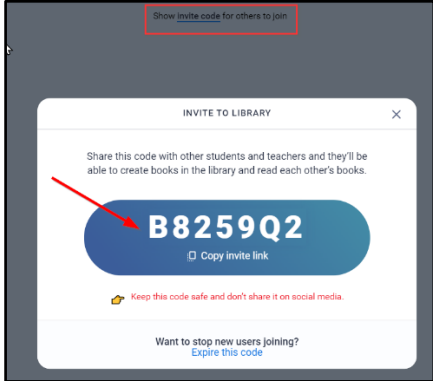
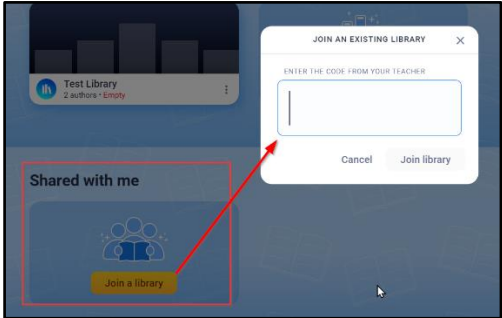
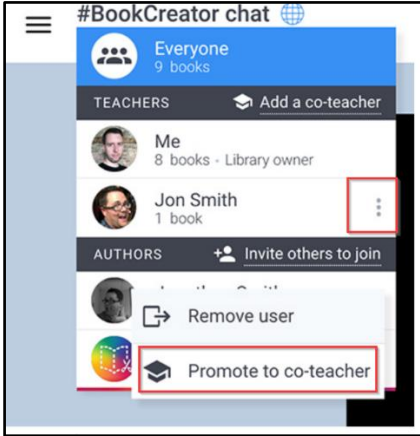




Adding a Co-Teacher in Book Creator

A Co-teacher can be added to any library in Book Creator. They first must use the invite code to be added to the library, then the teacher can “promote” them to a co-teacher. Follow the step-by-step instructions for adding a co-teacher to a library in Book Creator.

Adding a Co-teacher	
<p>1</p>	<p>Share the invite code of your library with the teacher you want to add as a co-teacher.</p> 
<p>2</p>	<p>Ask the teacher to join your library using the code you shared. Be sure they are joining the library as a teacher.</p> 
<p>3</p>	<p>Once the teacher has joined your library, you can promote them to a co-teacher by using the Author picker dropdown (found on the left of toolbar, underneath the library name) and selecting the teacher’s name. Use the 3 dot menu next to the person you want to promote.</p> 

4 Confirm promoting co-teacher in this library



The teacher will now have all the same admin rights to manage the library settings, including the ability to invite new students, edit and publish books, and turn on real-time collaboration.