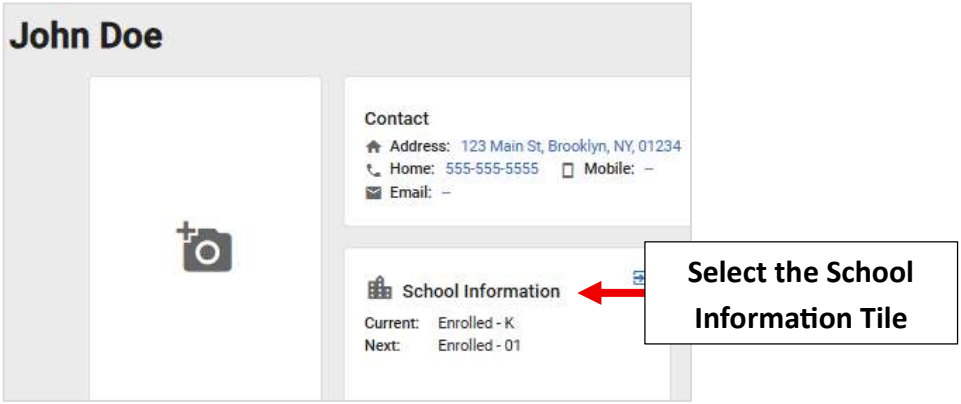
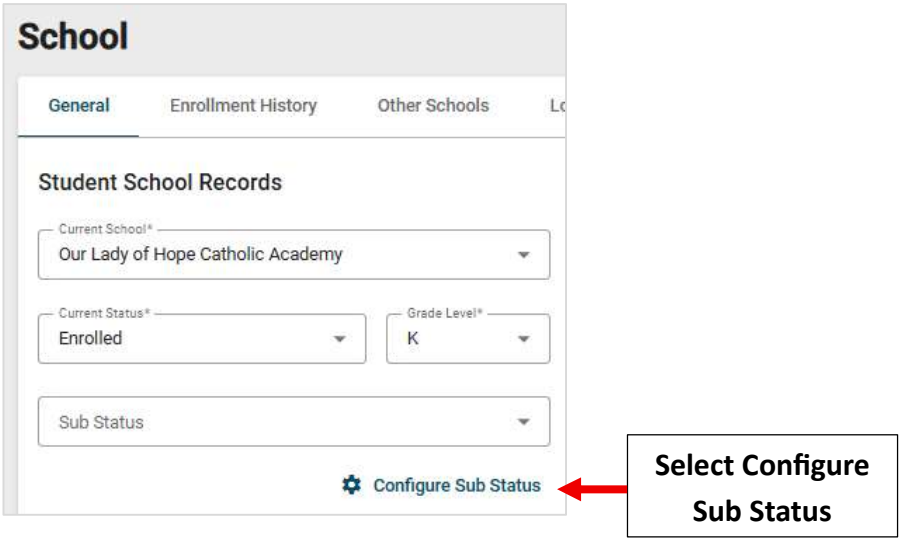
How to Add a Sub Status to a Class Section

Please Note: A Sub Status Has to be Add ed to EACH Student Individually*

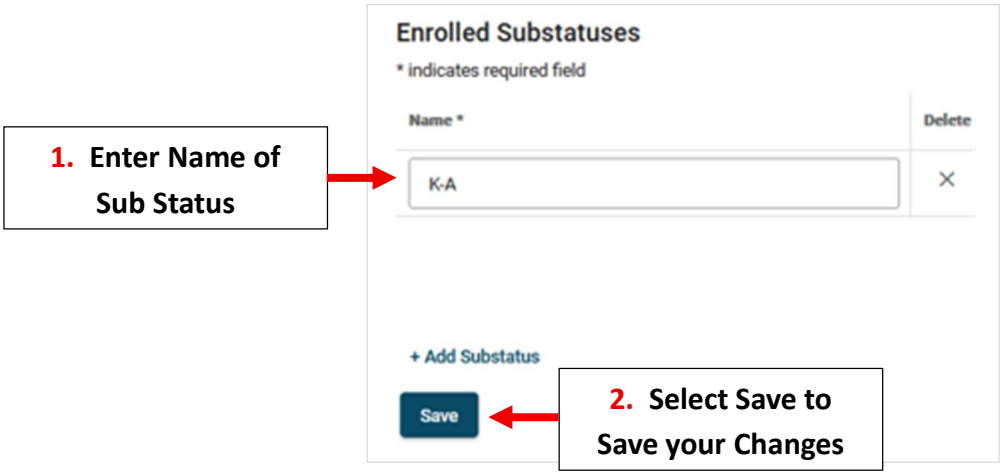
Select a Student's Dashboard to Open and Select the School Information Tile



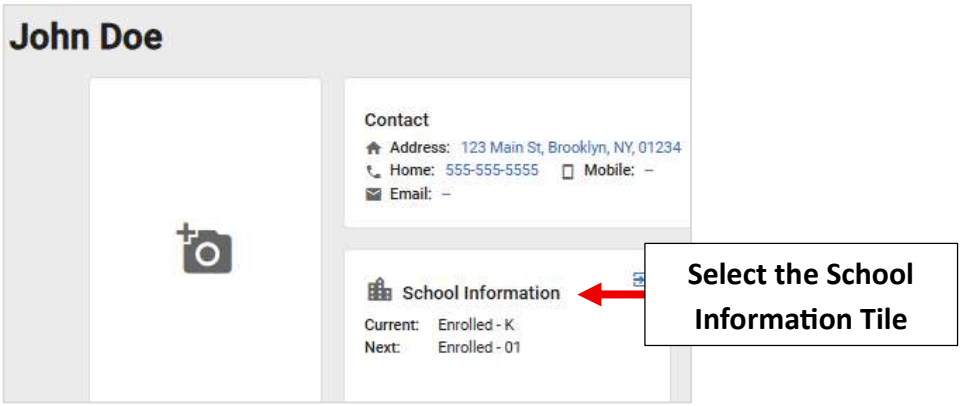
Select Configure Sub Status



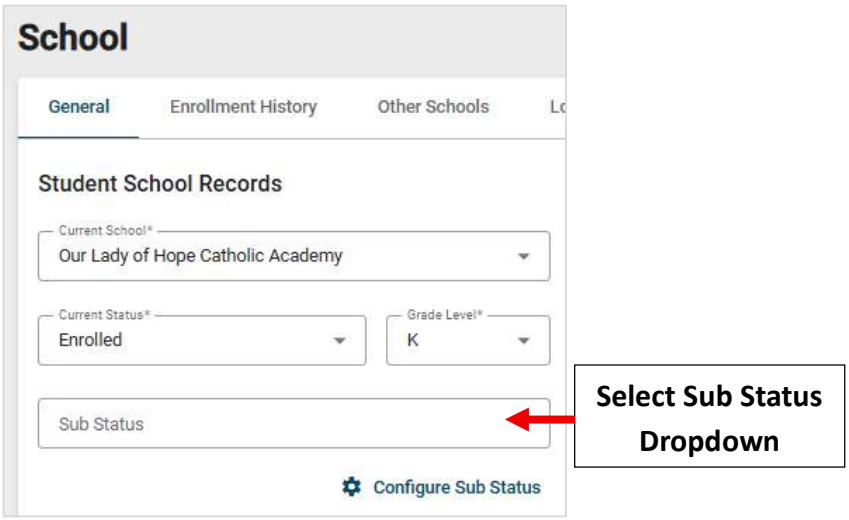
Enter Name of Sub Status and Select Save



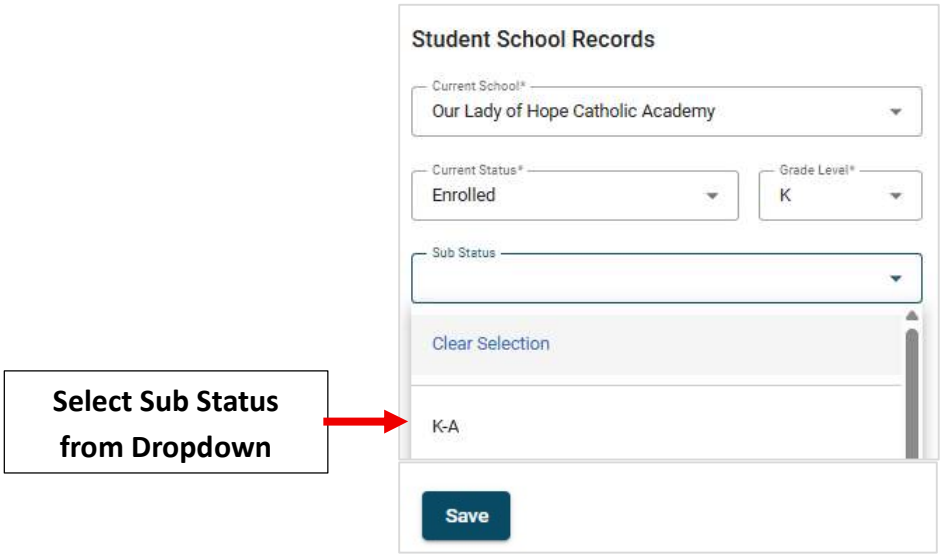
From Student's Dashboard Select the School Information Tile



Select Sub Status Dropdown



Select Sub Status from Dropdown and Select Save to Save your Changes



Sub Status will now be available

