Career Advantage

Concurrent Enrollment Instructor Guide

If you have questions or need more information please contact,

www.dmacc.edu/careeradvantage

Select your high school and you will see your DMACC Academic Advisor’s name and contact information
# Table of Contents

DMACC Registration ............................................................................................................. 3
Classroom Visits .................................................................................................................. 3
myDMACC ............................................................................................................................ 3
DMACC Email ........................................................................................................................ 4
Syllabi Request ........................................................................................................................ 5
Attendance Reporting .......................................................................................................... 5
Roster Checks ....................................................................................................................... 6
Drops/Adds ............................................................................................................................ 7
Final Grade Reporting .......................................................................................................... 7
Assessment at DMACC .......................................................................................................... 8
Important Career Advantage Dates 2018-2019 ................................................................. 11
Career Discovery Days & Discover DMACC Days ............................................................... 11
National Alliance for Concurrent Enrollment Partnerships (NACEP) ................................. 13
DMACC Registration
A DMACC Career Advantage Advisor will visit your classroom at the start of each semester to register students for their college courses. DMACC Career Advantage Advisors will collect survey information from high school seniors at the time of each registration. Instructors will be notified via email the date the Advisor will register your courses. Registration should take no more than 15 to 20 minutes.

Classroom Visits
Your DMACC Career Advantage Advisor may request to visit your classroom and speak to your students at certain times throughout the year. Arrangements will be made with advance notice. DMACC Advisors will also visit your classroom at your request.

myDMACC
myDMACC gives you one-click access to DMACC email, Microsoft Office 365, Blackboard, and Web Info System where you view your roster and report final grades.

New DMACC instructors are mailed their username and password. Returning instructors can contact their DMACC Career Advantage Advisor or DMACC Tech Support to get their information.

- **User Name** - The default user name is your first initial, middle initial and last name. In case of duplicate user names, a number is added after last name (i.e., efhutton23).
- **Password** - For security reasons, we require that the password be changed after initial login myDMACC. Your new password must be a minimum of 8 characters and it must contain
  - An upper case letter (A-Z)
  - A lower case letter (a-z)
  - A number (0-9)
  - A special character (! @ # $ % ^ & * ( ) _ + < > ? | { } - ~ = / )

myDMACC Resources
- **Webmail** is access to your DMACC email. This email can be forwarded to another email account as well.
- **Office 365** gives you access to Microsoft Office.
- **Blackboard** is a tool for online courses and content. We also offer professional development opportunities and information about district-wide assessments.
- **Web Info System** gives you access to:
  - View/update your contact information
  - View your DMACC course rosters
  - Verify attendance
  - Enter final grades
DMACC Email

All concurrent enrollment faculty have a DMACC Outlook email account which can be accessed through the myDMACC portal by clicking on the Webmail button. You can access your email from any computer with an internet connection or your smartphone.

Although communication will be primarily communicated to concurrent enrollment faculty through their high school email address, it is strongly encouraged that you check your DMACC email periodically. Important information is communicated from the college related to the discipline area you teach in. We understand the challenge of managing multiple email inboxes, so we have provided instructions below that will allow your DMACC emails to be forwarded to the email address you check most frequently.

How to set up automatic email forwarding:

- Log into myDMACC and select the Webmail button to launch your DMACC email account
- Select the gear button at the top left
- In the search box under “Setting” type in Forwarding

![](Settings.png)

- Then select the “Start forwarding” button and enter the email address you wish to forward to in the indicated box, then select “Save”.

![](Forwarding.png)

- You should begin receiving your forwarded emails.
Syllabi Request
DMACC is required to have on file a copy of each instructor’s syllabus for each course taught. Instructors are required to use the DMACC syllabi template. The template will be sent to you via your Career Advantage Advisor. It is also available online at www.dmacc.edu/hr/facultyhandbook/polproc/Pages/syllabus.aspx. It is located under “The Online Syllabus” at the bottom of the page.

Here is some information to complete the syllabus template
• Under Campus Name, put your high school name
• Under Course Title, put you high school course name and the DMACC course name
• Leave section number and CRN blank
• Under grading criteria, put your grading scale and any other criteria
• Under course schedule, you can put assignments, tests, and other classroom schedule if you would like.

Please submit all DMACC syllabi no later than the end of the first week of each semester of the school year. Instructors will receive an email from a DMACC Career Advantage Advisor each semester requesting a syllabus for each course being taught.

If you only teach DMACC courses second semester, you may either wait to submit until the beginning of the second semester or submit anytime you have the document ready. We need only one syllabus per school year for each course offered. (i.e. if we have a ENG 105 from 1st semester, we don’t need another if offered 2nd sem.)

Attendance Reporting
Instructors will receive an email from a DMACC Career Advantage Advisor each semester when it is time to verify attendance. This will occur after all registrations have been processed. This is EXTREMELY important to complete. You will report students who have Never Attended (NA) or are not attending your course and students who have attended (AT) or are currently attending.

If you are marking students Never Attended (NA), please verify with your high school counselor. All students who are reported as Never Attended will be dropped from their course(s), after the reporting window closes. Students and instructors will be sent a notification from the Academic Records Office to the DMACC email.

High school counselors will be notified which students have been dropped as well. The student can complete registration paperwork to be added back to the class if needed.

Web Instructions for using the Web Info System to report Never Attended and/or All Attended
• Access the DMACC homepage (www.dmacc.edu).
• Click on myDMACC link or open a browser window and type in my.dmacc.edu.
• On the Sign In page, enter your DMACC Username and Password. Click Login.
  o Your username – The beginning of your DMACC email before the @
  o Your password - Your initial password is the last four digits of your DMACC ID.
You will have to reset it the first time you log in.
  o If the password provided is not successful, call DMACC Tech Support at 965-7300 to have it reset.

- Click on the Web Info System button on the left navigation. Or if on the Student, Faculty or Staff tab, click the + on the Web Info System button to expand the menu.
  o Web Info System PIN - If asked for a PIN (Personal Identification Number) when using the Web Info System, it may be viewed by expanding the menu under Web Info System and click View PIN.
- Click Faculty and Advisers on the Main Menu.
- Click the desired CRN and click Submit
- Click Attendance Reporting on the Faculty and Advisors screen
  o If a student has never attended this class or is not attending any more, select NA in the Grade column.
  o If a student is attending this class, select AT in the Grade column.
  o If all students have attended this class, simply click the All Students Attending button, and then click Submit.
  o A mark is required for every student. Reporting will not submit unless there is a mark for every student. A warning message will appear if you have missed a student.
  o Click on “CRN selection” at the very bottom of the page to report grades for another class.

You can make changes to your entries up until the reporting window closes. As a security feature, your access to the Web Info System, will time-out after 30 minutes of inactivity. If you have entered attendance but have not clicked “Submit”, any grades entered will not be saved if the system times out.

If you are experiencing difficulties logging in, call Tech Support @ 515-965-7300 for assistance. For site navigation inquiries, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

Roster Checks

Instructors will receive an email from a DMACC Career Advantage Advisor each semester if you need to check your rosters. This will occur after all registrations have been processed. This is EXTREMELY important to complete. It allows DMACC to verify if we are missing students who should be registered OR that we need to drop a student who is no longer in the course. Students who remain registered but are not in the course will receive an “F” on their DMACC transcript.

- If a student needs to be added to the class – please have the student complete and submit a Career Advantage Registration Form. Forms may returned to the high school counselor and then should be sent to the DMACC Career Advantage Advisor.
• If a student needs to be dropped – please inform your DMACC Career Advantage Advisor and they will follow up with the high school counselor for appropriate paperwork.

**Web Instructions for Checking Class Rosters**

- Access the DMACC homepage ([www.dmacc.edu](http://www.dmacc.edu)).
- Click on myDMACC link or open a browser window and type in my.dmacc.edu.
- On the Sign In page, enter your DMACC Username and Password. Click Login.
  - Your username – The beginning of your DMACC email before the @
  - Your password - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
  - If the password provided is not successful, call DMACC Tech Support at 965-7300 to have it reset.
- Click on the Web Info System button on the left navigation. Or if on the Student, Faculty or Staff tab, click the + on the Web Info System button to expand the menu.
  - Web Info System PIN - If asked for a PIN (Personal Identification Number) when using the Web Info System, it may be viewed by expanding the menu under Web Info System and click View PIN.
- Click Faculty and Advisers on the Main Menu.
- Click Summary Class List.
- Select a Term from the drop down menu (e.g. Fall 2018), click Submit.
- Click a Class (CRN) and submit.
- Report any changes that need to take place to your DMACC Advisor immediately.

If you are experiencing difficulties logging in, call Tech Support @ 515-965-7300 for assistance. For site navigation inquiries, you can contact Tech Support or your high school Career Advantage advisor. THE WEB INFO SYSTEM IS NOT AVAILABLE FROM 2:30 a.m. TO 5:30 a.m.

**Drops/Adds**

If a student Adds OR Drops your class AFTER you have checked your rosters. Please make sure the following occurs:

- **Adding a Student:** Please have the student complete a Career Advantage Registration Form. Forms may be turned into the High School guidance office and they can forward to the DMACC Career Advantage Advisor
- **Dropping a Student:** Please inform your DMACC Advisor and they will follow up with the High School Guidance Office to obtain an official DMACC drop form.

**Final Grade Reporting**

- You will receive an email from your DMACC Career Advantage Advisor each semester reminding you when the web opens and closes for grade reporting. Instructions are listed below for final grade reporting
- **DMACC Web Instructions for Final Grade Reporting**
Click on **myDMACC** link or open a browser window and type in [my.dmacc.edu](http://my.dmacc.edu).

On the Sign In page, enter your DMACC Username and Password. Click Login.

- **Your username** – The beginning of your DMACC email before the @
- **Your password** - Your initial password is the last four digits of your DMACC ID. You will have to reset it the first time you log in.
- If the password provided is not successful, call DMACC Tech Support at 965-7300 to have it reset.

Click on the Web Info System button on the left navigation. Or if on the Student, Faculty or Staff tab, click the + on the Web Info System button to expand the menu.

- **Web Info System PIN** - If asked for a PIN (Personal Identification Number) when using the Web Info System, it may be viewed by expanding the menu under Web Info System and click View PIN.

Click **Faculty and Advisers** on the Main Menu.

Click **Final Grades**

- **Select a Term** from the drop down menu (e.g. Fall 2018), click **Submit**
- **Select a Course** from the drop down menu and enter grades for each course you teach
  - Do not leave any grade spaces blank. The Web Info System will not accept partial rosters. A warning message will appear if you have missed a student.
  - Once all grades have been entered, click on the “Submit” button at the bottom of the roster. A message will appear stating, “The changes you have made have been saved successfully.”

- Click on “CRN selection” at the bottom of the page to report grades for another class
- If there remains discrepancies with class lists, contact your DMACC Advisor immediately

You can make changes to your entries up until the reporting window closes. As a security feature, your access to the Web Info System, will time-out after 30 minutes of inactivity. If you have entered grades but have not clicked “Submit”, any grades entered will not be saved if the system times out.

**Assessment at DMACC**

The primary purpose of assessment is to support teaching and improve student learning. Assessment at DMACC is learner-centered and faculty-driven. Each department and program will engage in district-wide collaboration and communication regarding assessment procedures. The assessment process will respect student and faculty privacy and will not be used for faculty evaluation or comparative judgments of departments or programs. DMACC will look at the alignment of assessment with college curriculum standards and outcomes as they relate to the course competencies.
Concurrent Enrollment Faculty are expected to fully participate in district-wide course level assessment-related activities at DMACC. These activities may vary from exams to student submitted essays. Individual departments will determine the course assessment schedule, based upon a 5-year plan. Concurrent enrollment faculty will be required to submit all data, required documents, assessment instruments, and testing materials in accordance with established timelines. Sections identified for assessment during the 2018-2019 academic school year are listed in the table below.

Your DMACC Career Advantage Advisor will communicate and provide you information at the beginning of the fall and spring semesters. Communication at the beginning of the fall/spring semester will include an electronic copy of the course-level assessment and/or essay instructions. Your DMACC Career Advantage Advisor, at the mid-point of the semester, will provide assessment instructions and all assessment related materials needed to administer the course-level assessment to your students (instructions, copies of exams, answer key, scantron forms).

At any point you may communicate any concerns regarding the assessment to your DMACC district/program chair or career advantage academic advisor.

For a full list of DMACC Assessment Policies, please visit: https://www.dmacc.edu/oie/Documents/AssessmentCommissionPolicies.pdf

Courses Selected for Assessment: 201901 (Fall 2018)
*Identified by course acronym and number

| ACC 111 | BCA 212 | DHY 121 | GRD 439 | MGT 101 | WDV 101 |
| ACC 131 | BIO 112 | DHY 161 | GRT 400 | MKT 150 | WEL 228 |
| ACC 132 | BUS 102 | DHY 221 | HCM 143 | MLT 120 | WEL 233 |
| ADM 105 | BUS 148 | DHY 291 | HCM 144 | MLT 242 |
| ADM 157 | BUS 185 | DRA 130 | HCR 260 | MLT 251 |
| ADM 221 | BUS 186 | DSL 145 | HIS 112 | MOR 335 |
| ADN 240 | BUS 220 | DSL 356 | HIS 163 | MOR 336 |
| AGA 154 | CAD151 | DSL 546 | HIS 211 | MOR 365 |
| AGH 123 | CAD153 | DSL 606 | HIS 257 | MUS 100 |
| AGS 114 | CAD215 | DSL 845 | HIS 266 | NET 163 |
| AGV 133 | CAD246 | ECE 262 | HIT 125 | NET 202 |
| AGV 170 | CET 113 | EDU 210 | HSV 109 | NET 612 |
| APP 111 | CET 240 | EGR 161 | HSV 130 | PHI 105 |
| APP 260 | CET 243 | ELT 123 | HUM 120 | PHI 110 |
| ARC 110 | CHM 175 | ELT 147 | IND 144 | PHY 106 |
| ARC 111 | CIS 125 | ELT 148 | ITR 101 | PHY 213 |
| ARC 160 | CIS 169 | ELT 303 | ITR 102 | POL 111 |
| ARC 170 | CIS 303 | ELT 791 | JOU 110 | POL 121 |
| ART 143 | COM 703 | ENG 060 | JOU 121 | PSY 102 |
### Courses Selected for Assessment: 201902 (Spring 2019)
<sup>*Identified by course acronym and number</sup>

| ACC 111 | AUT 704 | CRJ 303 | GEO 125 | MKT 199 |
| ACC 131 | AUT 823 | CRR 325 | GRD 430 | MLT 232 |
| ACC 132 | AUT 834 | DEA 263 | GRD 453 | MOR 315 |
| ADM 157 | AUT 842 | DEA 321 | GRD 463 | MOR 335 |
| ADM 221 | BCA 212 | DEA 615 | GRD 464 | MOR 336 |
| ADN 240 | BIO 112 | DEA 702 | HCM 100 | MOR 345 |
| AGA 284 | BMA 175 | DHY 141 | HCM 320 | MOR 366 |
| AGB 802 | BUS 102 | DHY 230 | HCR 307 | MUS 202 |
| AGB 812 | BUS 148 | DHY 251 | HIS 112 | NET 139 |
| AGC 420 | BUS 185 | DHY 301 | HIS 150 | NET 173 |
| AGG 323 | BUS 186 | DRA 101 | HIS 153 | PHI 105 |
| AGV 109 | BUS 220 | DSL 555 | HIS 211 | PHI 110 |
| AGV 134 | CAD152 | DSL 606 | HIS 257 | PHR 185 |
| AGV 165 | CAD154 | DSL 855 | HIS 266 | PHY 106 |
| APP 211 | CAD248 | ECE 262 | HIT 120 | PHY 213 |
| APP 230 | CAD254 | ECE 359 | HON 100 | POL 111 |
| ARC 115 | CAT 433 | EDU 210 | HSV 109 | POL 121 |
| ARC 172 | CAT 435 | EGR 100 | HSV 130 | PSY 140 |
| ARC 173 | CET 152 | EGR 151 | HUM 120 | PSY 172 |
| ART 143 | CET 153 | ELT 387 | ITR 103 | RCP 360 |
| ASM 280 | CET 252 | ELT 388 | ITR 104 | RCP 410 |
| ATF 330 | CET 255 | ENG 106 | JOU 110 | SDV 108 |
| AUT 112 | CHM 175 | ENV 116 | JOU 124 | SOC 200 |
| AUT 114 | COM 703 | ESL 096 | LIT 111 | SUR 200 |
| AUT 163 | CRC 132 | ESL 107 | LIT 142 | SUR 420 |
| AUT 242 | CRJ 120 | FIN 121 | MAP 118 | TEL 220 |
| AUT 243 | CRJ 176 | FIN 180 | MFG 105 | WAT 330 |
| AUT 404 | CRJ 264 | FLF 151 | MFG 132 | WDV 101 |
| AUT 524 | CRJ 277 | FLF 152 | MFG 132 | WEL 241 |
| AUT 535 | CRJ 296 | FLS 151 | MFG 252 | WEL 244 |
| AUT 615 | CRJ 301 | GEO 124 | MFG 411 | WEL 254 |
| AUT 652 | CRJ 302 | GEO 111 | MFG 413 | WTT 103 |

**Important Career Advantage Dates 2018-2019**

- **September 4**: Web Opens for Instructors to report attendance for courses taught in the high school.
- **September 21**: Web Closes at midnight for Instructors to report attendance for courses taught in the high school.
- **October 1**: Last day to drop a Career Academy program and all courses taught in the High School without the school being billed.
- **October 16**: Last day to drop all courses taught in the High School. “W” recorded on student transcript after this date.
- **November 9**: Last day to drop all courses taught in the High School. “F” recorded on student transcript after this date.
- **December 7**: Web Opens for Instructors to report final grades.
- **January 15**: Web Opens for Instructors to report attendance for courses taught in the high school.
- **January 22**: Last day for Instructors to report student grades for High School taught courses.
- **February 1**: Final DMACC transcripts sent for fall semester (per student request).
- **February 4**: Web Closes at midnight for Instructors to report attendance for courses taught in the high school.
- **February 27**: Last day to drop all courses taught in the High School. “W” recorded on student transcript after this date.
- **March 1**: Last day to drop a Career Academy program and all courses taught in the High School without the school being billed.
- **April 15**: Last day to drop all courses taught in the High School. “F” recorded on student transcript after this date.
- **April 26**: Web Opens for Instructors to report grades final grades.
- **June 6**: Last day for Instructors to report student grades for High School taught courses.
- **June 14**: Final DMACC transcripts sent for spring semester (per student request).

**Career Discovery Days & Discover DMACC Days**
• **Discover DMACC Days** gives students the chance to experience DMACC first hand. High school students are encouraged to come spend a morning or evening with us, learn about programs, financial aid, student life and take a tour.  
  [www.dmacc.edu/prospectivestudents/pages/discover.aspx](http://www.dmacc.edu/prospectivestudents/pages/discover.aspx)

• **Career Discovery Days** allows students to discover their unique interests and skills while exploring various career paths. Events include hands-on activity sessions, business tours, and educational and career information from instructors and business professionals.  
  [www.dmacc.edu/careerdiscovery/Pages/careerdiscovery.aspx](http://www.dmacc.edu/careerdiscovery/Pages/careerdiscovery.aspx)

• Interested in bringing your students to a DMACC Event? Contact your DMACC Advisor for assistance
DMACC Career Advantage concurrent enrollment program is accredited through the “The National Alliance for Concurrent Enrollment Partnerships” (NACEP) [www.nacep.org](http://www.nacep.org), which the Iowa Department of Education is utilizing as the audit and oversight process for community colleges. This accreditation allows for a more cohesive approach in concurrent programs. The following are requirements that must be met by all CE instructors:

**Credentials**
Concurrent enrollment (CE) instructors are expected to have credentials equivalent to those required of full-time instructors at DMACC. Instructor credentials are reviewed by the appropriate dean before a DMACC Application for Employment is completed. CE instructors will complete a DMACC Application for Employment to be filed with our human resources department. In addition, transcripts, a resume and additional forms required to establish an e-mail account, etc. will be requested.

**Professional Development**
Career Advantage instructors are required to participate annually in DMACC-provided professional development related to the discipline the instructor teaches. Professional development may take many different forms, including face-to-face, workshops, online training and/or collaborative meetings. Professional development opportunities will be communicated to instructors as they become available.

**Peer Collaboration and Site Visits**
DMACC faculty will collaborate and serve as a resource with the high school instructor to answer questions they have in regard to curriculum, district-wide assessments, textbooks, assignments and activities. Every three years, a scheduled visit will be made to the high school classroom to observe, collaborate and share ideas.

**Assessment**
DMACC courses with district-wide assessments require Career Advantage courses to utilize the same assessment. If you are teaching a course that is being assessed, your Career Advantage Advisor will communicate this to you.

**Surveys**
Each term, all Career Advantage courses will be required to administer a brief end of course student evaluation. Evaluations will be delivered to each instructor within the last few weeks of the semester to allow adequate time for completion. In addition, once every three years, all instructors, guidance counselors and principals will be asked to complete an impact survey related to Career Advantage programming.