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High School Instructor Users Guide

Request Access to Dual Enrollment

1. Request access to the Dual Enrollment system by completing the following form:
   https://foxvalleytechnicalcollege.formstack.com/forms/dualcredit_accountrequest

2. You will receive an email within 1-2 business days with instructions on how to reset your password and log into the Dual Credit system.
Complete Profile

1. Click >> Instructor: Personal Information

2. Fill in SSN (This is needed for HR when the high school instructor is being hired as a Non-Employee Instructor) >> Click Update
Upload Credentials

3. Click >> Upload Instructor Credentials

4. Click >> Add (Repeat until all documents are uploaded)
5. Select Kind of document >> Choose File >> Click Upload

6. When all required documents are uploaded Click >> DONE
7. Click >> Instructor: Education

8. To add your degree(s) Click >> ADD
9. Enter your degree information Click >> Create  (Repeat until all degrees are entered)

10. Once all degrees have been entered Click >> Done
Select Course(s) You Wish to Teach as Dual Credit

11. Click >> Instructor: Pick Prospective Courses

12. Type the course number or name in the Search box >> Click ADD (Repeat this step until you are done adding the courses you are teaching as Dual Credit)
13. Enter in Name of Course at High School

14. Select the Term you plan to teach the class at your High School

15. Click >> COMPLETE STEP (Note: Be careful you don’t click the DELETE button instead of COMPLETE STEP)

16. Your Course Review was now sent to the K12 Office for review. You will be contacted by an FVTC Instructor or Dean regarding your submission once it has been reviewed. If you have any questions please contact the K12 Office at (920) 735-2563 or email Tess Woods at woods@fvtc.edu.
Instructor Development Plan

If you have not met all the requirements to teach the Dual Credit course you may be required to have a development plan to meet the requirements to teach the course.

1. You will receive the following email asking you to agree to the plan. Click on the link and login to the Dual Enrollment System or enter the Dual Enrollment URL: https://fvtc.dualenroll.com

**DualEnroll.com: Action Required (ref #4608)**

A actionrequired@dualenroll.com <actionrequired@dualenroll.com>  
7:56 AM

To: dora_instructor@testmdj.com

Dear Instructor,

You have a task, Agree to Plan, related to the following review:

Instructor: Dora Instructor  
Course Number: BIOL-1001  
Course Name: Intro to Biology  
Course Length at HS: 1st Semester - 2019  
Course Name at HS: Biology at HS

[Click here](#) to review the documentation and complete your task.

No additional instructions provided for this task.
2. Select One of the four options
Advanced Standing

An Advanced Standing class is a high school course that matches a technical college course taught by a high school teacher at the high school. A successful student becomes eligible to receive advanced standing after enrolling in an associated degree or technical diploma at the college.

If any point during the Dual Credit review process you select to teach the course as Advanced Standing please follow the steps below.

1. You will receive an email instructing you to log into the Dual Enroll system to review a task related to Advanced Standing. See email below. Click on the Click here link.

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**DualEnroll.com: Action Required (ref #4608)**

actionrequired@dualenroll.com <actionrequired@dualenroll.com>

7:59 AM

To: dora_instructor@testmdj.com

Dear Instructor,

You have a task, Advanced Standing, related to the following review:

Instructor: Dora Instructor
Course Number: BIOL-1001
Course Name: Intro to Biology
Course Length at HS: 1st Semester - 2019
Course Name at HS: Biology at HS

[Click here](#) to review the documentation and complete your task.

No additional instructions provided for this task.

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2. Select if you would like to teach the class as Advanced Standing >> COMPLETE STEP

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Instructor: Advanced Standing

The course below cannot be approved as a Dual Credit course, but you may have the option to teach this course as an Advanced Standing course. Please indicate to the college whether you plan to teach this course as an Advanced Standing course.

Course Number: BIOL-1001
Course Title: Intro to Biology
Course Length at High School: 1st Semester - 2019
Course Name at High School: Biology at HS

- I want to teach this as an Advanced Standing course.
- I do not plan to teach this course as an Advanced Standing course; terminate the course review.

COMPLETE STEP

3. What happens Next? Does the instructor follow up with HS Instructor. Do we have students enroll?