

### **Adding additional teaching staff to lists**

You can add other teaching staff to your lists, so they can make amendments or create sections.

Click on 'List info' at the top of the list

Select 'Manage collaborators' and then 'add collaborators'

Type the name of the staff member into the box and click onto the name

From the dropdown menu to the right of the name, you can select whether the person will be a list owner or edit the list.

Click save

To delete a collaborator, click on the bin icon to the right of the name

Click save