

ACCESSING STUDENT POOLS MOUNT MARY COLLEGE

Here are instructions for accessing student pools other than the one that appears in the window when you are adding students to a course:

1. Click the STUDENTS navigation button.



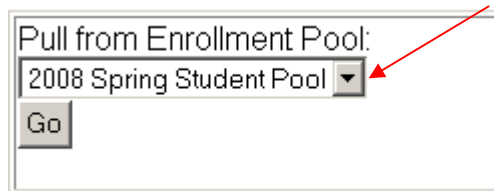
2. Click the "Student Management" link.



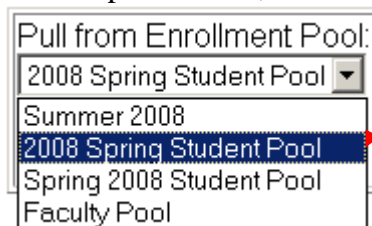
3. Click the "Pull students from pools" link.



4. Click the down pointing arrow to the right of the pool in the window.



5. With all pool visible, click the pool you wish to open.



6. Click the "Go" button to open that pool. Add students by selecting from the pool.

