

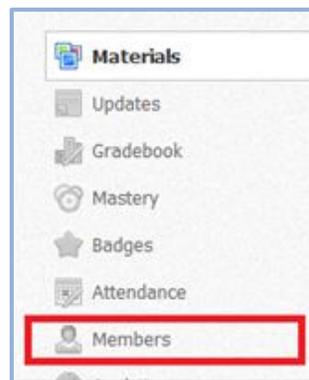
How to Add a Co-Teacher to a Schoology Course

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

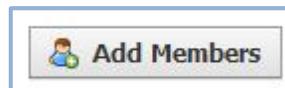
Adding an Admin to a Course

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**



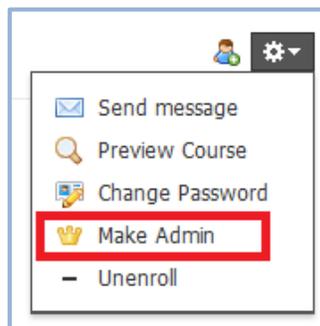
4. On the top-left, above your name, click **Add Members**



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.