



- **Changing the Teacher of a Course Section**
- **Course Sections with Co-Teachers**

## Changing the Teacher of a Course Section

### Method 1: Course Details

1. Schedule TopTab > Master SideTab (becomes Sections SideTab)
2. Find the section of the course that you wish to change.
3. Click the blue link of the course code.
4. Click on the Pick List icon (magnifying glass), beside the Primary Staff field.

Primary Staff > Name

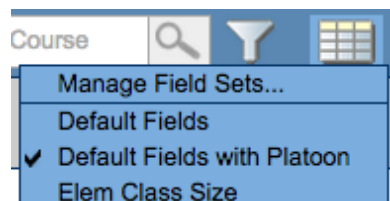
Joe Canary



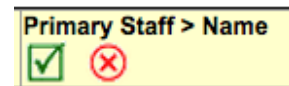
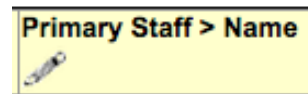
5. Choose the new staff member from your staff list. Click the OK button.
6. Save your changes.

### Method 2: Modify List

1. Schedule TopTab > Master SideTab (becomes Sections SideTab)
2. Change your field set to "Default Fields with Platoon".



3. Options > Modify List
4. Fields that can be modified will have a pencil at the top. Click the pencil for Primary Staff > Name.
5. Click on the Pick List icon (magnifying glass), beside the Primary Staff field.
6. Choose the new staff member from your staff list.
7. Click the green checkbox in the header to save your changes.



8. You can change multiple courses on the same page before you save, but leaving the page without saving means you will lose your work.

## Course Sections with Co-Teachers

Sometimes teachers share a course section, for attendance purposes, grading, or both. Aspen allows you to assign more than one teacher to a course section.

One teacher will always be designated as the **Primary Teacher**, and any others will be designated as **Co-Teacher**. This allows the Co-Teacher to take attendance. You will also have the option of giving the Co-Teacher access to the Gradebook. If you are unsure, ask the Primary Teacher if they will be sharing the Gradebook.

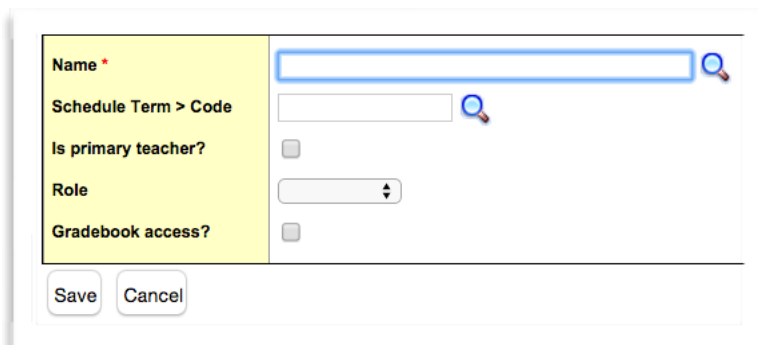
1. Schedule TopTab > Master SideTab (becomes Sections SideTab)
2. Find the section of the course that you wish to change.
3. Check the box beside the course section.
4. Sections SideTab > Teachers Leaf



Sections  
Details  
Rebuild  
Teachers

You will see either a Primary Teacher, multiple teachers, or no teacher.

5. Options > Add
6. Click on the Pick List icon (magnifying glass), beside the Primary Staff field.
7. Choose the new staff member from your staff list.
8. Click on the Pick List icon (magnifying glass), beside the Schedule Term > Code.
9. Choose the code that matches the course structure. E.g. FY = Full Year.
10. Check the box if you wish this teacher to be the Primary Teacher.
11. If not, then choose Co-Teacher in the Role dropdown box.



Name *	<input type="text"/>
Schedule Term > Code	<input type="text"/>
Is primary teacher?	<input type="checkbox"/>
Role	<input type="text"/>
Gradebook access?	<input type="checkbox"/>

Save Cancel

12. Check the box if you wish this teacher to have Gradebook access.

13. Click the Save button.