

Add a Person to a Student's SpEd Team

- Go to Index -> Student Information -> Special Ed
- Search for the student's name and click their name to select their records
- Go to the Team Members tab and click "Find and Link New Team Members"

The screenshot shows a web application interface. On the left is a navigation menu with 'Index', 'Search', and 'Help' at the top. Below are categories: 'Student Information' (with sub-items: General, Special Ed, Reports), 'Instruction', 'Attendance', 'Grading By Task', 'Grading By Student', 'Roster', 'Daily Planner', 'Student Groups', 'Class Serve', and 'Newsletter'. The main content area shows a student record for 'Special Ed' with 'Grade: 03', 'DOB: 10/26/1999', and 'Gender: M'. There are tabs for 'Summary', 'Team Members', 'Documents', 'Contact Log', 'Special Education', and 'Related Services'. The 'Team Members' tab is active, showing options: 'Find & Link New Team Member', 'Enter New Team Member', 'Print Active Only', and 'Print All'. Below these is a 'Team Member Editor' table with columns: 'Start Date', 'End Date', 'Title', 'Name', and 'Role'. The table is currently empty. A 'Fetch Classroom Teachers' button is located at the bottom of the table area.

- Select the person's name from one of the drop-down lists and then select the person's role.
- Then click "Add Team Member"
- Click "Fetch Classroom Teachers" if you want to add the student's teachers to the team

The screenshot shows a 'Find New Team Member' dialog box. It contains four drop-down menus: 'Census', 'Classroom Teachers', 'Special Ed Staff', and 'Advisor Staff'. To the right of these is a 'Role' drop-down menu. At the bottom center is an 'Add Team Member' button. Red boxes highlight the 'Role' drop-down menu and the 'Add Team Member' button.