Department Chair User Guide

Here's how to complete the ACC articulation review process utilizing DualEnroll.com.

Subject: DualEnroll.com: Action Required (ref #3736)
From: <actionrequired@dualenroll.com> (Add as Preferred Sender)
Date: Mon, Jul 31, 2017 5:40 pm
To: <clack_dc@dualenrolltest.com>

Dear Clack Department Chair (Test),

Your approval has been requested for the following review:

John Teacher
CLACKAMAS HIGH SCHOOL
BT-160-Word I

Click here to review

Login

Please log in. Need a login? Click here to create one.

LOGIN:
PASSWORD:
REMEMBER ME: ☐

LOGIN

Forgot your username or password?

Need to enter your text confirmation code?

Step 1: Review Instructor Credentials

Once the requesting high school instructor has submitted credentials to be reviewed, you will receive an email asking you to log into the system to review those documents.

Click the link in the email to access the system. You can also log in directly by going to https://clackamas.app.dualenroll.com and entering your account credentials.

Once you are logged into the system, you'll see a list of instructors pending approval. You will only see instructors that fall under your purview.

Simply **click the step** you wish to access -- in this case, the **Department Chair: Approval**.

You can **view an Instructor's profile** by clicking on their name.

Clack Department Chair (Test) | **Help** | **Logout**

Profile | **Actions**

Listed below are the items requiring your action. Click on a link under "Your Action" to complete an action. Click on the "Who" or "What" links for more information.

Who	What	Why	Your Action
Instructor: John Teacher	Course: BT-160 Word I	CourseReview	Department Chair: Approval [history]
Instructor: Robert Teach	Course: ENG104 Intro. to Literature - Fiction	CourseReview	Department Chair: Approval [history]
Instructor: Robert Teach	Course: ENG-104 Intro to Literature: Fiction	CourseReview	Department Chair: Approval [history]
Instructor: Robert Teach	Course: ENG-106 Intro to Literature: Poetry	CourseReview	Department Chair: Approval [history]
Instructor: Robert Teach	Course: ENG-253 American Literature, Part 1	CourseReview	Department Chair: Approval [history]
Instructor: Rjr Clack0718a	Course: MTH-105 Intro to Contemporary Math	CourseReview	Department Chair: Approve Course Materials [history]

| Admin | Registrations | Courses | Instructors | Course Reviews | Ongoing Rqmts | Reports |

Department Chair: Approval

David Adams requires your approval. Click on the instructor's name to see their full profile. In addition, the following supporting documents have been submitted:

Approval History

Title	Signature	Date	Comment
		There are no approvals yet.	

Course Documents

Document	Size	Date	Filename

David Adams has indicated interest in teaching the following course:

AM-100 Automotive Fundamentals - 2019-2020 Full Year Semester

Please indicate your approval below.

○ **Yes, approved,** Dual Credit.
○ **Yes, approved,** Sponsored Dual Credit.
○ **No, not approved,** the instructor is not qualified.

Comments (optional). *Note: comments entered here will be communicated to the instructor and will be visible to other participants.*

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

COMPLETE STEP

Step 2: Indicate Approval Decision

Any credential documents uploaded by the instructor, including resume and any transcripts, will be displayed. **Click on the filename to review a specific document**.

Once you have reviewed all the documents, **indicate your Approval Decision** by clicking the button for the appropriate choice (Yes, approved Dual Credit, Yes, approved Sponsored Dual Credit, OR No, not approved, the instructor is not qualified).

After indicating your decision , click **COMPLETE STEP**.

Once the Instructor's qualifications have been approved, the Course Review process will be automatically initiated.

Step 3: Approve Course Materials

Once submitted the instructor's course documents, you will receive an email asking you to log into the system to review and approve the course documents.

Click the link in the email to access the system. You can also log in directly by going to https://clackamas.app.dualenroll.com and entering your account credentials.

Once you are logged into the system, you'll see a list of instructors pending approval. You will only see instructors that fall under your purview.

Simply **click the step** you wish to access -- in this case, the **Department Chair: Approve Course Materials.**

You can **view an Instructor's profile** by clicking on their name.

For the review, you'll have access to the Course Syllabus and any other course documents provided by the instructor. Click on the filename (blue link) to access a file.

Once you have reviewed the documents, **please indicate your decision** regarding whether the course documents are approved as aligned with the college curriculum. Proceed by **selecting the appropriate button** (Yes, No, or Need More Information).

If you select "**No" or "I need more information**", you are required to enter comments in the text box that will be sent directly to the request high school instructor.

Click **COMPLETE STEP** when finished.

Clack Department Chair (Test) | Help | Logout

Profile   Actions

Department Chair: Approve Course Materials

John Teacher requires your approval to teach the course *BT-160 Word I.* Click on the instructor's name to see their full profile. In addition, the following supporting documents have been submitted:

Document	Size	Date	Filename
Current High School Syllabus Course Description	30983	2017-08-01	syllabus.docx
Course Schedule	30983	2017-08-01	course_materials ii.docx
Major Project Grading Rubric Evaluation	30983	2017-08-01	course_materials i.docx

Review Course Documents
Please indicate your approval below.

○ Yes, approved as aligned with college curriculum.
○ No, not approved.
○ Need more information to approve, see comments below.

COMPLETE STEP

Step 4: Sign Articulation Agreement

Once you, the Department Chair, have indicated the instructor's course documents as acceptable, you will receive an email asking you to log into the system to provide an electronic signature on the Articulation Agreement.

Click the link in the email to access the system. You can also log in directly by going to https://clackamas.app.dualenroll.com and entering your account credentials.

Once you are logged into the system, you'll see a list of instructors with pending tasks. You will only see instructors that fall under your purview.

Simply **click the step** you wish to access -- in this case, the **Department Chair: Sign Articulation Agreement**.

You can **view an Instructor's profile** by clicking on their name.

Profile   Actions

Department Chair: Sign Articulation Agreement

John Teacher has received all of the necessary approvals to teach the course *BT-160 Word 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.

Document	Size	Date	Filename
Current High School Syllabus Course Description	30983	2017-08-01	syllabus.docx
Course Schedule	30983	2017-08-01	course_materials ii.docx
Major Project Grading Rubric Evaluation	30983	2017-08-01	course_materials i.docx

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

○ Yes, add my signature to the Articulation Agreement.

COMPLETE STEP

At this point, you'll have access again to the Course Syllabus and any other course documents provided during the course review process. Click on the filename (blue link) to access a file.

Please click on the "Yes" box to add your electronic signature to the Articulation Agreement.

Click **COMPLETE STEP** when finished.