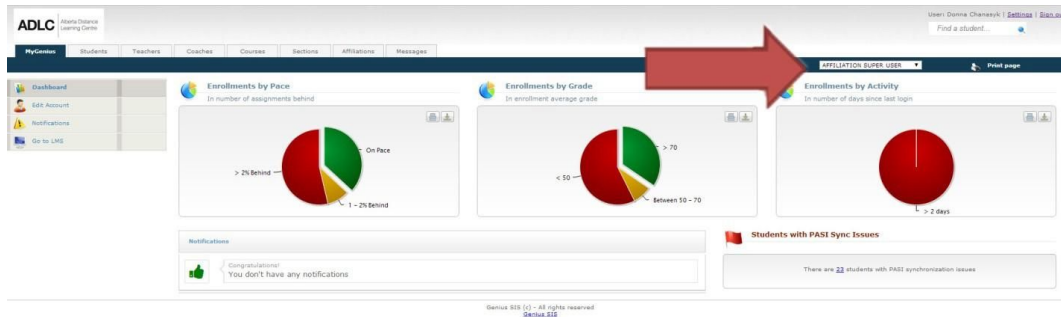
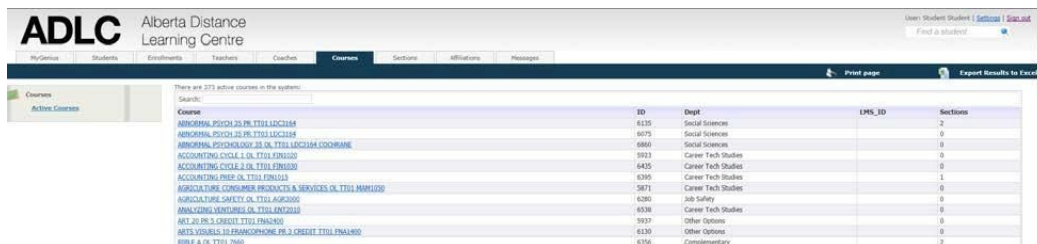


This document is intended to assist Affiliation Super Users with adding Teacher Support sections (courses) in ADLC's Student Information System (SIS).

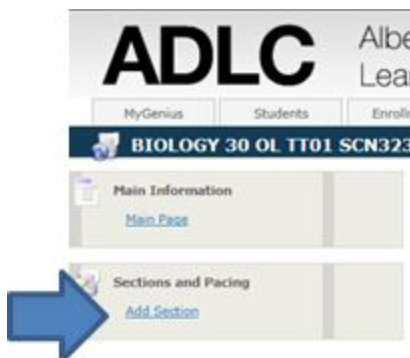
1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Courses** tab. From the menu on the left-hand side, click **Active Courses**. All the courses available for Teacher Support will be listed.



3. Click on the course you would like to set up a Teacher Support section for.
4. From the menu on the left-hand side, click **Add Section**.



- From the drop down menu, choose the teacher whom you would like to have access to this course.

Note: If the teacher's name does not appear in the drop-down menu, you will need to add the teacher to the SIS. To do this, click on the **Teachers** tab; From the menu on the left-hand side, click **Add Teachers**. Enter the teacher's first and last name, select your Affiliation, change the status to **Active**, and enter the teacher's email address. Click **Save**. You can now add the teacher to the section. To do so, return to Step 2 above.

- Click **Save**.

The screenshot shows a web form titled "Section Information". It contains the following fields and options:

- Section ID:** A text input field containing "Name: BIOLOGY 30 01, T181, SCH3230 (2014-1C-D) - Swan Hills School - 6184".
- Course:** A dropdown menu with "BIOLOGY 30 01, T181, SCH3230" selected.
- Teacher:** A dropdown menu with "Select..." selected.
- Delivery Method:** A dropdown menu with "Online" selected.
- Clone Type:** A dropdown menu with "D (Default)" selected.
- Notes:** A large text area for entering notes.
- Save:** A button located at the bottom right of the form.

Note: It may take up to 48 hours or more during peak times for the course content to appear.

Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca