



Add or Remove Users on an Assignment

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1. From your dashboard, select **View All** from the Assignments box.
2. Select the cog icon under the Actions column.
3. To add users to the assignment:
 - a. Select **Add Users**.
 - b. Locate the desired user(s) from the table.
 - c. Select **Add and go back**.
4. To remove users from the assignment:
 - a. Select **Remove Users**.
 - b. Locate the desired user(s) from the table. Select **Add and go back**.

