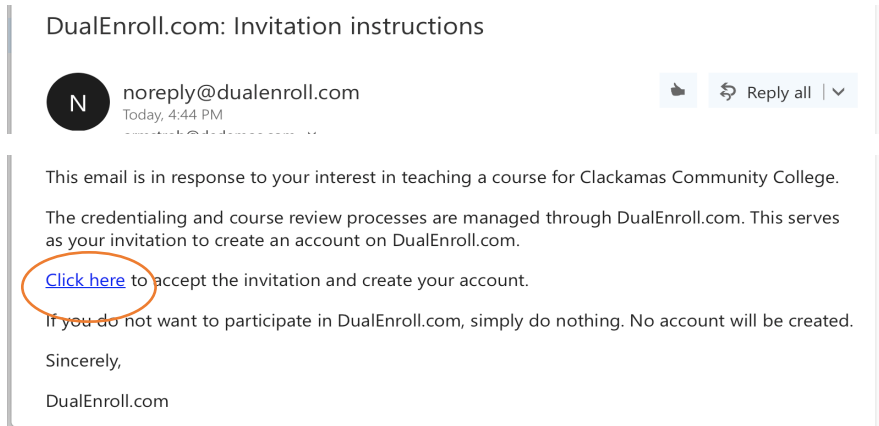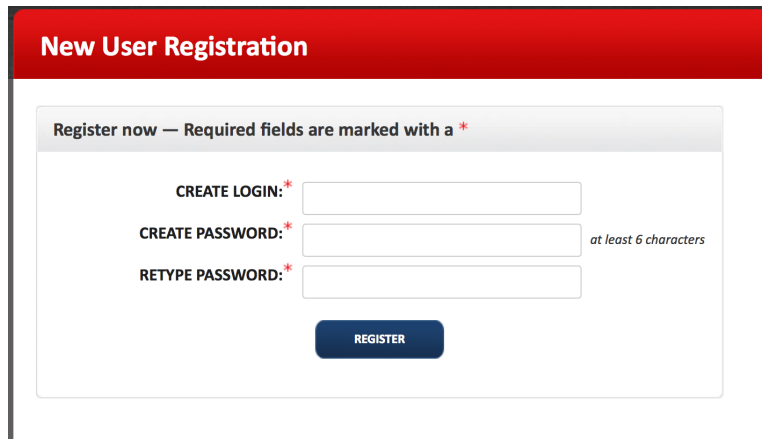# Instructions for uploading your syllabus for the current term

1. You'll get an email inviting you to create a DualEnroll account. Click on the link.

**DualEnroll.com: Invitation instructions**

N  noreply@dualenroll.com
Today, 4:44 PM

↶ Reply all | ∨

This email is in response to your interest in teaching a course for Clackamas Community College.

The credentialing and course review processes are managed through DualEnroll.com. This serves as your invitation to create an account on DualEnroll.com.

Click here to accept the invitation and create your account.

If you do not want to participate in DualEnroll.com, simply do nothing. No account will be created.

Sincerely,

DualEnroll.com

2. Create a user name and password. Please make a note of these since they will be your DualEnroll log in credentials going forward.

**New User Registration**

Register now — Required fields are marked with a *

CREATE LOGIN:*

CREATE PASSWORD:*  at least 6 characters

RETYPE PASSWORD:*

**REGISTER**

**DualEnroll.com: Action Required (ref #2879)**

A  actionrequired@dualenroll.com
Today, 9:32 PM

Dear Instructor,

You have a task, Upload Syllabus for Current Term, related to the following:
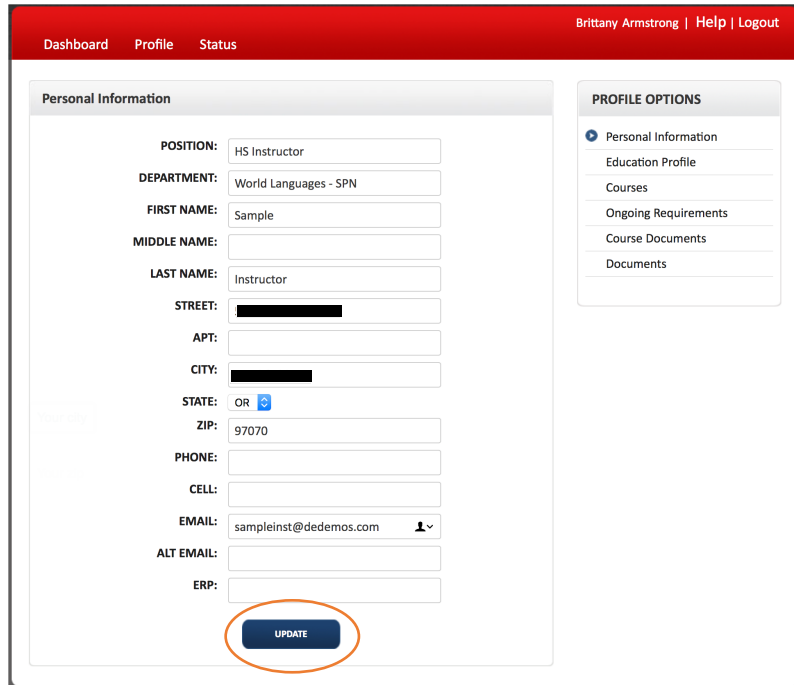
Instructor:
Course Number: SPN-102
Course Name: First-Year Spanish II
Term: Fall 2016

Click here to log into DualEnroll.com to complete your task.

# Instructions for uploading your syllabus for the current term (con't)

3. You'll see a profile screen with some of your current information. Please enter any missing information and click the update button at the bottom of the screen.



4. The next screen will include a link to upload the syllabus for the current term for each course you teach. Click on each link one at a time.

**Your course reviews are shown below.**
The Next Steps column indicates what needs to be done next to complete the review 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.
- 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.

### Sample Instructor: Course Reviews

| Participants | Course | Next Steps |
|---|---|---|
| Reviewer: None Required [+]<br>Clackamas Community College | SPN-101 First-Year Spanish I[+]<br>Fall 2016 | Instructor: Upload Syllabus for Current Term [documents] [history] [files] |
| Reviewer: None Required [+]<br>Clackamas Community College | SPN-102 First-Year Spanish II[+]<br>Fall 2016 | Instructor: Upload Syllabus for Current Term [documents] [history] [files] |
| Reviewer: None Required [+]<br>Clackamas Community College | SPN-103 First-Year Spanish III[+]<br>Fall 2016 | Instructor: Upload Syllabus for Current Term [documents] [history] [files] |
| Reviewer: None Required [+]<br>Clackamas Community College | SPN-201 Second-Year Spanish I[+]<br>Fall 2016 | Instructor: Upload Syllabus for Current Term [documents] [history] [files] |

# Instructions for uploading your syllabus for the current term (con't)

5. If you're teaching the listed course, click the Choose File button, browse to the correct file on your computer, and select it. The file name will appear next to the Choose File button. If you picked an incorrect file, just click Choose File again and pick the correct file and it will update. When the correct file is displayed, click Complete Step. The Syllabus will be automatically submitted to Clackamas Community College's ACC office.

**Dashboard    Profile    Status**

**Instructor: Upload Syllabus for Current Term**

COURSE: SPN-101 First-Year Spanish I
KIND: Syllabus
FILE: Choose File   📄 HS Inst Syllabus
☐ I'm not teaching this course this term

**COMPLETE STEP**

6. If you're not teaching the course this term, just check the box, "I'm not teaching this course this term." Then click Complete Step.

**Dashboard    Profile    Status**

**Instructor: Upload Syllabus for Current Term**

COURSE: SPN-102 First-Year Spanish II
KIND: Syllabus
FILE: Choose File   no file selected
☑ I'm not teaching this course this term

**COMPLETE STEP**

# Instructions for uploading your syllabus for the current term (con't)

7. If there are any questions, you'll get a follow-up email and any comments provided by the college will be included in the body of the email. Log back into DualEnroll to upload a revised syllabus or contact the college if you have questions.

---

↩ Reply all | ∨     🗑 Delete     Junk | ∨     •••                                     ✕

## DualEnroll.com: Action Required (ref #2845)

**A**  actionrequired@dualenroll.com                          👍     ↩ Reply all | ∨
Today, 4:47 PM

▬▬▬▬▬▬▬▬

Inbox

Dear Instructor,

You have a task, Upload Syllabus for Current Term, related to the following:

Instructor: ▬▬▬▬▬▬
Course Number: ▬▬▬▬▬
Course Name: ▬▬▬▬▬▬▬▬▬
Term: Fall 2016

[Click here](#) to log into DualEnroll.com to complete your task.

Comments:   *Syllabus needs more detail to align with current course curriculum*

DualEnroll.com