

Add Multiple Teachers to Support One or Multiple Students

A new feature in myNGconnect is the ability for school administrators to associate multiple teachers with a class in order to provide additional or special support to an individual student or students. Up to three additional teachers can be associated with the primary teacher's class.

For example, a student can now have the following three teachers associated with his/her class in myNGconnect and those teachers will be able to access the same content as the student's Home Room Teacher.

Home Room Teacher

- 1. Reading Specialist/Coach
- 2. Science Specialist/Coach
- 3. Substitute teacher

The process for adding these additional teachers is simple.

1. As a School Administrator, log into the User Management Console and click on View Classes.

Home Search Manage File Rostering Reports & Grading Subscription Summary School Summary School/District Administrators School Administrator Home Nat Geo Learning Sales Demo NGL Sales Demo School E Quick Links Geore School Administrators Rostering Search School Administrator Teachers		* User Manag	gement Cons	sole (UMC)		SFSchoolAdmin	SFSchoolAdmin	Change Password	Help Log out
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School Administrator Home Nat Geo Learning Sales Demo NGL Sales Demo School E Quick Links Search School Admins Teachers Classes Students Rostering Reporting	ubscription Summar	ibscription Summary School Summary School/District Administrators							
Users View School Admins View Teachers View Classes View Students Download Templates Reports & Grading Add a School Admin Add a Teacher Add a Class Add a Student School List Manage Subscriptions Rostering Wizard Image Subscriptions Rostering Wizard	School Admi Nat Geo Learn	inistrator Hon ning Sales Demo	1e NGL Sales D)emo School E	5				



2. Locate the Class to which you want to add teachers by searching on View Classes.

my NG connect "User Management Console (UMC)	SFSchoolAdmin SFSchoolAdmin Change Password Help Log out
Home Search Manage File Rostering Reports & Grading	
School Admins Teachers Classes Students Subscriptions	
View Classes	
Search By: View Classes below, or enter search criteria to narrow your results.	Note: All fields with * are required
* District: Nat Geo Learning Sales Demo	
School: NGL Sales Demo School E 👻	
Teacher: All	
Program: Science - FL v	
Grade: All 🗸	
Class Name: Search Clear Add New Class	

3. Select the Class you want to add teachers to.

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Search By View Class • Distric Schoo Teache	sses es below, or ent et: Nat Geo Les ol: NGL Sales er: All	er search criteria to narrow y Irning Sales Demo Demo School E ╺	our results.			Note: All fields with * are required
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Add New Select All	Class Action	Clear	School	Class Name	Expor	t Selected Export All
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Cice Grade 4 Science	4	SCIENCEFL TEACHER (fsn4Q3@ngltd.com)
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Davis	1	Sue Davis (sdavisteacher@ngItd.com)
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	FL Science K12	к	Catherine Wheeler-Baco (cwheelerbaco1@gmail.c om)
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Joe Doe	1	Joe Doe (doej@gopsmail.com)
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Kindergarten	к	Robin Amrine (ramrine371@gmail.com)
	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Period 1	к	joe herren (ioeherren@schoole.com)



4. Click on View under Classes.

my NG connect [~] User Management Consol	e (UMC)	SFSchoolAdmin SFSchoolAdmin	Change Password Help Log out
Home Search Manage File Rostering	Reports & Grading		
School Admins Teachers Classes Students	Subscriptions		
Student - Florida Science			
Action Program	Class Name	Teacher	Grade
View Remove Science - FL	Cioe Grade 4 Science	SCIENCEFL TEACHER (fsn4Q3@ngitd.com)	4
Add to Class			
Linderic ↓ CENGAGE			

5. Then click on the words Add/Remove Teacher(s) on the Class tab.

my NG connect [®] User Management Console (UMC) SFSchoolAdmin SFSchoolAdmin <u>Change Password</u> <u>Help Log out</u>				
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School Admins Teachers	Classes Students Subscriptions			
Class - Cioe Grad	de 4 Science			
		Back To Search Results		
Class Students	Tests			
Teac Add/Remove Tea	hers: SCIENCEFL TEACHER (fsn4Q3@ngltd.com) <u>cher(s)</u>	District: Nat Geo Learning Sales Demo		
Prog	gram: Science - FL	School: NGL Sales Demo School E		
G Change	irade: 4 <u>: Grade</u>			
Class N	lame: Cioe Grade 4 Science			
Edit Remove Class				
CENGAGE Learning				



6. A drop-down box will display all the teachers rostered in your District.

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Home Search Manage File F			
School Admins Teachers Classes	Students Subscriptions		
Class - Cioe Grade 4 Sc	ience		
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Teachers: SCIENO Add/Remove Teacher(s)	CEFL TEACHER (fsn4Q3@ngltd.com)	District: Nat Geo Learning Sales Demo	
Program: Science	e - FL	School: NGL Sales Demo School E	
Ch Add/Remove	e Teacher(s)	×	
Clas			
Teacher List	Select Teacher	·	
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Luit Reliove class Teacher N	SCIENCEFL TEACHER (fsn3Q4@ngltd.com)	Action	
SCIENCEFL	SCIENCEFL TEACHER (fsn4Q1@ngltd.com)	Remove	
	SCIENCEFL TEACHER (fsn4Q2@ngltd.com)		
CENGAGE Save	SCIENCEFL TEACHER (fsn4Q4@ngltd.com)		
	SCIENCEFL TEACHER (fsn5Q1@ngltd.com)		
	SCIENCEFL TEACHER (fsn5Q2@ngltd.com)		
	SCIENCEFL TEACHER (fsn5Q3@ngltd.com)		
	SCIENCEFL TEACHER (fsn5Q4@ngltd.com)		
	SCIENCEFL TEACHER (fsnkQ1@ngltd.com)		
	SCIENCEFL TEACHER (fsnkQ2@ngltd.com)		
	SCIENCEFL TEACHER (fsnkQ3@ngltd.com)		
	SCIENCEFL TEACHER (fsnkQ4@ngltd.com)		
	SFTeacher SFTeacher (SFTeacher@ngltd.com)		
	Sonia Lunceford (sonialunceford@me.com)		
	Sue Davis (sdavisteacher@ngltd.com)	E	
	Susan Brandt (sjbrandt78@comcast.net)		
	tfname tlname (teach16prod_21aug@qai.com)		
	tfname tlname (teah7prod_21aug@qai.com)	-	
	Tom Barton (tom barton@gcps us)		

7. Select the teacher(s) you want to add one at a time by clicking Add and then Save for each.

my NG connect [*] User Management Console (UMC)	SFSchoolAdmin SFSchoolAdmin Change Password Help Log out
Home Search Manage File Rostering Reports & Grading	
School Admins Teachers Classes Students Subscriptions	
Class - Cioe Grade 4 Science	
Class Students Tests	Back To Search Results
Teachers: SCIENCEFL TEACHER (fsn4Q3@ngitd.com) Add/Remove Teacher(s)	District: Nat Geo Learning Sales Demo
Program: Science - FL	School: NGL Sales Demo School E
Ch Add/Remove Teacher(s)	×
Cla: Teacher List SFTeacher SFTeacher (SFTeacher@ngltd.com)	Add
Edit Remove Clas Teacher Name	Action
SCIENCEFL TEACHER (fsn4Q3@ngltd.com)	Remove



8. By repeating this process you can add up to three more teachers to this Class.

my NG connect * User Management Console (UMC)	SFSchoolAdmin SFSchoolAdmin Change Password Help Log out
Home Search Manage File Rostering Reports & Grading	
School Admins Teachers Classes Students Subscriptions	
Class - Cioe Grade 4 Science	
Class Students Tests	Back To Search Results
Teachers: SCIENCEFL TEACHER (fsn4Q3@ngltd.com)	District: Nat Geo Learning Sales Demo
Program: Science - FL	School: NGL Sales Demo School E
Ch Add/Remove Teacher(s)	×
Cla: Teacher List Select Teacher	-
Edit Remove Clas Teacher Name	Action
SCIENCEFL TEACHER (fsn4Q3@ngitd.com)	Remove
SFTeacher SFTeacher (SFTeacher@ngltd.com)	Remove
Donna Altes (daltes@sbcglobal.net)	Remove
Nancy Lockwood (nancylockwood@schoole.com)	Remove
Save	

9. You now have four teachers associated with this one Class. Each can login and have full access to all the content and features in myNGconnect.

my <mark>NG</mark> (connect™	User Mana	agement Console	e (UMC)	SFSchoolAdmin SFSchoolAdmin	Change Password Help	Log out
Home	Search	Manage	File Rostering	Reports & Grading			
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		Program:	Science - FL		School: NGL Sales De	emo School E	
		Grade: Change Grade	4				
		Class Name:	Cioe Grade 4 Scienc	e			
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