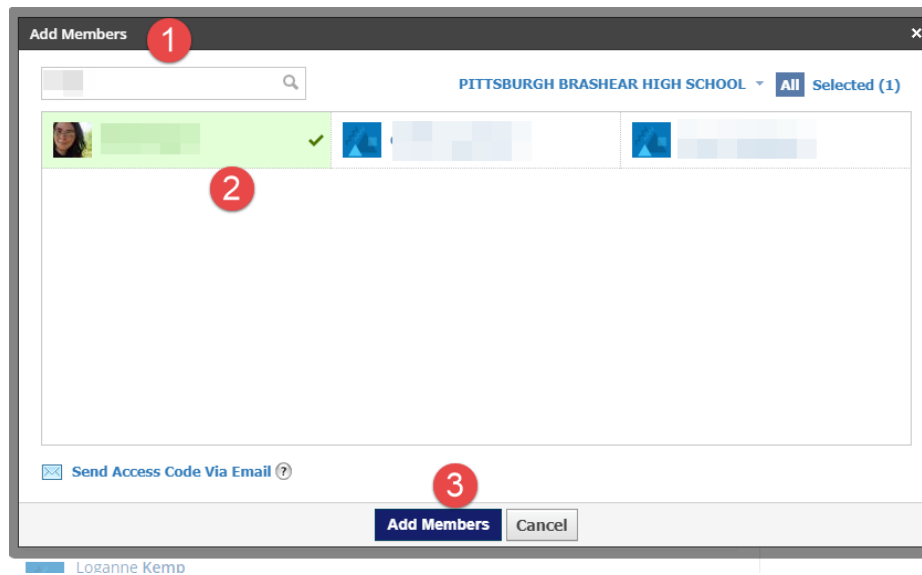
4. Once you open that course, choose Members from the left hand column. (1)



5. Choose Add Members. (1)

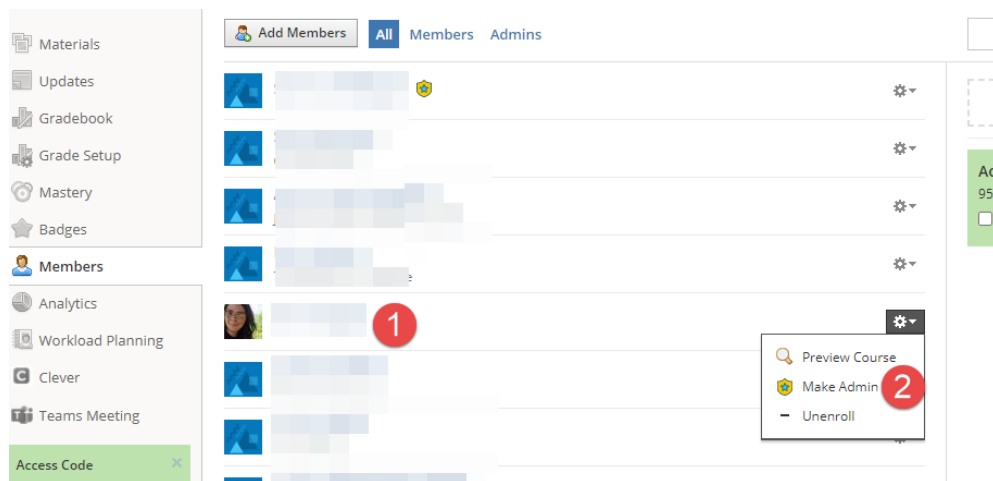


6. Type in the name of the individual you want to add, (1) Click on that person's name (2) and then choose Add Members (3)



7. Once the person is in your class, you need to make them an admin. Find the person (1) and click the gear to the right of their name and then choose "Make Admin." (2)

NOTE: if you add a member to your class but fail to make them an admin, they will be removed during the nightly update process.










8. To unenroll an individual from a class, or unenroll yourself from a class (*NOTE: Do not ever delete a course, it will be removed for all members*) Find the individual you want to remove from the members list (1) and click on the gear to the right of their name and choose Unenroll. (2)

Homeroom: Section 20-13

Members

[Add Members](#) **All** [Members](#) [Admins](#)

-  Rachel Engel  **1**
-  Stanley Weiblinger 
-  Sarah Barsotti
Cindy Barsotti
-  Alyssa Confer-Kapisak
Joshua Kapisak, Angela Kapisak 

2

- Preview Course
- Remove Admin
- Unenroll