How to Add a Co-Teacher to a Schoology Course

This quick reference document will walk you through how to add a co-teacher as an admin to a Schoology course.

Adding an Admin to a Course

NOTE: The ability for teachers to add a co-teacher is only available for the first 2 weeks of school. You must be the admin of a course to make another user an admin.

1. Login to Schoology
2. Click on Courses and then select the course you would like to add a co-teacher to
3. On the left-side navigation, click on Members
4. On the top-left, above your name, click Add Members
5. Find the user you would like to add then select their name.
6. Click Add Members
7. Click on the settings gear to the right of their name then click Make Admin.

Note: The nightly PowerSchool sync will remove any members who are not admin or listed on the official course roster.