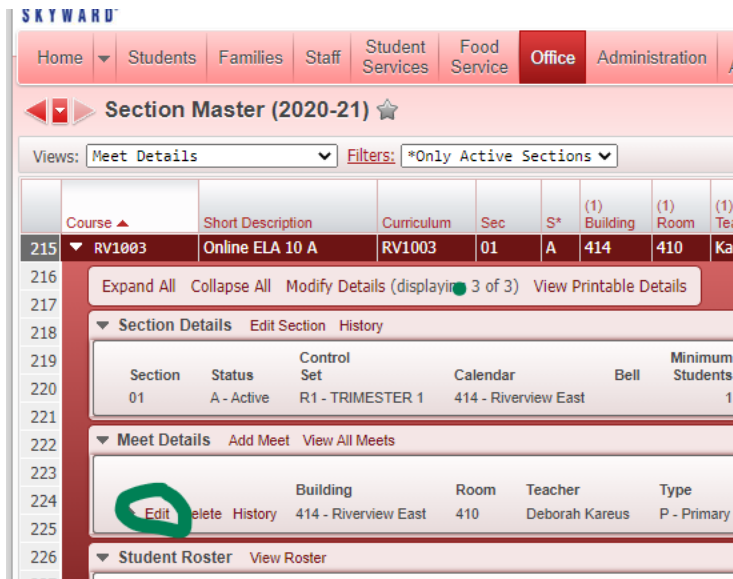


Assigning Teacher of Record and Mentor as the Same Individual

This document will instruct you on how to assign the Teacher of a virtual course who is serving as both the Teacher of Record and Mentor Teacher for TSDL reporting.

1. Office/Current Scheduling/Build Course Master/Section Master

Select the appropriate virtual sections. Expand the section so you can Edit the Meet.



2. Click on the checkboxes for "Mentor Teacher" and "Mentor Is TOR". Click Save.

This will generate the teacher's PIC to be pulled for both the Teacher of Record PIC and the Mentor Teacher PIC in the TSDL extract.

