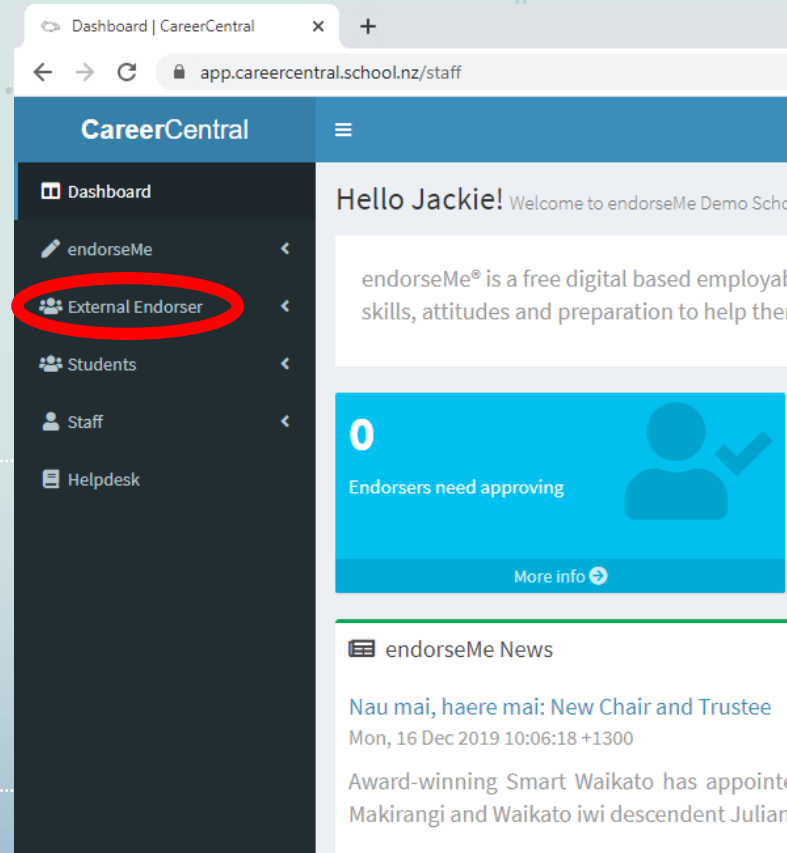


endorseMe<sup>®</sup>  
Online Slide Tutorial 6  
5 slides

“How to Assign/Unassign  
Students to an Endorser”

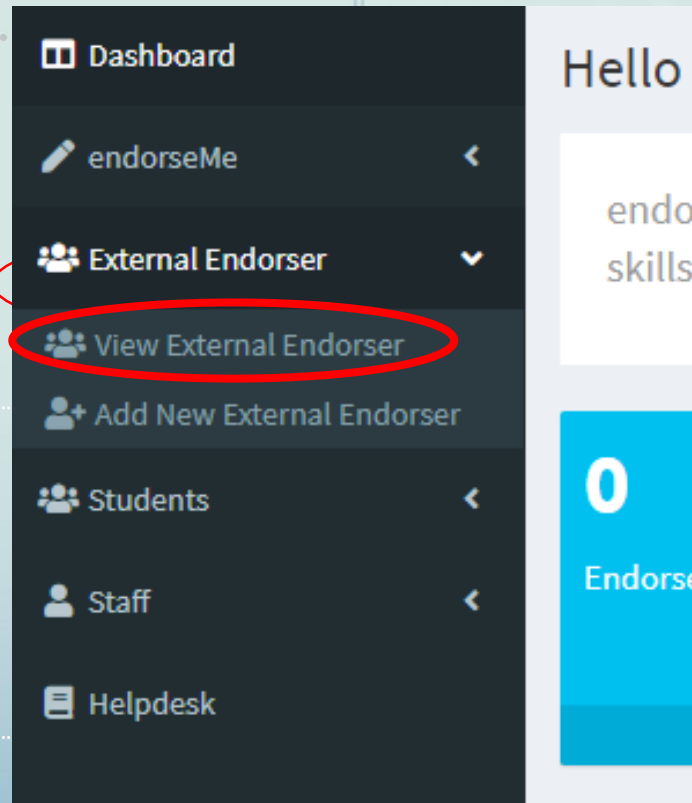




SLIDE 1/5

Click “External Endorser”  
on sidebar





SLIDE 2/5

Click “View External Endorser”. This will open list of all external endorsers





Organisation ↕	Position ↕	Approved ↕	↕
Smart Waikato	Project support	Yes	<a href="#">Edit</a> <a href="#">Remove</a>
Brella	Creative executive	Yes	<a href="#">Edit</a> <a href="#">Remove</a>

To view an individual endorser, click EDIT. This will open the EDIT EXTERNAL ENDORSER PAGE



Name: Anna Allison  
Email: anna@smartwaikato.co.nz  
Phone: 027 \*\*\*\*\*

Organisation: Smart Waikato  
Position: Project support  
Approved: Yes

Password:   
Confirm Password:

Back Delete Update

Add Students

Show 10 entries Search:

Name	Email	
Day Student	[REDACTED]	Add

- On EDIT EXTERNAL ENDORSER page, scroll down to “ADD STUDENTS” list
- Find student name by scrolling down page OR by typing name in SEARCH box
- Click the ADD button of a particular student
- An endorser can only endorse a particular student if they are on their list of approved students

SLIDE 4/5



### Add Students

Show  entries Search:

Name	Email	
Daisy Student	<div style="background-color: black; width: 100px; height: 1em;"></div>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;">Remove</span>

To remove/unassign a student from an endorsers list, click REMOVE

