

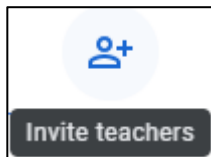


# Add A Co-Teacher

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## *Invite Co-Teacher*

Go to [classroom.google.com](https://classroom.google.com) and open the class. From the tabs shown at the top, click on People. Click on the “Invite Teachers” icon (the popup appears when you hover over the icon). Type the name or email address of the teacher to be added. Click on the name, then click the Invite icon in the lower right corner.



## *Accept Co-Teacher Invitation.*

Invited teachers get an email asking them to co-teach your class. To join the class, the invited teacher must click a link in the email, or sign in to Classroom and click Accept on the class card.

## *Share Files with the Primary Teacher before leaving a class.*

In the class Google Drive folder, the primary teacher can access all the files you created in the class. If you want to share other files, such as notes or an attendance sheet, you can add them to the class Drive folder.

## *Leave a Class as a Co-Teacher.*

If you leave a class you co-teach, you can't open it again unless you're re-invited or enrolled as a student in the class. If you own the class Drive folder, you need to make another teacher in the class the folder's owner before you leave the class. On the Class card, click the triple dots in the upper right corner, then from the options, select “Leave Class”. Click Leave Class to confirm.