

## DualEnroll.com Quick Reference Guide for High Schools

### Contents

DualEnroll.com Quick Reference Guide for High Schools.....	1
Registering Students .....	2
The Students Section .....	2
Viewing Student Profiles.....	2
Viewing Course Information .....	2
Checking the Registration Status .....	2
Completing the Registration Wizard.....	2
Single Step Processing.....	3
Batch Processing .....	3
Administrative Setup.....	4
Introduction .....	4
Dashboards .....	4
Profile .....	5
Courses.....	5
Adding New Courses .....	6
Modifying an Existing Course.....	6
Removing Approved Course Equivalents.....	6
Adding Approved Course Equivalents.....	6
Reports.....	7

## Registering Students

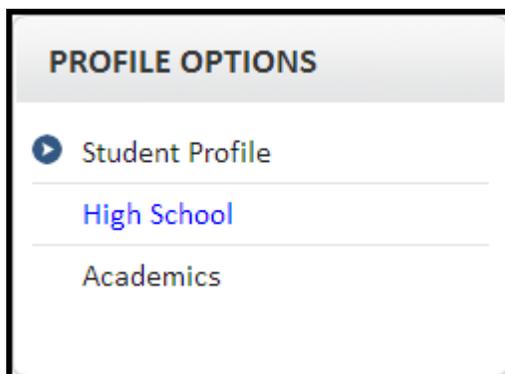
### The Students Section

The most important section of the DualEnroll.com application for most high school users is the Students section. The Students section displays a list of students from the high school who are participating in dual enrollment, and provides summary information on the course and college in which they are enrolled, as well as information about deadlines and next steps.

The Students screen can be viewed in a number of different ways, manipulated by the **View As, View By, Term, and Student** dropdowns shown at the top of the screen. The **View As** dropdown allows the screen to be viewed as a simplified list view, or in a more robust detail view. The **View By** dropdown allows the registrations to be sorted by the step which needs to be completed, the name of the student, or the course. The **Term** dropdown allows users to view older data, if available. The **Student** field allows users to search for specific students.

### Viewing Student Profiles

Student profiles can be viewed and edited from the Students column of the page. The name of each student listed in the Students section will appear as a hyperlink. Clicking on that link will open the Student's profile, which contains the student's demographic information as well as information about their high school and their academic record.



### Viewing Course Information

Course information can be viewed from the Courses column of the page. The name of each course will appear as a hyperlink. Clicking on that hyperlink will open the Course Detail page. The Course Detail page will provide information on the course, including the number of credits, instructor, and course description.

### Checking the Registration Status

If the **View As** dropdown for the students section is set to Detail, the status of each of the items which must be completed for the registration to be processed by the college will be available in the Status section of the page. The Status box provides a vertical list of all the steps which must be completed in order for the registration to be processed, and a description of the status of that item. Descriptions include: Need, Complete, Review, and Pending.

### Completing the Registration Wizard

When students complete their application and register for classes, the high school is notified through the Students section. While any student who has located a course selection and clicked 'Register' will appear in the Students section, only those who have registered for a course and then successfully and completely filled out an application will require

action from the high school. Depending on how the Students section is viewed, the required actions can be completed in single steps or as a batch.

### Single Step Processing

If the **View By** dropdown in the Students section is set to Course or Student, the required actions will be completed in single steps. A highlighted hyperlink for each individual step which must be completed by the high school will appear next to each individual student, as shown below.

<a href="#">Student, April</a> Andrew Stein	<a href="#">BIO 101 BIOLOGY I 23943</a> Lewis Monroe College Main 10:15am-11:30am Mon-Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Need High School Transcript/Test Scores: Need Payment: Need Registration: Pending	<a href="#">High School: Decide Student Or High School Pays.</a> <a href="#">High School: Provide Transcript/Test Scores.</a> <a href="#">High School: Approve Student Enrollment.</a> College: Check Student Duplication
--	--	--	--

Clicking on any one of those hyperlinks will open the corresponding step and allow the high school to complete the required action. Possible actions include deciding who will pay for the registration, providing a transcript and/or test scores, providing a GPA, and approving the student’s enrollment. These steps may vary from high school to high school.

Once all the steps have been completed by the high school, any remaining steps will still be present in the Next Steps column, but the column will no longer be highlighted and no further action by the high school is required.

<a href="#">Student, April</a> Andrew Stein	<a href="#">BIO 101 BIOLOGY I 23943</a> Lewis Monroe College Main 10:15am-11:30am Mon-Thu Sherman Thomas	Parent/Guardian Permission: Review High School Permission: Complete High School Transcript/Test Scores: Review Payment: Review Registration: Pending	College: Check Student Duplication, College: Review Forms
--	--	--	--

### Batch Processing

If the **View By** dropdown in the Students section is set to Step, the required actions will be completed in Steps. A highlighted hyperlink for each overall step that must be completed by the college will appear at the top of the screen, with a list of registrations below, for whom the step must be completed.

View As: List	View By: Step	Term: Fall 2013	Student: <input type="text"/>
Student	Course	Status	
<a href="#">High School: Approve Student Enrollment</a> (3 students)			
<a href="#">Delaney, Hugh</a> [+]	<a href="#">ADMG2009AM Business Law I AM</a> [+]	<a href="#">[show]</a>	
<a href="#">Delaney, Hugh</a> [+]	<a href="#">ISTC1005AM Practical Computer Applications AM</a> [+]	<a href="#">[show]</a>	
<a href="#">Guthrie, Jane</a> [+]	<a href="#">ADMG2009AM Business Law I AM</a> [+]	<a href="#">[show]</a>	

Clicking on the hyperlink will open up a batch approval screen, from which the selected step will be able to be completed for each listed registration. Note that a single student may have more than one eligible registration if they are registering for more than one course. Possible actions to be completed include deciding who will pay for the registration, providing a transcript and/or test scores, providing a GPA, and approving the student’s enrollment. These steps may vary from high school to high school.

Once all the steps have been completed by the high school, any remaining steps will still be present on the list, but will no longer be highlighted and no further action by the high school is required.

## Administrative Setup

### Introduction

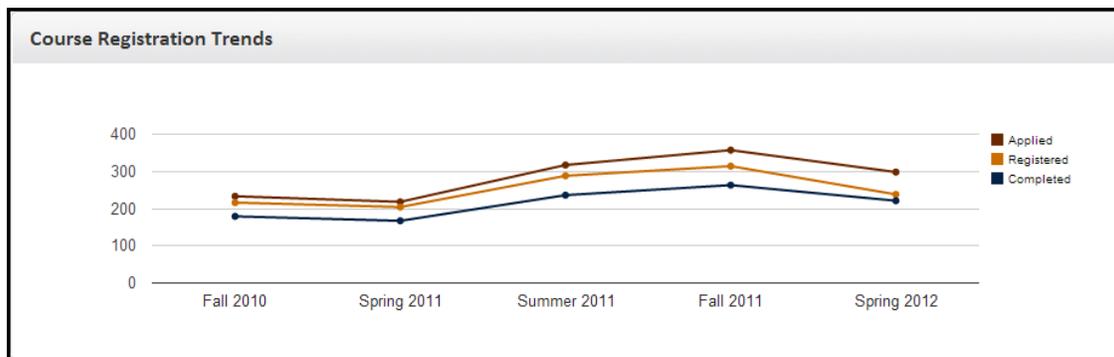
While most users will stick to the Students section of the high school login, there are several more sections available to each high school user. These sections provide more information about the high school and the courses offered there, as well as some statistical or tracking information that may be interesting to administrators. Each of the additional sections is outlined below.

### Dashboards

Dashboards provide analysis of the information tracked within the DualEnroll.com solution. Explanations of each of the available dashboards are provided below.

### Course Registration Trends

The Course Registration Trends dashboard details historical information about the registrations which have been processed through DualEnroll.com. The chart breaks registrations into three groups – applied, registered, and completed – and tracks them through past semesters of DualEnroll.com usage.

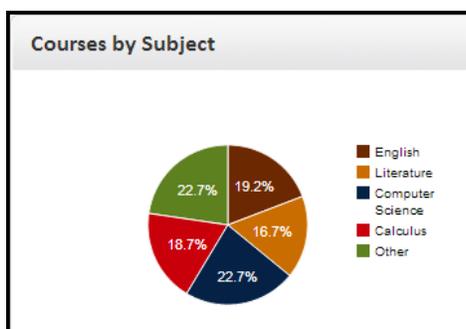


### Students by College

The Students by College graph details the numbers of students from the high school who have registered with each of the high school's partner colleges, displayed by semester.

### Courses by Subject

The Courses by Subject graph displays the various subjects and numbers of registrations by subject.

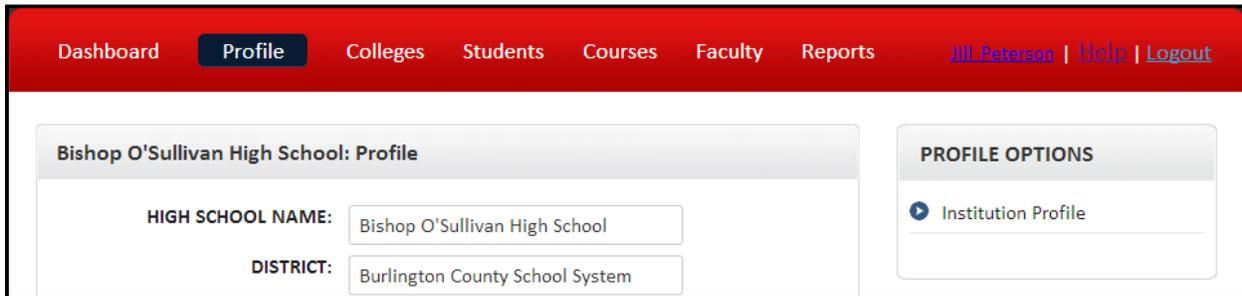


## Courses by Location

The Courses by Location graph displays the number and percentage of courses for which your students have registered at three possible locations: high school, college, and online.

## Profile

The Profile section of the high school is used to track basic information about the high school. The Institutional Profile contains address and contact information for the high school.



The screenshot shows a web interface with a red navigation bar at the top containing links for Dashboard, Profile (selected), Colleges, Students, Courses, Faculty, and Reports. On the right side of the navigation bar, there is a user profile for Jill Peterson and links for Help and Logout. The main content area is titled "Bishop O'Sullivan High School: Profile" and contains two input fields: "HIGH SCHOOL NAME:" with the value "Bishop O'Sullivan High School" and "DISTRICT:" with the value "Burlington County School System". To the right of these fields is a "PROFILE OPTIONS" section with a radio button selected for "Institution Profile".

## Institutional Profile

The Institutional Profile contains name, district, and address information for the high school. The individual fields on the Institutional Profile are listed below.

**High School Name:** The name of the high school.

**District:** The school district of the high school.

**Principal:** The name of the principal of the high school.

**NCES Code:** The NCES code of the high school.

**NCES State Code:** The NCES State code of the high school.

**CEEB Code:** The CEEB code of the high school.

**ACT Code:** The ACT code of the high school.

**Street 1:** The street address of the high school.

**Street 2:** The second line of the street address of the high school, if applicable.

**City:** The city of the high school.

**County:** The county of the high school.

**State:** The state of the high school.

**Postal Code:** The postal/ZIP code of the high school.

**Phone:** The phone number of the high school.

**Payment Policy:** The payment policy of the high school. The three options are Student Pay, School Pay, and Student/High School (Mixed) Pay.

**Self Signup:** Whether or not students from the high school can create their own DualEnroll.com accounts.

Each of these fields should be kept up to date by the high school.

## Courses

The Courses section displays a list of the courses at the high school which are eligible for the dual enrollment program. From this screen, the high school can add new dual enrollment-eligible courses, modify the existing courses, and while modifying them, add new Approved Course Equivalents (ACEs).

Emma Pierce High School: DE Courses			
Course Number	Course Title	Credits	Dual Enroll Courses
<a href="#">ENG301</a>	English 11	1.0	9
<a href="#">ENG401</a>	English 12	1.0	9
<a href="#">SOC201</a>	Early American History	1.0	8
<a href="#">ENG200</a>	Original Writing I	1.0	4
<a href="#">ENG210</a>	English Language/ Composition	1.0	9

### Adding New Courses

From the Courses screen, a high school can add a new course to their catalog by selecting the 'Add' button, available both at the top and the bottom of the course list. Once the high school clicks 'Add', they will be prompted to fill out some basic information about the course they want to add. The fields which can be filled out are:

**Course Title:** The title of the course, e.g. Advanced English 12

**Course Number:** The number of the course, e.g. ENG402

**Instructor:** The instructor of the course, if applicable.

**Credits:** The number of credits awarded for completion of the course.

**Description:** A brief description of the course.

### Modifying an Existing Course

From the Courses screen, a high school can modify their existing courses. To do so, simply click on the Course Number of any course in the courses list. Once the course number is selected, the high school can modify any of the values listed above, in the *Adding New Courses* section of this guide. From the Edit Course screen, the high school can also review, add, or remove Approved Course Equivalentents (ACEs). ACEs appear at the bottom of the Edit Course screen, and if more than ten ACEs exist, they are paginated. High schools can navigate through the pages of ACEs by using the arrows at the bottom of the Approved Course Equivalentents section.

### Removing Approved Course Equivalentents

To remove an existing Approved Course Equivalentent (ACE), simply navigate to the ACE in question, and click the 'Delete' button on the ACE list.

### Adding Approved Course Equivalentents

To add a new ACE, click the 'Add' button at the top of the ACE list. A list of courses offered by the high school's partner colleges will appear. Simply locate the course which is to be added as an Approved Course Equivalentent, and click on that course's title. This will open the Course Detail page for that course which will provide information about the course. To add the course, click the 'Add' button at the bottom of the Course Detail page.

**Course Detail:ENGLISH COMPOSITION**

**COURSE NUMBER:** ENGL 102  
**COURSE SUBJECT:** English  
**CREDITS:** 3.0  
**COLLEGE:** Lewis Monroe College  
**DESCRIPTION:** ENGLISH COMPOSITION FALL, WINTER, SPRING, SUMMER 3(3-0) Extension and intensification of elements of expository writing and critical reading and thinking covered in ENGL 101. Particular emphasis given to formal, stylistic and rhetorical considerations and techniques involved in developing longer critical essays that incorporate documented evidence from broad range of source materials.  
 Prerequisite: ENGL 101

[Add](#)

## Reports

The Reports section of high school DualEnroll.com application contains two reports. The first, Student Registration, provides the course number, student name, instructor, college, and term of all registrations present in the system. The report is paginated and can be navigated by clicking the arrows on the bottom left corner of the report.

**Bishop O'Sullivan High School Reports**

number	student	instructor	college	term
ARCH 101	Mazan, Duffy	Richard Leonard	Lewis Monroe College	Spring 2013
ARCH 101	Mazan, Duffy	Richard Leonard	Lewis Monroe College	Spring 2013
ARCH 101	Stuben, Susan	Richard Leonard	Lewis Monroe College	Spring 2013
ART 102	100, Student	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Gonzalez, Jerome	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Monsoon, Dolly	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Ovechkin, Alex O	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Ransom, Trey	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Sexton, Steve	Matthew Culver	Lewis Monroe College	Spring 2013
ART 102	Showman, Sally	Matthew Culver	Lewis Monroe College	Spring 2013



The second report shows the course number, student name, date by which the registration should have been completed, and next step for any registrations marked as overdue in the DualEnroll.com system.