

Manage Activities

When setting up or editing an activity, such as band or the book club, it may be convenient to add or remove a group of students or other individuals to or from the activity at the same time. This is called managing activities.

1. On the Home screen, click **Activities**. The Add/Edit Activities dialog box displays.
2. Select a list type.
3. In the activity list, select the activity you want to manage.
4. Click **Manage**. The Manage Activity dialog box displays.
5. To add individuals to the activity, in the left pane, click the name of the person and click **Add**. To remove individuals from the activity, in the right pane, click the name of the person and click **Remove**.
6. Click **OK**.