



## How to Add a Co-Teacher

Schedule TT > Master ST

1. Select a course (division – elementary) you wish to add a teacher to
2. Click on Teachers SubST
3. Options > Add
4. In the Name box, use the pick list  to select the teacher
5. In the Schedule Term > Code, use the pick list  and select FY
6. In the Role box, use the drop down and select Co-Teach
7. Save

**Master Schedule :: ATT--AM-001 - AM Attendance :: New Schedule Master Teacher**

Master


Options ▾ Reports ▾ Help ▾



Save Cancel

Sections  
Details  
Rebuild  
Teachers  
Roster

Matrix View

Classes  
Schedules  
Courses

Name \*  

Schedule Term > Code   

Is primary teacher?

Role

Gradebook access?

Save Cancel

Note: In elementary, if the teacher is taking attendance for AM or PM, you will need to assign him or her to the corresponding AM and PM classes.