2. Link Teachers to a Classroom:

- 1. The next step that you must take in order for Teachers to be able to add students to their classroom is to link each **Teacher** to their **Classroom**.
- 2. First, be sure that the **Classroom** that you wish to link a **Teacher** to is in your **Classroom List**. For this example, the classroom named "Bell" will be used

If the Classroom you wish to use is not in the list, you will have to add that classroom (see "how to add a new classroom to my building" on the KEI Website for more information).

| Actions | Classroom Name | Start Date | Period | Student Count | Reports |
|------------------|--------------------|------------|----------|---------------|--------------------------|
| [edit classroom] | <u>Bell</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Cappello</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Coles</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Gabriel</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | Groce | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Kwiatkowski</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Lloyd</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | Lundgren | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | <u>Pittser</u> | 08/25/2016 | Full Day | 0 | Indicator Summary |
| [edit classroom] | Placer | 08/25/2016 | Full Day | 0 | Indicator Summary |

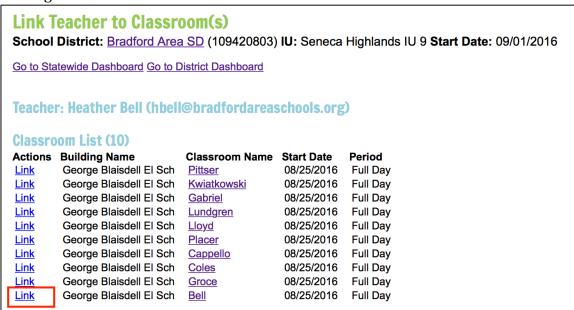
3. From the **District Dashboard** or **Building Dashboard**, locate the **Proficient User List** (which is located under the **User List** area).

| | t Users Assigned to th | | DDID | 1 4 1 |
|----------------|------------------------|--------------------------------------|---------|------------|
| Actions | Name | Email | PPID | Last Login |
| [link] [email] | Heather Bell | hbell@bradfordareaschools.org | 1743785 | |
| [link] [email] | Nicole Boylan | nboylan@bradfordareaschools.org | 2852101 | 10/13/2015 |
| [link] [email] | Lorraine Coles | lcoles@bradfordareaschools.org | 3124218 | |
| [link] [email] | Mary Gabriel | mgabriel@bradfordareaschools.org | 3298276 | |
| [link] [email] | Brandy Groce | bgroce@bradfordareaschools.org | 9829461 | |
| [link] [email] | Jennifer Kwiatkowski | JKwiatkowski@bradfordareaschools.org | 9232136 | 06/15/2016 |
| [link] [email] | Michelle Lloyd | mlloyd@bradfordareaschools.org | 6898298 | |
| [link] [email] | Brigid Lundgren | blundgren@bradfordareaschools.org | 6360282 | |
| [link] [email] | Kayla Pittser | kpittser@bradfordareaschools.org | 9028368 | |
| [link] [email] | Katrina Placer | kplacer@bradfordareaschools.org | 8016584 | |

4. After confirming that the **Classroom** is available, click on **[link]** next to the name of the teacher you wish to select from the **Proficient User List**.

| Proficient | User List | | | |
|----------------|-----------------------|--------------------------------------|---------|------------|
| All Proficient | Users Assigned to thi | is Building (10): | | |
| Actions | Name | Email | PPID | Last Login |
| [link] email] | Heather Bell | hbell@bradfordareaschools.org | 1743785 | |
| [link] [email] | Nicole Boylan | nboylan@bradfordareaschools.org | 2852101 | 10/13/2015 |
| [link] [email] | Lorraine Coles | lcoles@bradfordareaschools.org | 3124218 | |
| [link] [email] | Mary Gabriel | mgabriel@bradfordareaschools.org | 3298276 | |
| [link] [email] | Brandy Groce | bgroce@bradfordareaschools.org | 9829461 | |
| [link] [email] | Jennifer Kwiatkowski | JKwiatkowski@bradfordareaschools.org | 9232136 | 06/15/2016 |
| [link] [email] | Michelle Lloyd | mlloyd@bradfordareaschools.org | 6898298 | |
| [link] [email] | Brigid Lundgren | blundgren@bradfordareaschools.org | 6360282 | |
| [link] [email] | Kayla Pittser | kpittser@bradfordareaschools.org | 9028368 | |
| [link] [email] | Katrina Placer | kplacer@bradfordareaschools.org | 8016584 | |

5. You will see a list of all the **Classrooms** available under the **Classroom List** that are available to link an individual **Teacher** to. You may now click on **Link** or **Unlink** next to each classroom to establish which classroom(s) you give teachers access to.



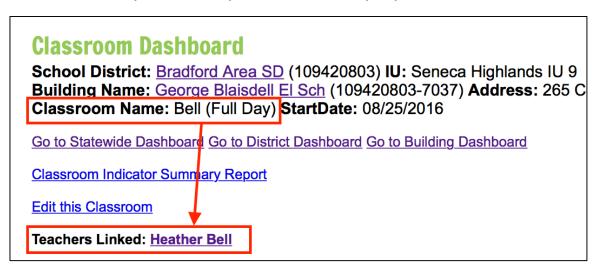
For this example: by clicking the <u>Link</u> button next to "Bell" Classroom
 Name, the selected teacher will be linked only to the Classroom Name of Bell.

It is important to note that once you have successfully linked a teacher to a classroom, <u>Unlink</u> will appear next to that classroom name in your list.

| LINK | George Biaisdell El Sch | <u>Cappello</u> | 08/25/2016 | Full Day | |
|---------------|-------------------------|-----------------|------------|----------|--|
| <u>Link</u> | George Blaisdell El Sch | Coles | 08/25/2016 | Full Day | |
| <u>Link</u> | George Blaisdell El Sch | Groce | 08/25/2016 | Full Day | |
| <u>Unlink</u> | George Blaisdell El Sch | <u>Bell</u> | 08/25/2016 | Full Day | |
| | | | | | |

NOTE: In most cases, a **Teacher** will only be "Linked" to one classroom. If you need to have a teacher linked to more than one classroom, you are able to do so by clicking on additional links as needed.

The following example displays what the screen will look like after correctly linking **Teachers Linked** (**Heather Bell**) to the **Classroom** (Bell).



7. Once you have established a Link to a **Classroom**, simply click the "**Go to Building Dashboard**" link to return to the return to the **Building Dashboard**.

Go to Building Dashboard

If you need to link additional **Teacher(s)** to a **Classroom(s)**, simply follow steps 5 and 6 above.