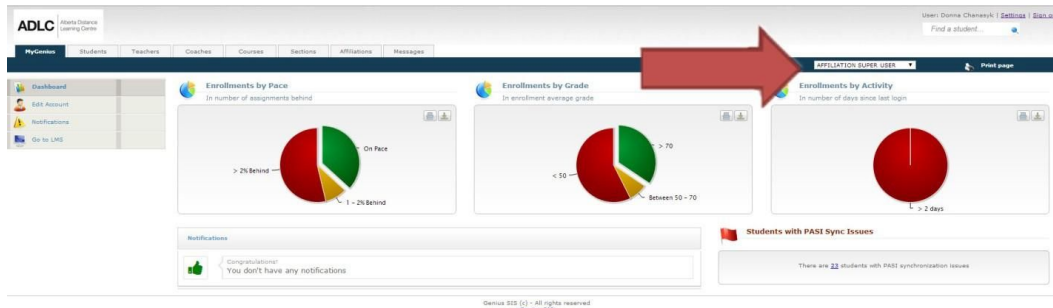
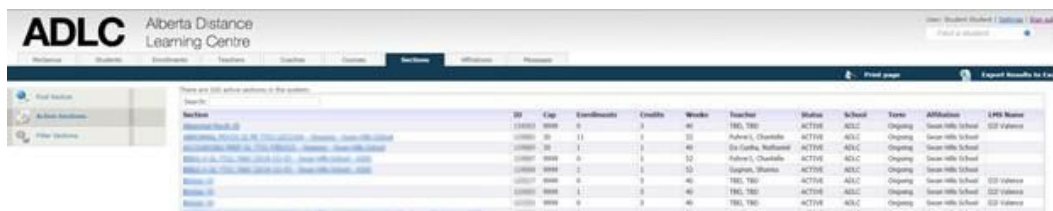


This document is intended to assist Affiliation Super Users in assigning more than one teacher to a Teacher Support Section (course) in ADLC's Student Information System (SIS).

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 **Sections** tab. From the menu on the left-hand side, click on **Active Sections**. A list of all of your school's created Teacher Support sections will appear.



3. Click on the name of the section that you want to add a secondary teacher to.
4. From the menu on the left-hand side, under the **Main Information** heading, click **Secondary Teachers**.



5. Choose the teacher from the drop-down menu and click **Add**.

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

Questions?

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