How to Change the Lead Teacher

From the **Start Page** on the left hand-side menu under **Functions** select **Teacher Schedules**

Select the **Teacher's Name** on the left hand-side menu

You'll see a list of courses they have been assigned to them in the current school year. Click on the **Section Number**.

Scroll down to **Teacher - Section Lead**. Here you will be editing the **End Date** and selecting **Add**.

The new lead teacher's **Start Date** should be the day after the previous lead teacher's end date. There cannot be a gap between dates.

This applies to weekends as well. If **End Date** is a Friday the new lead teacher's **Start Date** should be Saturday's date.

Don't forget to **Submit** your changes at the bottom right of the page.