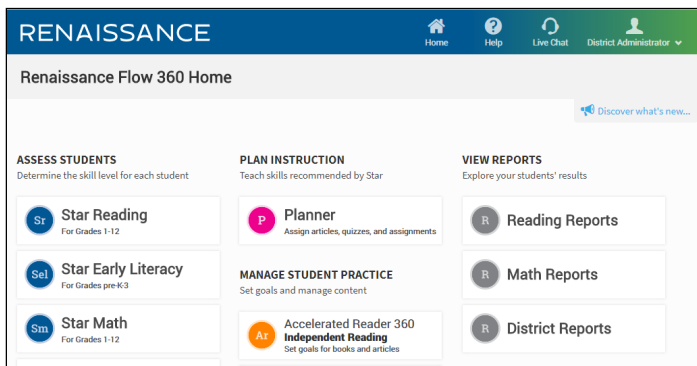


Assigning Team Teachers to a Class



If your Home page looks like the example below, these instructions do not apply to your site. See the [new help for assigning team teachers to classes](#) ([../setup/AssigningTeamTeachers](#)) instead.



Team teachers can be added to a class so that they can see the class information and work with the class in your Renaissance Place products. The primary teacher is the main teacher for the class, but team teachers can also work with the class, and if you choose a team teacher as the Lead teacher for a product, that teacher will be listed on reports for that product.

To add or remove team teachers for an existing class, follow the steps below. You can only add team teachers if the class already has a primary teacher and products selected.

Who can do this with default **capabilities (Capabilities)**?

District Administrators, District Staff, School Administrators, School Staff



If you are a school administrator and you are assigned to more than one school, on the Home page, select your name and then select **Change Role** to choose the school you want to work with before following these steps.

1. On the Home page, select **Courses and Classes**.
2. If you are a district administrator or district staff member, use the **School** drop-down list to choose the school you want to work with.

Renaissance Place Real Time

Home > Courses and Classes

Courses and Classes

Manage courses or select a course name to view its classes

School:

Add Course
Copy/Edit Classes and Marking Periods from the 2013 - 2014 School Year

Course	Course ID	Subject	Grade	Classes		Actions
				Complete	Incomplete	
AM 2.0 Course (1 Class)				1	0	Add Class Assign Products Edit Course Delete Course
ESL (1 Class)				1	0	Add Class Assign Products Edit Course Delete Course
Grade 1 (2 Classes)			1	2	0	Add Class Assign Products Edit Course Delete Course
Grade 2 (2 Classes)			2	2	0	Add Class Assign Products Edit Course Delete Course

- Select the name of the course you want to view.
- On the course information page, find the class on one of the tabs (Complete Classes or Incomplete Classes). Note that you can only add team teachers for incomplete classes if they have a primary teacher and products assigned.

Renaissance Place Real Time ADMINISTRATOR USER, District 2014 - 2015

Home > Courses and Classes > View Course Manuals | Help | Log Out

Grade 1 Live Chat Support Available

View course information and classes

School: **East Elementary School**
Course Details: **Grade 1**

Add Class

Complete Classes (2) Incomplete Classes (0)

Select the class name or use the links in the Actions column to change a class

2 Classes 1 of 1

Class	Teachers	Marking Period	Products Assigned	Students	Actions
Mr. Johnson's class	Johnson, Tim	Primary	2014 - 2015	17	Add/Remove Students Add/Remove Team Teachers Delete Class
Ms. Garza's class	Garza, Martina	Primary	2014 - 2015	17	Add/Remove Students Add/Remove Team Teachers Delete Class

- Do one of the following:

- Select the class name. Then, on the Edit Class page, select **Add/Remove** in the Team Teachers row.
- In the list of classes, select **Add/Remove Team Teachers** in the row for a class.

6. On the Add/Remove Team Teachers page, to add team teachers, follow these steps:

- Enter the teacher's first and/or last name **A**.
- Select **Search**.
- In the search results, find the teacher that you want to add and select **Assign** **B**.
- The teacher will be added to the Product Access and Lead table on the right. Check the teacher's name under each product that the teacher needs to see data for **C**. If the team teacher is actually the lead teacher for a product, select the **Lead** option for that teacher **D**. Note that only one teacher per class (primary or team) can be the Lead teacher for a product; the Lead for each product is the teacher whose name appears on class reports for that product.
- Repeat these steps to add more team teachers.

Add/Remove Team Teachers
Add or remove additional teachers and set their access to products

School: **School 2**
Course: **Randall - Grade 5 Math**
Course Details: **Math**
Class: **G5M Class 2**

Search for Personnel

First Name **A**
Last Name **A**

Personnel	Primary Position	Action
Randall, Julia	Teacher - Lead	<input type="button" value="Assign"/>
Roberts, Mary	Secretary - School	<input type="button" value="Assign"/>
Rossetti, Christine	Teacher - Lead	<input type="button" value="Assign"/> B

Teachers

Randall, Julia	Primary	
Rossetti, Christine	Team	<input type="button" value="Remove"/> E

Bold = Not Saved

Product Access and Lead

Accelerated Math 2.0

C Randall, Julia **D** Lead
 Rossetti, Christine Lead

MathFacts in a Flash

Randall, Julia Lead
 Rossetti, Christine Lead

STAR Math

Randall, Julia Lead
 Rossetti, Christine Lead

7. To remove team teachers, select **Remove** next to the teacher in the Teachers table **E**.



You cannot remove the primary teacher from a class. If you need to change the primary teacher, [edit the class \(EditingClasses\)](#).

8. If you came from the course information page, select **Save** to save your changes to the class team teachers.

If you came from the Add Class or Edit Class page, select **Continue** to make the team teacher changes and go back to that page, where you can save all changes to the class.

Select **Cancel** to exit the page without making any changes to the team teachers.

9. If you go back to the Edit Class page, select **Save** on that page to ensure that your changes are saved.

If you select **Cancel**, but you have made changes to the class (including changes to the students and team teachers), an Unsaved Changes window will open. If you want to save the changes you made, select **Save**. If you want to leave the page without saving any changes (including changes to the students or team teachers), select **Don't Save**. To stay on the page, select **Cancel**.

After you add team teachers, they will be listed in the class information on the course page.

Related Topics:

[Editing classes \(EditingClasses\)](#)