

## ADDING A CO-TEACHER

**NOTE:** If Teacher will be taking AM attendance, they will need to be added to the appropriate ATT block.

Schedule TT > Master ST > Select course

<input type="checkbox"/>	CrsCode	Course	Flavour	AltCourseNumber	Description	SecNo
<input type="checkbox"/>	MEN--06	MEN--06-61			ENGLISH 06	61
<input type="checkbox"/>	MEN--06	MEN--06-62			ENGLISH 06	62
<input type="checkbox"/>	MEN--06	MEN--06-63			ENGLISH 06	63
<input type="checkbox"/>	MEN--06	MEN--06-64			ENGLISH 06	64
<input type="checkbox"/>	MEN--06	MEN--06-710			ENGLISH 06	710

Select **Teachers** in side tab

Options ▾ Reports

Sections

- Details
- Rebuild
- Teachers**
- Roster

Save Cancel

Master type

Options > **Add**

Options ▾

Add

Enter:

- Teacher Name - Click on Magnifying glass to select teacher from list
- Is Primary teacher? = N (leave blank)
- Role = Co-Teacher
- Gradebook Access? = Y

Click **Save** button

Options ▾ Reports ▾ Help ▾

Save Cancel

Name \*

Schedule Term > Code

Is primary teacher?

Role

Gradebook access?

Save Cancel