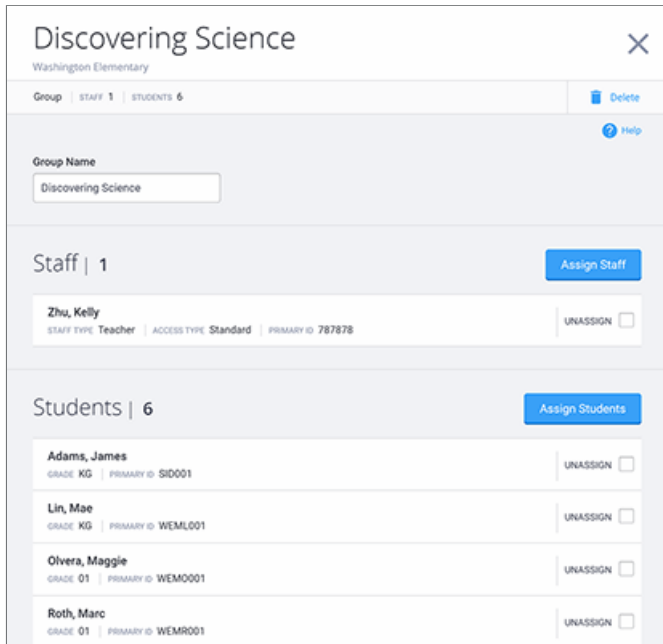# Assign Staff to Group

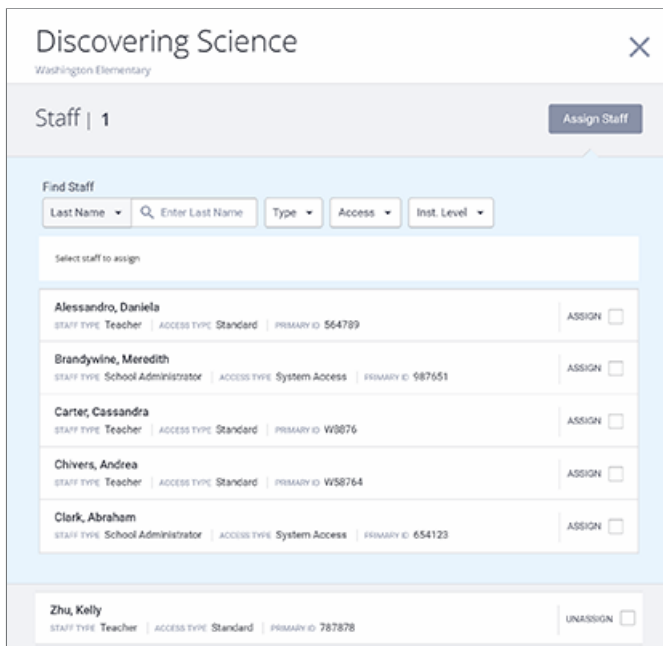You can assign staff members to a group whenever necessary from the Group Details panel.

1. On the Groups page, scroll down to the Groups list to find the group you want to assign staff to.

   You can use the search tool to find a specific group, or click the sort arrows ⬍ next to the **Group Name** column heading to sort the Groups list.

2. Click anywhere in a group row to open the Group Details panel.

3. In the Staff section of the Group Details panel, click **Assign Staff** to expand the Assign Staff section.

4. Find the staff member you want to assign by browsing the list or using the search or filter tools to narrow the list.
   Depending on your access level, you may need to select a school from the **School** list to display the Staff list.

5. You can search by Last Name, First Name, or Primary ID, select the staff member's role from the **Type** list, select the staff member's level of access from the **Access** list, or select the staff member's institution level from the **Inst. Level** list.

6. Select the **Assign** box for each staff member you want to assign to the group and click **Save Changes** at the top of the Group Details panel.

The Staff list in the Group Details panel displays the staff you assigned to the group.

7. Continue to assigning students, or click **X** at the top of the panel to close it.