



## Adding a School to an Organization



Login to EvaluWise using your login credentials. Click on the Settings page which will bring up the page shown in Figure 1. Click on the “Add School” button.

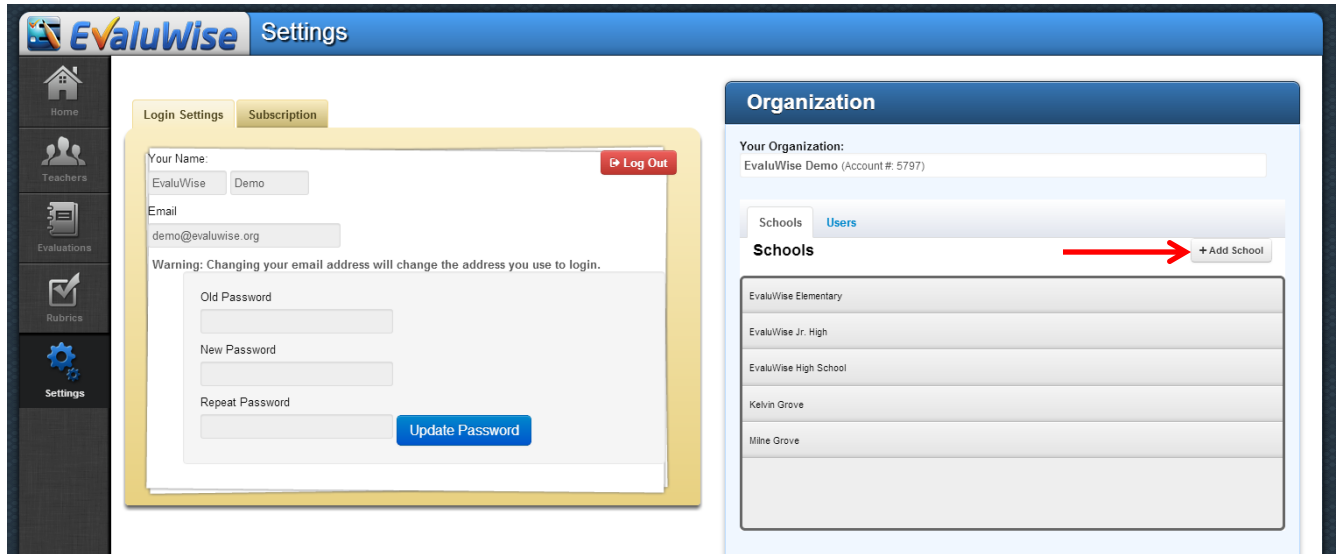


Figure 1

This will bring up the screen shown in Figure 2. Type in the name of your school\* and click on the “Save School” button. Your school will now show in the list of schools.

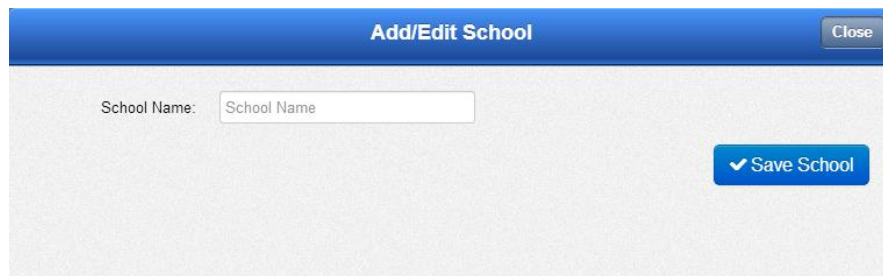


Figure 2

\*Note: It is titled School but you can use any name/group that you would like to group your teachers by for evaluation purposes.

## Deleting a School from an Organization

To delete a school from an organization, click on the school in the list that you wish to delete (Figure 3). This will open the screen shown in Figure 4.

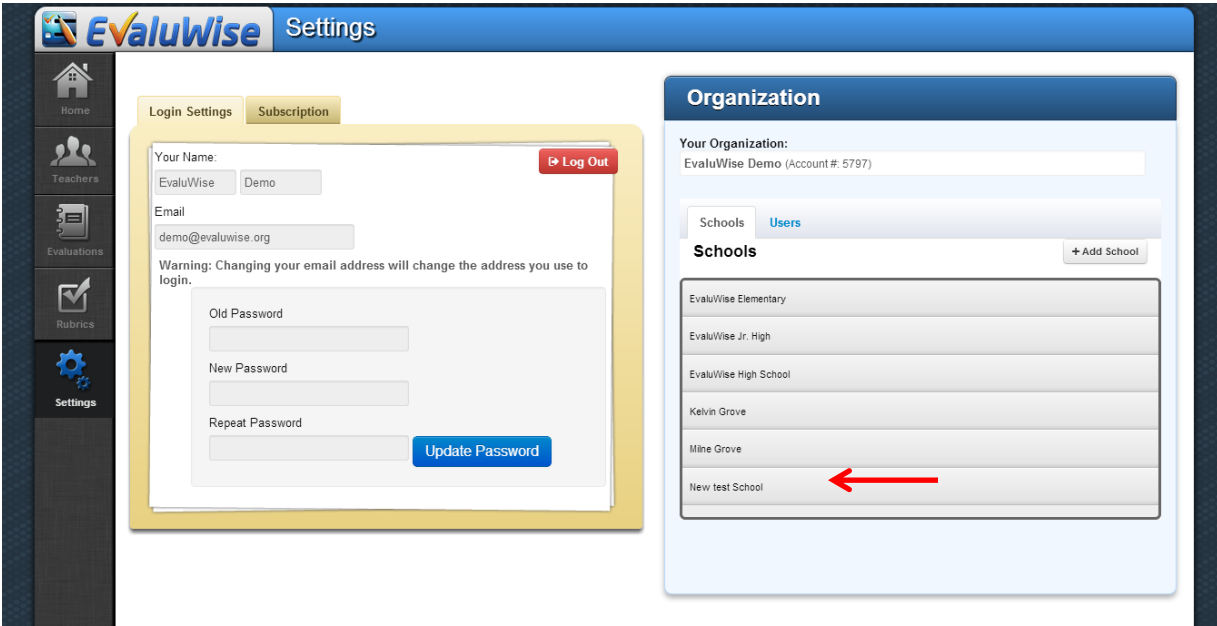


Figure 3

Click on the “Delete School” button and the school will be removed.

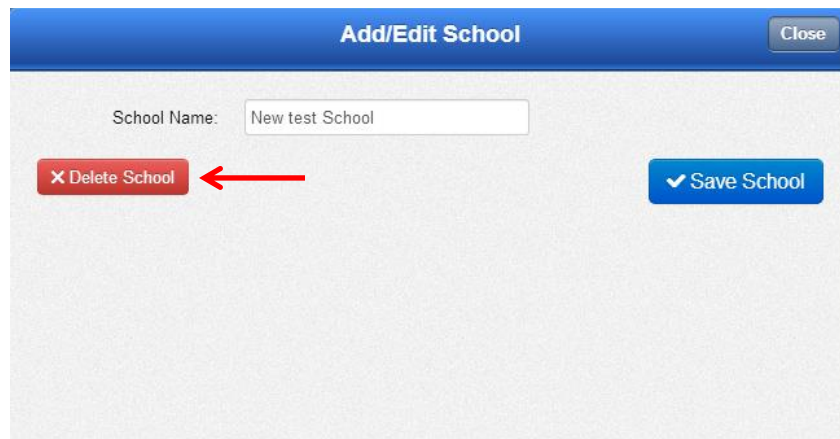


Figure 4