

How to ... Use the Pupil Picker

1.

The list on the left shows: Available children.

The list on the right shows: Selected children

The screenshot shows the 'Add/Remove Pupils' window. At the top, there is a search bar and a dropdown menu set to 'All Groups'. Below the search bar, there are two columns of children's names. The left column is labeled 'Available' and contains 48 names. The right column is labeled 'Selected: 12' and contains 12 names. Buttons for 'Add All', 'Remove All', 'Add to Group...', and 'Apply Selection' are visible at the top right.

2.

Select **Add All** to pick all children.

Select **Remove All** to clear your selection.

This screenshot is identical to the first one, but with red circles highlighting the 'Add All' button in the 'Available' section and the 'Remove All' button in the 'Selected: 12' section.

3.

To search for children individually use:

Search

This screenshot is identical to the previous ones, but with a red circle highlighting the search bar at the top left.

4.

To select a year, class, group:

All Groups

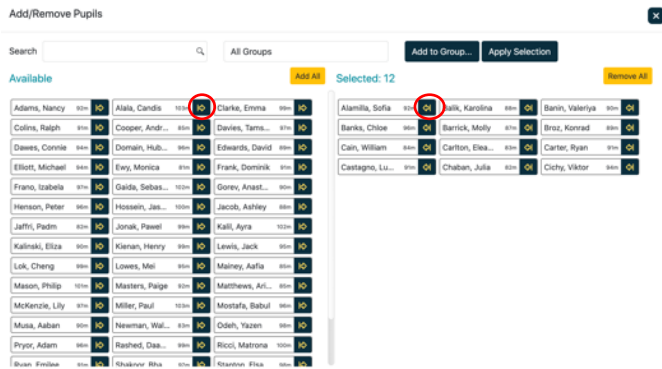
Note: to view all children select 'All Groups'.

This screenshot is identical to the previous ones, but with a red circle highlighting the 'All Groups' dropdown menu at the top.

5. Selecting Children

Select or to pick or remove individual children.

To add your children select



6. To Make a New Named Group

Select the children you want to add to new group.

Select and give it a name.

Select

Your group will now be available in

