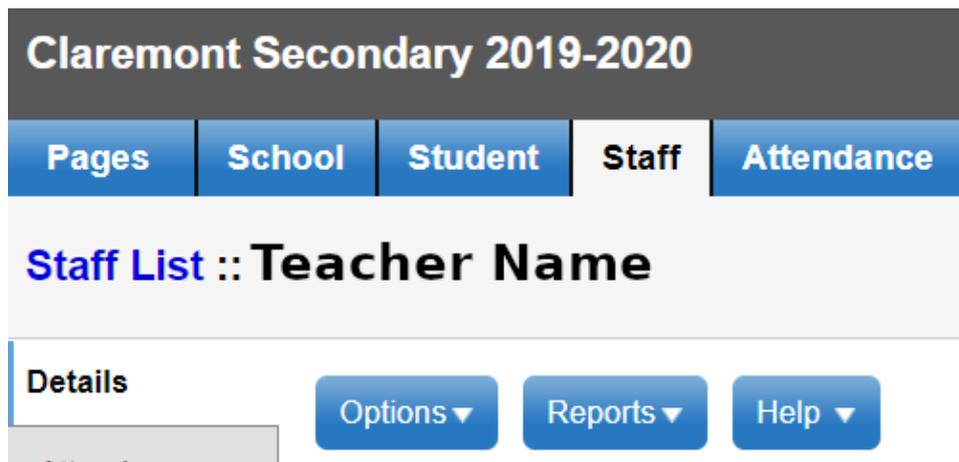# Adding Case Managers in School View

This will allow Student Services staff to add themselves as Case Managers in Student Services – School View
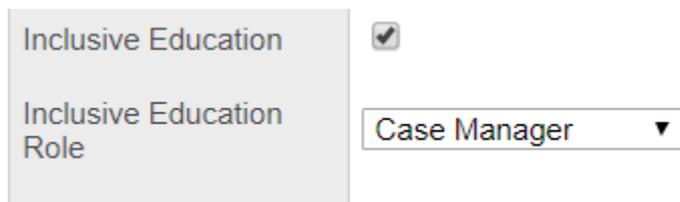
To add a Case Manager in your school...

Staff Top Tab > Find Staff member > Click Details Side Tab

Tick the Inclusive Education box and choose the Case Manager Inclusive Education Role

To remove a Case Manager, reverse these steps