

# 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.

Master Schedule

Master

Options ▾ Reports ▾ Help ▾ Search on Course 🔍

Sections  
Details  
Rebuild  
Teachers  
Roster

Matrix View

Classes

Schedules

Courses

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

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 🔍

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

ScheduleTerm > Code  
FY

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

Gradebook access? ☒

Save Cancel

## 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.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Master Schedule

Master

Options ▾ Reports ▾ Help ▾ Search on Course

	CrsCode	Course	Flavour	AltCourseNumber	Description
<input checked="" type="checkbox"/>	ATT--AM	ATT--AM-001			AM Attendance
<input checked="" type="checkbox"/>	ATT--AM	ATT--AM-002			AM Attendance
<input checked="" type="checkbox"/>	ATT--AM	ATT--AM-003			AM Attendance
<input type="checkbox"/>	ATT--AM	ATT--AM-004			AM Attendance
<input type="checkbox"/>	ATT--AM	ATT--AM-005			AM Attendance

Options > Show Selected

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

Master Schedule

Master

Options ▾ Reports ▾ Help ▾ Search on Course

Add

Delete

Modify List

Mass Update...

Query...

Show Selected

Omit Selected

Assign Track ID...

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

Build Class Pages...

Exports

Group scheduling...

Initialize Sections...

Recalculate Enrollment Totals...

Restore Deleted Section...

Studies

Synchronize Schedule...

Update Inclusion for Remedy Students

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

Course section(s) to include	Current Selection ▼
Name	🔍
Role	Co-Teach ▼
Gradebook Access?	<input type="checkbox"/>
Preview only	<input type="checkbox"/>

▶ 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