High School Partners

User Guide for DualEnroll

University *of* **Idaho**

Dual Credit

Introduction

Welcome to the University of Idaho (U of I) Dual Credit Program! This guide is intended to assist you, our high school partner, in understanding the functionality of our online registration platform, DualEnroll. If you have questions about anything covered in this guide, please reach out to the Dual Credit Office at dualcredit@uidaho.edu or 208-885-6400.

Note: As a high school partner, if you have a DualEnroll account through another institution, you will access University of Idaho's DualEnroll portal with these same, existing credentials.

If you do not have an existing DualEnroll account but need one in order to assist students with registration, please contact the Dual Credit Office at dualcredit@uidaho.edu or 208-885-6400 to request one.

Both students and high school partners will access University of Idaho's DualEnroll portal at https://uidaho.dualenroll.com/login.

Contents

High School Partner Information

Who needs a DualEnroll account?
- Teachers
- Counselors
- Dual Credit Coordinators
- College & Career Counselors
- Administrators

Teacher accounts will be set up as part of the course creation; all other high school partners accounts will be created through U of I Dual Credit.

What permissions does each role have?
- The **teacher** role will only have access to and receive notifications about students who have requested or are registered in a course for which they are listed as the instructor of record.
- The **counselor** role has access to all functionality at their high school of record including the ability to complete steps, run reports, and see courses. Those assigned this role will also appear in the **Counselor** select list during student signup.
- The **administrator** role has the broadest access at the high school of record but does not show up in the **Counselor** select list during student signup.

Forgot your username or password?
Use the *Forgot your username or password?* link on the login page.

Need additional help?
Contact the U of I Dual Credit Office or the DualEnroll Help Desk by clicking the **Help Desk** link on the login page or by emailing support@dualenroll.com

Note:

All high school partners <u>must</u> use the **Username** and **Password** fields to login. Do not use the SSO for College Staff Only option.

Creating a Student Account

First time Dual Credit students will need to create a DualEnroll account by using the **Create My Account** link on the U of I DualEnroll portal.

* Students who have participated in dual credit and have an existing DualEnroll account through another institution will __not__ create an additional account—they will login to U of I's DualEnroll portal with their previously created username and password.

New Student Account Creation

Create your account — Required fields are marked with a *

Please DO NOT create another account if you have already used DualEnroll with another college. Your same DualEnroll account will work with any DualEnroll college. Just hit the back button and log in with your existing user account. If you have any questions, please visit the University of Idaho Dual Credit program website.

HIGH SCHOOL:*

CREATE LOGIN:*

Password must be at least 6 characters long

CREATE PASSWORD:*

RETYPE PASSWORD:*

Please use STUDENT'S correct legal name:

FIRST NAME:*

MIDDLE NAME:

LAST NAME:*

DATE OF BIRTH:*

Provide at least one contact method for student. DO NOT use parent contact information.

EMAIL:

CELL PHONE (text messages):*   ex: 703-555-1212

☐ I prefer not to provide a cell phone

☐ I'm not a robot   reCAPTCHA
Privacy · Terms

CREATE ACCOUNT

Complete the **New Student Registration** form to create an account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. Students must provide either an email account or cell phone number to create the account. (If a cell phone is used, standard text messages rates apply.)

Once the student clicks the **Create Account** link, they will receive a text message with an activation code or an email with a link to confirm their account. They must confirm their account before they can proceed with registration. (If using email, students should be sure to check their junk and spam folders for the notification.)

Student Application

Once the student has created and confirmed their account (if a first-time DualEnroll user), they will apply for admission to U of I by entering the following information:

- Student Address
- Student Demographics
- Terms and Conditions *
- Financial Terms and Conditions *
- Parent Information **
- High School

Admissions application is only submitted once, but acknowledgment of terms and conditions is required once per term

** *Parent contact information cannot be the same as the student contact information.*

Completed steps are listed in gray under the **Application Steps** on the right side of the screen, the current step will be highlighted in orange. All fields marked with a red asterisk (*) are required. Click the **Update** button after each page to save progress.

Students must check the box and type their full name to accept both the *Terms and Conditions* and the *Financial Terms and Conditions* before proceeding.

Please make sure that students have access to their EDUID (nine-digit state student number) and GPA during the application process as both fields are required and student-reported.

Students who have an existing DualEnroll account but have not participated in U of I Dual Credit will need to apply for admission by completing these pages in DualEnroll.

Students who have participated in U of I Dual Credit but have not yet registered using DualEnroll will also be prompted to complete the application steps, but existing student data will be pulled into the DualEnroll system without another admissions application being processed.

Students will receive a notification from the U of I Admissions Department with their Vandal number and VandalMail address. It's important that students use this information to setup their VandalWeb account; they will use VandalWeb to verify registrations.

VandalWeb is the official record.

Student Registration

After students have confirmed their account, they can begin the process of registering for classes.

Click on **Courses** tab to review a list of available courses. The course finder shows which U of I courses are being offered at the student's school. Use any of the filtering options on the left to narrow the search. Click on the course name to see the class description and available sections.

Parent Consent

When students have found their desired course and section, they will click the **Request Course** button to start the registration workflow for that course; they may then choose to **Select another class**, **View current status**, or **Logout**.

Once students have requested a course, the parent or guardian entered on the **Parent Information** page will receive a text message or email to consent to the request. They <u>must</u> consent before the workflow will continue.

DualEnroll.com: Action Required (ref #12767)

> N   noreply@dualenroll.com
>   To brent_borah@testmdj.com   13:38
>
> Dear Parent/Guardian,
>
> You have a task, Provide Consent , related to the following:
>
> **Student**
> **College:** University of Idaho
> **Term:** Spring 2023
>
> <u>Click here</u> to review the documentation and complete your task.
>
> **No additional instructions provided for this task.**
>
> Note: You have received this email because   provided it as   parent/guardian's
> email address on the dualenroll.com website when   signed up for the class.
>
> **I** University of Idaho

The student's parent/guardian will continue to receive notices throughout the registration workflow.

Enrollment Confirmation

As a high school partner, you will receive an email notification when a new registration task has been assigned to you.

Dear Instructor,

You have a task, Confirm Enrollment, related to the following:

Student:
College: University of Idaho
Course: AGED 258 Exper Learn and SAE Programs 200
Term: Spring 2023
Instructor: Linda Chen

Click here to review the documentation and complete your task.

Profile **Students** Courses Reports

Signed in successfully.

The courses your students are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration 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 (the student, their parent/guardian, or college staff).

HIGH SCHOOL: Registration Activity   All Student Accounts

Course:	Counselor:	Term:	Step:	Abandoned:	Search:
All Courses	Buhl Counselor	> All Active Terms	All Steps	show	

Student / Date	Course	Status	Steps	
	ANTH 261 Language And Culture 02[+] University of Idaho		High School: Confirm Enrollment	⋮

Either the teacher of record or the counselor can confirm a student enrollment by either following the link in the email or navigating to DualEnroll directly and entering your login credentials. *High school partners need to login with a username and password, not the "College Staff" SSO sign in.*

Select the appropriate action for the request:

- **Confirm student**
   Choosing **Confirm student** sends the registration to VandalWeb for processing.
- **Not enrolled/doesn't meet prereqs**
   Choosing **Not enrolled/doesn't meet prereqs** terminates the registration request.
- **Defer**
   Choosing **Defer** is used to ignore the registration when saving. Defer is useful in batch mode, allowing you to complete/update the remaining group of selected students without exiting the mode.

- **Complete step**

Batch Mode

Some tasks may be completed by the instructor or counselor in "batch mode," allowing you to complete the same step for multiple students on one screen at one time.

To active batch processing, click on the **Students** tab in the toolbar to be brought to the **Students** screen. Select the step to be batched from the **Step** drop-down filter and select **Complete in batch mode** from the newly added **Step Action** drop-down.
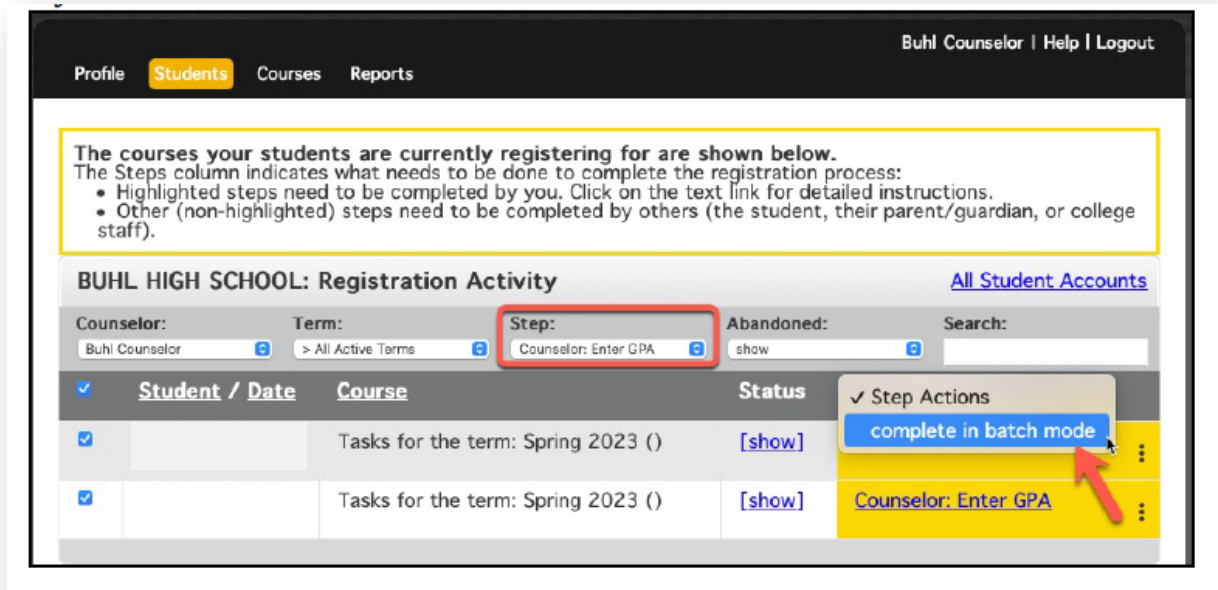
Selecting **Complete in batch mode** for batch able steps will allow you to scroll through all registration requests on that step and complete them without having to select each individual registration.

Click **Complete step** when confirmed.
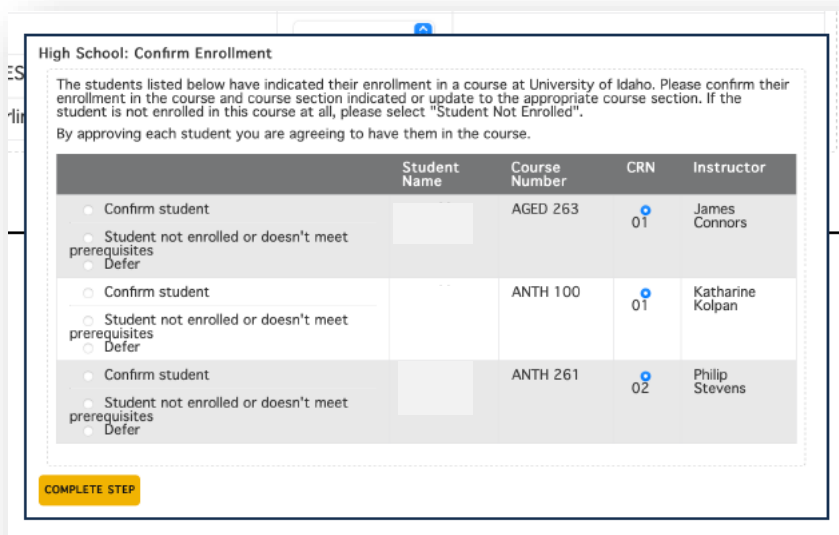
Waiver Request

When a student has not met a prerequisite or corequisite through U of I Dual Credit or if there is a restriction on the requested course or section, VandalWeb will deny the student's request.

The Dual Credit Office will then send a notification, though DualEnroll, to the student with specific information about the course and any appropriate action.

If the student is directed to request a waiver and the teacher agrees that the registration is appropriate, the teacher will need to enter an override in VandalWeb. Once completed, the student <u>must</u> login to DualEnroll and resubmit their course request by selecting the **Resubmit my registration request** and **Complete step** options to complete the registration process.

If the teacher denies the override request, the student needs to select the **I am not able to take this course, please terminate my request** and **Complete step** options.

Provide Eligibility

This status will show when a registration was denied in VandalWeb and more information is needed about the student's qualifications.

Enter test date and scores and click **Complete step** when done.

High School: Provide Eligibility

The college has reviewed the student below and does not have test scores or waivers that qualify the student to take this course. If the student's high school records include a test score that would satisfy the prerequisite requirements below, please add these test scores to this student's record by clicking "ADD" so the student can be approved. If no such score is available, the student's registration will be cancelled.

Student Name: Ma
Student Number:
Requested Course: AGED 258 Exper Learn and SAE Programs

Comments from College (01/09/2023): Please provide eligibility information

Prerequisites in student's current profile:

Assessment	Date Administered	Available Scores

Please provide any additional test scores to qualify this student for this course:

Assessment	Date Administered	Available Scores	
☑ ACT	yyyy-mm-dd 🗓	English: ⌃⌄	Math: ⌃⌄
☐ SAT			
☐ Student will not meet test score requirements; terminate registration			

You may also update the student's current GPA [⌃⌄] Date:
yyyy-mm-dd 🗓

COMPLETE STEP

Monitoring Student Statuses

To monitor student statuses en masse, click on the **Student** tab at the top of your dashboard to access a list of students who have initiated registrations.

Tasks assigned to you will be highlighted in yellow at the top of the list. You will receive an email notification when a new task has been assigned to you.

The toolbar at the top of the student list allows you to search, filter, and batch processes.

The **Term** filter can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all terms that have been designated as "active" by the Dual Credit Office.

Use the **Course** drop-down to select a specific course to filter on.

Use the **Counselor** drop-down to view students assigned to a particular school counselor or **All Counselors** to see all students.

- If, during the account creation step, the student selected the **I don't know** or **Not listed** counselor option, the student will not pull if filtered to a specific counselor; the filter should be set to **All Counselors** to capture any students not assigned to a counselor.

All Student Accounts

From the **Students** tab, click on **All Student Accounts** to search for an individual student, even if they do not have registration activity.

Click on the student's name to view their profile:
- **DE Account Not Yet Confirmed**

   The student has created an account but has not yet clicked on the confirmation link in their email or entered the confirmation text code. You can delete their account and have them start again.
- **Application Incomplete**

   The student has created their account and started, but not finished, their application. You can delete their account and have them start again.
- **Application Complete**

   The student has completed their application but has not registered for courses.
- **Registration Activity**

   The student has registered for a course. Status will be visible on the **Students** tab.

Student Status Definitions

- **Pending: Application Response**

    Pending admission application response.

- **Pending: Completion of Per Term Steps**

    Pending completion of any of the steps that are completed each term: course selection, parent consent, or high school confirm enrollment.

- **Parent: Provide Consent**

    Pending parent/guardian registration consent. Noncompletion of this step will stop registration from continuing.

- **High School: Confirm Enrollment**

    Pending teacher or counselor course registration confirmation. Noncompletion of this step will stop registration from continuing.

- **High School: Provide Eligibility**

    More information is being requested regarding the student's eligibility for the course (e.g., ACT/SAT scores).

- **Counselor: Resolve Student Enrollment**

    Teacher was unable to confirm student enrollment; counselor needs to reconcile whether student request can be processed or not. Noncompletion of this step will stop registration from continuing.

- **Student: Request Waiver from Instructor**

    Pending teacher override entry in VandalWeb and student resubmission or cancellation. Noncompletion of this step will stop registration from continuing.

- **University: Resolve Failed Registration**

    Failed registration due to section restrictions, a full class, or passed deadlines.

- **University: Review Failed Drop/Withdrawal Response**

    Drop and withdrawal requests must be approved by the high school counselor; student request was not approved prior to the applicable deadline.

- **Abandoned**

    Course request has been withdrawn prior to registration completion.

- **Failed**

    Registration request has failed.

- **Drop Complete**

    Student's drop request has been successfully processed.

- **Withdrawal Complete**

    Student's withdrawal request has been successfully processed.

- **Complete**

    Student's registration has been successfully processed.

Students are responsible for verifying all registrations, drops, and withdrawals in VandalWeb. VandalWeb is the official record.

Sending Reminders

You can send reminders to students and parents/guardians directly through the DualEnroll platform when steps have not been completed and are stopping the registration workflow from completing.

From the **Students** tab, click on **All Student Accounts** and filter for a particular status.

Select **Send reminders to students with selected status** from the **Reminder Actions** drop-down menu. You can add custom text if you would like. Click the **Send** button to send a text or email reminder to all students with the selected status.