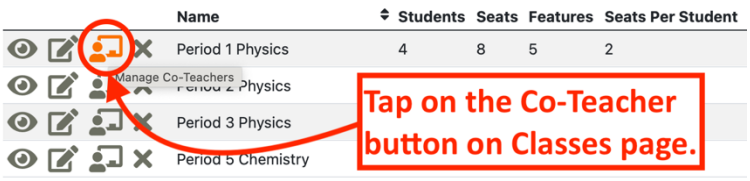
Co-Teacher Access

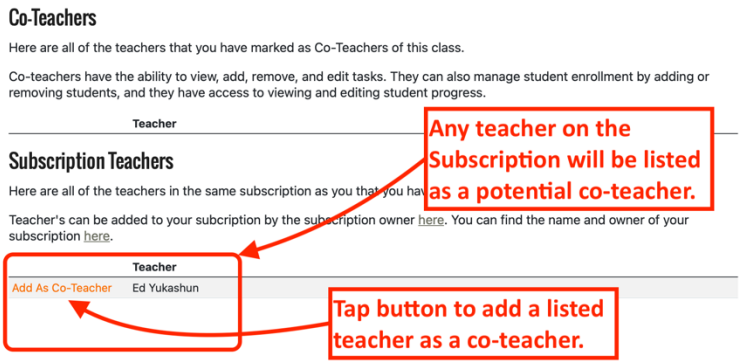
Co-teacher functionality is now possible with Task Tracker. You can add any teacher (whom you trust) as a co-teacher of a class as long as that teacher is on your subscription. Co-teachers have the ability to view, add, remove, and edit tasks. They can also manage student enrollment by adding or removing students, and they have access to viewing and editing student progress. Suppose that you teach a class with a math teacher or a special education teacher or a second science teacher. Now you can grant them viewing and editing rights for the class. Or suppose a student has SpEd accommodations and the case manager would like to shorten assignments, modify scoring, or extend due dates for that student. Now you can provide the case manager the ability to modify and customize parameters on that student's **Personal Progress** page.

Granting co-teacher access to another teacher is easy. First, make sure the teacher is on the Subscription. Then follow these simple directions:

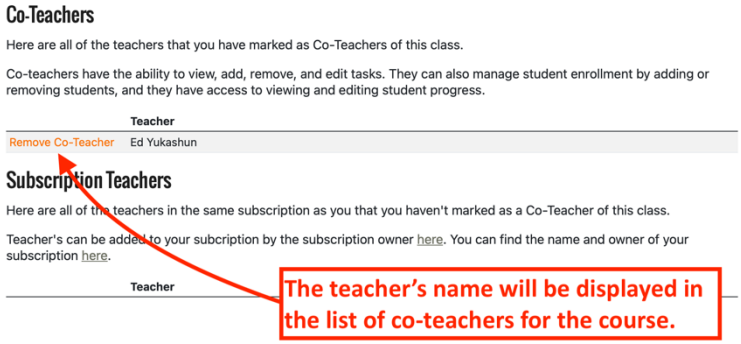
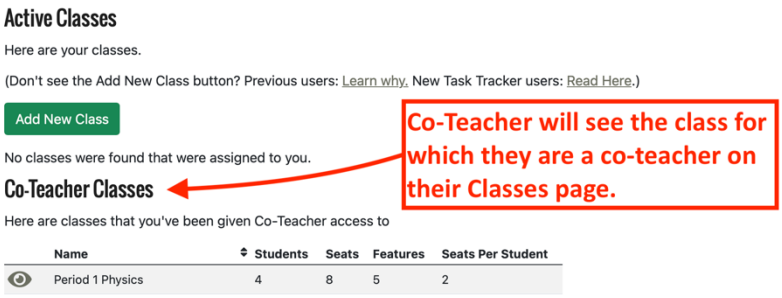
1. Visit your **Classes** page. Identify the class you wish to add a co-teacher to. Then tap on the **Co-Teacher Access** button located to the left of the class Name.



2. A list of **Co-Teachers** will be displayed for this class. The **Subscription Teachers** table displays the names of teachers who are candidates for co-teaching this class but have not been given co-teacher access. Only teachers who have been placed on the same subscription can be co-teachers. Tap on the **Add As Co-Teacher** located to the left of the teacher's name. The teacher will be added to the list of Co-Teachers for this class.



3. To remove a teacher's co-teaching status, tap on the **Remove Co-Teacher** button to the left of the teacher's name as displayed in the Co-Teachers table. The teacher will be removed from the list and their name will be returned to the table of Subscription Teachers (who have no co-teacher access for this class).



4. When a teacher is added as a Co-Teacher for a class, their **Classes** page will display a new table titled **Co-Teacher Classes**. They can access the class to perform actions by tapping on the **View** button (eyeball) to the left of the class name.