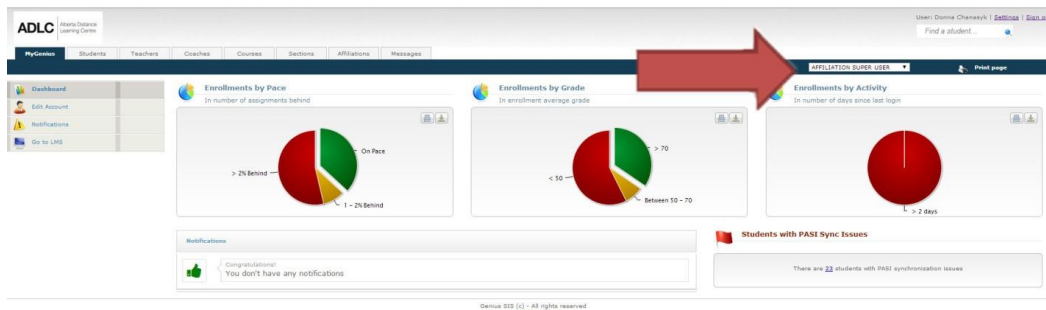
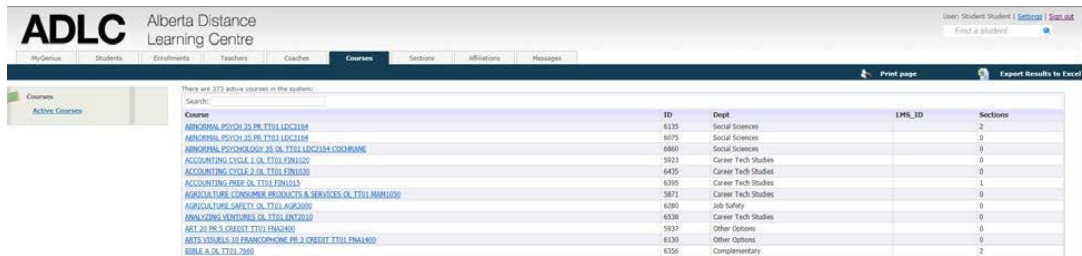


*This document is intended to help Affiliation Super Users add Teacher Support sections (courses) in ADLC's Student Information System (SIS).*

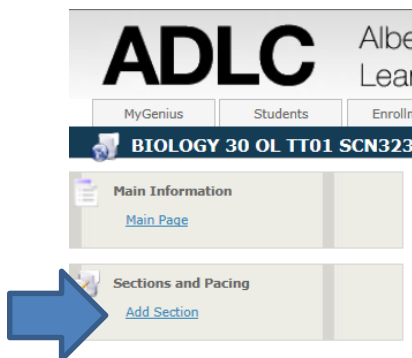
1. Log in to SIS and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Courses** tab, and select **Active Courses** on the left hand side. All courses available for Teacher Support will now be listed.



3. Click on the course you'd like to set up a Teacher Support section for.
4. From the menu on the left, click **Add Section**.



5. From the drop-down menu, choose the name of the teacher you'd like to give access to this course.

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

- a) Click on the **Teachers** Tab.
- b) Click on **Add Teachers** from the menu on the left-hand side.
- c) Enter the teacher's first and last name, select your Affiliation, change the status to "Active," and enter the teacher's email address.
- d) Click **Save**.
- e) Return to Step 2 above to continue adding the teacher to the section.

6. Click **Save**.

The screenshot shows a 'Section Information' form with the following fields and values:

- Section ID: [Empty]
- Name: BIOLOGY 30 (M, T, W, T, F) (2014-1C-D) - Swan Hills School - 6134
- Course: BIOLOGY 30 (M, T, W, T, F) (2014-1C-D)
- Teacher: Selected...
- Delivery Method: Online
- Class Type: D (Default)
- Notes: [Empty text area]
- Save: [Save button]

**Note:** It can take up to 72 hours for course content to appear.

## Contact

If at any time you have questions, please contact:

### The Learning Network Help Desk

1-866-774-5333, ext. 5378

[learningnetwork@adlc.ca](mailto:learningnetwork@adlc.ca)