

## How do I setup a course to have two teachers in Skyward?

In Skyward you can have more than one teacher on a class. Sometimes this is known as team teaching or partner teaching. Both teachers will be able to see and use the gradebook features.

Go to Office, Current Scheduling, Section Master, Expand on the class you wish to have team teaching, click on Meet Details, click on Add Meet. [WS\OF\CS\BC\SM\SM]

**Section Master (2013-14) - Entity 172 - WS\OF\CS\BC\SM\SM - 10112 - 05.13.06.0**

https://skywardyal.sccresa.org/scripts/wsisa.dll/WService=wsYAL/sschdbrws050.w

**John F. Farrell-Emmett Element (172)**

Home Students Families Staff Student Services Food Service **Office** Administ

**Section Master (2013-14)** ☆

Views: **Class Section Details** Filters: **\*All Sections**

| Course ▲ | Short Description | Curriculum | Sec | S | Ctrl Set | Cal | Be |
|----------|-------------------|------------|-----|---|----------|-----|----|
| ▶ ART3   | Art - 3           | ART3       | 02  | A | YR       | 172 |    |
| ▶ ART3   | Art - 3           | ART3       | 03  | A | YR       | 172 |    |
| ▶ ART4   | Art - 4           | ART4       | 01  | A | YR       | 172 |    |
| ▶ ART4   | Art - 4           | ART4       | 02  | A | YR       | 172 |    |
| ▶ ART5   | Art - 5           | ART5       | 01  | A | YR       | 172 |    |
| ▶ ART5   | Art - 5           | ART5       | 02  | A | YR       | 172 |    |
| ▶ ARTK   | Art - KDG         | ARTK       | 01  | A | YR       | 172 |    |
| ▶ ARTK   | Art - KDG         | ARTK       | 02  | A | YR       | 172 |    |
| ▼ CZ1    | Citizenship - 1   | CZ1        | 01  | A | YR       | 172 |    |

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

▼ **Section Details** Edit Section History

| Section | Status     | Control Set | Calendar           | Bell | Minimum Students |
|---------|------------|-------------|--------------------|------|------------------|
| 01      | A - Active | YR - YEAR   | 172 - Farrell Elem |      | 1                |

▼ **Meet Details** Add Meet View All Meets

| Building           | Room | Teacher       | Type        |
|--------------------|------|---------------|-------------|
| 172 - Farrell Elem |      | Erin Kavanagh | P - Primary |

You can add another teacher as Alternative, you can also choose whether this teacher should be send in the TSDL submission, if they should show on a student's schedule, or allow to have Gradebook access.

# How do I setup a course to have two teachers in Skyward?

**Edit Class Meet**

Course  
Entity: 172 John F. Farrell-Emmett Element  
Class: CZ1/01 Citizenship - 1  
Control Set: YR Class Status: Active

Start and Stop Terms  
\* Display Term Start: 01 \* Stop: 03 \* Scheduling Term Start: 01 \* Stop: 03

Meet Pattern  
\* Display Period: 01 \* Scheduling Period: 01 \* Attendance Period: 01  
M T W R F S  
Display:        
Scheduling:        
Attendance:

Lunch Code  
 None  Group A  Group B  Group C  Group D  Group E  Group F

Building: 172 Farrell Elem

Room: Type:

Teacher: KAVANERI000 Kavanagh Erin  Do not send teacher to TSDL

Teacher Type <sup>?</sup>  
 Primary  Alternate  
 Display This Class Meet On Student Schedules  
 Allow Access to EA+  
 Allow Access to Gradebook

Class Meeting Time Override  
Start Time: 12:00 AM Stop Time: 12:00 AM

Class Meet Type  
 Instructional  Lunch  Recess  Study Hall  Other

Asterisk (\*) denotes a required field