



## Assigning a Class to a Different Instructor

Required MAP role: **Data Administrator**, **Assessment Coordinator**, or **System Administrator**

1. In the left navigation pane, select **Manage Users**.
2. Search for the teacher to assign to the class.
3. In the Search Results section, select the teacher you want to assign to the class, and then click **View/Update**.
4. In the Instructor section, select the term to assign the teacher, and then click **View/Update Term**.
  - a. The User Profile page refreshes with the term, and options for modifying schools and classes associated with this teacher.
5. In the Classes section, click **Find Existing Classes**.
6. Type the name of the teacher currently assigned to the class (the teacher to be removed). **ADNY OTL edit--We typically type 'Grade' to show the entire list OR Kindergarten**
7. Make sure the correct school is selected in the School drop-down list, then click **Search**.
8. The teacher's classes for that term are listed.
9. Select the class you want to assign to the new teacher, then click **Associate Classes**.
10. In the Classes section, the class is marked with "MI," indicating it is now a "multiple instructor" class.
11. Click **View/Update Term**.
12. The User Profile page appears.
13. Click **Submit**.
14. The User Profile - Summary page appears, showing the newly assigned teacher's school and class assignments.
15. Click **Submit**.
  - a. **Important!** With any change, be sure to click **Submit** as needed—possibly on multiple pages—to complete the action. The process is complete and the change is saved in the MAP system only when you see a message such as, "User profile has been updated successfully."
16. A confirmation message appears.