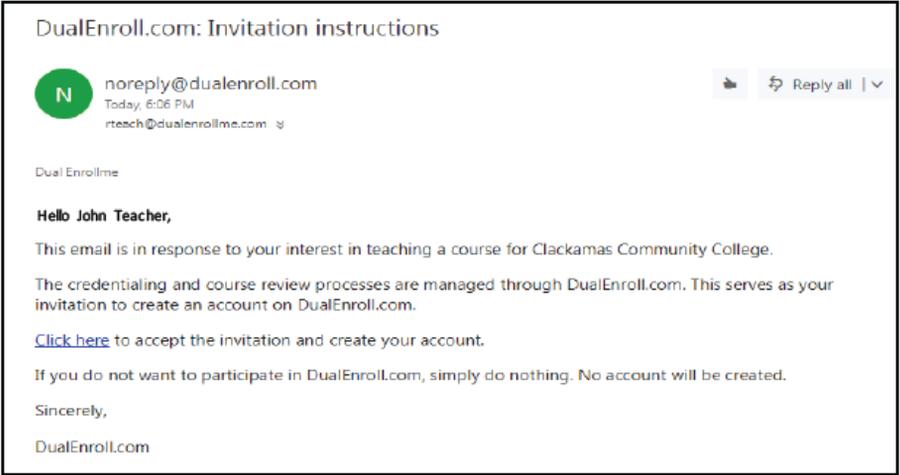


Instructor User Guide

Welcome to the Advanced College Credit (ACC) program at Clackamas Community College!
Here's how to complete a new articulation request utilizing DualEnroll.com.



Step 1: Accept Invite

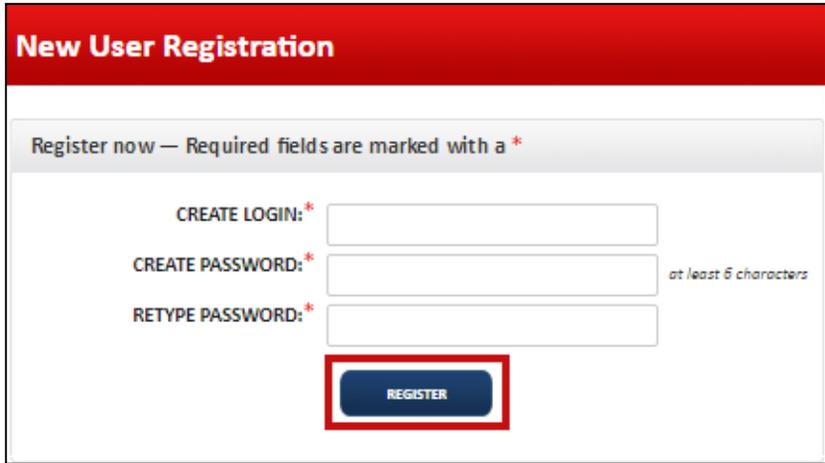
When Clackamas identifies you as a potential instructor, DualEnroll.com will send you an **email**, inviting you to create your account. **Click the link in the email** to begin the process.

Be sure to check your Junk/SPAM folder for this email.

Step 2: Create Account

Create your account by **entering a login name/username and password**. Click the **REGISTER** button to create your account. You will be automatically logged in and asked to update your personal information. Click **UPDATE** when finished.

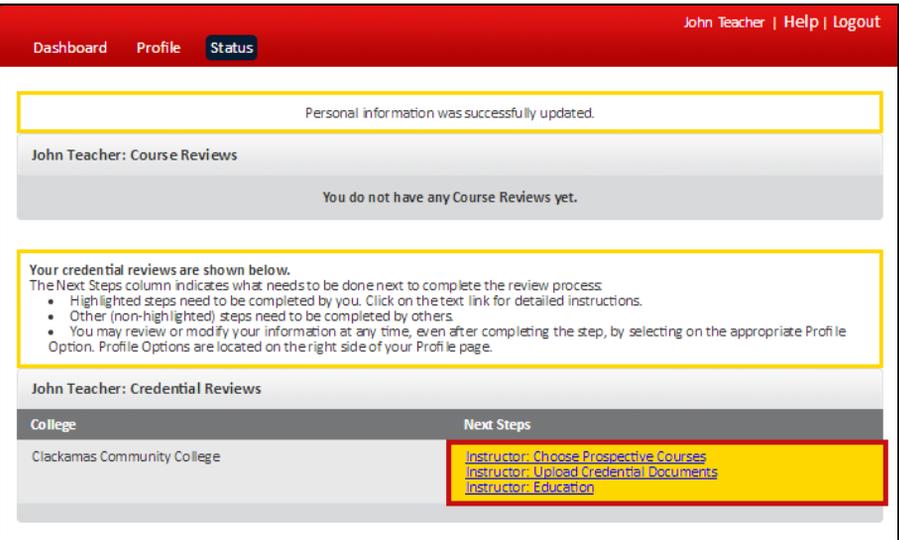
In the future, simply go to <https://clackamas.app.dualenroll.com> and enter your login credentials to access the system.



Step 3: View Pending Tasks

Clackamas requires various tasks to be completed throughout the process. There are three initial tasks for you to complete: **Choose Prospective Courses, Upload Credential Documents, and Education.**

Upon logging into the system, click on the **Status** tab. The pending tasks will appear in yellow under the **Next Steps** column. Simply **click on the highlighted task** (with the blue hyperlink) to access the next step.

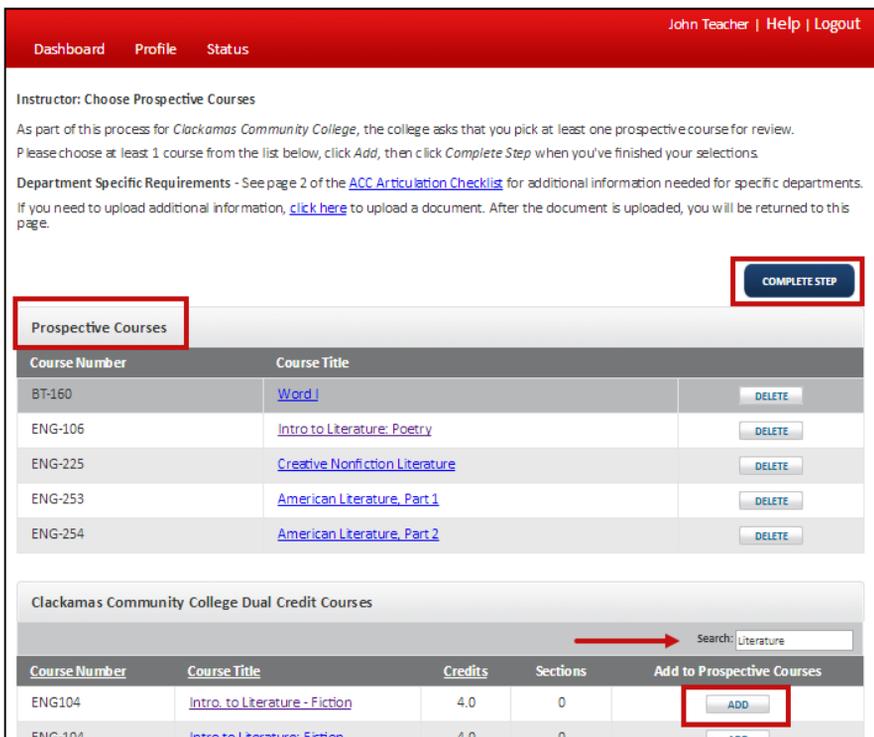


Step 4: Choose Prospective Courses

From the **Status** screen, click on the **Choose Prospective Courses** link. Indicate the courses you are interested in articulating by clicking on the **Add** button next to each desired course in the lower section of the screen. The system will add the course(s) to your Prospective Courses list.

You can narrow your search of classes by typing a portion of the subject or class title into the **Search** bar.

Continue to add classes until your Prospective Courses list accurately reflects the desired classes. Then, click **COMPLETE STEP**.



Dashboard Profile Status John Teacher | Help | Logout

Instructor: Choose Prospective Courses

As part of this process for Clackamas Community College, the college asks that you pick at least one prospective course for review. Please choose at least 1 course from the list below, click Add, then click Complete Step when you've finished your selections.

Department Specific Requirements - See page 2 of the [ACC Articulation Checklist](#) for additional information needed for specific departments. If you need to upload additional information, [click here](#) to upload a document. After the document is uploaded, you will be returned to this page.

COMPLETE STEP

Prospective Courses

Course Number	Course Title	
BT-160	Word I	<input type="button" value="DELETE"/>
ENG-106	Intro to Literature: Poetry	<input type="button" value="DELETE"/>
ENG-225	Creative Nonfiction Literature	<input type="button" value="DELETE"/>
ENG-253	American Literature, Part 1	<input type="button" value="DELETE"/>
ENG-254	American Literature, Part 2	<input type="button" value="DELETE"/>

Clackamas Community College Dual Credit Courses

Search:

Course Number	Course Title	Credits	Sections	Add to Prospective Courses
ENG104	Intro. to Literature - Fiction	4.0	0	<input type="button" value="ADD"/>
ENG-104	Intro to Literature: Fiction	4.0	0	<input type="button" value="ADD"/>

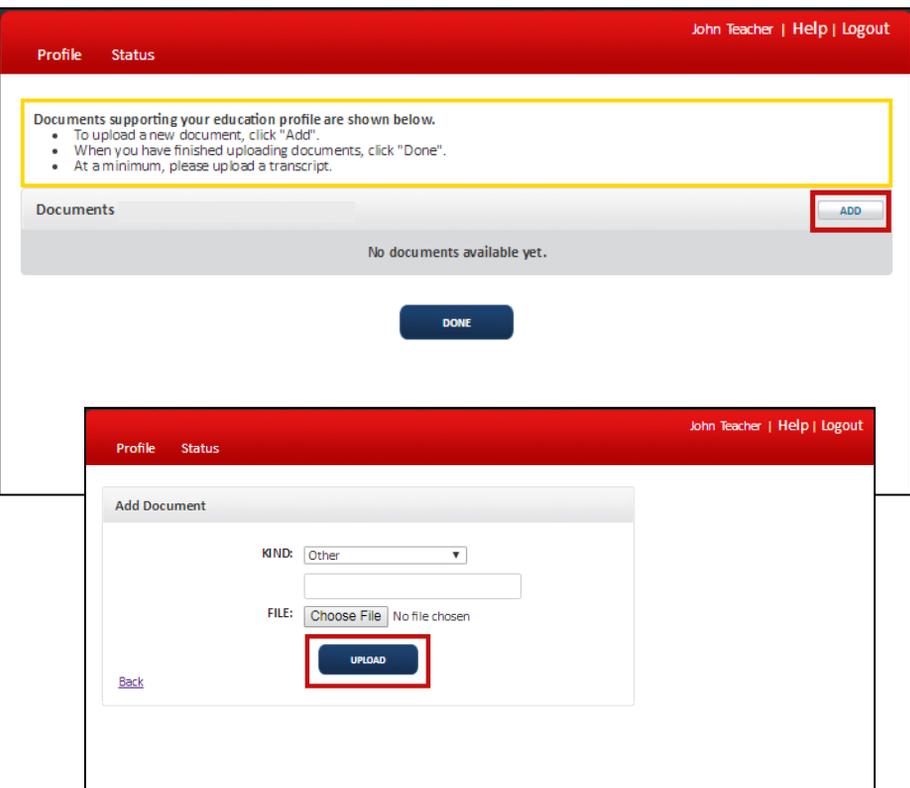
Step 5: Upload Credential Documents

From the **Status** screen, click on the **Upload Credential Documents** link.

Click the **Add** button to attach the credential documents that support each of your degrees.

For each document, select the type of file that you will be uploading and then use the **browse button** to locate the file. Click **UPLOAD** to import the document.

Simply click the **Add** button again to upload additional files.



Profile Status John Teacher | Help | Logout

Documents supporting your education profile are shown below.

- To upload a new document, click "Add".
- When you have finished uploading documents, click "Done".
- At a minimum, please upload a transcript.

Documents

No documents available yet.

DONE

Add Document

KIND:

FILE: No file chosen

[Back](#)

For the Curriculum Alignment process, Clackamas requires:

- (a) general resume and
- (b) a transcript for each degree that you hold.

Continue to add files until the documents displayed accurately reflect your credentials. Once complete, click the **DONE** button.

Documents supporting your education profile are shown below.

- To upload a new document, click "Add".
- When you have finished uploading documents, click "Done".
- At a minimum, please upload a transcript.

Document	Size	Date	Filename	
resume	30983	2017-08-03	instructor_resume.docx	UPDATE
transcript	30983	2017-08-03	undergrad_transcript.docx	UPDATE
transcript	30983	2017-08-03	graduate_transcript.docx	UPDATE

DONE

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".

John Teacher: Degrees **ADD**

John Teacher does not have any degrees yet.

John Teacher: Programs/Other **ADD**

John Teacher does not have any other education yet.

PROFILE OPTIONS

- Personal Information
- Education Profile**
- Documents

Step 6: Education

Click the **Add** button to add an entry/information about the degrees you hold.

For each degree, enter required data including level of degree, name of institution, specific degree (discipline), major and minor. Select the year the degree was conferred from the dropdown menu. Click **CREATE** to add the degree to your credentials.

To add another degree, simply click the **Add** button again and repeat the process.

John Teacher: Degree

LEVEL:

INSTITUTION:

DEGREE:

MAJORS:

MINORS:

DATE CONFERRED:

CREATE

John Teacher: Program/Other

TYPE:

INSTITUTION:

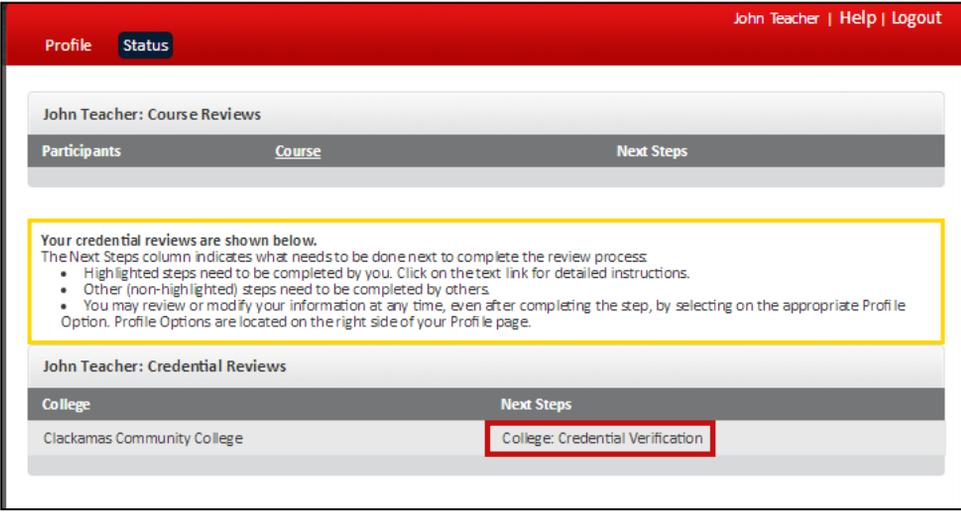
COURSE:

DATE COMPLETED:

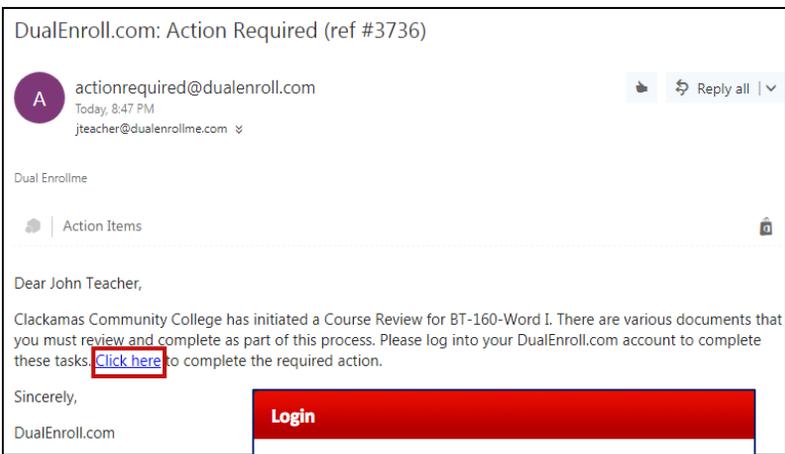
CREATE

Your **Status Screen** outlines the next steps in the Clackamas Curriculum Alignment Process. The “**College: Credential Verification**” task will be displayed under the Next Steps column, indicating that the subsequent step is for Clackamas to review your credentials.

You’ll receive an email from DualEnroll.com with Clackamas’s decision as well as any additional tasks that may be assigned to you should a **Course Review** be initiated for your desired courses.



The screenshot shows the 'Status' page for 'John Teacher'. At the top right, it says 'John Teacher | Help | Logout'. Below the navigation bar, there are two sections. The first section is titled 'John Teacher: Course Reviews' and has a table with columns 'Participants', 'Course', and 'Next Steps'. The second section is titled 'John Teacher: Credential Reviews' and has a table with columns 'College' and 'Next Steps'. In the 'Next Steps' column of the second table, 'College: Credential Verification' is highlighted with a red box. A yellow box highlights a message: 'Your credential reviews are shown below. The Next Steps column indicates what needs to be done next to complete the review process. High lighted steps need to be completed by you. Click on the text link for detailed instructions. Other (non-high lighted) 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.'

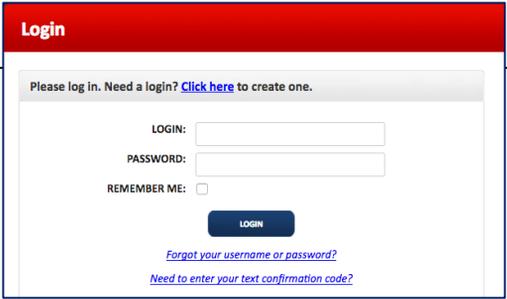


Step 7: Upload Course Syllabus

Once your credentials have been accepted, a Course Review will be started for each course you are qualified to teach.

You'll receive an email from DualEnroll.com informing you of a task to be completed for the Course Review.

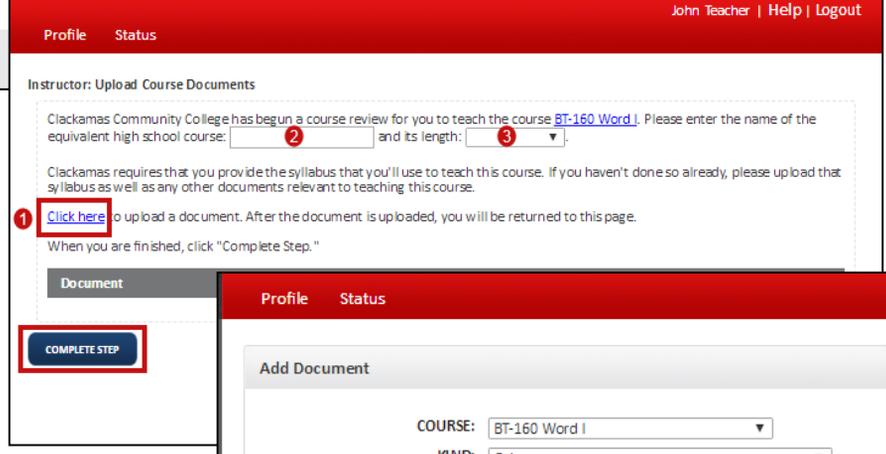
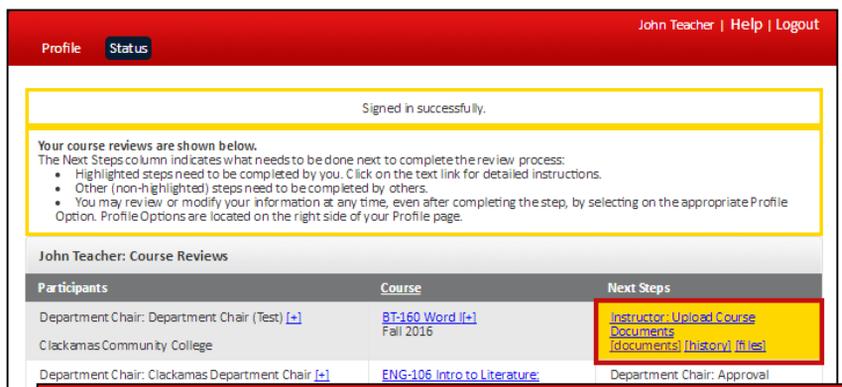
Log in to your account by clicking on that link or by going to <https://clackamas.app.dualenroll.com> and entering your account credentials.



Click on the step to access the pending task – **Instructor: Upload Course Documents.**

Complete the required information including:

- (1) Upload required documents for course review including **Syllabus** and **All Documents Relevant to Teaching the Course**. Click on the **Click here** link to identify and upload each document. Repeat until all documents have been added to list.
- (2) Enter **Name of High School Equivalent Course**.
- (3) Use drop down list box to define **Length of Course (one trimester/semester, multiple, or all year)**.



Click the **COMPLETE STEP** button when all files have been uploaded.

DualEnroll.com: Action Required (ref #3736)

 actionrequired@dualenroll.com
Today, 6:05 AM
jteacher@dualenrollme.com

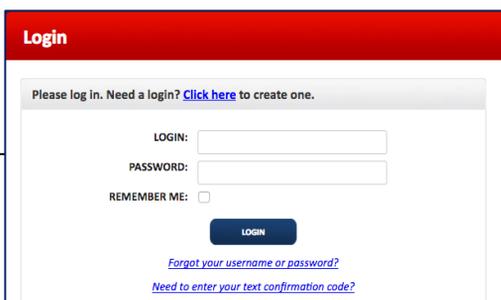
Dual Enrollme
Action Items

Dear John Teacher,

We are pleased to inform you that Clackamas Community College has approved the course review listed below. An Articulation Agreement has been uploaded for your review. Please log into your DualEnroll.com account to complete the required action. [Click here](#) to access your account.

John Teacher
CLACKAMAS HIGH SCHOOL
BT-160-Word I

Sincerely,
DualEnroll.com



Step 8: Sign Articulation Agreement

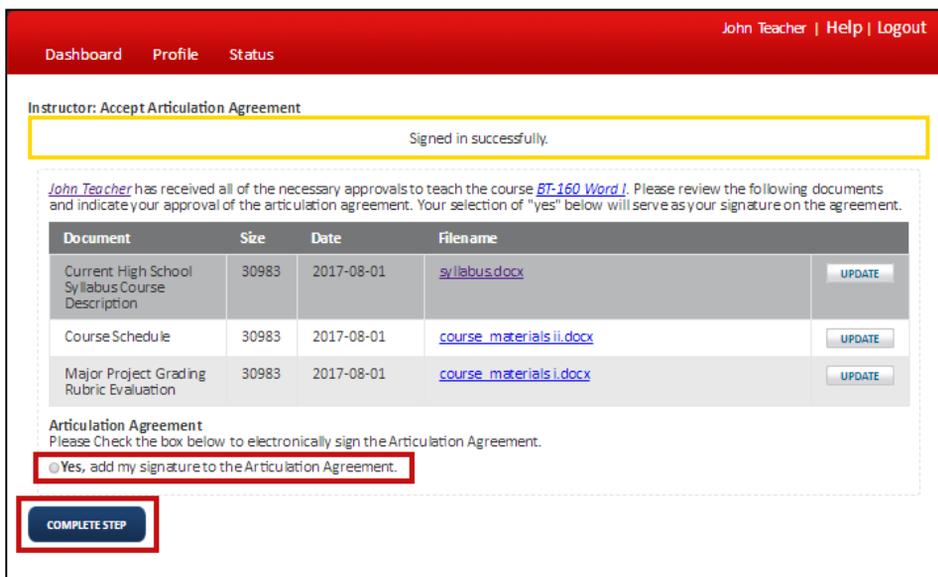
Once your course review has been approved by Clackamas College, you will be asked to review and sign the Articulation Agreement.

You'll receive an email from DualEnroll.com informing you of a task to be completed for the Course Review.

Log in to your account by clicking on that link or by going to <https://clackamas.app.dualenroll.com> and entering your account credentials.

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

Click COMPLETE STEP when finished.



Dashboard Profile Status John Teacher | Help | Logout

Instructor: Accept Articulation Agreement

Signed in successfully.

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	File name	
Current High School Syllabus Course Description	30983	2017-08-01	syllabus.docx	UPDATE
Course Schedule	30983	2017-08-01	course_materials ii.docx	UPDATE
Major Project Grading Rubric Evaluation	30983	2017-08-01	course_materials i.docx	UPDATE

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

Yes, add my signature to the Articulation Agreement.

COMPLETE STEP