

Adding Co-Teacher(s) to Section(s) using BC Multi-Add Co-Teacher(s) to Section(s)

This functionality allows you to:

- Add a single co-teacher to a single course section
- Add a single co-teacher to multiple course sections
- Add multiple teachers to a single course section
- Add multiple teachers to multiple course sections

School View > Schedule TT > Master ST

- First select the course sections to which you want to add Co-Teacher(s).
- Then **Options > Show Selected**
- For example, to add multiple co-teachers to the following sections:

Master Schedule

Master

Options ▾ Reports ▾ Help ▾ Search on Course

Sections
Details
Rebuild
Teachers
Roster

Matrix View

Classes

Schedules

Courses

Rooms

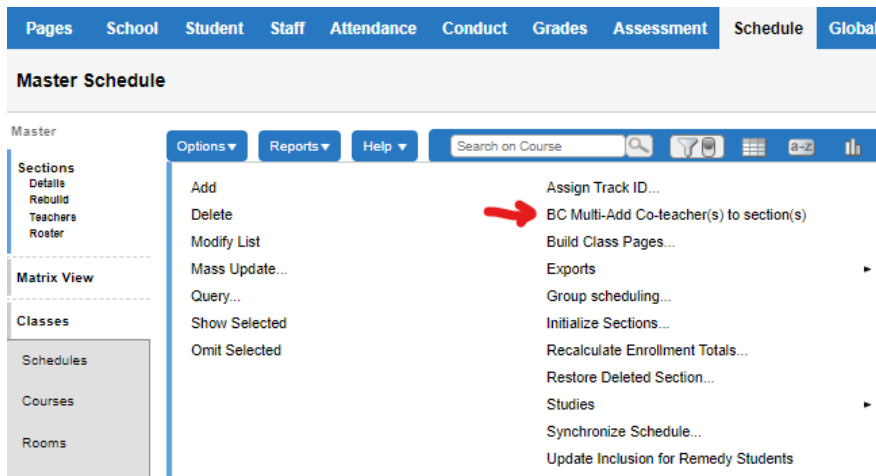
Structure

Schedule Attributes

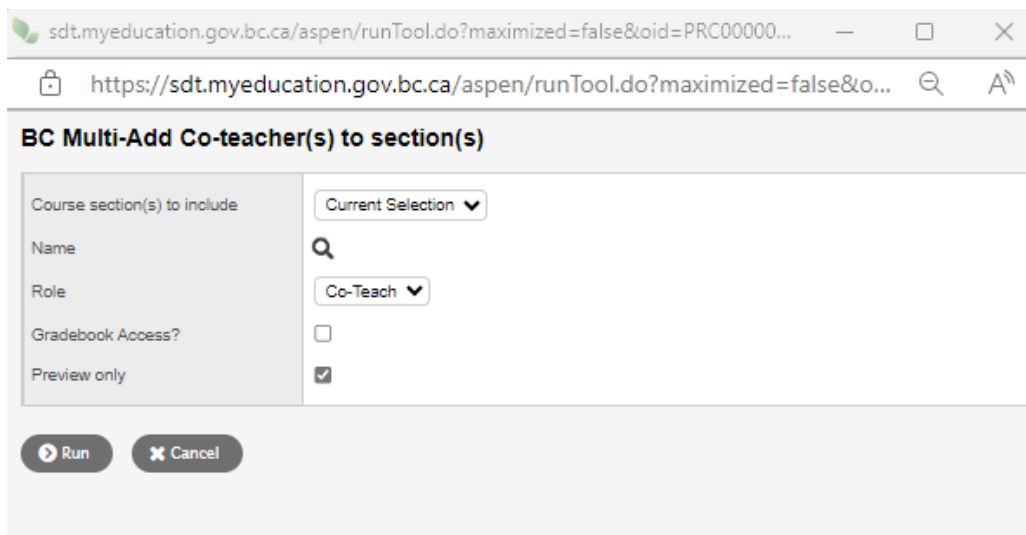
Rules

<input type="checkbox"/>	CrsCode	Course	Fla
<input type="checkbox"/>	MADST05	MADST05-006	
<input type="checkbox"/>	MAE--05	MAE--05-006	
<input type="checkbox"/>	MCE--05	MCE--05-006	
<input type="checkbox"/>	MEN--05	MEN--05-006	
<input type="checkbox"/>	MFR--05	MFR--05-006	
<input type="checkbox"/>	MMA--05	MMA--05-006	
<input type="checkbox"/>	MPHE-05	MPHE-05-006	
<input type="checkbox"/>	MSC--05	MSC--05-006	
<input type="checkbox"/>	MSS--05	MSS--05-006	

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



This will open a pop up to select Course Section to include, Teachers, Role and whether to allow Gradebook access.



- **Course Section(s) to Include** drop down shows "Current Selection". **This is why it is important to first select the course section(s) before running this procedure.**
- **Name** - Click the Magnifying Glass to select the teachers. **All those who are selected here, will be added to the selected Course Sections.**
- **Role:** The only role for the selected teachers will be **Co-Teach**.
- **Gradebook Access?** To allow gradebook access to the newly added co-teachers, check the box.
- **Preview only: UNCHECK**
- **Run**

You can now **verify** the newly added co-teachers in the **Teachers ST** for each of the selected Course Sections.