

Adding/Change Teacher on a Section

This document will walk through the steps to add a co-teacher and change the primary teacher on a section.

Overview

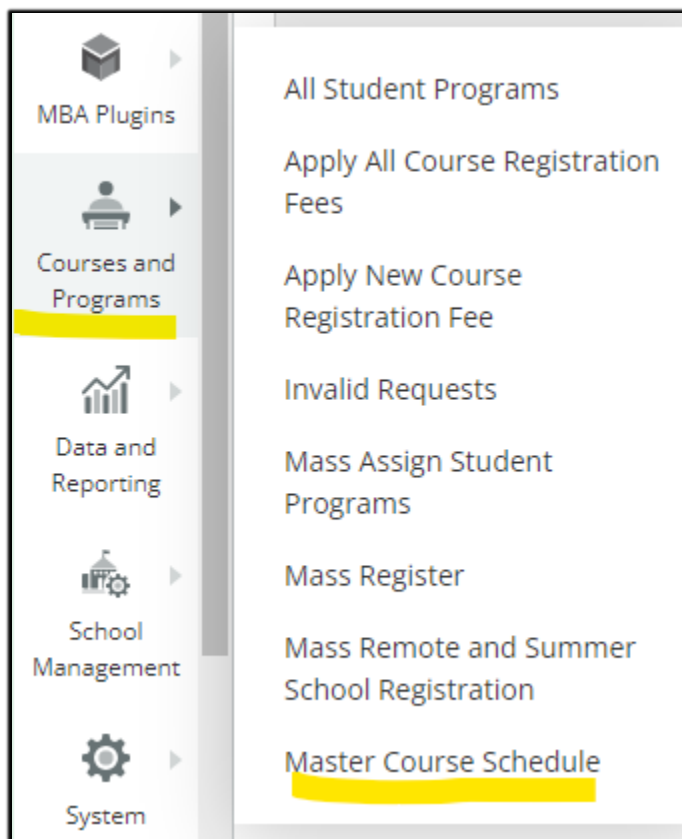
This document will cover the following process:

1. Select the current years master schedule
2. Find the desired course/section to update
3. Change primary teacher or add a Co-teacher

Select Current Year Master Schedule:

1. Select your school

- From the Left side menu select Courses and Programs. From the slide out menu select Master Course Schedule



2. Find the course need to make teacher change or add a co-teacher. Click on the course.

Master Course Schedule - School Year by Course

Course	Day	Period 1	Period 2	Period 3	Period 4	Period 5
Art 1 (Art1)	A					<div style="background-color: #4a7ebb; height: 15px; width: 100%;"></div> <p style="text-align: center;">T</p> <p style="text-align: center;">Art1.1 21/50</p> <p style="text-align: center;">Room 25</p> <p style="text-align: center;">5(A)</p> <p style="text-align: center;">Term: 23-24</p> <p style="text-align: center;">-----</p> <div style="background-color: #4a7ebb; height: 15px; width: 100%;"></div> <p style="text-align: center;">T</p> <p style="text-align: center;">Art1.2 22/50</p> <p style="text-align: center;">Room 25</p> <p style="text-align: center;">5(A)</p> <p style="text-align: center;">Term: 23-24</p>

3. Find the select for Teacher – Section Lead or Teacher/Staff Additional

Teacher - Section Lead	Add												
<table border="1"> <thead> <tr> <th>Staff</th> <th>Role</th> <th>% Allocation</th> <th>Start Date</th> <th>End Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Fortuna-Gil, Jaret T</td> <td>Lead Teacher</td> <td>100</td> <td>08/22/2023</td> <td>05/30/2024</td> <td> <div style="background-color: #4a7ebb; color: white; padding: 2px;">D</div> <div style="background-color: #4a7ebb; color: white; padding: 2px;">-</div> </td> </tr> </tbody> </table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Fortuna-Gil, Jaret T	Lead Teacher	100	08/22/2023	05/30/2024	<div style="background-color: #4a7ebb; color: white; padding: 2px;">D</div> <div style="background-color: #4a7ebb; color: white; padding: 2px;">-</div>	
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Teachers/Staff - Additional	Add												
No records found.													

4. Click on the Add button for adding an additional teacher. Or click on the dash button to update the existing teacher. Click on Submit to save the changes.