

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**.

Functions Attendance Daily Bulletin	Start Page						
Enrollment Summary	Students	Staff	Parents	District Students	District Staff		
Master Schedule							
Dashboard Special Eurotions					٩	Advanced Vie	
Teacher Schedules	АВС	DEF	GHI	ЈКСМИО	PQRST	UVWXYZ	
Reports	9 10 1	1 12	M F All	Stored Searches	Stored Selections	Multi Select	
System Reports							

- 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.

Estrella, Rafael		DewerSchool SIS				Welcome, Ralynn Easton Help Sign Out				
Farooqi, Sneha M	P FU	Neisu	High Term	19-20) Semester :					
Francis, Sharlene T	Start Page > Te	acher Sche	dule - Gooda	II, Jane 123456			Ľ	L		
Freitas, Hamdi Wayne	<u></u>									
Gaeta, Lianne Robert Garcia Garcia, Trisba Lypp	Toocho	r Saha	dulo	Goodall	lana	402	156			
Garner, Cataleya B	reacher Schedule - Goodall, Jane 123430									
Giles, Shayla A										
Glover, Aurelio A	□ Display today's sections									
Godinez, Jezebel	Expressio	n Term	Course #	Course	Sec #	Room	Enroliment	Atte	ndance	
Gooch, Saw		10.20	0027.2		67	414	20			
Goodall, Jane	HH(A)	15-20	0027_2	ADVISORT	07	414	30			
Granue, Jace A	2(A)	S2	6312	PHYSICS 2(P)	4	414	36	8		
Gross, Annamarie			0.110		-					
Guadalupe, Abdiaziz	3(A)	S2	6112	BIOLOGY 2(H	1	414	32	Ħ		
Guzman, Hali Adkins	4(A)	S2	6112	BIOLOGY 2(P)	8	414	35			
Hambrick, Meron Deann										
Hashemi, Sana Carandang	5(A)	S2	6112	BIOLOGY 2(P)	9	414	33			
Haskins, Yuto Hemphill, Kain	6(A)	S2	6312	PHYSICS 2(P)	13	414	35			



- 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.

	Terret Date: 01070000 End Date: 00000000								
Teache	r - Section Last					-			
- 1	Seat.	Rate	% Allocation	Burt Date	End Date	Automa			
	Othoren, Ginetia Hasi	Load Teacher	100	01070505	06/06/2020				
Teache	ers/Staff - Additior	nal	-			Add			
- 0	Staff	Role	% Allocation	Start Date	End Date	Actions			
	Adams, Archie 🗸	Co-teacher 🗸		1/27/2020	6/9/2020				
Room		414			~ 1				
Section	Number*	9		l l l l l l l l l l l l l l l l l l l	OPTIONAL				
Grade (Laval	0		Ľ					