

How to Assign a Co-Teacher

From the Schedule Top Tab

Select the **class** from the list by clicking on the blue hyperlink and then click on the **Teachers** Side Tab.

Master Schedule

Master

Options ▾ Reports ▾ Help ▾ Search on Course 🔍

Sections
Details
Rebuild
Teachers
Roster

| <input type="checkbox"/> | Course | Description | GrdLvl | SecNo | Unrotated Schedule |
|--------------------------|----------------------------|---------------|--------|-------|--------------------|
| <input type="checkbox"/> | ATT-AM-001 | AM Attendance | | 001 | |
| <input type="checkbox"/> | ATT-AM-002 | AM Attendance | | 002 | |
| <input type="checkbox"/> | ATT-AM-003 | AM Attendance | | 003 | |
| <input type="checkbox"/> | ATT-AM-004 | AM Attendance | | 004 | |
| <input type="checkbox"/> | ATT-AM-005 | AM Attendance | | 005 | |

Matrix View

Classes

Schedules

Courses

Click Options – Add

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Too

Master Schedule :: ATT-AM-001 - AM Attendance

Master

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

Sections
Details
Rebuild
Teachers
Roster

Matrix View

Classes

Schedules

Courses

Options ▾

- Add
- Delete
- Modify List
- Mass Update...
- Send Email...
- Query...
- Show Selected
- Omit Selected

Select the Teacher; Change the type to “Co-Teacher” and check the box for “Gradebook Access” and click Save.

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

Master

Options ▾ Reports ▾ Help ▾

Save Cancel

Name * 🔍

Schedule Term > Code 🔍

Is primary teacher?

Role Co-Teach

Gradebook access?

Save Cancel

Note: If this teacher is taking attendance for AM or PM, you will need to assign him or her to the corresponding classes.