

Department Chair Quick Reference Guide 8/2/2021

Accessing the DualEnroll System

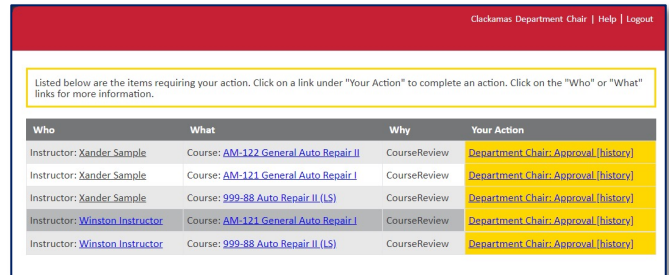
You will receive an email notification when you have a task to complete. Click the link to enter your credentials and access your account. Contact accinfo@clackamas.edu if you need help accessing your account.

You can also log in directly at <https://clackamas.dualenroll.com>.

Accessing Pending Tasks

Logging in via the email link will take you directly to the specific instructor/pending task. If you log in via the URL, you'll see a list of all your assigned instructors who have pending tasks. Click the highlighted step to complete the action.

You can also click the **[history]** link to view a list of all completed tasks associated with this instructor.



Clackamas Department Chair | Help | Logout

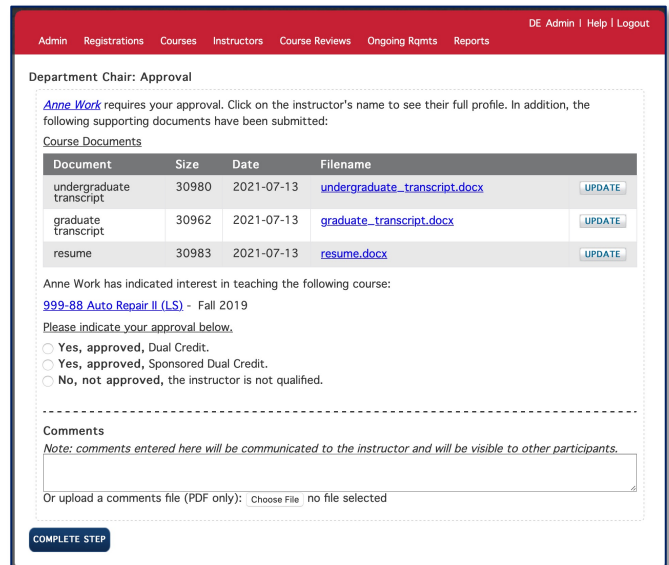
Listed below are the items requiring your action. Click on a link under "Your Action" to complete an action. Click on the "Who" or "What" links for more information.

Who	What	Why	Your Action
Instructor: Xander Sample	Course: AM-122 General Auto Repair II	CourseReview	Department Chair Approval [history]
Instructor: Xander Sample	Course: AM-121 General Auto Repair I	CourseReview	Department Chair Approval [history]
Instructor: Xander Sample	Course: 999-88 Auto Repair II (LS)	CourseReview	Department Chair Approval [history]
Instructor: Winston Instructor	Course: AM-121 General Auto Repair I	CourseReview	Department Chair Approval [history]
Instructor: Winston Instructor	Course: 999-88 Auto Repair II (LS)	CourseReview	Department Chair Approval [history]

Approving Instructors

You'll be asked to provide a credential approval for each course for a new instructor. Credential documents are displayed and accessed by clicking the filename. Indicate your approval decision by clicking the appropriate radio button. You can also provide optional comments which will be retained as part of the instructor review record. Note that these comments will be visible to the instructor.

Click **COMPLETE STEP** when finished. The instructor will then be notified to upload course materials.



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

Department Chair: Approval

[Anne Work](#) requires your approval. Click on the instructor's name to see their full profile. In addition, the following supporting documents have been submitted:

Course Documents

Document	Size	Date	Filename
undergraduate transcript	30980	2021-07-13	undergraduate_transcript.docx UPDATE
graduate transcript	30962	2021-07-13	graduate_transcript.docx UPDATE
resume	30983	2021-07-13	resume.docx UPDATE

Anne Work has indicated interest in teaching the following course:
[999-88 Auto Repair II \(LS\)](#) - Fall 2019

Please indicate your approval below.

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

Comments
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 selected

COMPLETE STEP

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Approving Course Materials

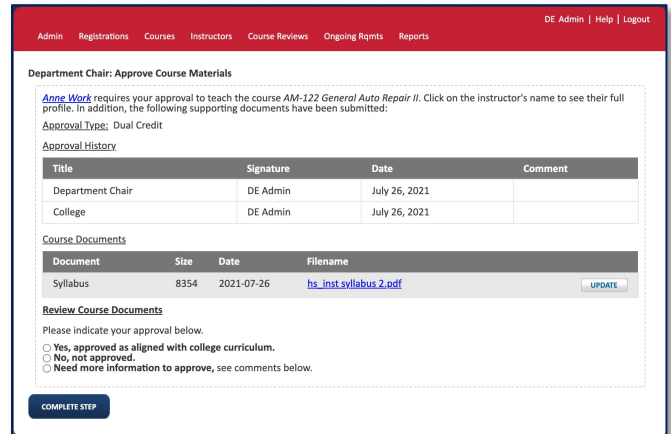
You'll be asked to review the course materials provided by new instructors to ensure they align with the requirements of the college for the course.

Yes, approved as aligned with college curriculum approves the instructor for this course and generates an articulation agreement for signature.

No, not approved declines the instructor for this course and terminates the course review.

If you can't make a determination based on the materials provided, check **Need More Information to Approve** and a comment box will be provided. Your comments will be sent to the instructor so they can respond.

Click **COMPLETE STEP** when finished.



Department Chair: Approve Course Materials

[Anne Work](#) requires your approval to teach the course *AM-122 General Auto Repair II*. Click on the instructor's name to see their full profile. In addition, the following supporting documents have been submitted:

Approval Type: Dual Credit

Approval History

Title	Signature	Date	Comment
Department Chair	DE Admin	July 26, 2021	
College	DE Admin	July 26, 2021	

Course Documents

Document	Size	Date	Filename	
Syllabus	8354	2021-07-26	hs_inst_syllabus 2.pdf	<input type="button" value="UPDATE"/>

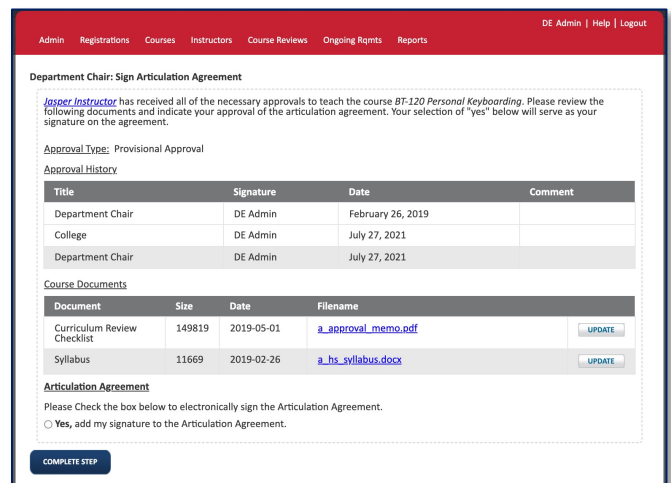
Review Course Documents

Please indicate your approval below:

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

Approving the Articulation Agreement

Upon completion of the course review, the Department Chair, Instructor and the High School Admin will each be asked to electronically sign the Articulation Agreement for approval.



Department Chair: Sign Articulation Agreement

[Jasper Instructor](#) has received all of the necessary approvals to teach the course *BT-120 Personal Keyboarding*. 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.

Approval Type: Provisional Approval

Approval History

Title	Signature	Date	Comment
Department Chair	DE Admin	February 26, 2019	
College	DE Admin	July 27, 2021	
Department Chair	DE Admin	July 27, 2021	

Course Documents

Document	Size	Date	Filename	
Curriculum Review Checklist	149819	2019-05-01	a_approval_memo.pdf	<input type="button" value="UPDATE"/>
Syllabus	11669	2019-02-26	a_hs_syllabus.docx	<input type="button" value="UPDATE"/>

Articulation Agreement

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

Yes, add my signature to the Articulation Agreement.