

Add a Co-Teacher to Seesaw



1. Log into Clever using the app on the iPad or go to clever.com on the mac
2. Open Seesaw

3. **Click on the wrench** top right corner



4. Under 'Class Settings' click 'Manage Teachers', Enter the teachers email you would like to invite.

A screenshot of the 'Manage Teachers' form. It features a text input field labeled 'Teacher email address' and a blue 'Invite teacher' button. Below the form, there is a link: 'If your co-teacher is having trouble receiving our email, click here to generate a co-teacher invite link.'A screenshot of the 'Class Settings' menu. The 'Manage teachers' option is highlighted with an orange box. Other options include 'Students', 'Families', 'Class name', 'Grade level', 'Class Theme', and 'Class Icon'.

5. Also under 'Manage Teachers' will see a list of all the current co-teachers in your class.

Current teachers	
Brooke Hauptman (hauptman.brooke@westside66.net)	Remove
Lauren Kestel (kestel.lauren@westside66.net)	Remove
Mr. Carlson (carlson.dustin@westside66.net)	Remove
Mrs. Sabin (sabin.stephanie@westside66.net)	Remove
Tyler Hottovy (hottovy.tyler@westside66.net)	Remove

Note: All teachers have the same permissions. For example, teachers you invite will be able to approve items, invite and approve parents, and edit or delete items.