DualEnroll for Instructors

Our new software system, DualEnroll (slu.dualenroll.com), enables the SLU 1818 Program to manage the following tasks for all SLU 1818 high school instructors:

- intent-to-teach
- syllabus upload and review

Each Instructor will have a unique log on to the system. You should have already completed the log in process last semester. If you are a new instructor and have not completed the process yet, check your spam for the email that allows you to log in.

If you have not received your log-on information contact 1818@slu.edu

Step 1: Log into DualEnroll using your credentials. https://slu.dualenroll.com

Your landing page will look like this:

Step 2: Click on Ongoing Requirements:

Step 3: In our example, the instructor has been asked for items, you will notice that the "next steps" are highlighted to prompt you as the instructor to complete a task:

Step 4: Click on the "Intention to Teach Course" individually for both the Fall and Spring semester courses. Click on the drop down and reply whether you will be teaching the listed course for the stated semester.

Finish by clicking on the "Complete Step" button.

If you will be teaching a course that is different from that listed on the Ongoing Requirements, select no, and please contact us at 1818@slu.edu

Step 5: Click on the "Upload Syllabus" by the required due date. On this screen you will do one of two things:

1. If you are teaching the course-click on the choose file right below the Term.
Select "Syllabus."
Upload the syllabus for the course from your computer.
If you need to enter any communication for the liaison, you can type it in the comment box or attach a file below the comment box by clicking on "Choose File."
Click "Complete Step."
2. If you are NOT teaching the course-click on the small box "I'm not teaching this course this term" and "Complete Step."

Instructor: Upload Syllabus

Please provide an updated syllabus and any other course materials you deem appropriate for the course listed below. If you will not be teaching the course for the indicated term, please check the box "I am not teaching this course this term" rather than uploading any documents.

Course Information

Instructor: ▮▮▮▮▮

Course: HIST 1600 History of the U.S. to 1865

Term: Fall 2024

Document	Size	Date	Filename	
Syllabus Template	341960	2024-04-17	▮▮▮▮▮	DELETE

Choose File | No file chosen   Kind of Document: [syllabus ˅]

☐ I'm not teaching this course this term

Comments

Note: comments entered here will be communicated to the college and will be visible to other participants.

[   ]

Or upload a comments file (PDF only): Choose File | No file chosen

COMPLETE STEP

Please note that any time you enter a response via this system, it will initiate a comment to the liaison that will be visible via their DualEnroll log in and in the email notification that they receive from DualEnroll.

Also, note that once you complete a step, it will then move to the appropriate Liaison or College personnel for review and will no longer be highlighted yellow for the instructor to complete.

You can see the history of the step by clicking on the ellipsis next to the step.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Course/Description	Type	Term or Due Date	Next Steps	
HIST 1600 History of the U.S. to 1865 [+]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course	⋮
HIST 1610 Hist of the U.S. Since 1865 [+]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course	⋮
HIST 1600 History of the U.S. to 1865 [+]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus	⋮
HIST 1610 Hist of the U.S. Since 1865 [+]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus	⋮

Step 6: The Review Syllabus will now be sent to the departmental liaison. They will provide their assessment of the syllabus, using the radio buttons below. Several things could happen:

1. The Liaison and the College review the syllabus and approve.
   This makes the step complete.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Course/Description	Type	Term or Due Date	Next Steps	
HIST 1610 Hist of the U.S. Since 1865 [+]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus	⋮
HIST 1600 History of the U.S. to 1865 [+]	Intention To Teach	May 15, 2024	Complete	⋮
HIST 1600 History of the U.S. to 1865 [+]	Syllabus Update	July 26, 2024	Complete	⋮
HIST 1610 Hist of the U.S. Since 1865 [+]	Intention To Teach	May 15, 2024	Complete	⋮

2. If necessary, they will select the second option "Request additional information or a different document," and they will be required to supply comments as to why they are asking for revisions to your syllabus. Any time your liaison submits a comment you will receive an email notification. Click on the "History" when looking for the comments. They may even attach an additional document if necessary.

Approval Decision

Please indicate your approval below:

- ○ Syllabus approved as aligned with college curriculum.
- ● Request additional information or a different document (comments required below).
- ○ Confirmed instructor is not teaching course this term.
- ○ Syllabus not satisfactory (please provide feedback in comments box below).

Comments (mandatory)

Note: comments entered here will be communicated to the instructor and will be visible to other participants.

Please add the 2024-2025 academic calendar to your document. I have attached it here.

Or upload a comments file (PDF only): | Choose File | Academic S... AY23-24.pdf

[hide history]

You will continue this back-and-forth until the syllabus is approved. At that time, it will go to the 1818 office for approval. Once approved by the office it will indicate as "complete."

Every week the 1818 Office will send reminders through DualEnroll to Liaisons and Instructors about which syllabi are pending completion by the due date.