Sharing classes in Students Achieve

In some situations, you may team teach with another educator and want to share the responsibility for assessing assignments. This applies to Interns, Co-teaching, and sharing of sub-subjects like PAA and Arts Education where Visual Arts, Dance, Drama, and Music all fall under Arts Education.

So, in the example of Music – the ONE Arts Education teacher assigned to those students in Maplewood by the secretary is the only teacher who initially sees anything in StudentsAchieve. That teacher needs to share her class with the Music teacher.

Under Manage>Classes>Class Sections – You can tell what classes a teacher is assigned in Maplewood.

Click the tiny edit icon beside the class you wish to share.

This box will pop up. (Always allow pop ups from this site ☺)

Click the Sharing Tab.

In the Sharing Tab, on the Full Access side of the Sharing screen, click **New** –

- Choose Saskatchewan Rivers
- Click Next
- Choose your school
- Click Next
- Choose the teacher from the list of teachers (If an intern or ed support teacher is not listed then you will have to UNCHECK the Filter by Date box, and their name will appear)
- Click Finish.

It will look like this when you are finished. The teacher will see an [S] in front of a class that is Shared.

The mark entry by one teacher is combined with that of the other teacher and Students Achieve will display all assignments to both teachers. The most recent mark will be placed on the report card unless either teacher uses professional judgement. The only true way for each teacher to be independent of each other is to schedule two sections of this class in Maplewood. The only true way for a student to receive an accurate mark by outcome, is for the teachers to share the marking of the class. Therefore, share when possible knowing that each situation is unique.