How to Add a Student to an Existing Campaign

1. Click the Campaign icon on the left side of the screen and select the campaign that you want to edit.

2. Under Options click Edit Campaign Details

3. Click on the Edit option next to Student Select

4. Scroll down and click on Add More Students at the bottom of the screen

5. Use Advanced Search to select more students and click Search

6. Click on the box next of the student or students that you want to add to the campaign

7. Open the Actions button and select Add Selected Users and Search For More before clicking on Continue
8. Select Confirm & Send at the top of the screen

9. Clicking the Send button, will bring up three options. Click Invite Only New Students. This will only send an invitation to the student or students added to the campaign.

New students have been added since invitations were sent.

Would you like to send invitations to only the newly added students or re-send invitations to all students in this campaign?

| Cancel | Invite Only New Students | Re-send All Student Invitations |