

High School Instructor User Guide

Creating and accessing your Dual Enroll Account

If you are a new instructor articulating for the first time with CCC, ACC staff will create your Dual Enroll account after the initial articulation inquiry and you will be sent two emails (be sure to check your junk/spam folders):

The first email will be from the ACC Coordinator and will contain your Dual Enroll username and password. You can change your password to something more secure upon first login.

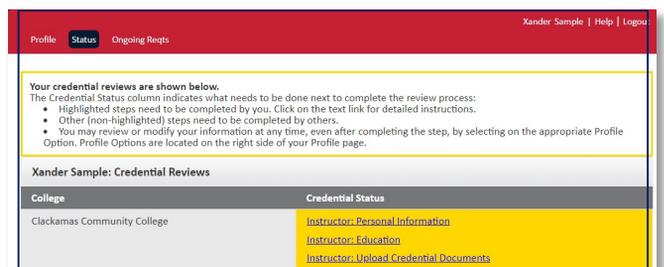
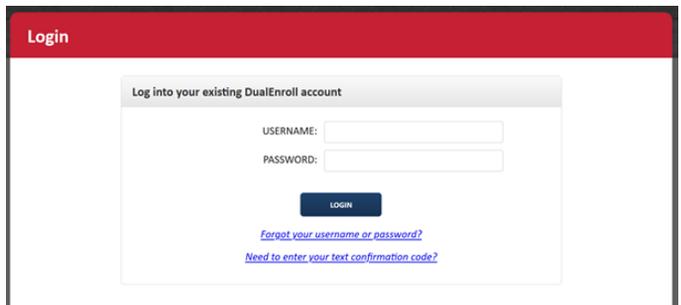
The second email will be from Dual Enroll to confirm your account and log in. You can also log in directly at <https://clackamas.dualenroll.com>.

The college will first evaluate your overall credentials (Instructor Review), then work with you on each course for which you're approved to ensure the course aligns with the college curriculum (Course Review). You'll be notified via email each time you have a task to complete for these reviews.

Provide Profile and Credential Information

When using the DualEnroll system, a step assigned to you will be highlighted in yellow. You'll also have visibility to steps assigned to other participants throughout the process but these will not be highlighted.

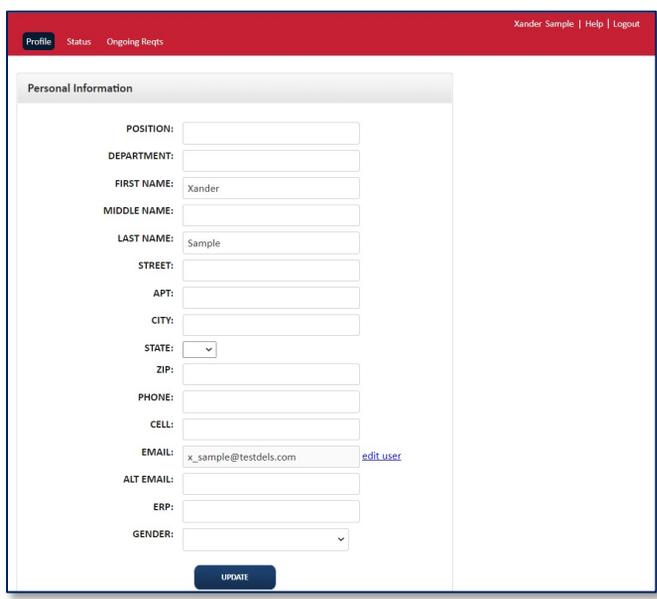
On the Status tab, you'll be asked to complete three steps to provide the information which will allow Clackamas CC to evaluate your credentials and approve you for the appropriate courses. Each step is explained in more detail below.



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Personal Information:

Much of this screen will be filled out already for you, but be sure to verify your full name, address and contact information are correct and update any fields that are incorrect. If you provide both a primary and secondary email address (for example a high school and a personal email), notifications will be sent to both. You can ignore the Position, Department and ERP fields; these will be used by the college later in the process. Click **UPDATE** to save your information and complete the step.



The screenshot shows the 'Personal Information' form with the following fields:

- POSITION:
- DEPARTMENT:
- FIRST NAME:
- MIDDLE NAME:
- LAST NAME:
- STREET:
- APT:
- CITY:
- STATE:
- ZIP:
- PHONE:
- CELL:
- EMAIL: [edit user](#)
- ALT EMAIL:
- ERP:
- GENDER:

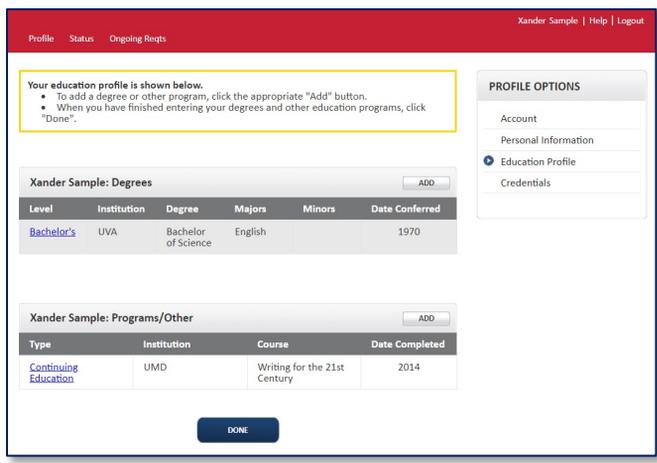
UPDATE

Education

Use the Add buttons to provide information about your educational background and qualifications. In addition to completed degrees, you can provide information about partial degrees or other certifications under Programs/Other.

Fill out each educational item then click **CREATE** to add the item to your Education Profile.

Click **DONE** when you are finished adding all degrees and other programs.



The screenshot shows the 'Education Profile' page with a yellow callout box:

Your education profile is shown below.

- To add a degree or other program, click the appropriate "Add" button.
- When you have finished entering your degrees and other education programs, click "Done".

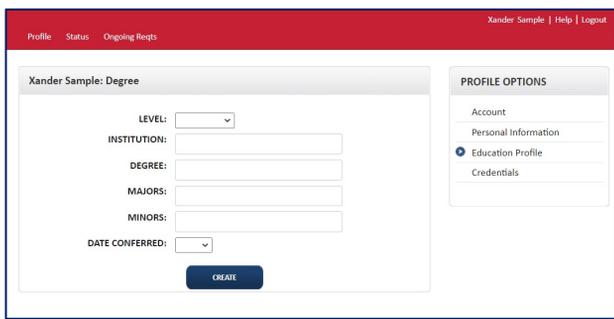
Xander Sample: Degrees **ADD**

Level	Institution	Degree	Majors	Minors	Date Conferred
Bachelor's	UVA	Bachelor of Science	English		1970

Xander Sample: Programs/Other **ADD**

Type	Institution	Course	Date Completed
Continuing Education	UMD	Writing for the 21st Century	2014

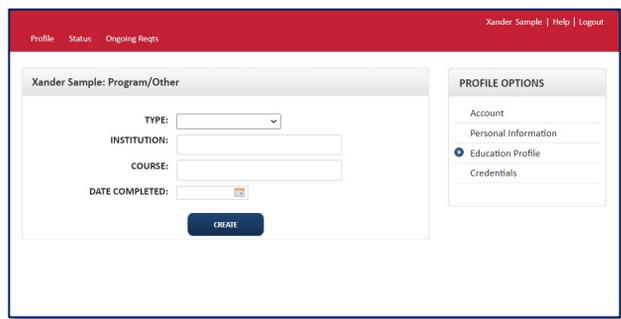
DONE



The screenshot shows the 'Xander Sample: Degree' form with the following fields:

- LEVEL:
- INSTITUTION:
- DEGREE:
- MAJORS:
- MINORS:
- DATE CONFERRED:

CREATE



The screenshot shows the 'Xander Sample: Program/Other' form with the following fields:

- TYPE:
- INSTITUTION:
- COURSE:
- DATE COMPLETED:

CREATE

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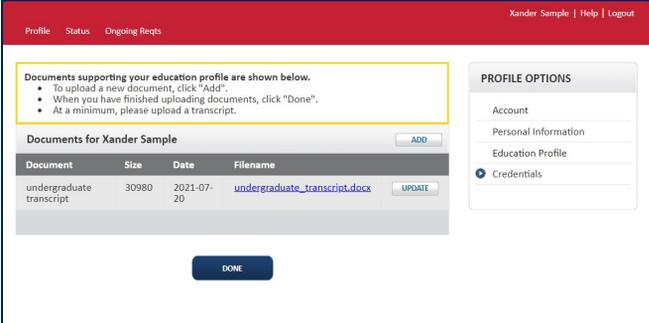
Upload Credential Documents

The college needs documents which support your credentials. Transcripts and a resume are required, but you can also provide additional documents you believe will help the college evaluate your qualifications.

Click **ADD** to access the file uploader and upload a credential document. You'll be asked to choose what **KIND** of file you're uploading. (The system checks that all required document types have been uploaded and will remind you if you've overlooked something). Click **Choose File** to navigate to the document then click **UPLOAD** to import the document. Repeat for each document.

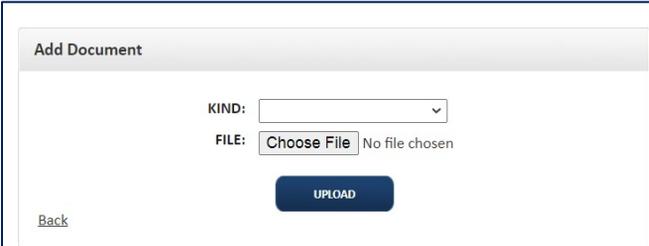
If you upload the wrong document, click **UPDATE** which will allow you to delete the file.

Click **DONE** when finished.



The screenshot shows a user profile page for 'Xander Sample'. At the top, there are navigation links for 'Profile', 'Status', and 'Ongoing Reqs'. The user's name 'Xander Sample' and links for 'Help' and 'Logout' are in the top right. A yellow box highlights instructions: 'Documents supporting your education profile are shown below.' with bullet points: 'To upload a new document, click "Add".', 'When you have finished uploading documents, click "Done".', and 'At a minimum, please upload a transcript.' Below this is a table titled 'Documents for Xander Sample' with columns for Document, Size, Date, and Filename. One document is listed: 'undergraduate transcript' (Size: 30980, Date: 2021-07-20, Filename: undergraduate_transcript.docx). There are 'ADD' and 'UPDATE' buttons for this document. To the right is a 'PROFILE OPTIONS' sidebar with links for 'Account', 'Personal Information', 'Education Profile', and 'Credentials' (which is selected). A 'DONE' button is at the bottom center.

Document	Size	Date	Filename
undergraduate transcript	30980	2021-07-20	undergraduate_transcript.docx



The screenshot shows the 'Add Document' form. It has a 'KIND:' dropdown menu. Below it is a 'FILE:' section with a 'Choose File' button and the text 'No file chosen'. An 'UPLOAD' button is at the bottom right. A 'Back' link is at the bottom left.

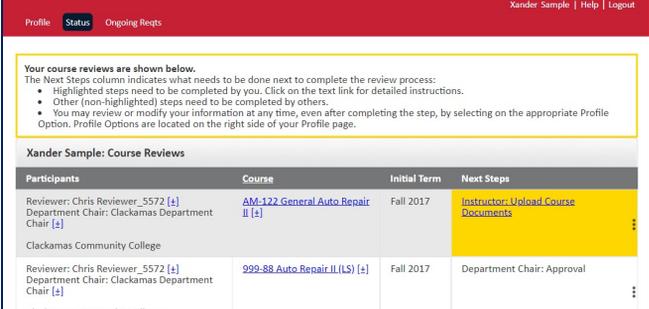
Your credentials will now be forwarded to the college for review. You'll receive email notifications if the college needs additional information and when you have additional tasks for your approved courses. Please check your junk/spam folder periodically as the emails are sometimes erroneously routed there.

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You'll be notified when the college has completed your Instructor Review, which will begin the Course Review for each of your approved courses. You'll be notified of a task to submit course documents for each course for review by the college.

View Pending Tasks

You'll be notified by email of a pending task to upload course documents. Click on the link in the email or log directly into your account to access the task. The pending task will be highlighted in yellow on your **STATUS** tab. **STATUS** will always display all steps relevant to you. Any steps that require action from you will be highlighted in yellow.



Your course reviews are shown below.
 The Next Steps column indicates what needs to be done next to complete the review process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others.
- You may review or modify your information at any time, even after completing the step, by selecting on the appropriate Profile Option. Profile Options are located on the right side of your Profile page.

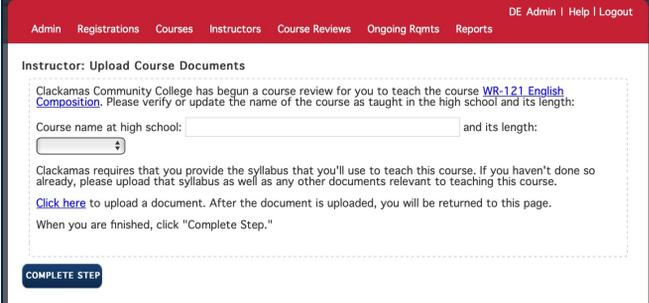
Participants	Course	Initial Term	Next Steps
Reviewer: Chris Reviewer_5572 [a] Department Chair: Clackamas Department Chair [a]	AM-122 General Auto Repair II [a]	Fall 2017	Instructor: Upload Course Documents
Reviewer: Chris Reviewer_5572 [a] Department Chair: Clackamas Department Chair [a]	999-88 Auto Repair II (LS) [a]	Fall 2017	Department Chair: Approval

Upload Course Documents

Clackamas needs information about this course as taught at your high school to prepare an articulation agreement. Please provide the name used for this course at your high school and the length of the course.

Use the link to upload any course materials that will help the college verify curriculum alignment. A syllabus is always required, but additional items like graded assignments, rubrics, etc. can also be helpful. You can provide as many documents as you'd like. For each document, indicate a document type and click **UPLOAD** to import the document. Repeat (3) until all documents have been uploaded to the system.

Click **COMPLETE STEP** when finished. Your course materials will then be sent to the department chair for review. If your materials are incomplete or the department chair has questions, you will be notified via email and may be asked to edit/upload additional documents.

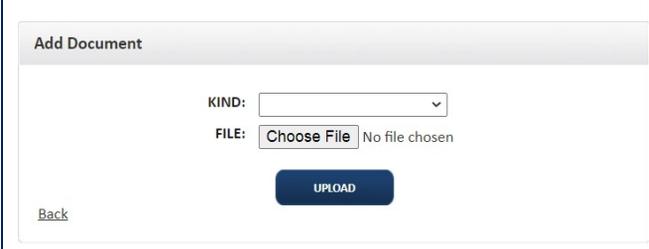


Clackamas Community College has begun a course review for you to teach the course [WR-121 English Composition](#). Please verify or update the name of the course as taught in the high school and its length:

Course name at high school: and its length:

Clackamas requires that you provide the syllabus that you'll use to teach this course. If you haven't done so already, please upload that syllabus as well as any other documents relevant to teaching this course. [Click here](#) to upload a document. After the document is uploaded, you will be returned to this page. When you are finished, click "Complete Step."

COMPLETE STEP



Add Document

KIND:

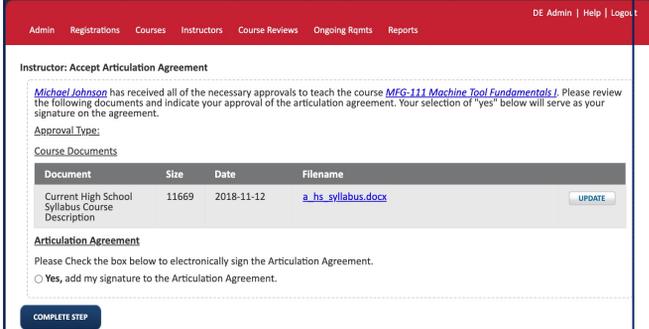
FILE: No file chosen

UPLOAD

[Back](#)

Accept Articulation Agreement

Finally, once approved by the department chair, you'll be asked to accept the college articulation agreement. Your electronic signature will be included on this agreement, and the agreement will then be sent to your high school administrator to electronically sign. Once all signatures are present, the approval process is complete.



Michelle Johnson has received all of the necessary approvals to teach the course [MFG-111 Machine Tool Fundamentals I](#). Please review the following documents and indicate your approval of the articulation agreement. Your selection of "yes" below will serve as your signature on the agreement.

Approval Type:

Document	Size	Date	Filename
Current High School Syllabus Course Description	11669	2018-11-12	a_hs_syllabus.docx

Articulation Agreement

Please Check the box below to electronically sign the Articulation Agreement.

Yes, add my signature to the Articulation Agreement.

COMPLETE STEP