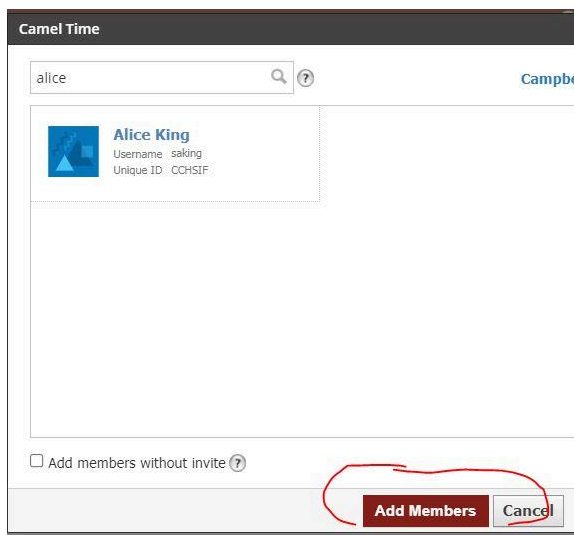


Adding a para to Schoology is very simple, but has a few steps to their role is set up correctly:

- 1) Go to the course you want to add them to and find Members along the side.



- 2) Click on Members and do a search for the para's name and click add members.



- 3) This will add their name to the members list. If I stop here, the para will only be on my list for 24 hours and then be kicked out because they are not students. So you will need to give them an admin role and set the priorities.

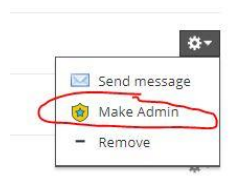
- 4) Find them on the members list and click on the gear to the right.



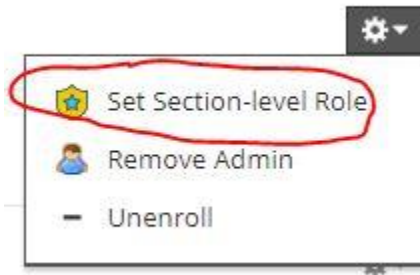
Mrs. Bridges



- 5) In the drop down, select add admin



- 6) Go back to the member list and find them. Click on the gear again to see this drop down and click Set Section-level Role



- 7) You will see this screen. Select No Grades/View Materials. This allows the para to view all posted materials, but they will not have access to gradebook or see any grades.

Set Section-level Role

The following setting applies for this course only.

This user currently has the organization-level role "Te

☐ Use permission settings from this user's organi

Or, optionally assign a section-level role:

☐ Edit Grades / Edit Materials

☐ Edit Grades / View Materials

☐ No Grades / Edit Materials

☒ No Grades / View Materials

☐ View Grades / Edit Materials

☐ View Grades / View Materials

Save

- 8) A co-teacher's role is very different and you should discuss the type of role they would like to have in your classroom.