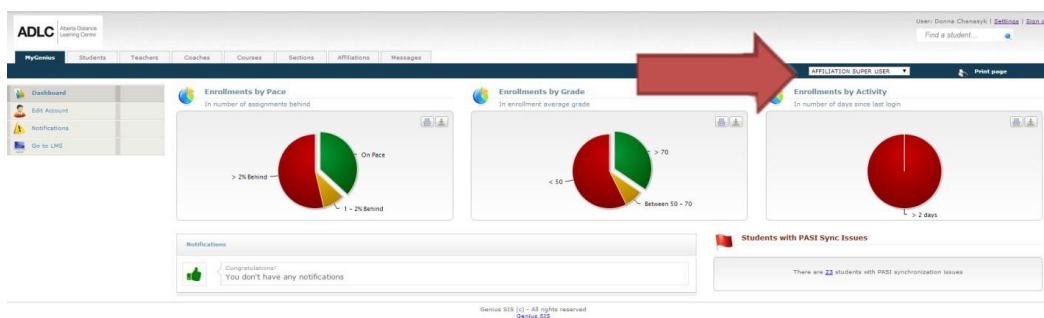
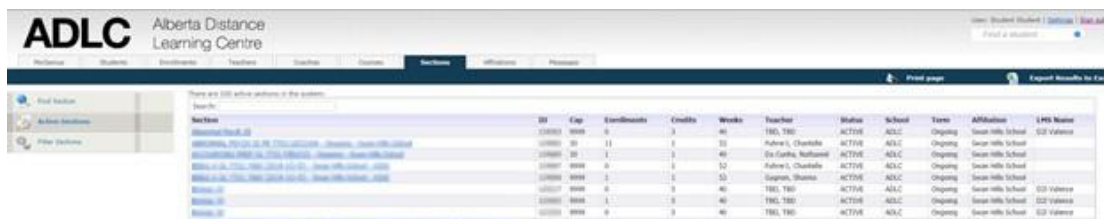


This document is intended to help Affiliation Super Users assign more than one teacher to a Teacher Support section (course) in ADLC's Student Information System (SIS).

1. When you're logged into SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Sections** tab—a list of all the Teacher Support sections your school has created will appear.



3. Click on the name of the section you want to add a secondary teacher to.
4. From the menu on the left, under the "Main Information" heading, click **Secondary Teachers**.



5. Choose the appropriate teacher from the drop-down menu and click **Add**.

Note: if the teacher's name doesn't appear in the drop-down menu, you'll need to add the teacher to the SIS. To do so, use the following steps:

- a) Click on the **Teachers** tab. Click on **Add Teachers** from the menu on the left hand side.

b) Enter the teacher's first and last name, select your Affiliation, change the status to "Active," and enter the teacher's email address.

c) Click **Save**.

d) Now that you've added the teacher, go back to Step 2 above to add that teacher as a secondary teacher.

6. Click **Save**.

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

1-866-774-5333, ext. 5378

learningnetwork@adlc.ca