



Alberta Distance Learning Centre

Team Teaching

Success for Every Student

Toll-free: 1-866-774-5333

Team Teaching Ext. 5378

E-mail teamteaching@adlc.ca

www.adlc.ca

Team Teaching with ADLC - Quick Start Guide

Information we need to get your school started:

Always contact ADLC when you are ready to set up a Team Teaching course or if you need further clarification.

1. Identify teacher – name, e-mail address, and teaching certificate number.
2. Identify course as **Print** or **Online**. Refer to list of print courses not available through Team Teaching.
 - a. If a **print** course is requested, the teacher logs in using your *school's* username and password to obtain your Assignment Booklets, exams, and answer keys.
 - b. If an **online** course is requested, the *teacher* will receive a username and password to log into ADLC's D2L website. (When you get that, you can log in and see if your course has been created.)
3. Your school charge account can be set up if needed, usually with a 6 in front of your school code.

Reminder: You can register your students **only** in the courses you requested from us in the agreement set up **prior to registration**. If you need additional courses, please contact your servicing office first.

Registration:

Registration can be completed by either faxing your servicing office a custom service form or by using ADLC's online Web Registration (WebReg). Both are available on our website www.adlc.ca.

- **Student data you provide updates Alberta Education's student database.** Please ensure you provide full legal names as they appear on Birth Certificates and current addresses. If the student has an AKA name, in WebReg add it in the Special Request field. For paper registrations, note clearly the desired unofficial name.
- After the agreement is completed by ADLC, you can then register your students through WebReg. A **tutorial** is available at www.adlc.ca/WebRegTutorial or from our homepage by clicking on Partnerships then Web Registration Tutorial.
- You also need a **charge account** set up for your school to use WebReg. If you are not sure if your school has an account, contact our Finance Dept at 1-866-774-5333 ext 5308.
- To complete a student's registration, you **must** have student's **Alberta address** (not the school's) and the student's **Alberta Education number**.
- After you enter the **course code** in WebReg, you will see this question: "Would you like the Team Teaching version of this course?" This means ADLC **has** set up your course and you may proceed. If it asks you "Is this supposed to be a Team Teaching course?" and you click "yes", you will then get a notification to contact Team Teaching Help Desk or your servicing office because ADLC **has not** set up your course.

Checking your Students' Marks:

- You can see the names of students you have registered and in which courses as well as their usernames and passwords for their online courses. Also you are able to generate and print student report cards from this page.
 - Go to ADLC's website at www.adlc.ca. Click "Check your Marks" link on right hand side of page. Use your *school's* username and password. (These are case sensitive—all caps.)

For more information contact the Team Teaching help desk at 1-866-774-5333 ext 5378
or your servicing office: Edmonton, ext 6100 Calgary, ext 6200 Lethbridge, ext 6300