

Clean up process for Staff Cohorts



- Staff have been added to a Staff Cohort(s) at each secondary school
- The Staff Cohort(s) is enrolled in the Staff Room Page
- There is a least on forum on each Staff Room Page that has a “forced subscription” meaning the teacher cannot unsubscribe
- When a staff member leaves the school they should be removed from the Staff Cohort so they no longer have access to the Staff Room and they no longer receive the forum posts.
- If a teacher retires every forum post generates a bounce back email to IT so removing these staff is appreciated

Seeing who is enrolled in the Staff Room page...


- Navigate to your Staff Room Page > Administration Block > Course Administration > Users > Enrolled users



- You cannot remove staff from the cohort here but it is a good place to audit the list
- Staff who have been added with a manual enrolment will not be removed from the page when you remove them from the cohort...**Suggestion:** ensure they are added to the cohort and remove the manual enrollment

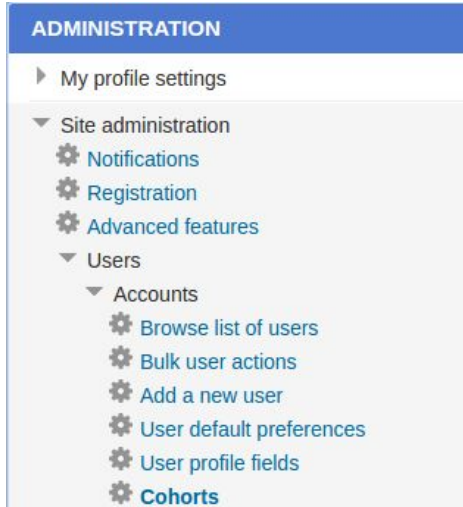
 Manual enrolments from Monday, 16 February 2015, 12:00 AM  

- The correct enrolment looks like this (cohort name is school specific)

 Cohort sync (Teaching Staff - Student) enrolled Wednesday, 29 August 2012, 10:14 AM

Removing staff from the cohort

- Administration Block > Site Administration > Users > Accounts > Cohorts



- Click on the Assign icon beside the Staff Cohort (person icon far right)



- Click on the Staff member or search under Current Members



- Once the staff member is highlighted click remove to take them out of the current members list

