



**Adding Additional Teachers**

In the *School View*

1. Click the **Staff** Top Tab. Change your filter to **ALL Active Staff**. Ensure that the new/additional teacher is in this list.

**Note: DO NOT ADD THE STAFF MEMBER IF THEY ARE NOT PRESENT! Contact the appropriate person to have them added to your school.**

2. Click the **Schedule** top Tab, **Master** Side Tab
3. Find the class that you want to change/add the teacher

Elementary Schools: Use the filter: SD73 SecNo and type in the division number of the homeroom

**Search criteria**

<b>Section number</b>	<input type="text" value="003"/>
<b>Search based on</b>	<input type="text" value="All Records"/>

Submit Close

4. Select the courses by clicking the check box next to the course code
5. Click **Options**, then **Show Selected**
6. Click on the **Teachers** Leaf

**Master Schedule**

Sections

- Details
- Rebuild
- Teachers ←
- Roster

7. Click **Options**, then **Add**

<b>Name *</b>	<input type="text"/> ← Select the staff member from the list
<b>Schedule Term &gt; Code</b>	<input type="text"/> ← Elementary schools select FY (Full Year)
<b>Is primary teacher?</b>	<input type="checkbox"/>
<b>Role</b>	<input type="text"/>
<b>Gradebook access?</b>	<input type="checkbox"/> ← Click this

Save Cancel



Finally, click here



**Adding Additional Teachers**

8. Click the **Teachers** Leaf Again.

**Master Schedule**

- Sections
- Details
- Rebuild
- Teachers ←
- Roster

<input type="checkbox"/>	Name	ScheduleTerm > Code
<input type="checkbox"/>	Epp, Bradley	FY
<input type="checkbox"/>	Mrs. Teacher	FY

You will see:

You will now have two teachers teaching this class. If you want to add additional staff go back to step 7 and start the process again.