

## 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).

### Classroom List (10)

Actions	Classroom Name	Start Date	Period	Student Count	Reports
<a href="#">[edit classroom]</a>	<a href="#">Bell</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Cappello</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Coles</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Gabriel</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Groce</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Kwiatkowski</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Lloyd</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Lundgren</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Pittser</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">[edit classroom]</a>	<a href="#">Placer</a>	08/25/2016	Full Day	0	<a href="#">Indicator Summary</a>
<a href="#">+ Add a New Classroom</a>					

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

### Proficient User List

#### All Proficient Users Assigned to this Building (10):

Actions	Name	Email	PPID	Last Login
<a href="#">[link]</a> <a href="#">[email]</a>	Heather Bell	hbell@bradfordareaschools.org	1743785	10/13/2015
<a href="#">[link]</a> <a href="#">[email]</a>	Nicole Boylan	nboylan@bradfordareaschools.org	2852101	
<a href="#">[link]</a> <a href="#">[email]</a>	Lorraine Coles	lcoles@bradfordareaschools.org	3124218	
<a href="#">[link]</a> <a href="#">[email]</a>	Mary Gabriel	mgabriel@bradfordareaschools.org	3298276	
<a href="#">[link]</a> <a href="#">[email]</a>	Brandy Groce	bgroce@bradfordareaschools.org	9829461	
<a href="#">[link]</a> <a href="#">[email]</a>	Jennifer Kwiatkowski	JKwiatkowski@bradfordareaschools.org	9232136	06/15/2016
<a href="#">[link]</a> <a href="#">[email]</a>	Michelle Lloyd	mlloyd@bradfordareaschools.org	6898298	
<a href="#">[link]</a> <a href="#">[email]</a>	Brigid Lundgren	blundgren@bradfordareaschools.org	6360282	
<a href="#">[link]</a> <a href="#">[email]</a>	Kayla Pittser	kpittser@bradfordareaschools.org	9028368	
<a href="#">[link]</a> <a href="#">[email]</a>	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

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<a href="#">[link]</a> <a href="#">[email]</a>	Heather Bell	hbell@bradfordareaschools.org	1743785	10/13/2015
<a href="#">[link]</a> <a href="#">[email]</a>	Nicole Boylan	nboylan@bradfordareaschools.org	2852101	
<a href="#">[link]</a> <a href="#">[email]</a>	Lorraine Coles	lcoles@bradfordareaschools.org	3124218	
<a href="#">[link]</a> <a href="#">[email]</a>	Mary Gabriel	mgabriel@bradfordareaschools.org	3298276	
<a href="#">[link]</a> <a href="#">[email]</a>	Brandy Groce	bgroce@bradfordareaschools.org	9829461	06/15/2016
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<a href="#">[link]</a> <a href="#">[email]</a>	Kayla Pittser	kpittser@bradfordareaschools.org	9028368	
<a href="#">[link]</a> <a href="#">[email]</a>	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.

### Link Teacher to Classroom(s)

**School District:** [Bradford Area SD](#) (109420803) **IU:** Seneca Highlands IU 9 **Start Date:** 09/01/2016

[Go to Statewide Dashboard](#) [Go to District Dashboard](#)

**Teacher:** Heather Bell ([hbell@bradfordareaschools.org](mailto:hbell@bradfordareaschools.org))

### Classroom List (10)

Actions	Building Name	Classroom Name	Start Date	Period
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Pittser</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Kwiatkowski</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Gabriel</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Lundgren</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Lloyd</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Placer</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Cappello</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Coles</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Groce</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Bell</a>	08/25/2016	Full Day

6. For this example: by clicking the [Link](#) 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, [Unlink](#) will appear next to that classroom name in your list.*

<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Cappello</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Coles</a>	08/25/2016	Full Day
<a href="#">Link</a>	George Blaisdell El Sch	<a href="#">Groce</a>	08/25/2016	Full Day
<a href="#">Unlink</a>	George Blaisdell El Sch	<a href="#">Bell</a>	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).

## Classroom Dashboard

**School District:** [Bradford Area SD](#) (109420803) **IU:** Seneca Highlands IU 9  
**Building Name:** [George Blaisdell El Sch](#) (109420803-7037) **Address:** 265 C  
**Classroom Name:** Bell (Full Day) **StartDate:** 08/25/2016

[Go to Statewide Dashboard](#) [Go to District Dashboard](#) [Go to Building Dashboard](#)

[Classroom Indicator Summary Report](#)

[Edit this Classroom](#)

**Teachers Linked:** [Heather 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.