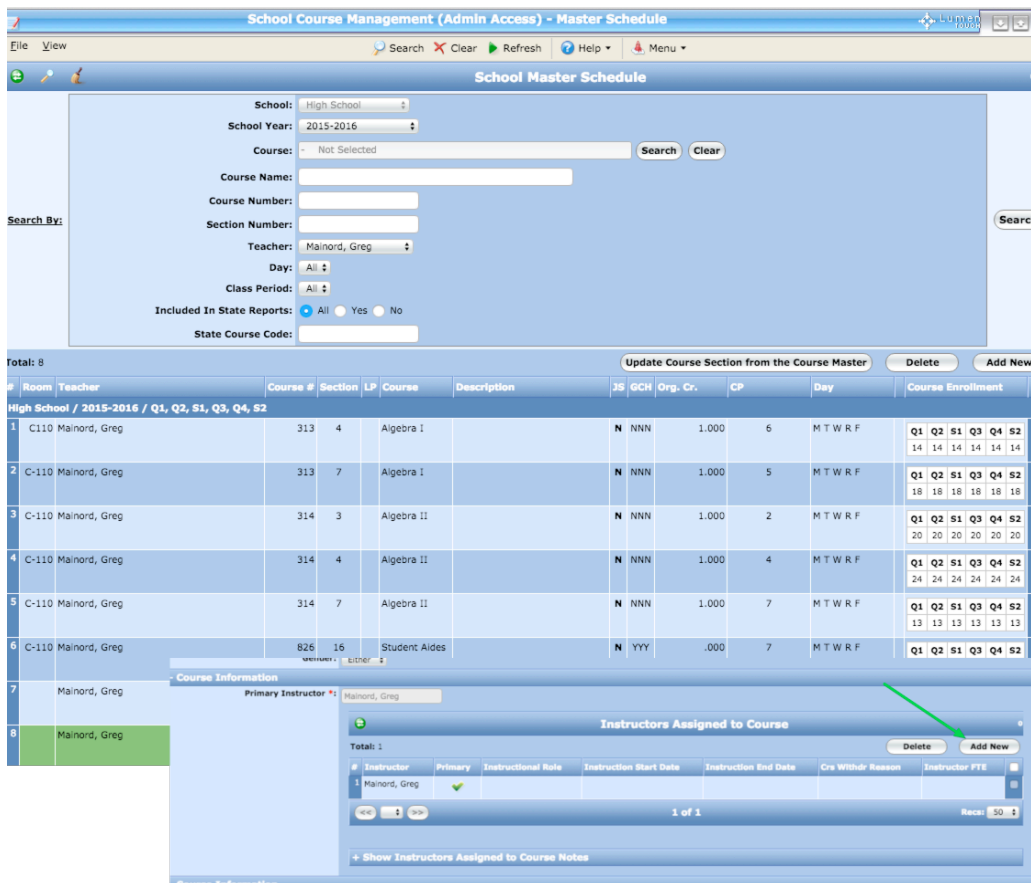


Assign a Secondary Instructor to Classes

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Master Schedule

This allows an instructor to be assigned to a class where a Primary Instructor has already been assigned. The primary instructor will be the reporting instructor, but the secondary instructor will have full access to the Instructor Suite. (The Secondary Instructor needs to be assigned to at least 1 class in the school as a Primary Instructor)

1. Search for the class and select.
2. In the Course Information section, click **Add New**.
3. Click the Search button for **Instructor** and assign.
4. Set **Primary** to No
Select the appropriate Instructional Role.
5. Set the **Instructional Start Date** to the date the Instructor starts and leave the **End Date** blank. (Leave blank if for the entire school year)
6. Save and Finish and Save and Finish



The screenshot shows the 'School Master Schedule' interface. At the top, there are search filters for School (High School), School Year (2015-2016), Course, Course Name, Course Number, Section Number, Teacher (Mainord, Greg), Day, Class Period, and State Course Code. Below the filters is a table of course sections. The table has columns for Room, Teacher, Course #, Section, LP, Course, Description, JS, GCH, Org. Cr., CP, Day, and Course Enrollment. The table shows several Algebra I and Algebra II sections. A pop-up window titled 'Instructors Assigned to Course' is open, showing a table with columns for Instructor, Primary, Instructional Role, Instruction Start Date, Instruction End Date, Crs Withdr Reason, and Instructor FTE. The table shows one instructor, Mainord, Greg, who is the Primary Instructor. A green arrow points to the 'Add New' button in the pop-up window.

#	Room	Teacher	Course #	Section	LP	Course	Description	JS	GCH	Org. Cr.	CP	Day	Course Enrollment
1	C-110	Mainord, Greg	313	4		Algebra I		N	NNN	1.000	6	M T W R F	Q1 14, Q2 14, S1 14, Q3 14, Q4 14
2	C-110	Mainord, Greg	313	7		Algebra I		N	NNN	1.000	5	M T W R F	Q1 18, Q2 18, S1 18, Q3 18, Q4 18
3	C-110	Mainord, Greg	314	3		Algebra II		N	NNN	1.000	2	M T W R F	Q1 20, Q2 20, S1 20, Q3 20, Q4 20
4	C-110	Mainord, Greg	314	4		Algebra II		N	NNN	1.000	4	M T W R F	Q1 24, Q2 24, S1 24, Q3 24, Q4 24
5	C-110	Mainord, Greg	314	7		Algebra II		N	NNN	1.000	7	M T W R F	Q1 13, Q2 13, S1 13, Q3 13, Q4 13
6	C-110	Mainord, Greg	826	16		Student Aides		N	YYY	.000	7	M T W R F	Q1 13, Q2 13, S1 13, Q3 13, Q4 13

#	Instructor	Primary	Instructional Role	Instruction Start Date	Instruction End Date	Crs Withdr Reason	Instructor FTE
1	Mainord, Greg	Yes					