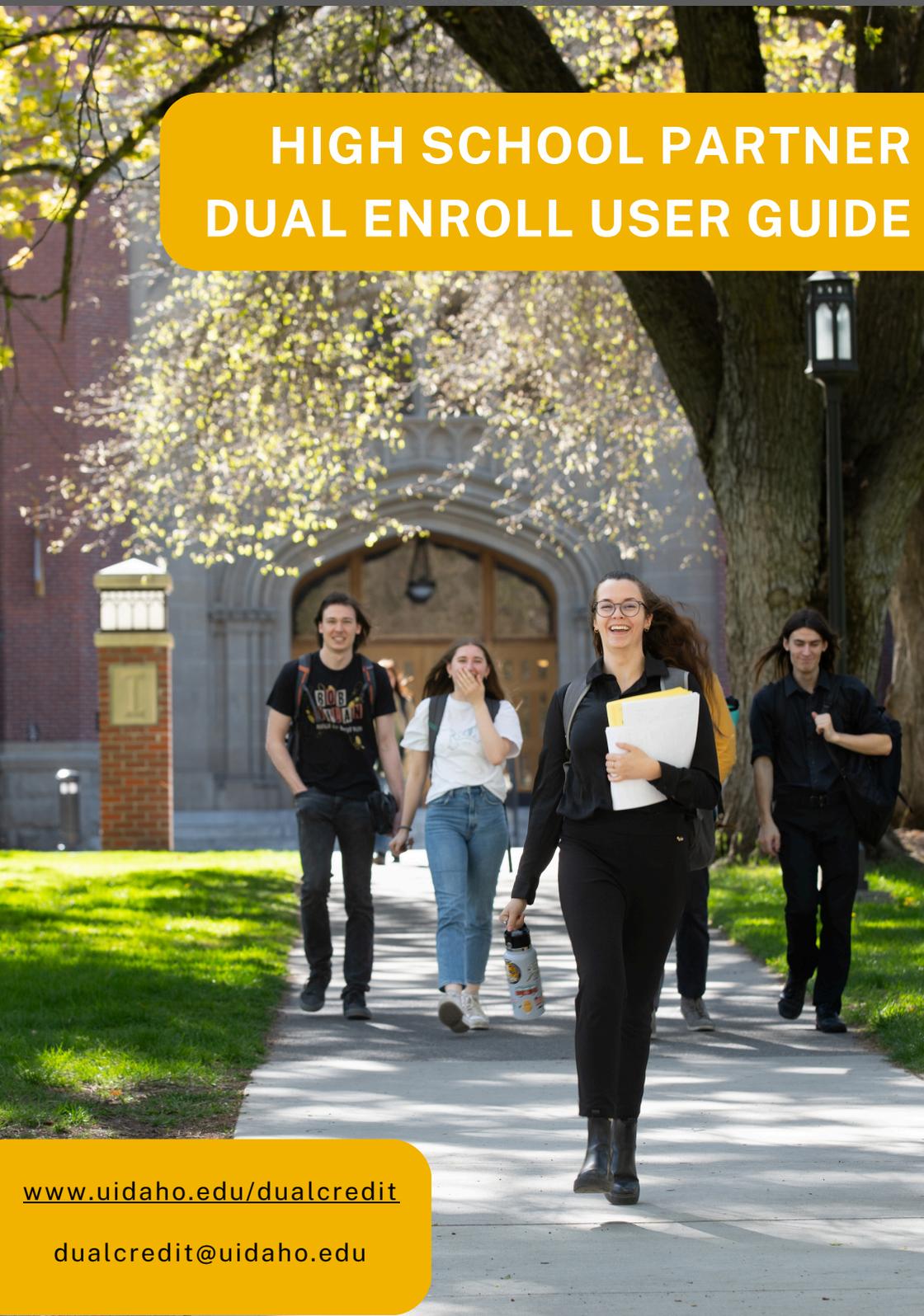


# HIGH SCHOOL PARTNER DUAL ENROLL USER GUIDE



[www.uidaho.edu/dualcredit](http://www.uidaho.edu/dualcredit)

[dualcredit@uidaho.edu](mailto:dualcredit@uidaho.edu)

# WELCOME TO THE UNIVERSITY OF IDAHO DUAL CREDIT TEAM

The University of Idaho (U of I) Dual Credit Program is proud to be celebrating 27 years of service to students in the state. During this time, U of I has supported students as they have earned thousands of college credit hours and worked toward achieving their goals. We currently collaborate with almost 40 university faculty members, over 120 high school teaching partners, and 58 schools statewide in 42 of the 44 counties in Idaho.

Teachers, counselors, and staff work together to ensure a positive, equivalent, and quality opportunity for students and their community. At U of I Dual Credit, Vandals Start Here. Vandals Succeed Here.

## **Dual Credit Motto, Mission, and Vision**

### **Motto**

Vandals Start Here. Vandals Succeed Here.

### **Mission**

Dual Credit at University of Idaho provides students the opportunity to earn college credit while in high school. We meet them where they are, no matter where they are, by facilitating a meaningful, inclusive, and purposeful educational experience.

### **Vision**

Our vision is to inspire Dual Credit Vandals to become authentic leaders and learners.



# HIGH SCHOOL PARTNER INFORMATION

## Who needs a DualEnroll account?

- Teaching Partners
- Counselors
- College and Career Counselors
- Dual Credit Coordinators
- Administrators

Teaching partner accounts will be set up as part of the onboarding process; all other new high school partner accounts must be requested by contacting the Dual Credit Office.

## What permissions does each role have?

- The **teacher** role has access only to information and notifications regarding students who have requested or are registered in a course for which they are listed as the instructor of record.

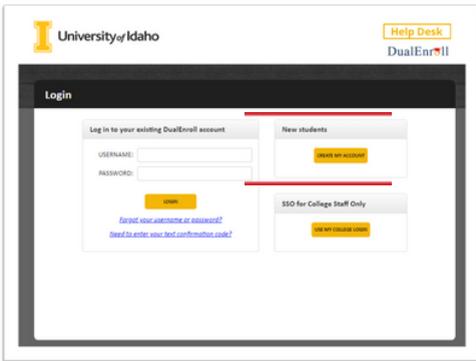
- The **counselor** role has access to all functionality at their high school of record, including the ability to complete steps, run reports, and see courses.
- Those assigned to the **counselor** role will also appear in the Counselor selection list during student registration.
- The **administrator** role has the broadest access at their school of record but does not appear in the Counselor selection list during student registration

The screenshot shows the login interface for the DualEnroll system. At the top left is the University of Idaho logo, and at the top right is a 'Help Desk DualEnroll' button. The main heading is 'Login'. Below this, there is a section for logging into an existing account, which includes input fields for 'USERNAME:' and 'PASSWORD:', a 'Login' button, and two links: 'Forgot your username or password?' and 'Need to create your user confirmation code?'. To the right of this section, there are two buttons: 'New students' with a 'Click here to add' link, and 'SSO for College Staff Only' with a 'See an enrolled user' link.

If you have a [DualEnroll](#) account through another institution, you will access the U of I's DualEnroll portal with your existing credentials using the **Username** and **Password** fields.

# CREATING A STUDENT ACCOUNT

First time dual credit students must create a DualEnroll account by using the **Create My Account** link on the U of I DualEnroll portal login page.



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 the U of I's DualEnroll portal with their existing credentials.

Complete the **New Student Registration** form to create an account. All fields with a red asterisk are required.

Students must provide an email or cell number that they have immediate access to, not a parent's or guardian's phone or email as they will need to access messages and notifications in a timely manner. (If a cell phone is used, standard text message rates apply.)

Once the student creates their account, 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 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 submit an application for admission to U of I by providing the following information:

- Legal Name
- Preferred Name (if different than legal name)
- Demographics
- Address
- Parent Information
- High School Name
- Counselor Name
- Current GPA
- EDUID (state student number)

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

Students must agree to the Terms and Conditions by marking the checkbox and entering their full name at the bottom of both the **Dual Credit Terms and Conditions** and **Financial Terms and Conditions** pages.

Once admitted, the U of I Admissions Department will send an email with the student's Vandal number and Vandal email to the address supplied in their application.

It's important that students use this information to [setup their Vandal account](#). Once activated, their Vandal account will grant access to Vandal email, MyUI (used to verify registrations, manage billing and view unofficial transcripts), and Canvas (used to access course content).

***MyUI is the official record for all registrations.***



# STUDENT REGISTRATION

To request a course, the student will click on the **Courses** tab.

Use the filters and search fields in the course finder on the left to find courses offered at the student's high school of record, online, or by subject.

Click on the course title to view the class description and available sections. Click on the **Request Course** button next to the desired section.

Verify that the correct high school and instructor are listed when requesting a course offered on the high school campus.

The screenshot displays the 'Courses' tab in a registration system. On the left, a 'Narrow your Search' sidebar is highlighted with a red box. It includes sections for 'BY TERM', 'BY KEYWORD' (with 'MATH 143' entered), 'BY COURSE TYPE' (with checkboxes for College Campus, High School, Online, and Regional Center), 'BY LOCATION' (with a 'Select Location' dropdown), and 'BY SCHEDULE' (with checkboxes for meeting days and times). The main area shows a list of courses with columns for Course, Type, Subject, Title, and College. A 'Course Detail: College Algebra' pop-up window is overlaid on the right, showing course information and a table of available sections.

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
01 Fall 2023			Moscow	(Polya Course)	08/22/23 - 12/15/23	<b>Request Course</b> <input type="checkbox"/> Complete*

# PARENT CONSENT

When students create a DualEnroll account or begin the registration process, the parent or guardian entered on the **Parent Information** page will receive a text message or email notification that their student has begun the process of registering for a dual credit course.

The parent or guardian will receive a second text message or email after the student has been admitted or their DualEnroll account updated for the current term requesting consent for registration. They must consent before the workflow will continue; if they do not provide consent, the student's course request will fail.

# HIGH SCHOOL APPROVAL

After parent or guardian approval has been received, the high school counselor or teaching partner of record must then approve the student request.

The approval task will be assigned to the high school teaching partner if the student has requested a course provided on the high school campus.

The approval task will be assigned to the high school counselor if the student has requested a course provided online or on a U of I campus.

Tasks assigned to each role will be highlighted on the **Students** tab in the high school partner's DualEnroll account. If a high school teaching partner denies a course request, the task will be assigned to the high school counselor for verification.

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 Olson

[Click here](#) to view

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).

**BUHL HIGH SCHOOL: Registration Activity** [All Student Accounts](#)

Course: All Courses | Counselor: BUHL Counselor | Term: All Active Terms | Step: All Steps | Abandoned: show | Search:

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

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

### High School: Confirm Enrollment

The students listed below have indicated their enrollment in a course at University of Idaho. Please confirm their enrollment in the course and course section indicated or update to the appropriate course section. If the student is not enrolled in this course at all, please select "Student Not Enrolled".

By approving each student you are agreeing to have them in the course.

	Student Name	Course Number	CRN	Instructor
<input type="radio"/> Confirm student	Bobby Borah	ACCT 325	01	Lei Dong

Not enrolled/doesn't meet prereqs  
 Defer

**COMPLETE STEP**

Select the appropriate action for the request:

• **Confirm student**

**Confirm student** sends the registration to MyUI for processing.

• **Not enrolled/doesn't meet prereqs**

**Not enrolled/doesn't meet prereqs** terminates the registration request.

• **Defer**

**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.

# HIGH SCHOOL APPROVAL -- BATCH MODE

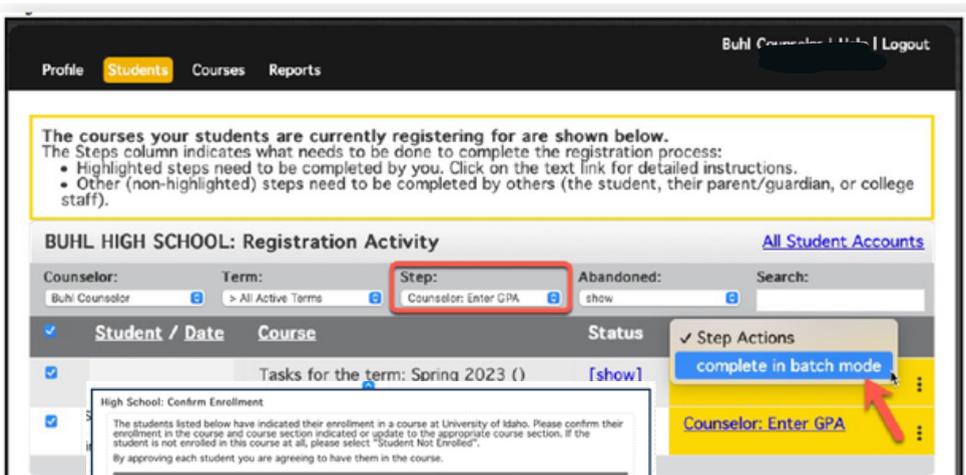
Some high school counselor or teaching partner tasks can be completed in “batch mode,” allowing multiple student requests to be processed at one time.

Utilizing the **Complete in batch mode** option for batchable steps allows high school partners to review and process all student registration requests with a single status.

To process student requests in batch mode, click on the **Students** tab in the high school partner’s DualEnroll toolbar.

Select the step to be batched from the **Step** drop-down filter and select **Complete in batch mode** from the now available **Step Action** drop-down menu.

Click **Complete step** to confirm.



High School: Confirm Enrollment

The students listed below have indicated their enrollment in a course at University of Idaho. Please confirm their enrollment in the course and course section indicated or update to the appropriate course section. If the student is not enrolled in this course at all, please select "Student Not Enrolled".

By approving each student you are agreeing to have them in the course.

Student Name	Course Number	CRN	Instructor
Confirm student Student not enrolled or doesn't meet prerequisites Defer	AGED 263	01	James Connors
Confirm student Student not enrolled or doesn't meet prerequisites Defer	ANTH 100	01	Katharine Kolpan
Confirm student Student not enrolled or doesn't meet prerequisites Defer	ANTH 261	02	Philip Stevens

**COMPLETE STEP**

# WAIVER REQUESTS (OVERRIDES)

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

The student will be sent a notification through DualEnroll with specific information about the requirement and any appropriate action.

If the student is directed to request a waiver, or an override, and the instructor

of record agrees that the registration is appropriate, the instructor of record must enter an override in MyUI.

Once entered, the student must resubmit their course request in DualEnroll by selecting the **Resubmit my registration request** and **Complete step** options.

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

The screenshot shows a web interface for requesting a waiver from an instructor. At the top, there is a navigation bar with links for Admin, Registrations, Courses, Instructors, Course Reviews, Ongoing Rqmts, and Reports. The user is logged in as 'DE Admin'. The main heading is 'Student: Request waiver from instructor'. Below this, a form contains the following information: Student Name, High School, Student ID, Term (Spring 2023), and Course (ACCT 325-01 Intermediate Financial Acct II). A message states: 'Your request to enroll in ACCT 325 Intermediate Financial Acct II 01 Spring 2023 was submitted but could not be processed for the reason shown below. If you would still like to take this course, please contact the faculty member teaching the course and request an override. Once the override has been granted, log back in, select the "Resubmit my registration request option", then click the "Complete Step" button at the bottom of this page.' An 'Explanation' field contains the text 'Error registering student: PREREQ NOT MET-CONTACT DEPT'. Under the heading 'Resolve Declined Registration Actions', there are two radio button options: 'Resubmit my registration request' and 'I am not able to take this course, please terminate my request'. At the bottom left of the form, there is a yellow button labeled 'COMPLETE STEP'.

# MONITORING STUDENT STATUSES

High school partners can monitor student statuses in multiple ways, depending on the user's assigned role.

## All roles:

Click on the **Student** tab in the top menu of the DualEnroll dashboard. All students visible within the user's role who have begun the registration process will be listed.

Tasks assigned to the user's role will be highlighted in yellow at the top of the list.

The toolbar at the top of the student list allows for searching, filtering, and batch processing.

## Teaching Partners:

Click on the **Student** tab in the top menu of the DualEnroll dashboard. All students who have requested or are registered in a course for which the teaching partner is listed as the instructor of record will be listed.

Teaching partners can also monitor student statuses with a roster report. Click on the **Roster Report** link next to the desired course under the **Course Rosters** section on the **Status** page.

The roster report will pull student data for all terms that the course has been taught; the most recent data will be at the bottom of the report.

## Counselors:

Use the **Counselor** filter to view students assigned to a particular counselor (system will default to the current user) or **All Counselors** to see all students at the counselor's high school. Filter to **All Counselors** to view statuses for students who have not selected a counselor in their DualEnroll account,

Counselors can run multiple registration reports by clicking on the **Reports** tab in the top menu of the DualEnroll dashboard and selecting the desired report from the drop-down menu.

To search for an individual student who may have a U of I DualEnroll account, but no registration activity for the current term, click on the **All Student Accounts** link on the **Students** tab.

To view the student's profile, click on the student's name:

- **DE Account Not Yet Confirmed**

The student has created, but not yet confirmed their account.

- **Application Incomplete**

The student has created an account and started, but not completed, the admissions application.

- **Application Complete**

The student has completed their application but has not registered for courses.

- **Registration Activity**

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

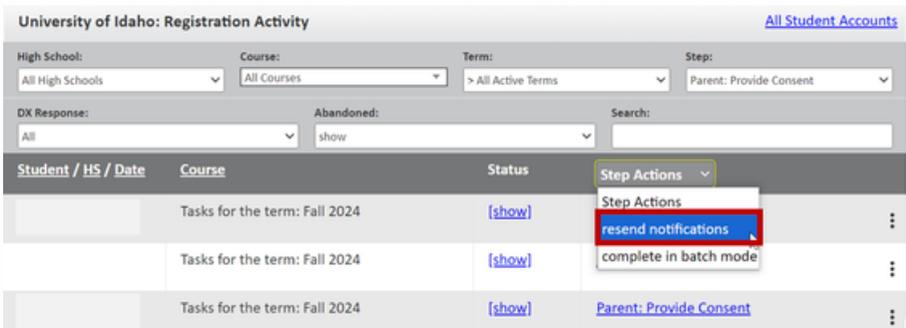
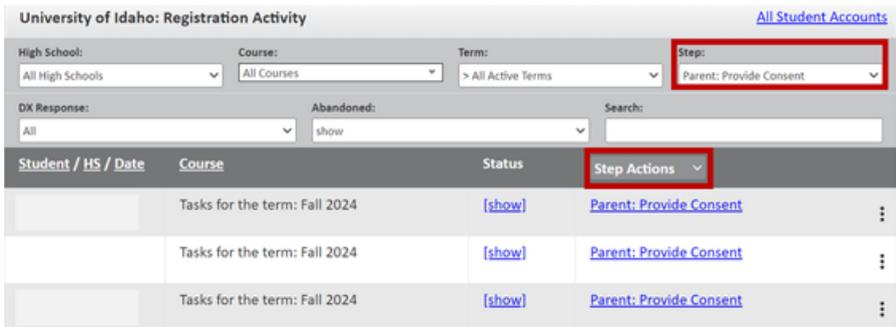


# SENDING REMINDERS

Reminders to complete tasks can be sent directly to students, parents/guardians, or teaching partners through the DualEnroll platform.

From the **Students** tab, select the desired status from the **Step** filter. From the now available **Step Actions** menu, click **Resend notifications**.

Additional, custom text can be added for more detail. Click the **Send** button to send a text or email reminder to all selected students, parents/guardians, or teaching partners with the selected status.



# STUDENT STATUS DEFINITIONS

## **Pending: Application Response**

Admission application is being processed.

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

Pending any of the steps that are completed each term:

- Course selection
- Parent consent
- High school enrollment confirmation

## **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 approval. 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**

Teaching partner has denied student registration; counselor role must confirm student is not eligible to register in course. Noncompletion of this step will stop registration from continuing.

## **Student: Request Waiver from Instructor**

Pending teaching partner waiver/override entry in MyUI and student course request resubmission or cancellation. Noncompletion of this step will stop registration from continuing.

# STUDENT STATUS DEFINITIONS

## **University: Resolve Failed Registration**

Registration denied due to section restrictions, full class, or passed deadlines. Request is being sent to U of I for possible reconciliation. Noncompletion of this step will stop registration from continuing.

## **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.



# CONTACT LIST

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