Assign Staff / Instructors to Classes

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Watch a (1:14) video tutorial on Adding, Assigning, and Deleting Staff - Assign Staff / Instructors to Classes

To assign an Instructor to a class, they must first be added using*Staff > Add Staff*. See Add a Staff Member / Instructor for more information.

- 1. Be sure you're viewing the correct class.
- 2. Click the **Instructor** tab.
- 3. From the drop down list, add up to 4 instructors in the appropriate fields.
- 4. Save Changes.

Class Roll Enroll Stud Email Class Enter Absences Post Group F Edit Wait List Copy Class Mass Drop Sizes/Measurements Archive Class Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Misc Costumes Instructor 1: Zipperina Jackrabbit View View View View View View	Return ✓ Save Changes × Delete Click the View button to go to the instructor's staff information.	
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Click the **View** button next to an Instructor's name to go to their Staff record.