

Manage Classes

- Remove or add students to a class
- Share a class with a co-teacher

1

You can add or remove students from your classes as well as give another teacher access to your class as a “co-teacher”:

2

Click on “Manage students” to add or delete students:

3

Often teachers want to allow other teachers to access reports or share a class. If a teacher has created a class they can designate any number of other teachers as 'co-teachers' who can also access that class to see reports and assign quizzes.

Manage co-teachers

Class: Earth Science - A

Add your colleagues to allow them to view and manage your class. Co-teachers can view class reports, change due dates and assign quizzes.

User name **Add Co-teacher**

#	Remove	User name	First name	Last name
1		SteveDemo	Steve	Demo

The teacher that creates the class can revoke privileges of co-teachers at any time.

The teacher that creates the class can give any number of co-teachers access to the class.

4

What co-teachers can't do:

1. Delete or rename the class
2. Add a video to a quiz in the class
3. Add co-teachers to the class
4. Remove co-teachers from the class