

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.

my **NG** connect™ User Management Console (UMC) SFSchoolAdmin SFSchoolAdmin [Change Password](#) [Help](#) [Log out](#)

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

Search Users	School Admins View School Admins Add a School Admin	Teachers View Teachers Add a Teacher	Classes View Classes Add a Class	Students View Students Add a Student Manage Subscriptions	Rostering Download Templates School List Rostering Wizard	Reporting Reports & Grading
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NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning

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

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Home Search Manage File Rostering Reports & Grading

School Admins Teachers **Classes** Students Subscriptions

View Classes

Search By: Note: All fields with * are required

View Classes below, or enter search criteria to narrow your results.

* District: Nat Geo Learning Sales Demo

School: NGL Sales Demo School E

Teacher: All

Program: Science - FL

Grade: All

Class Name:

Search Clear

Add New Class

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

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Home Search Manage File Rostering Reports & Grading

School Admins Teachers **Classes** Students Subscriptions

View Classes

Search By: Note: All fields with * are required

View Classes below, or enter search criteria to narrow your results.

* District: Nat Geo Learning Sales Demo

School: NGL Sales Demo School E

Teacher: All

Program: Science - FL

Grade: All

Class Name:

Search Clear

Add New Class Export Selected Export All

Select All	Action	District	School	Class Name	Grade	Teacher Name
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Cloe Grade 4 Science	4	SCIENCEFL TEACHER (fsm4q3@ngltd.com)
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Davis	1	SUE DAVIS (sdavisteacher@ngltd.com)
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	FL Science K12	K	Catherine Wheeler-Baco (owheelerbaco1@gmail.com)
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Joe Doe	1	Joe Doe (doej@gcpmail.com)
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Kindergarten	K	Robin Amrine (ramrine371@gmail.com)
<input type="checkbox"/>	View	Nat Geo Learning Sales Demo	NGL Sales Demo School E	Period 1	K	joe herren (joshherren@schools.com)

4. Click on View under Classes.

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Home Search **Manage** File Rostering Reports & Grading

School Admins Teachers **Classes** **Students** Subscriptions

Student - Florida Science

Student **Classes** Subscriptions

Action	Program	Class Name	Teacher	Grade
View Remove	Science - FL	Cioe Grade 4 Science	SCIENCEFL TEACHER (fsn4Q3@ngltd.com)	4

[Add to Class](#)

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

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Home Search **Manage** File Rostering Reports & Grading

School Admins Teachers **Classes** Students Subscriptions

Class - Cioe Grade 4 Science

[Back To Search Results](#)

Class Students Tests

Teachers: SCIENCEFL TEACHER (fsn4Q3@ngltd.com) District: Nat Geo Learning Sales Demo
[Add/Remove Teacher\(s\)](#)

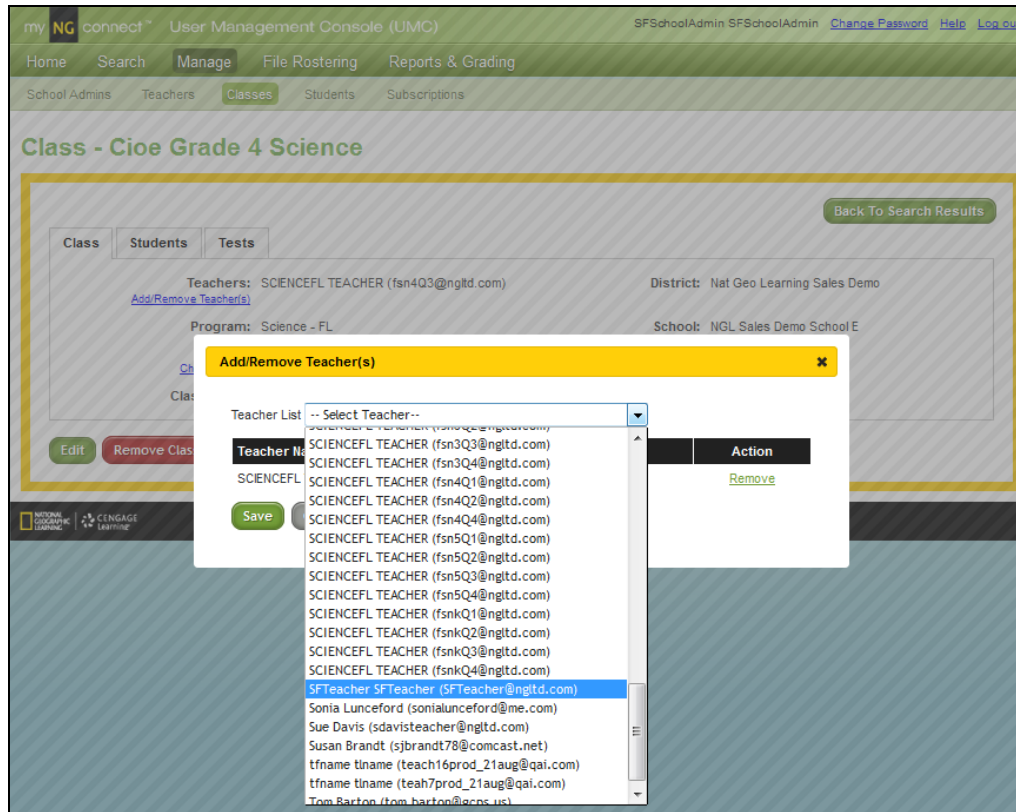
Program: Science - FL School: NGL Sales Demo School E

Grade: 4
[Change Grade](#)

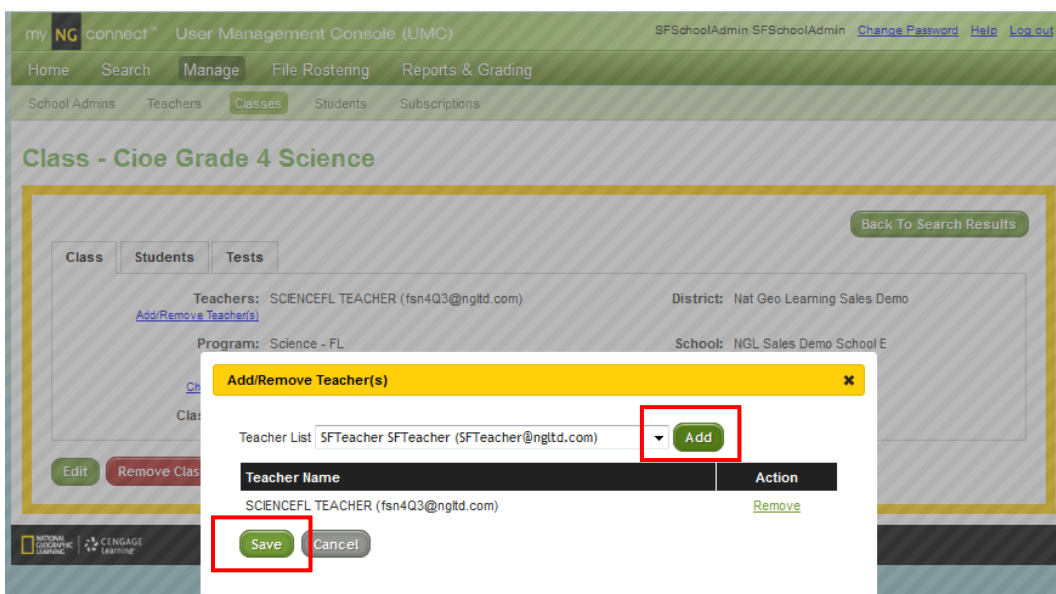
Class Name: Cioe Grade 4 Science

[Edit](#) [Remove Class](#)

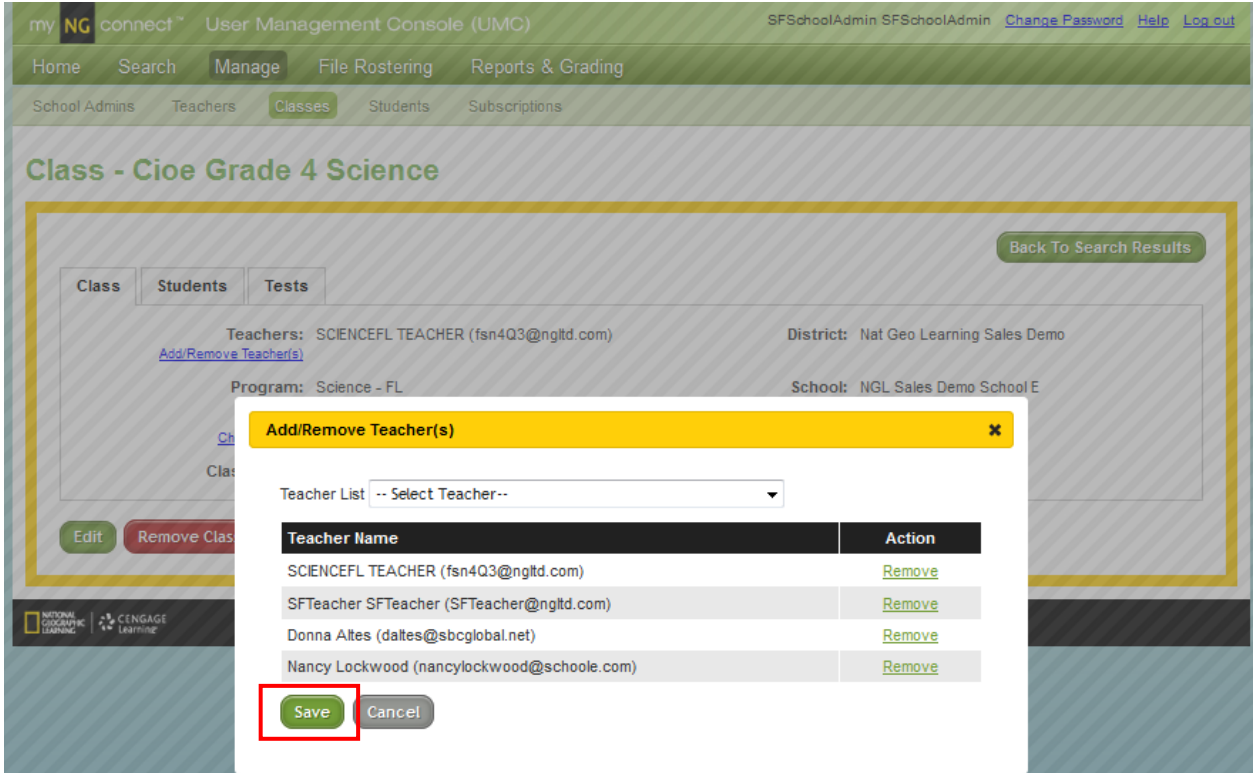
6. A drop-down box will display all the teachers rostered in your District.



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



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



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.

