

Adding a teacher to another teacher's class rolls.

Pupil Services

Student System

Course /Teacher Management

Class Schedule Search

Type in one of your teachers names

Then click search

Click Detail

School Year: 2014

Course Name: [text box]

Prime Teacher: [text box]

When Taken: REGULAR DAY SCHOOL [dropdown] Room: [text box]

Limited Flag: NOT LIMITED [dropdown] Max Size: [text box]

Period: [text box] Override Limit: [text box]

Semester: [text box] Class Size: [text box]

Section: [text box] Pending Students: [text box]

A/B Day: [text box] Total Males: [text box]

Kindergarten Duration: [dropdown] Total Females: [text box]

Retake: [text box]

Magnet Course: [text box]

Rollover

Concurrent Enrollment

Updated By: [text box]

Update Date: [text box]

Concurrent College

College Course

Teacher Name	Prime Teacher
[text box]	[text box]
[text box]	[text box]
[text box]	[text box]

Grade Levels Offered
<input checked="" type="checkbox"/> [text box]
<input type="checkbox"/> [text box]
<input type="checkbox"/> [text box]

Grade Levels Taught	Updated By	Updated Date
[text box]	[text box]	[text box]
[text box]	[text box]	[text box]
[text box]	[text box]	[text box]

Next Duplicate New Save Delete Magnet Class Roster Dismiss

In the bottom left hand corner you will see your teacher's name. Click in the line below that and start typing the other teacher's name (you can use this for immersion or team teaching). Only one can be marked prime. They should be the prime teacher of their own class and then just a team teacher for the other class.

When you are done, click SAVE.