

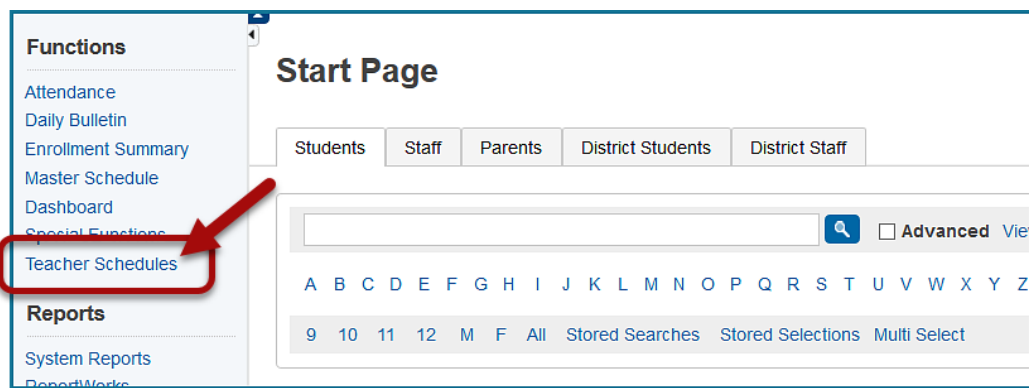
Adding a Co-Teacher

May 4, 2020 • Version 1.0

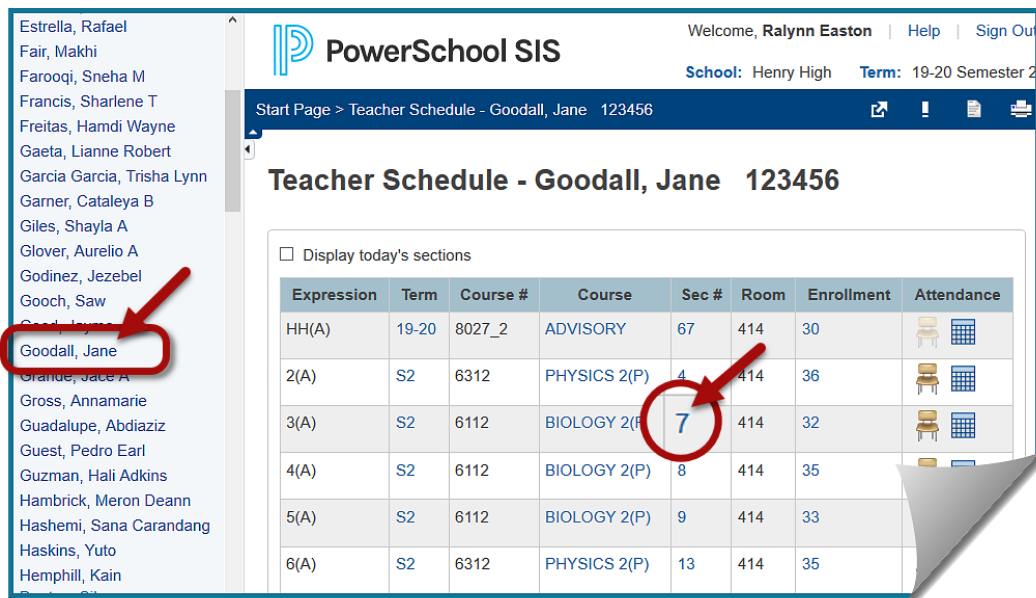
A certificated, credentialed teacher must be listed as a Lead Teacher.

If someone other than the Lead Teacher needs to enter attendance, add assignment scores, or enter grades, they must be added as a Co-teacher. Once the Co-teacher role is added, the designated staff member will be able to complete various tasks in the PowerTeacher Gradebook.

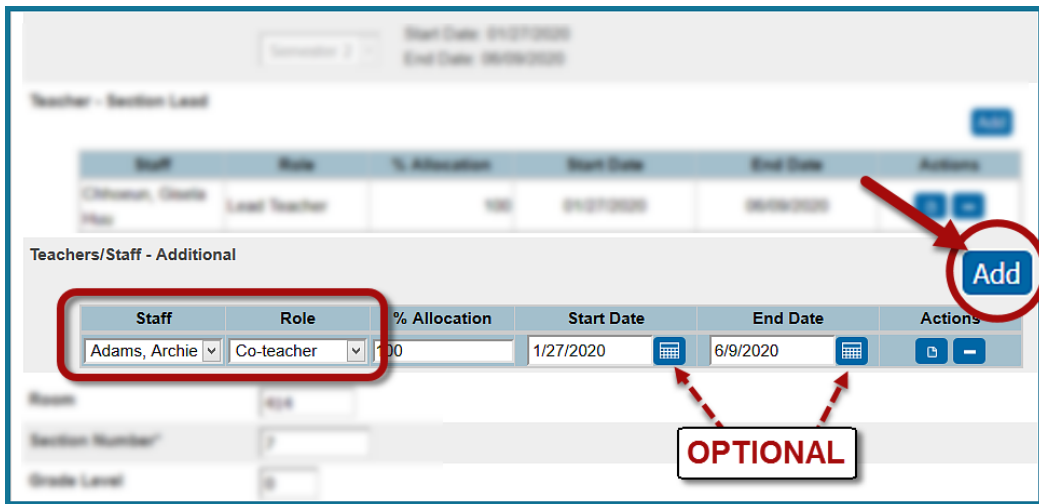
1. From the **Start Page**, under Functions, click **Teacher Schedules**.



2. Select the name of the teacher whose section will be edited.
3. On the **Teacher Schedule** page, select the **section number** to be edited.



4. On the **Edit Section** page in the **Teachers/Staff – Additional** area, click **Add**.
 - From the **Staff** drop-down menu, select the name of the Co-teacher.
 - From the **Role** drop-down menu, select **Co-teacher**.
 - Modify the **Start** and **End Date** to limit access to this section, or leave the dates in their default setting.
5. Click **Submit**.



Teachers/Staff - Additional

Staff	Role	% Allocation	Start Date	End Date	Actions
Adams, Archie	Co-teacher	100	1/27/2020	6/9/2020	Add Edit Delete

OPTIONAL