

Quick Guide: Adding Teacher Observers

Goal: Add teacher observers (i.e. guidance counselors, team teachers) to your course.

1.) Select People.

2.) Select '+ People' (on the right-hand side of the screen)

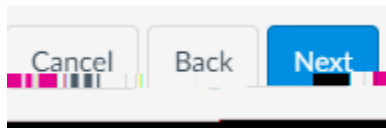
3.) Fill out the form.

Enter the person(s) e-mail address separated by a comma.

Select the appropriate Section. Repeat the process if you want to add observers to more than one class (if your classes are not cross-listed).

Change the Role to Observer.

4.) Click Next.



5.) Verify that the user(s) is added to the class.

