HUB - Adding and Removing Teachers from a Course

This guide explains how to add or remove other teachers from your course. Teachers can manage enrollment for co-teaching, coverage during absences, or shared planning.

Introduction

Teachers can add other teachers to their courses to assist with instruction, grading, or temporary coverage. This guide provides step-by-step instructions for adding and removing teachers.

Prerequisites

- You must be a teacher in the course.
- You must know the HW email address of the teacher you are adding.
- Access to the course through the HW learning platform.

Steps to Add a Teacher

1. Open the course.

2. Go to the **People** tab.

3. Click **+ People** in the upper-right corner.

4. Select the **Login ID** option.

5. Enter the teacher's **full HW email** address.

6. Choose **Teacher** as the role.

7. Select the appropriate course section.

8. Click **Next**.

9. Review and click **Add Users**.

Steps to Remove a Teacher

1. Open the course and go to the **People** tab.

2. Locate the teacher's name.

3. Click the **three dots** next to their name.

4. Select **Remove from Course**.

Notes

- Added teachers gain full teaching privileges within the course.
- Removing a teacher immediately revokes their access to course materials and grading functions.

Contact ithelp@hw.com if you encounter access issues or errors.