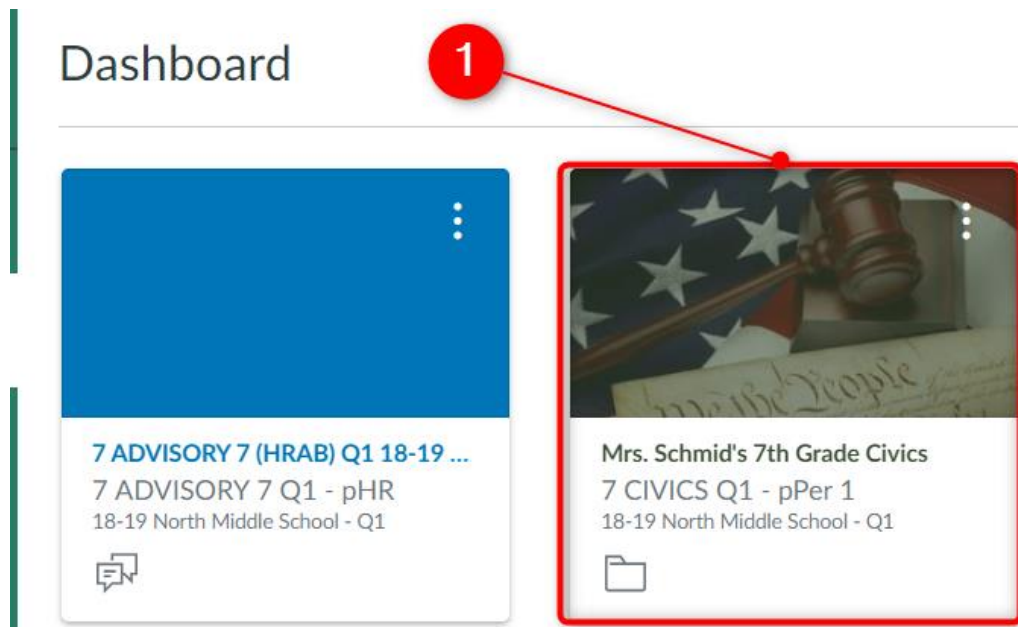
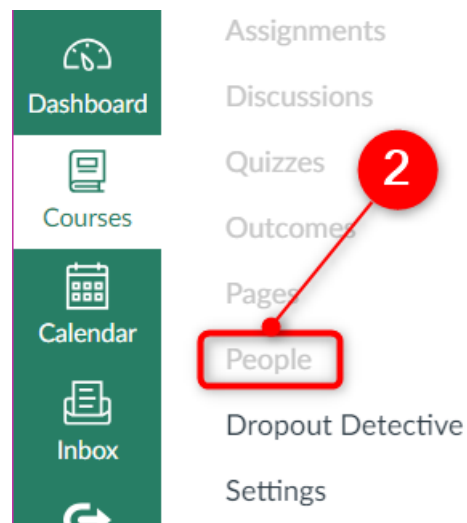


How to invite another teacher to your course

1. Open the course you want to invite another teacher to.
(Example: Mrs. Schmid's 7th Grade)



2. Click on People



How to invite another teacher to your course

3. Click on + People

Everyone Groups **3** + Group Set

Search people All Roles

+ People

4. Click on Login ID

5. Type in the teachers user name (Ex. Stewarj)

6. Select TA for the Role

7. Click Next

Add user(s) by


☐ Email Address **4** ☒ Login ID ☐ SIS ID

Example: lsmith, mfooster

5 stewarj

6 Role: TA Section: Q1 Per 1 - pAB

☐ Can interact with users in their section only

 **7**

When adding multiple users, use a comma or line break to separate users.

Cancel **Next**

How to invite another teacher to your course

- 8. Check to make sure it's the correct user (Ex. Jennifer Stewart)
- 9. Click Add Users

✓

The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
JENNIFER STEWART		stewarj		Sioux City Community School District

Cancel

Start Over

Add Users

- 10. The user you added will be in pending until the accept the invite. (Ex. Jennifer Stewart)

JENNIFER STEWART

pending

10

105097

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TA