RE: School Site Coordinator Action

The following two actions will be required for the dual credit student application to move forward. Please complete these steps to ensure that a student's application is processed in a timely manner.
Note: If a student did not select a counselor in their application, you can
1. Select *"View all students"* to see every student from your school that has an application. You can also click on the student name and update the counselor selection so they will appear on your dashboard.
2. Under the counselor drop down, select All Counselors to see all students from your school
Additional directions for you are located in the resources tab of our website
https://dualcredit.missouristate.edu/resources.htm

I. High School: Approve Student Participation
    A. Open your DualEnroll dashboard
    B. Click on that step in your actions (action steps will be highlighted in yellow)
    C. If they met the course requirements and have the required GPA, click Yes
    D. Complete step

II. High School: Choose Test Score Option
This was required for the ACT subscore requirement (has been waived for the spring courses).

    A. If a student has an ACT score, please record it
        1. Click on the action step: High School Choose Test Score Option
        2. If the student has an ACT score and it is not showing, please select Additional scores

    B. If the student does NOT have an ACT score
        1. Select existing scores meet college requirements
            a. if the student **has a 3.0 or greater GPA**
            b. if the student is a **junior or senior**
        2. Complete Step

        3. If they have a **low GPA** or are **not prepared to successfully complete the course**
            a. Select Additional test scores required
            b. Then Select the last option: student will not meet…..
        4. Complete Step (The dual credit office will complete a college review for the student)

Call or email our office if you have questions.

Missouri State Dual Credit Program

417-836-3254
DualCredit@MissouriState.edu | DualCredit.MissouriState.edu

Feature Enhancement Notes
High School Users

This document provides an overview of new capabilities that have been added to DualEnroll. Click on the feature name to jump to detailed documentation.
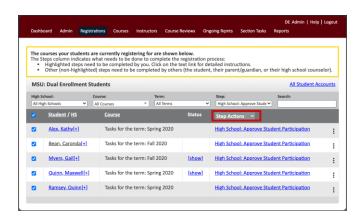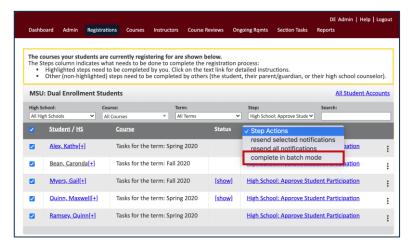
Batch Mode (1/2)

Batch Mode allows college and high school users to efficiently complete the same task for a group of students or instructors all at once (as opposed to accessing the task for each workflow individually).

Click on the registrations, course reviews, ongoing reqmts or section tasks tab.

Use the **Step** filter to select an active step. The system will display all students or instructors with the selected pending step. If more than one user has the selected pending step, the system will also display the **Step Action** drop-down list box.

You can use the check-mark boxes to de-select users from the group. You can also uncheck the main check-box and then select only specific users to include in the batch mode processing.

Click the **complete in batch mode** option in the drop-down list box.

For simpler steps, the system will display all of the selected users in table format so that you can easily complete the task for each user in a single screen.

Enter the required response(s) for each user by clicking the appropriate radio button.

Click **COMPLETE STEP**.

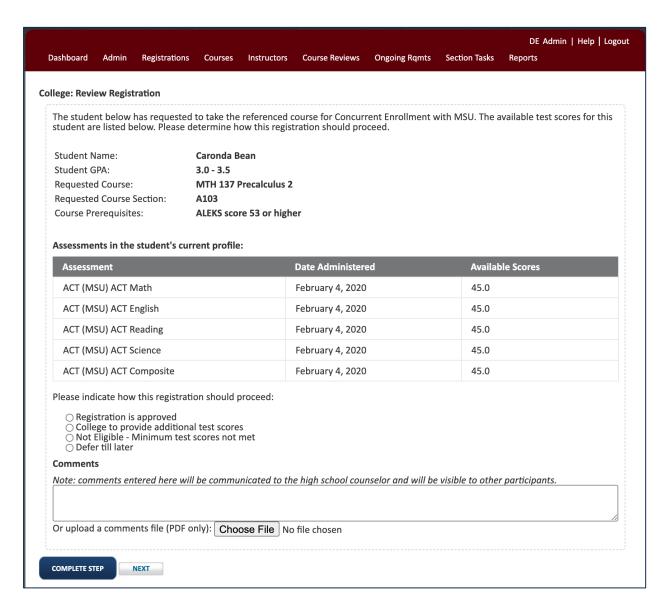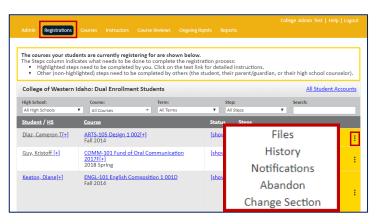Some batchable steps are too large to display in a table layout. In these cases, the system will display the step for the first student or instructor in the group and then allow the user to complete each step using **<NEXT>** and **<PREVIOUS>** buttons. This still eliminates the need to click into each workflow individually.

Click **COMPLETE STEP** after each response. Responses will NOT be saved without clicking the Complete Step button. The system will display reminder prompts if you try to leave a screen without saving your responses.

DualEnroll

DE Admin | Help | Logout

Dashboard   Admin   Registrations   Courses   Instructors   Course Reviews   Ongoing Rqmts   Section Tasks   Reports

College: Review Registration

The student below has requested to take the referenced course for Concurrent Enrollment with MSU. The available test scores for this student are listed below. Please determine how this registration should proceed.

Student Name:	**Caronda Bean**
Student GPA:	**3.0 - 3.5**
Requested Course:	**MTH 137 Precalculus 2**
Requested Course Section:	**A103**
Course Prerequisites:	**ALEKS score 53 or higher**

Assessments in the student's current profile:

Assessment	Date Administered	Available Scores
ACT (MSU) ACT Math	February 4, 2020	45.0
ACT (MSU) ACT English	February 4, 2020	45.0
ACT (MSU) ACT Reading	February 4, 2020	45.0
ACT (MSU) ACT Science	February 4, 2020	45.0
ACT (MSU) ACT Composite	February 4, 2020	45.0

Please indicate how this registration should proceed:

○ Registration is approved
○ College to provide additional test scores
○ Not Eligible - Minimum test scores not met
○ Defer till later

Comments

Note: comments entered here will be communicated to the high school counselor and will be visible to other participants.

Or upload a comments file (PDF only): [Choose File] No file chosen

[COMPLETE STEP]   [NEXT]

Ellipsis Functions

Every workflow includes useful features available through the ellipsis (three dots). The options will vary by the type of workflow (registration, course review, ongoing requirement, etc.), college and current status of the workflow.

To access the features, click the ellipsis and select an option from the list box. Complete prompts as required.

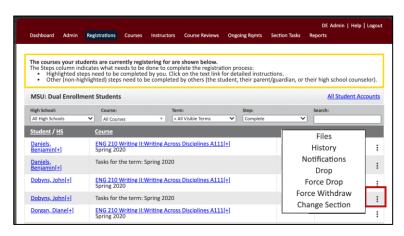The table below describes features that are accessible via the ellipsis.

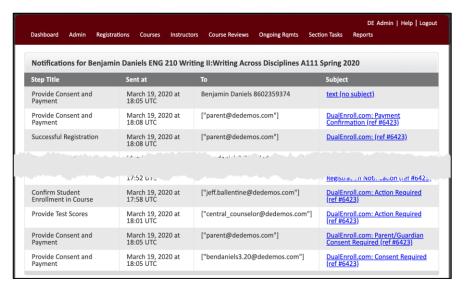| Feature	Description	Registration Status
Files	Provides access to files created as part of the registration process. The files will vary for each college.	Any Status
History	Provides list of all steps that have been executed to date.	Any Status
Notifications	Provides list of email notifications that were sent during the registration process including associated step, date sent, delivery email address and subject of message. Click on the subject to view the entire message.	Any Status
Resend	Provides ability to resend the Parent Consent form.	Registration Pending Consent
Abandon	Provides ability to abandon a registration in process during an open term.	Registration in Process
Drop or Withdraw	Feature is only available if the college has defined a drop or withdraw window for the current term. Registration must be complete in order to use drop or withdraw. Students and parents will receive email notifications of action.	Registration Completed
Change Section	Provides ability to move a student from one course section to another. Course sections must be for same course and term.	Registration at Any Status
Change Contact	Provides ability to change parent/guardian contact information to facilitate proper delivery of the consent form.	Registration Pending Consent

Notifications History

DualEnroll allows you to see a history of all email and text messages sent in conjunction with any workflow. This is useful in many situations, for example, a student misses the registration cutoff due to lack of parent permission and the parent claims they were not properly informed of the deadline.
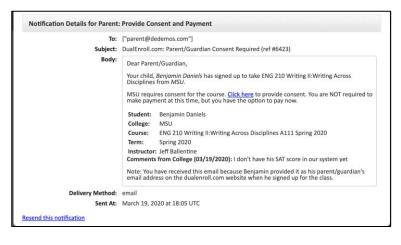
Clicking the ellipsis for any workflow (completed or in process) allows you to launch a number of tools. (Use of the ellipsis is fully described elsewhere). In this case, click on notifications.

The system will show the list of every email and text message that was sent, which step the communication was associated with, the email address or phone number to which it was sent, and the day and time it was sent.

Clicking on an email or text message will display the full text of the communication. You can also resend the individual notification.
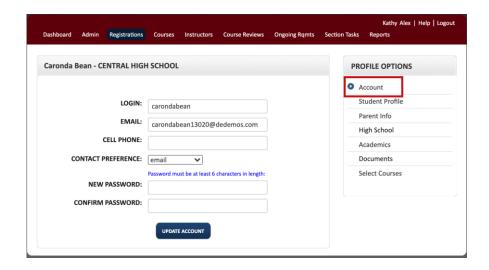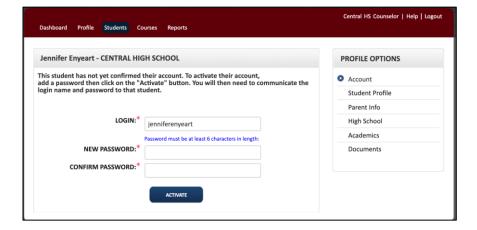
Manage/Confirm Student Account

The College Administrator or High School can view the student's login name, change email and/or cell phone information, and reset passwords for students. Click on a student's name to access the information update options and choose 'Account' in the Profile Options box on the right.

Account allows you to update student login information. You can modify the student's login, email, phone, and reset the password. After updating the information, click the **UPDATE ACCOUNT** button.
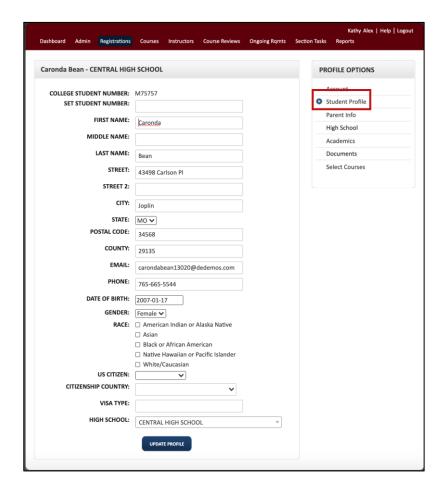

If the student has not yet confirmed their account, you can do that for them by clicking on the **student name link** from the student account listing. Enter the student's **password** and click on **ACTIVATE**.

The students account status will change from 'Account Not Yet Confirmed' to 'Application Incomplete'. The student will now need to login and execute the Pre-Registration steps. You can send the student a reminder to do this via the 'All Student Accounts' link on the Students tab—see 'View Student Account Status; Send Reminders' for detailed instructions.

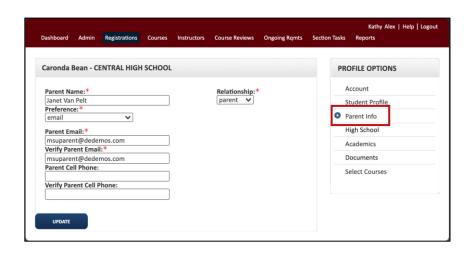# Update Student Information (1/2)

The College Administrator can update student profile information, parent contact information, High School and academics. Click on a student's name to access the information update options and use the Profile Options box on the right to switch between different profile elements.

Student Profile provides access to modify the student's home address, citizenship, email, phone and other personal information. In addition, the High School field now includes a drop down which will allow you to change the students high school to any partner school. Some schools will also have a field allowing you to update the student's college ID number. After making changes click on **UPDATE PROFILE** .

Parent Info screen may vary depending on the parent information you collect and the method by which you contact parents. You can select how the parent would like to receive communication and enter the needed information.
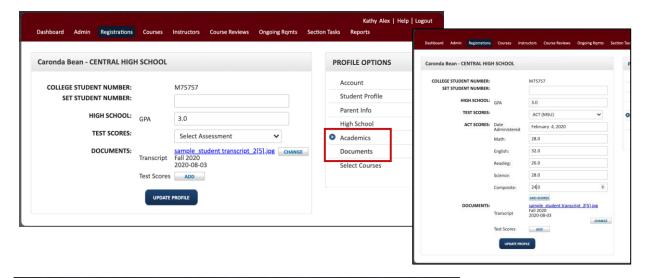
After updating the information, click the **UPDATE** button.
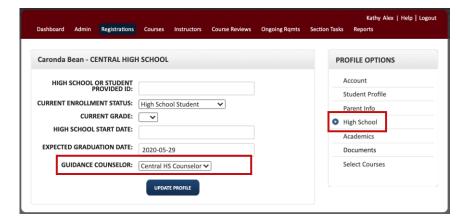
Update Student Information (2/2)

Academics allows you to view, enter or upload information the college needs to evaluate course eligibility. These screens will vary depending on what your college requires. Choosing an assessment from the dropdown box will display the student's scores on that assessment. Links to any uploaded transcripts or test score reports are also available on this screen.

Documents also provides access to any documents that have been uploaded for the student.

High School includes whatever information your college collects about the student related to their high school. You can change the designated high school counselor by selecting from the drop-down menu of available counselors. Click UPDATE PROFILE when done.

The Select Courses function is explained under "Initiate Registration on Behalf of Student".
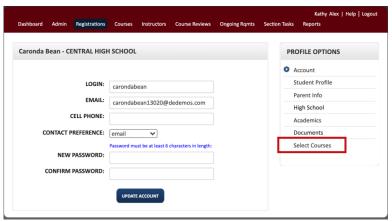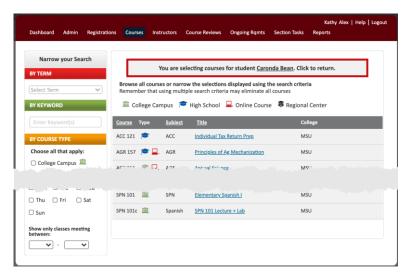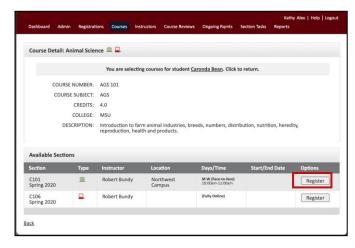
Initiate Registration on Behalf of Student

The high school or college can now initiate a registration for a student rather than asking the student to log in and choose the course. Only remaining required steps for the registration will launch. For example, if a parent has already provided consent for the term, no new parent consent step will launch for the new course registration.

To initiate a registration for a student, click on the student's name to launch their profile then click **Select Courses** under Profile Options on the right.

You'll see the Course Finder with all relevant courses for this student.. The message at the top of the screen will show the name of the student for whom you're selecting course(s). Click on the desired course title.
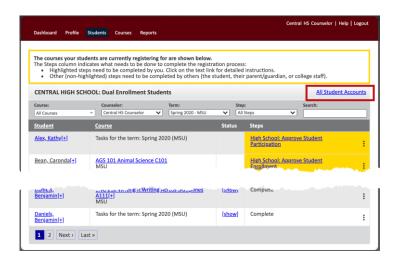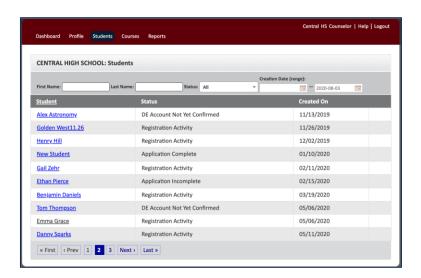

Click the button under Options (this normally says 'Register' or 'Request Registration' but may be customized to your college).
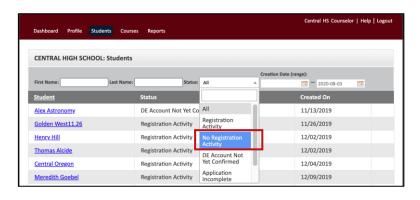
All Student Accounts: Status, Reminders (1/2)

DualEnroll now includes a number of tools for Colleges and High Schools to manage students who stall during the initial sign-up process. Access these tools under 'All Student Accounts' on the Students tab.

The system will list all students along with the status of their account. A search bar at the top of the screen will allow you to **search by student name**. You can also search based on a date range for account creation to see only current students . The 'Status' column shows the status of each student's account.

DE Account Not Yet Confirmed: Student created a DualEnroll account but has not confirmed it. You can confirm accounts for these students; see below.

Application Incomplete: Student confirmed their DE account but did not complete the application process necessary to begin choosing courses.
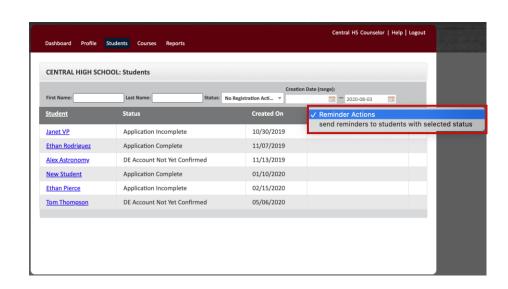
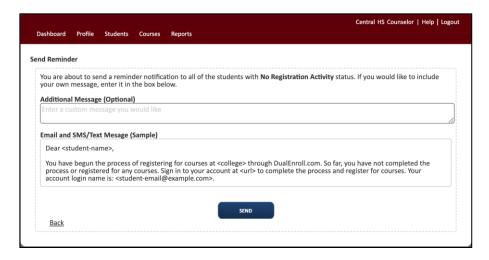**Registration Activity**: Student has initiated the registration process for at least one course.

You can filter students by account status. The filter includes an additional option, **'No Registration Activity'** which encompasses both DE Account Not Yet Confirmed and 'Application Incomplete' and is used to initiate reminders to students who haven't yet chosen courses.

All Student Accounts: Status, Reminders (2/2)

Filtering based on 'No Registration Activity' launches a 'Reminder Actions' dropdown which allows you to send a reminder to these students to continue the enrollment process.

The system will show the standard notification for your college and allow you to include additional custom reminder language. When you click 'Send' the reminder language will be sent to all students without registration activity by email and text message.