

Post a Workshop and Restrict to a Certain Audience

pd-help.frontlineeducation.com/hc/en-us/articles/115004320408-Post-a-Workshop-and-Restrict-to-a-Certain-Audience

When you add or edit an activity, you can use the sections below to filter:

1. **Building Restrictions** - Click on the buildings that should only be able to see this activity.
2. **Department Restrictions** - Click on the departments that should only be able to see this activity.
3. **Grades** - Click on the grades that should only be able to see this activity.
4. **Groups** - Click on the groups that should only be able to see this activity. If no groups are visible, you can create custom groups by going to Config Summary-->Groups.

If this activity is open for **ALL** in the district, you do not need to check off all items above. The assumption is that if all are left blank, the activity is open to everyone in the district. For example, if you are filtering by 3 buildings and 4 departments, users **MUST** have at least **ONE** of those buildings **AND** one of those departments checked off in their user profile to see that activity.

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