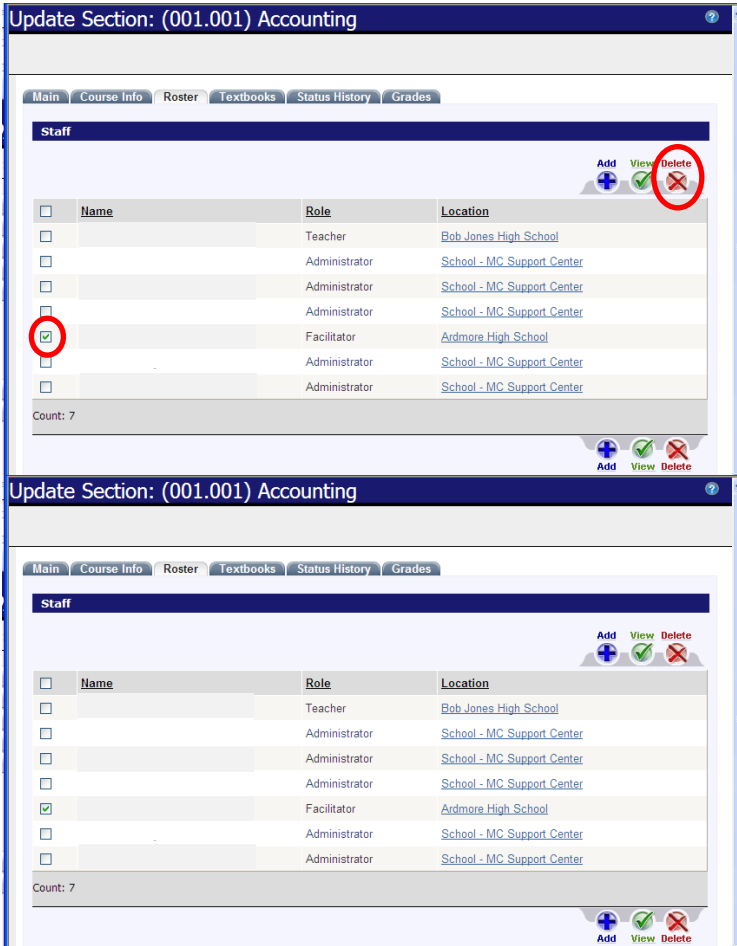


Counselors cannot delete facilitators at this time. In addition, counselors are unable to add a new facilitator through the **Section > Roster tab**. Support center staff can login and go to the appropriate **Section > Roster tab** to delete and add facilitators.

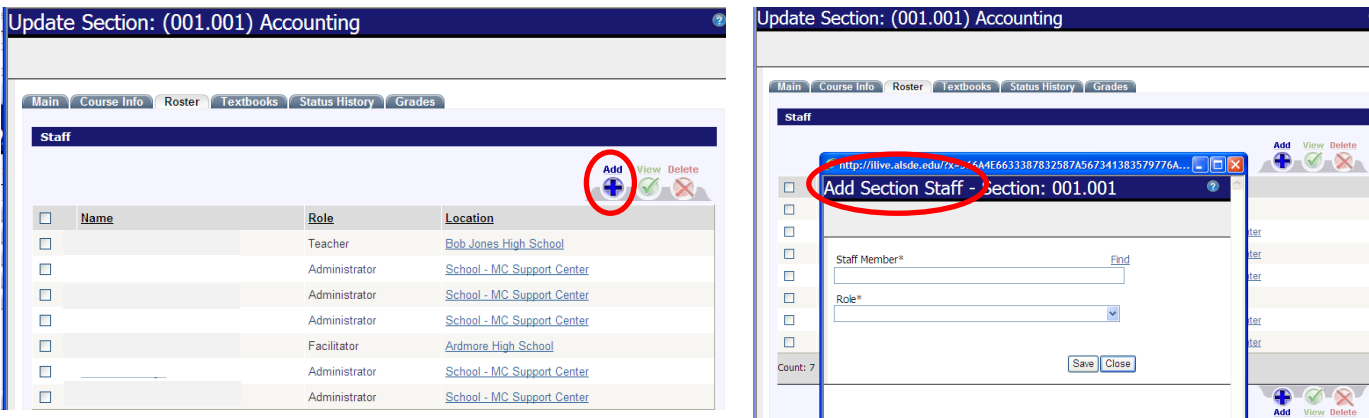
To delete a facilitator:

- From the **Section > Roster tab**, select the facilitator and click the red **Delete** button.

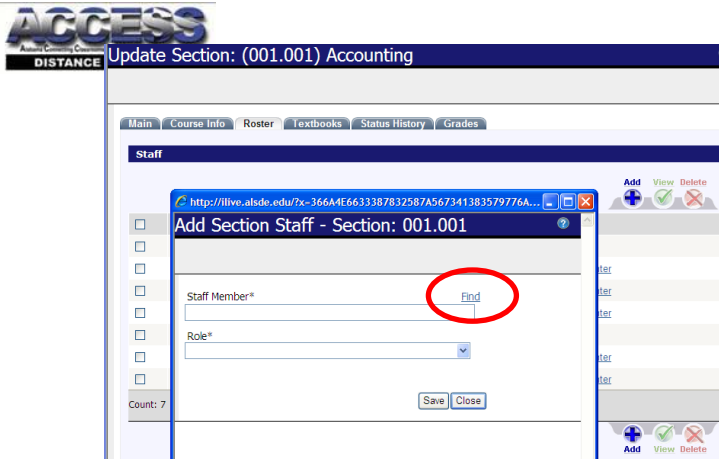


To add a new facilitator:

- From the **Section > Roster tab**, click the blue **Add** button which opens the **Add Section Staff** window.

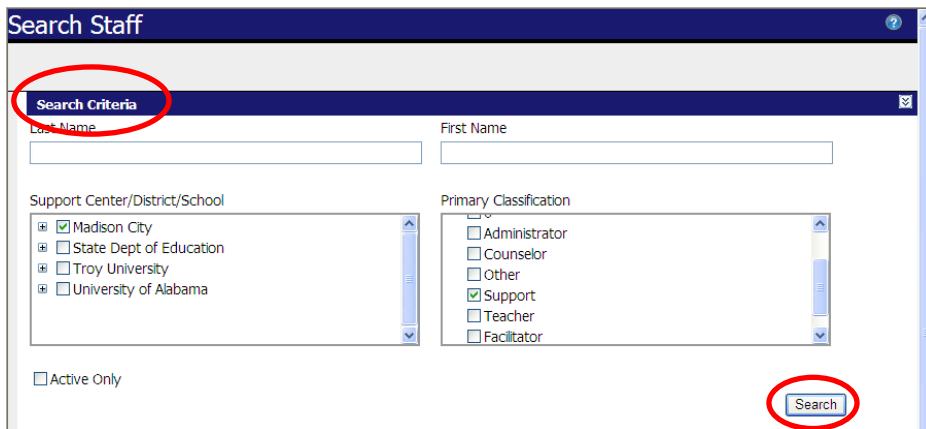


- Click the **Find** link to search for and choose the new facilitator.

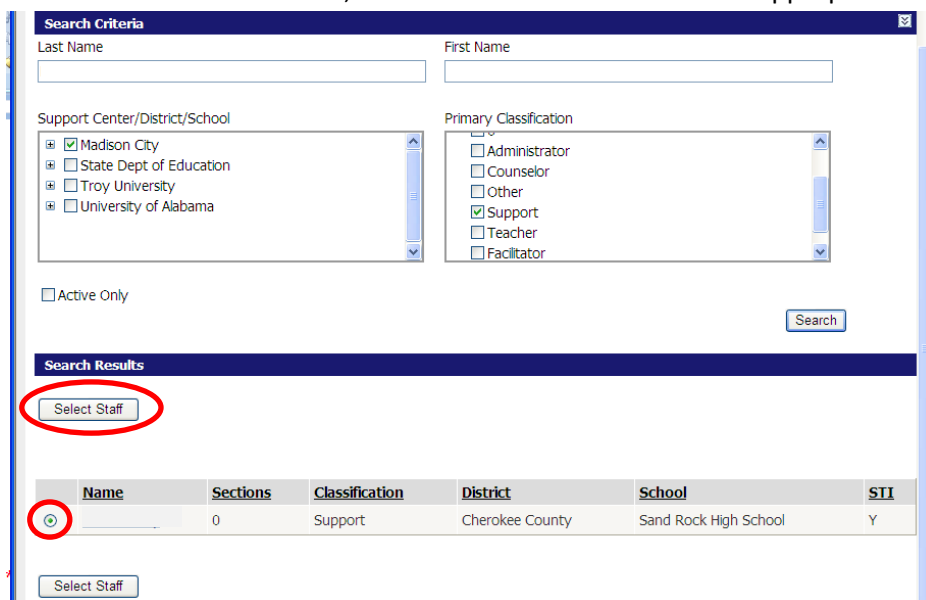


InformationLIVE Quick Reference: Adding and Deleting Facilitators

- Enter the appropriate search criteria to find the facilitator then click **Search**.



- In the search results window, click the radio button next to the appropriate facilitator then click **Select Staff**.



- The name of the selected facilitator will appear in the **Staff Member** field. Click the drop-down list next to the **Role** field and choose the appropriate role, "**Facilitator.**" Then click **Save** and **Close**.

***Role selection is very important as it assigns the facilitator's permissions in D2L.

Staff


http://ilive.alsde.edu/?x=366AE6633387832587A567341383579776A... View Delete

Add Section Staff - Section: 001.001

<input type="checkbox"/>	Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Count: 7

Staff Member* Find

Role*
Facilitator 

Save Close

View Delete

Students Trusted sites 100%