

This document is intended to help Affiliation Super Users add Teachers in ADLC's Student Information System (SIS).

1. In SIS, select the **Affiliation Super User** role from the drop-down menu on the dark blue bar that runs along the top of the screen.
2. Click on the **Teachers** tab and select **Add Teachers** from the left-hand side.
3. Note: The fields that are highlighted in yellow are required to be completed. The fields not highlighted in yellow are optional.
 - Select your school name from the "Affiliation" drop down menu.
 - Change the "Status" to "Active".
 - The "Cap" field is the maximum number of students that teacher can take on. "9999" is the default number. If an Affiliation attempts to enrol a student in a section (course) where the teacher has reached their cap, the registration will not succeed.

The screenshot displays a form for adding a teacher, organized into three main sections:

- Basic Information:** Includes fields for Teacher ID, First Name, Gender (dropdown: Unknown), Affiliation (dropdown: Select...), External Teacher (dropdown: Yes), Last Name, Date of Birth, Teacher Since, Bio, Office Hours, and Notes.
- Academic Information:** Includes Status (dropdown: Select...), Teacher Level (dropdown: Select...), Province, School (dropdown: Select...), Cap (text: 9999), Office Location (dropdown: Select...), and School Code.
- Contact Information:** Includes Email, Phone, Street, State (dropdown: Select...), ZIP, Cell Phone, Extension, City, Country (dropdown: Select...), and Fax.

A yellow bar at the bottom of the form contains a **Save** button.

4. Click **Save**.

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

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