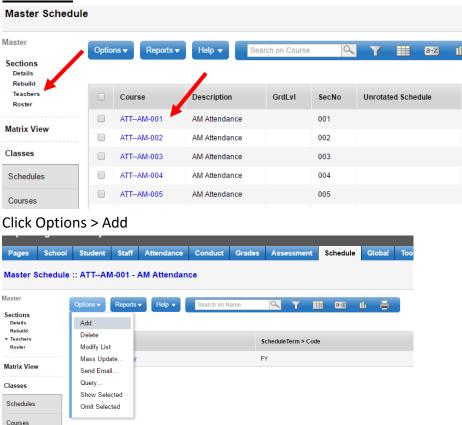# How to Assign a Co-Teacher

There are two ways you can assign a co-teacher to classes – assigning a co-teacher to classes individually or use a MyEd tool to assign co-teacher to multiple classes at once.
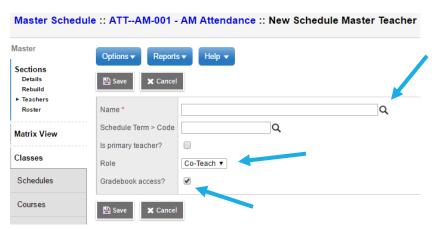
Individually:

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.
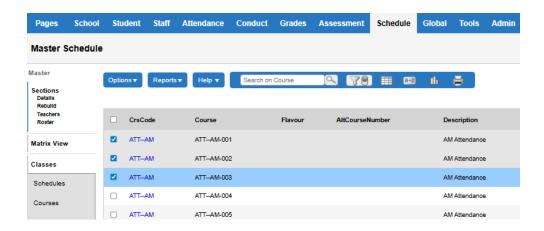

Click Options > Add

Select the Teacher; Change the type to "Co-Teacher" and check the box for "Gradebook Access" and click Save.
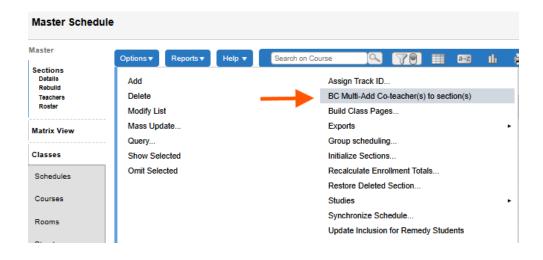
Assigning Co-Teacher to Multiple Classes at Once
From the schedule Top Tab

Select the classes by clicking the check box to which you want to add the co-teacher.

Options > Show Selected

Options > **BC Multi-Add Co-Teacher(s) to Section(s)**

BC Multi-Add Co-teacher(s) to section(s)

Course section(s) to include	Current Selection ▾
Name	🔍
Role	Co-Teach ▾
Gradebook Access?	☐
Preview only	☐

❯ Run   **✖ Cancel**

In the pop up, enter the following details:

Name: Use the magnifying glass to find the co-teacher to add to the classes.

> **Note: if you select multiple teachers, this process will add all the selected teachers to the selected classes as Co-Teachers. You can do this, if you want to add multiple co-teachers to multiple classes.**

Gradebook Access?: Check if the co-teachers need to enter marks for the students.

Preview Only: Unchecked