## Step 1: Adding/Reviewing Day School Teachers

1. At the site level, go to Stakeholders – click on Day School Teachers
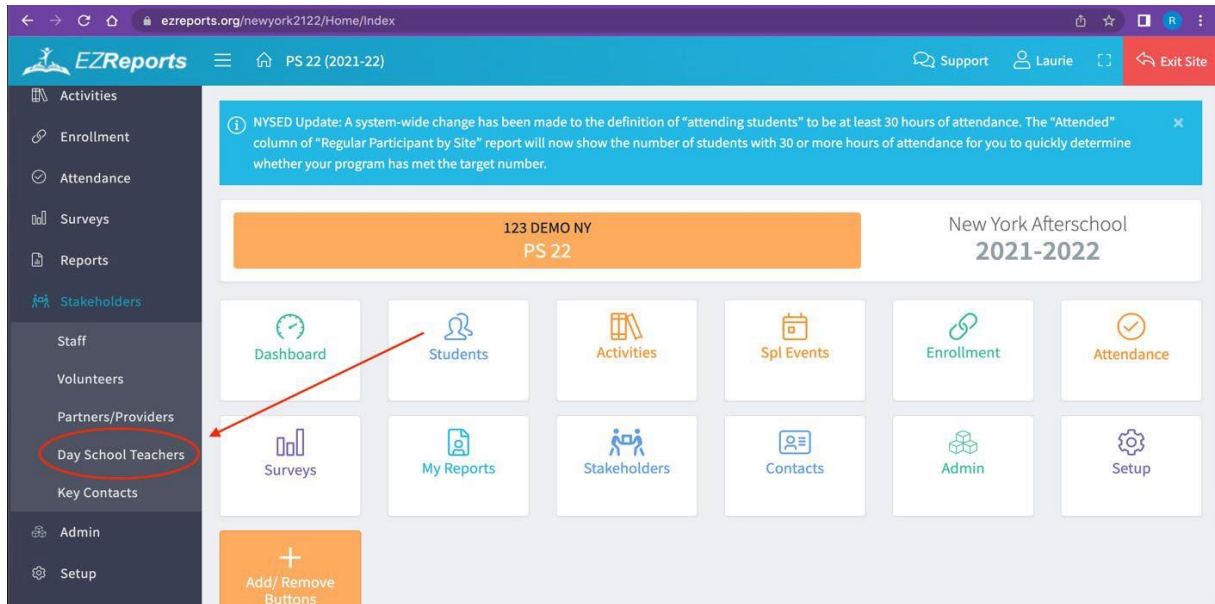


2. Add new teachers by clicking on the green button
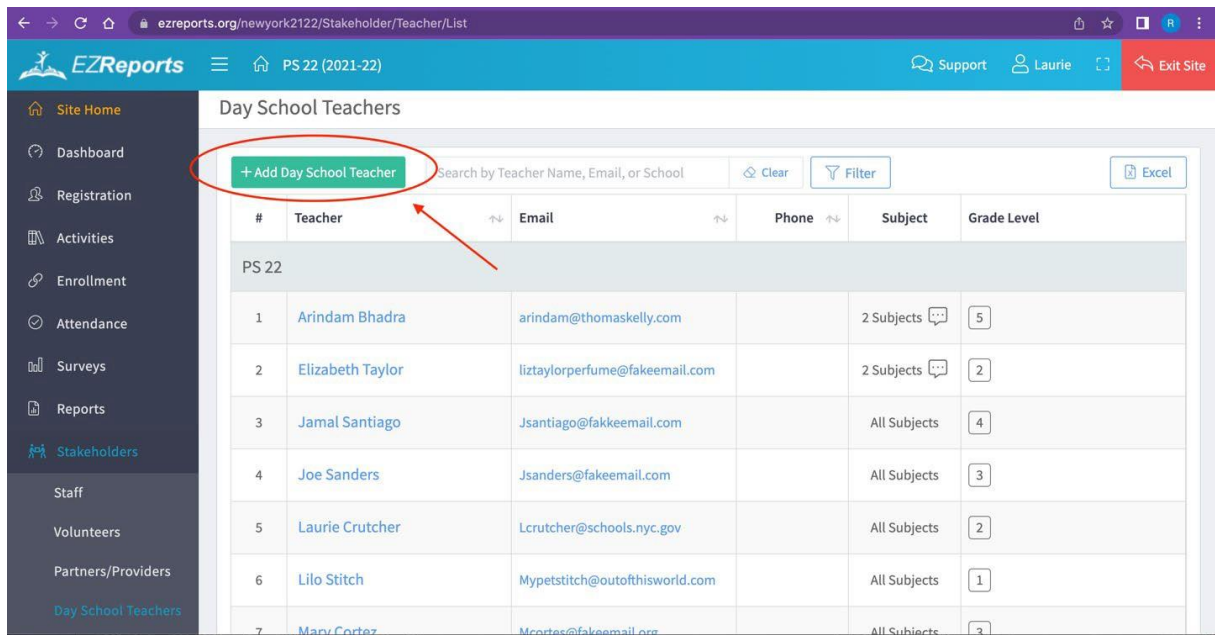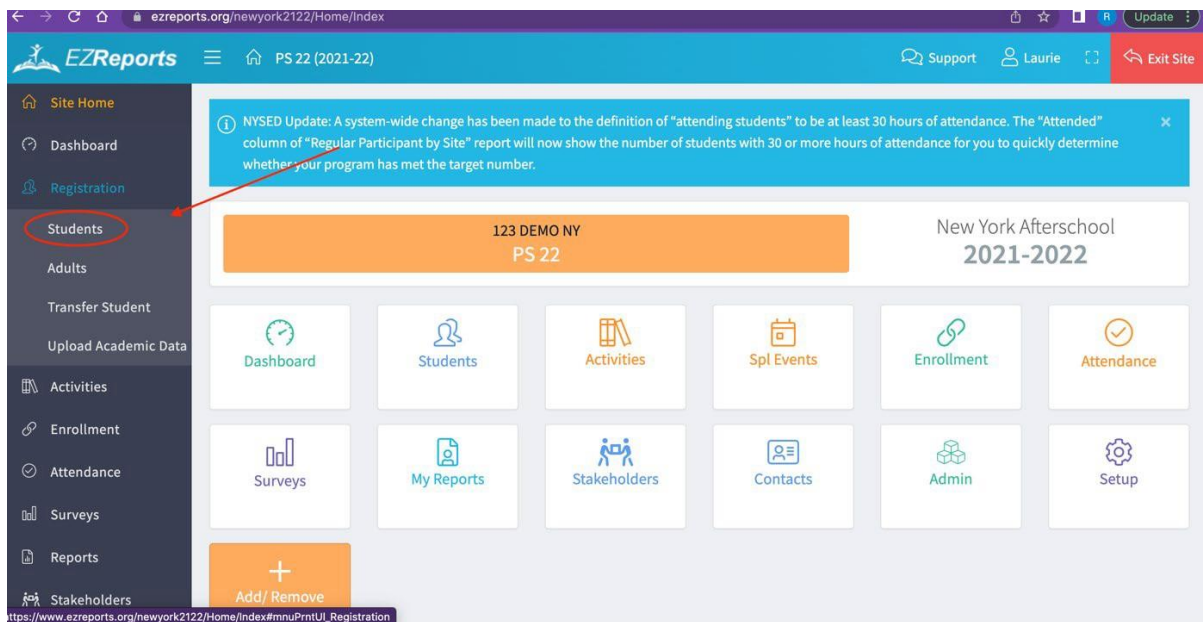
3. For new elementary teachers, add first name, last name, school, email address, grade level and click Self-Contained Teacher (All Subjects)



## Step 2: Linking Teachers to Students

1. In the site level, go to Registration – click on Students

2. Next to the student's name, click on the Edit button



3. Go to the School Data Tab for the student and click on the +Add Teacher button

4. Select the teacher's name from the list, or use the search box.

**Select Teacher** ✕

Search and link an existing teacher to the student

| Search | ◇ Clear |

### Abner Elementary

|  | # | Teacher | ↑↓ |
|---|---|---|---|
| ⊕ | 1 | Bismo, Pepto | ⊘ Select |
| ⊕ | 2 | Bogtrotter, Bruce | ⊘ Select |

Close

👥 Stakeholders                                                    ✕ Close

5. The self-contained button will automatically populate once the teacher's name is selected. (Note: "self-contained" refers to teachers that teach all subjects and is not related to special education.) The room number is optional. Only one teacher needs to be selected.



6. Click next to go to the next student's School Data tab and repeat the steps in Step 2: Linking Teachers to Students