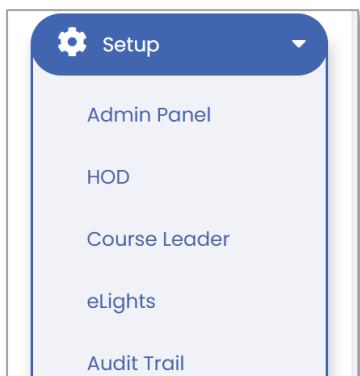


Adding unit teachers in eTrackr

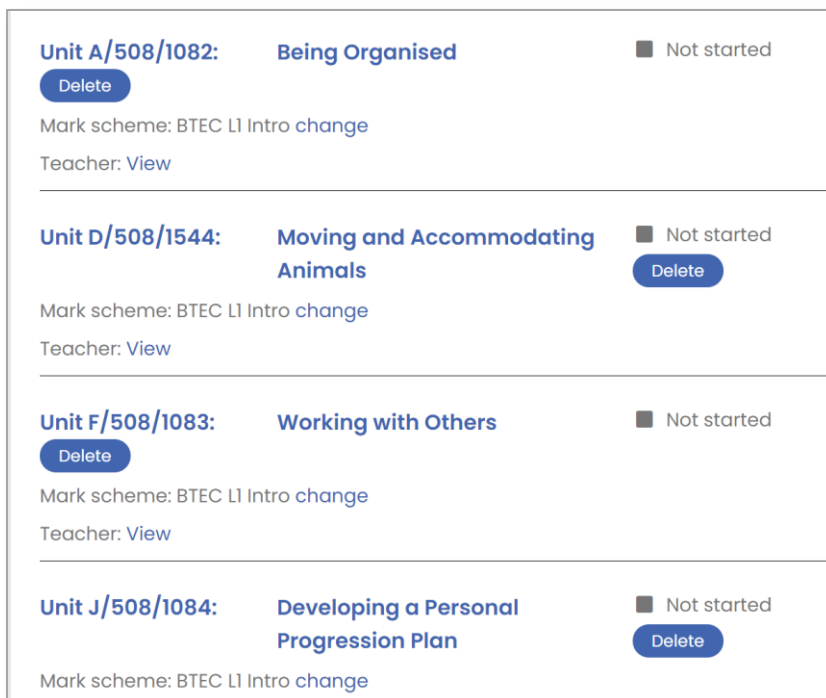
The course leader goes to the **Setup** menu and chooses **Course Leader** from the list.



Select the course from the list of **Your Courses**.



Once the course has been selected, all the units will be displayed. Decide which unit you need and select the **unit name**.



You will see all the unit details - name, code, criteria etc. and at the bottom there will be an **Add Teacher** button.

Criterion:	<input type="text" value="M2"/>	Sort order:	<input type="text" value="4"/>	Delete
Criterion:	<input type="text" value="M3"/>	Sort order:	<input type="text" value="5"/>	Delete
Criterion:	<input type="text" value="D1"/>	Sort order:	<input type="text" value="6"/>	Delete
Criterion:	<input type="text" value="D2"/>	Sort order:	<input type="text" value="7"/>	Delete
Criterion:	<input type="text" value="D3"/>	Sort order:	<input type="text" value="8"/>	Delete

[Add Criterion](#)

[Add Teacher](#)

Once clicked, this brings up a search box. Type the name you need (surname first), select the appropriate suggestion then click **OK**. This will add that person to the unit teacher area.

Select Staff

Search for a staff member

[Ok](#) [Cancel](#)

N.B. If you scroll to the bottom of all the units, you will see a button that says **Add Teacher to All** – if you use this one, then you can append a staff member to all the units in one go.

[Add Teacher to All](#)

[Add Unit](#)

To see who is set as a teacher, hover over the **View** option (next to Teacher) for each unit.

Unit D/508/1544:

Mark scheme: BTEC L1

Teacher: [View](#)