

	How to Use the Pupil Picker		
1.	The list on the left shows: Available children. The list on the right shows: Selected children	Addremouble	
2.	Select Add All to pick all children.		
	Select Remove All to clear your selection.	Addr/Remove Pupils       A         Search       A         Analos       Addrogong         Analos       Carlos, Bail         Addrogong       Addrogong         Analos       Carlos, Bail         Carlos, Bail       Carlos, Bail         Addrogong       Addrogong         Anaros       Carlos, Bail         Carlos, Bail       Carlos, Adala do Carlos, Carl	
3.	To search for children individually use:	Add/Remove Pupils	
	Search	Cench         Al Groups         Add or Group         Apply Selection           Available         Andre State         Selected: 1         Selected	
4.	To select a year, class, group:	Add/Remove Pupils	
	All Groups Note: to view all children select 'All Groups'.	Search         Ald roups         Add to Group.         Apply Selection           Available         Context, Errors, and	



5.	Selecting Children	Add/Remove Pupils
	Select or or select individual children. To add your children select	Search         Al Groups         Add to Group         Agoly Selection           Analistic         Same         Selectict 12         Memory of the selectic 12           Adams, Naco, mi & B         Alab, Condi, mi & B         Conject, Add, mi & B         Conject, Tarini, mi & B         Banin, Marky of the selectic 12         Banin, Marky of the selectic 12           Orese, Conside in B         Conside, Add, mi & B         Banin, Marky of the selectic 12         Banin, Marky of
6.	To Make a New Named Group	Artel Ramous Dunile
	Select the children you want to add to new group.	Search Q All Groups Apply Selection Available Add as Group Development Apply Selection Adders, Name y to Q Alla, Candia to a Q Add or Update Group with David on Q Even (2014) and a Q Even (2014) and
	Select Add to Group and give it a name.	Carter, Ryan         44         00         Castago, Lu         46         00           Casta, Emma         46         00         Casta, Babh         46         00           Deves, Donieiric         100         Deves, Mathic         00         Deves         This will create a new group           Every, Monica         46         00         Frank, Donnick         00         Save Group         Cancel
	Select Save Group	Jacob, Asthey         to:         D2         Jonak, Pawat         dei         D         Kall, Ayra         to:         D           Kallrakk, Elles         to:         Xolin, Henry         to:         D         Lewin, Jock         to:         D           Lok, Chang         to:         D         Lowins, Metrix         to:         D         D
	Your group will now be available in	
	All Groups	