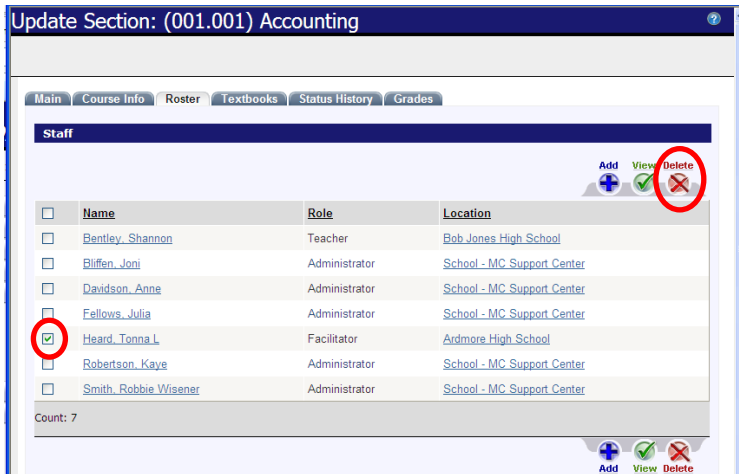


Counselors cannot delete facilitators at this time. In addition, counselors are unable to add a new facilitator through the **Section > Roster tab**. Support center staff can login and go to the appropriate **Section > Roster tab** to delete and add facilitators.

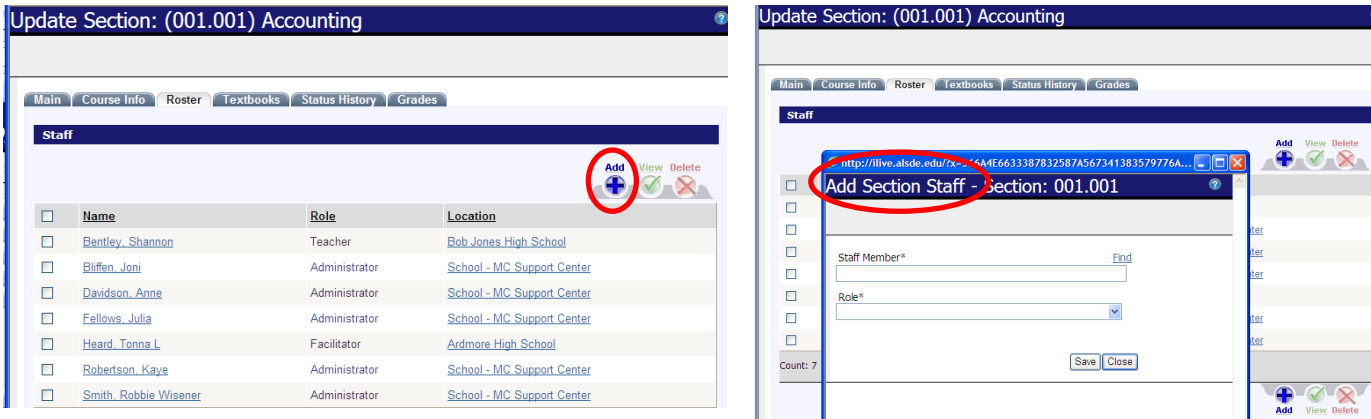
To delete a facilitator:

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

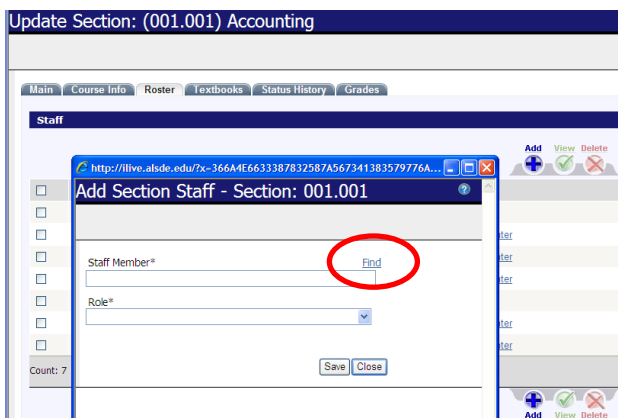


To add a new facilitator:

- 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**.

Search Staff

Search Criteria

Last Name: First Name:

Support Center/District/School: Madison City, State Dept of Education, Troy University, University of Alabama

Primary Classification: Administrator, Counselor, Other, Support, Teacher, Facilitator

Active Only

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

Search Criteria

Last Name: First Name:

Support Center/District/School: Madison City, State Dept of Education, Troy University, University of Alabama

Primary Classification: Administrator, Counselor, Other, Support, Teacher, Facilitator

Active Only

Search Results

Name	Sections	Classification	District	School	STI
<input checked="" type="radio"/> Beck, Kenny	0	Support	Cherokee County	Sand Rock High School	Y

- 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.

Update Section: (001.001) Accounting

Main Course Info Roster Textbooks Status History Grades

Staff

http://live.alsde.edu/?x=366A4E6633387832587A567341383579776A...

Add Section Staff - Section: 001.001

Staff Member* Find

Role* (dropdown arrow circled in red)

Count: 7

Students