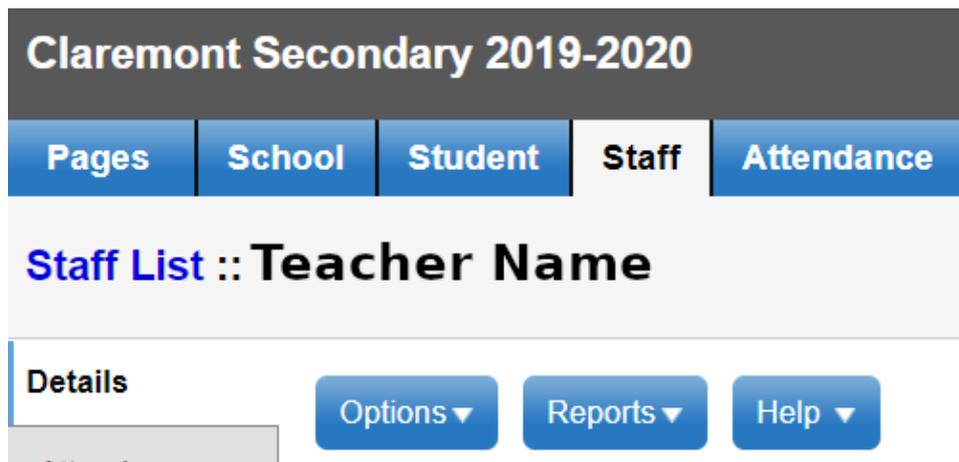


Adding Case Managers in School View

This will allow Student Services staff to add themselves as Case Managers in Student Services – School View

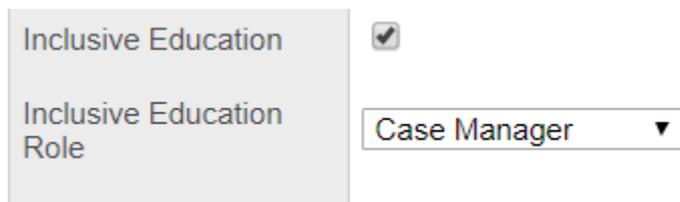
To add a Case Manager in your school...

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



The screenshot shows the 'Claremont Secondary 2019-2020' interface. At the top, there is a dark grey header with the school name. Below it is a navigation bar with five tabs: 'Pages', 'School', 'Student', 'Staff', and 'Attendance'. The 'Staff' tab is currently selected. Below the navigation bar, the main heading reads 'Staff List :: Teacher Name'. On the left side, there is a 'Details' section. To the right of the 'Details' section, there are three blue buttons: 'Options' with a downward arrow, 'Reports' with a downward arrow, and 'Help' with a downward arrow.

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



The screenshot shows a form with two main sections. The first section is labeled 'Inclusive Education' and has a checked checkbox. The second section is labeled 'Inclusive Education Role' and has a dropdown menu with 'Case Manager' selected.

To remove a Case Manager, reverse these steps