

Secondary Instructor Feature

DBQ Online now allows teachers to share their classes with up to five other colleagues within their school. These secondary instructors can either be granted “full” or “limited” access to the class.

Adding a Secondary Instructor

To add additional teachers to your course, navigate to the Assignments tab. Under the class, you will find the SECONDARY INSTRUCTOR tab (1). Select “Invite Instructor” (2).

The screenshot shows the 'Assignments' page in DBQ Online. At the top, there is a blue button labeled 'Add New Class'. Below it, the page displays '0 Testing' with a 'Settings' gear icon. A 'Class Link' field shows 'http://staging.dbqonline.com/course/9empwpvd'. There are three tabs: 'Assignment', 'Roster', and 'Secondary Instructor', with the 'Secondary Instructor' tab selected and circled in red with the number '1'. Below the tabs is a table with two rows of instructor information. The first row shows 'Armacost, Ava' with 'Primary' access level. The second row shows 'Roden, Lucas' with 'Full' access level and a 'Preferences' button. At the bottom left, there is a blue button labeled 'Invite Instructor' circled in red with the number '2'.

Once prompted, type the instructor’s email address (1), select “Full” or “Limited” access (2), and click “Invite” (3). The invite must go to someone **in your same school**.

The 'Invite Instructor' dialog box contains a note: 'NOTE: Teachers must have already logged in to DBQ Online to be invited as Secondary Instructors. You may invite up to five Secondary Instructors. You may change access level at any time by clicking the Preferences button on Secondary Instructor tab. There are 2 levels of access you can provide.' It lists permissions for 'Full Access Secondary Instructor' and 'Limited Access Secondary Instructor'. Below the text, it says 'Enter secondary instructor email. Then select access level.' There is a form with a 'Teacher's email' field containing an 'Email' input box circled in red with the number '1'. To the right is an 'Access Level' field with 'Limited' and 'Full' radio buttons, with 'Limited' selected and circled in red with the number '2'. At the bottom left are 'Invite' and 'Cancel' buttons, with 'Invite' circled in red with the number '3'.

Primary Instructors

Primary instructors are all powerful and are the only ones who can do the following:

- Add, remove, and change access level of secondary instructors
- Create, edit, hide, and delete classes

Note: neither Primary nor Secondary Instructors can edit/delete each other's markups.

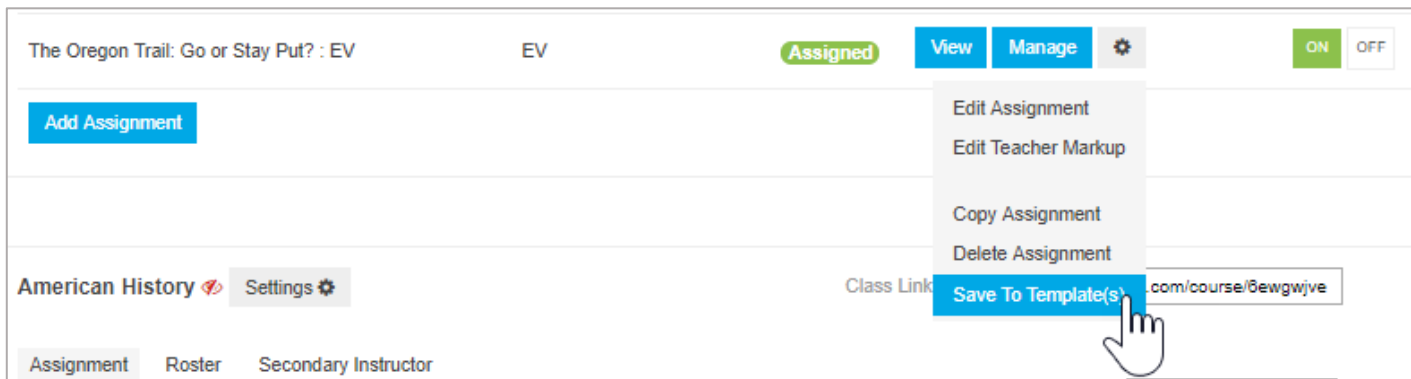
Secondary Instructors: Full vs Limited Access

- Secondary instructors are divided into two levels. Their access is summarized in the chart below.
- *Note:* At any time, the primary instructor can change the access status via the "Preferences" button under the Secondary Instructor tab.

Full Access	Limited Access
CAN add assignment (using the primary's binder list)	CANNOT add assignment
CAN view existing assignments	CAN view existing assignments
CAN edit existing assignments	CANNOT edit existing assignments
CAN manage and provide feedback on assignments	CAN manage and provide feedback on assignments
CAN invite and remove students	CAN invite students ONLY
CAN turn assignment display on and off	CANNOT turn assignment display on and off
CANNOT edit, hide, and delete classes	CANNOT edit, hide, and delete classes
CANNOT invite other instructors	CANNOT invite other instructors
CANNOT modify instructor access level	CANNOT modify instructor access level

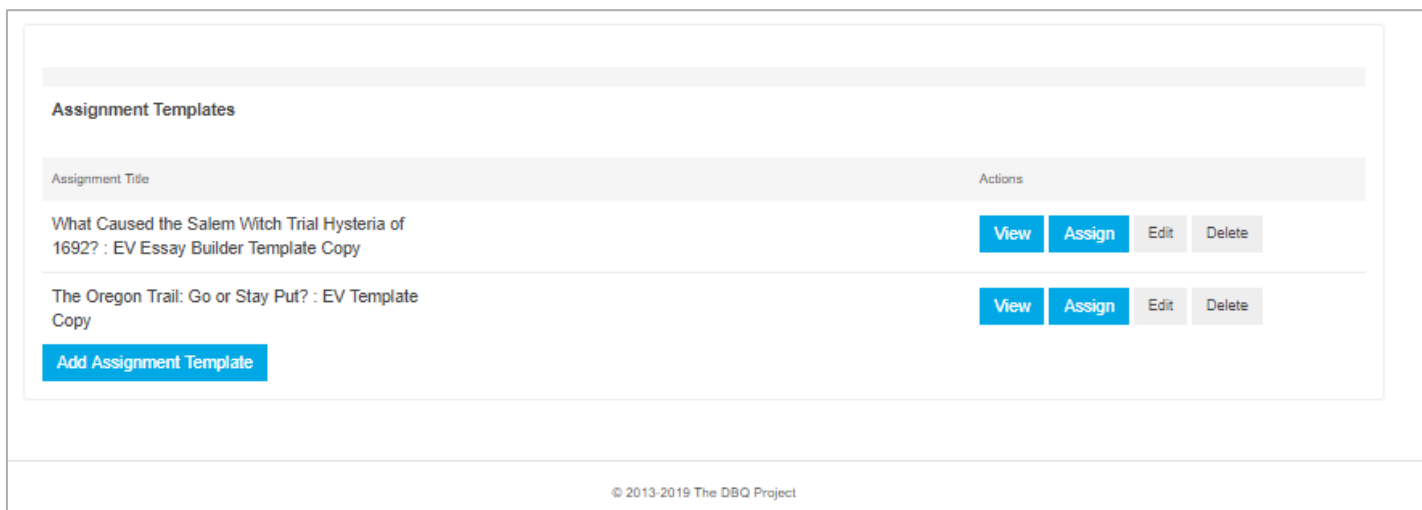
How to Save Teacher Markups Year to Year

If you are a **Primary or Full Access Secondary Instructor**, you can save your assignments with teacher markups to use next school year. To do so, click the gear icon next to the assignment and select “Save To Template(s)”.



Note: to save your annotations, you must create them in **Teacher Markup!**

Reminder: to assign a Template to another class, navigate to the bottom of the Assignments tab and select “Assign.”



Reminder #2: A Template will save as a Draft when assigned to a class. Change this in “Edit” mode to “Save and Assign”.

