

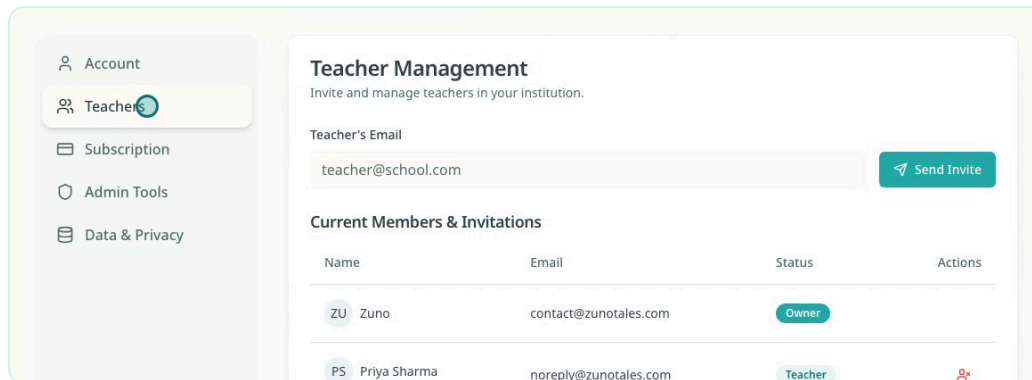
Add your teachers and give them their classes

Only the school owner can invite teachers and change classes. It takes about two minutes per teacher.

PART A Invite a teacher

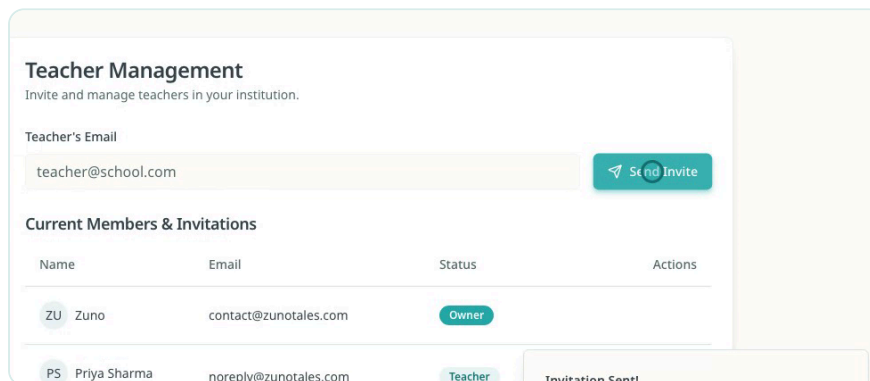
1 Open Settings, then the Teachers tab

Profile menu (your initials, top right) → **Settings** → **Teachers**.



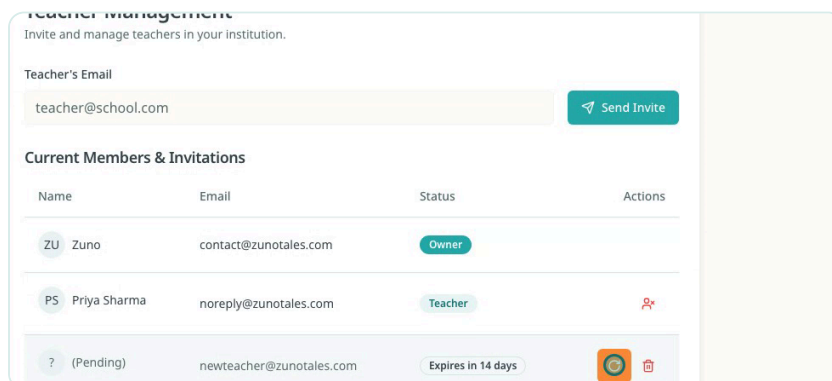
2 Type the teacher's email and press Send Invite

Use the address they will sign in with, ideally their school email. You'll see "Invitation Sent!"



3 They show as Pending until they accept

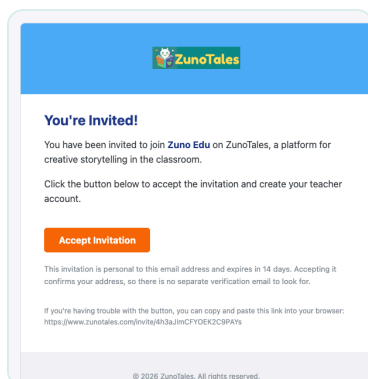
An invite lasts **14 days**. The  button resends it with the same link; the bin button withdraws it.



PART B The teacher accepts

4 They open the email and press Accept Invitation

Subject: "You're invited to ZunoTales!"



5 New teacher: sign up with the same email

The email is filled in for them. **Already has an account?** They sign in and press **Join school**.

PART C Give them a class

6 Classroom → Edit → Assigned Teachers

Tick the teacher. Only teachers who have accepted appear here.

7 Press Save Changes

You'll see "Classroom Updated". A class can have more than one teacher.

8 Done: the class is ready on the teacher's lesson form

Next time they sign in, the class appears under Classroom in Learning Adventure.

If something doesn't work

- Can't find the teacher in Assigned Teachers? They haven't accepted the invite yet.
- Teacher signed up with a different email? The invite won't link. Invite the address they actually use.
- Invite expired? Press **u** next to it in the Teachers tab.
- Removing a teacher moves their classes to you. Their account is not deleted.