

Add an Additional Teacher to a Class (Teacher)

This teacher tutorial provides steps for adding an additional teacher to a class in ELEteca, the learning management system for Cambridge Spanish materials.

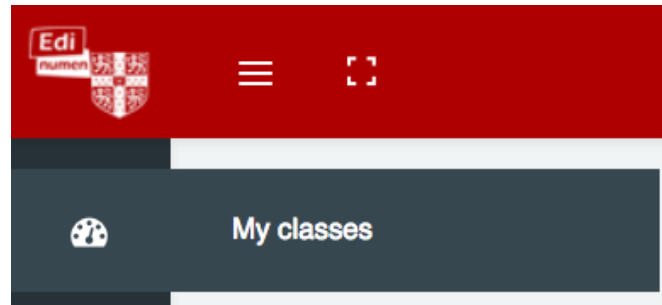
NOTE: In order to add teachers, you must first create a class.

In order to **add an additional teacher to a class**, the new teacher must have

1. an ELEteca account and
2. activated content either through a code or bulk enrollment through the school.

Use the Wizard to add an additional teacher to your class.

a. **Select a class** from My Classes:



(Tutorial continues on the next page.)

b. Click the blue **add teachers or students** link, to the right of **Enrollments**:

My digital contents + ⚙️

[Add a new class](#)

Search classes

3 classes

Class One MR 1
Teacher SS One

TEST - MR (TEST)
Class Enrollment Code: **5MBJL9e**

👤 12 students
👩 Teacher One
👩 1 teacher

Class One ENT

H/E Entornos - FULL course
Class Enrollment Code: **fUaHqrf**

👤 5 students
👩 Teacher One
👩 1 teacher

Class 1

TEST - MR (TEST)
Class Enrollment Code: **1bS55dd**

👤 0 students
👩 Teacher One
👩 1 teacher

Class 1 delete class

👩 Teacher One Cambridge Show
Class Enrollment Code: **1bS55dd** [Instructions for your students](#)

TEST - MR (TEST)

[Student Eleteca](#)

[Online workbook](#)

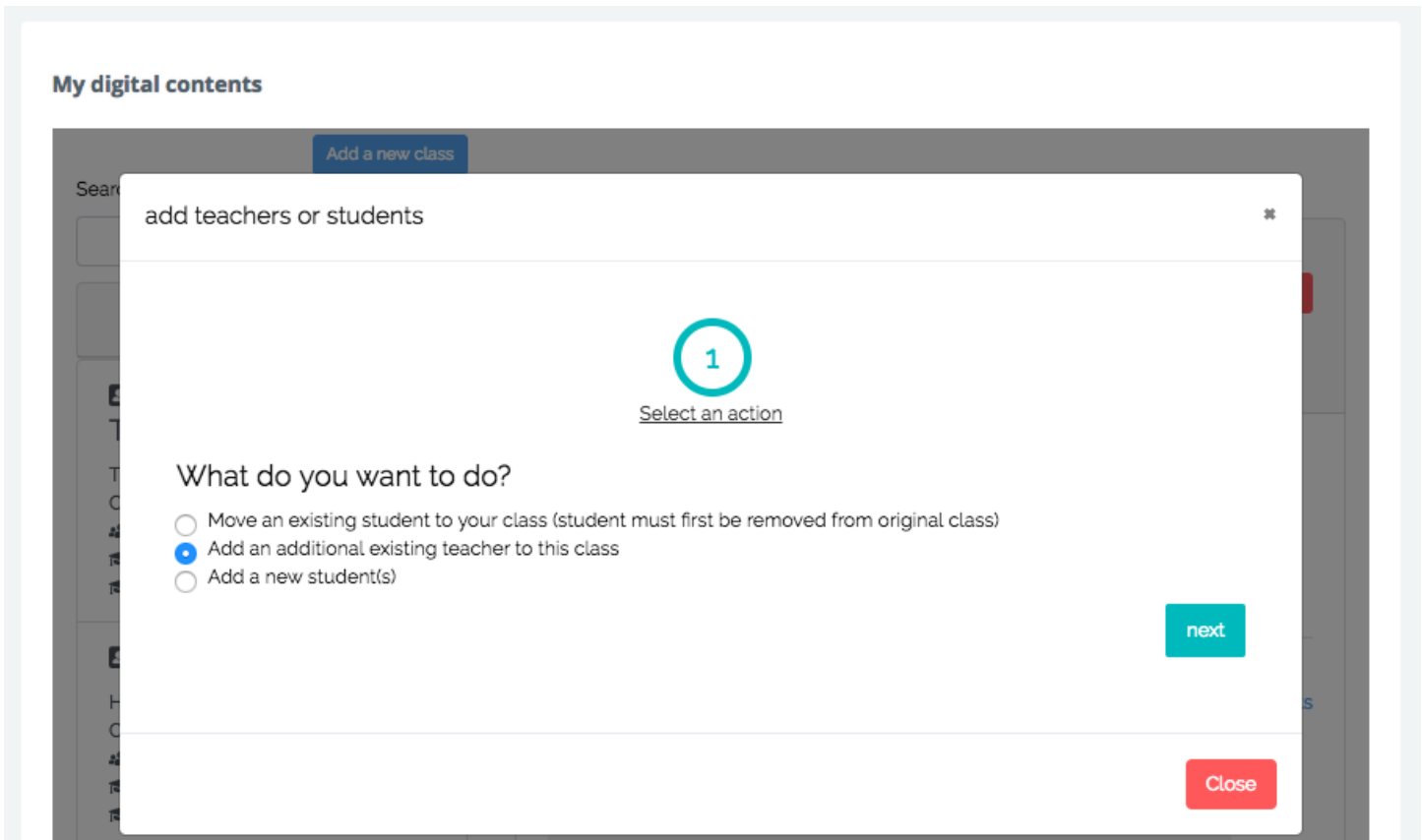
[Gradebook](#) | [help](#)

[Gradebook](#) | [help](#)

Enrollments [add teachers or students](#)

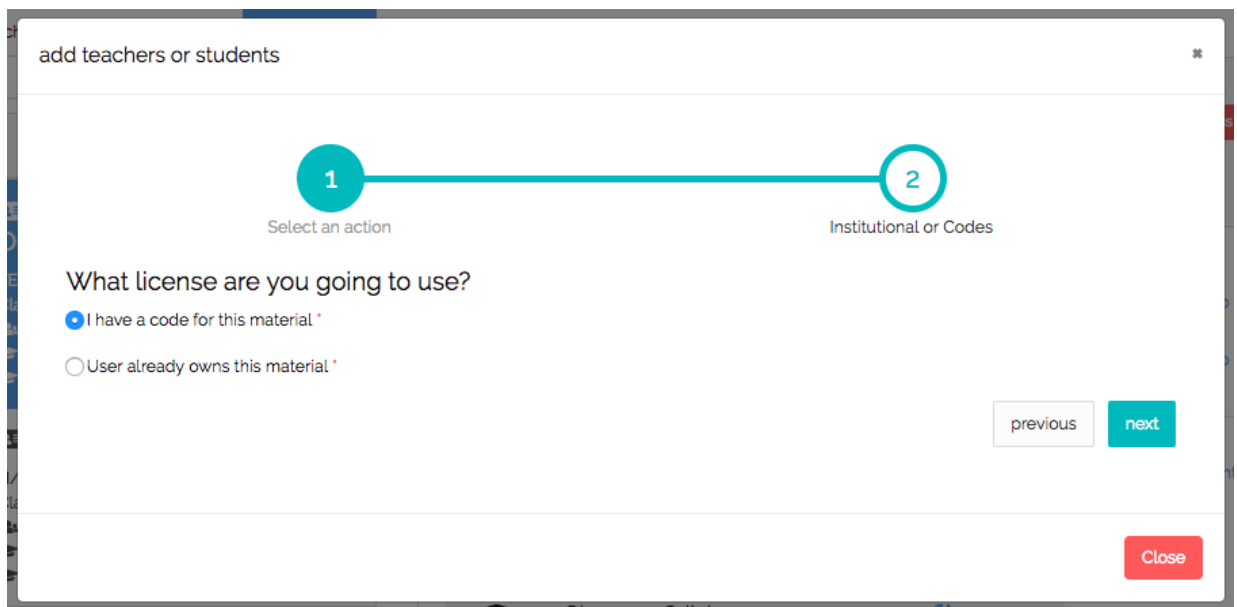
Profile	First name email	Unenroll from class
👩	Teacher One teacherss1@yopmail.com	

c. Select **Add an additional existing teacher to this class** from the pop-up menu:



d. Choose the way in which the additional teacher will gain access to content in the class.

1. If the **new teacher does NOT already have activated content**, you will need a teacher's **code** to add him/her to your class. If this is the case, select "I have a code for this material."



Enter the **new teacher's email address** and a **new teacher's code** on the next screen:

The screenshot shows a dialog box titled "add teachers or students" with a progress indicator at the top showing three steps: 1. Select an action, 2. Institutional or Codes, and 3. Enroll an additional teacher. Step 3 is currently active. Below the progress indicator is an orange box with the heading "Add additional teacher" and the text: "You are about to add an additional teacher for your class. Teacher will be able to manage all activities in the class, view gradebooks and change enrollments...". Below this are two input fields: "Email Address" containing "secondteacherle@gmail.com" and "Code" containing "KVCqGr1UjU". At the bottom right are "previous" and "next" buttons, and a "Close" button at the very bottom right.

Click **next** and **Close** to complete new teacher enrollment.

2. If the **new teacher has already activated the content for the class with their own teacher's code**, select "User already owns this material."

The screenshot shows the same dialog box, but now step 2, "Institutional or Codes", is active. The progress indicator shows step 1 as completed and step 2 as the current step. The main content area asks "What license are you going to use?" with two radio button options: "I have a code for this material" (which is unselected) and "User already owns this material" (which is selected). At the bottom right are "previous" and "next" buttons, and a "Close" button at the very bottom right.

Enter the **new teacher's email address** on the next screen:

add teachers or students

1 Select an action 2 Institutional or Codes 3 Enroll an additional teacher

Add additional teacher

You are about to add an additional teacher for your class.
Teacher will be able to manage all activities in the class, view gradebooks and change enrollments...

Email Address : *

secondteacherele@gmail.com

previous next

Close

Questions about....

Need additional help? Please go to <https://edinumen.es/ele-help>

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93)
(<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish:
www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>)
or your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)