



# Career Advantage

# Concurrent Enrollment Instructor Guide

**If you have questions or need more information please contact,**

[www.dmacc.edu/careeradvantage](http://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 2019-2020.....	11
Career Discovery Days & Discover DMACC Days .....	12
National Alliance for Concurrent Enrollment Partnerships .....	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., ehutton23).
- **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

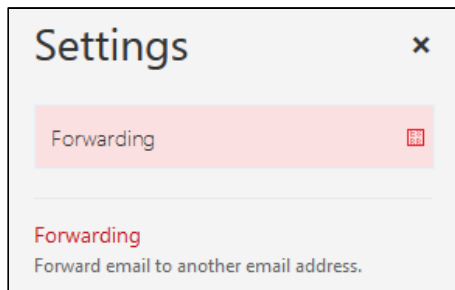
## DMACC Email

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.

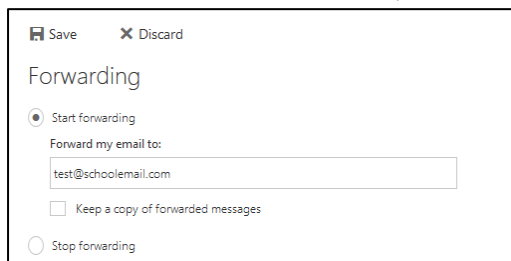
Although communication will be primarily communicated to concurrent enrollment faculty through their high school email address, it is strongly encouraged that you check your DMACC email periodically. Important information is communicated from the college related to the discipline area you teach in. We 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



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



- 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](http://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 your 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 to Lisa Carlson at [lcarlson1@dmacc.edu](mailto:lcarlson1@dmacc.edu). 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 1<sup>st</sup> semester, we don't need another if offered 2<sup>nd</sup> 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 by the deadlines listed in the "Important Career Advantage Dates 2019-2020" on page 11. 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](http://www.dmacc.edu)).
- 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 515-965-7300 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 the desired **CRN** and click Submit
  - Click **Attendance Reporting** on the Faculty and Advisors screen
    - If a student has never attended this class or is not attending any more, select **NA** in the Grade column.
    - If a student is attending this class, select **AT** in the Grade column.
    - If all students have attended this class, simply click the *All Students Attending* button, and then click Submit.
    - 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.
    - 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](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 515-965-7300 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 2019), 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 inquires, 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. This is **EXTREMELY** important to complete by the deadlines listed in the “Important Career Advantage Dates 2019-2020” on page 11. 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 515-965-7300 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 2019), 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 2019-2020 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 if requested). At this same time, you will also receive instructions on how to submit your assessment results. Based on the assessment activity, you will either be directed to submit your assessment results directly to the program/district chair OR through a proficiency link accessible through Blackboard Community.

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: 202001 (Fall 2019)**

*\*Identified by course acronym and number*

ACC 111	ART 102	BIO 113	COM 703	ELT 324	HCM 215	MAT 110	PHY 213
ACC 131	ART 189	BIO 186	CRC 175	ELT 325	HCR 270	MAT 121	POL 111
ACC 132	ART 283	BUS 102	CRJ 167	ELT 474	HCR 307	MAT 130	POL 112
ADM 105	ASM 280	BUS 112	CRJ 245	ELT 475	HIS 150	MAT 217	POL 121
ADM 157	ATF 346	BUS 131	CRJ 276	ELT 792	HIS 153	MFG 121	POL 129
ADM 162	ATG322	BUS 185	CRJ 305	ENG 060	HIS 201	MFG 127	PSY 261
ADM 221	ATG337	BUS 186	CRJ 333	ENG 105	HIS 211	MFG 172	RCP 100
ADN 420	ATG340	BUS 260	CRR 876	ENG 145	HIS 257	MFG 250	RCP 500
ADN 450	ATG345	CAD151	DEA 253	ESL 093	HIS 266	MFG 402	RDG 038
AGA 114	AUT 111	CAD153	DEA 256	ESL 094	HIT 290	MFG 403	RDG 039
AGB 101	AUT 114	CAD215	DEA 507	FIN 101	HON 200	MGT 147	RDG 049
AGH 106	AUT 163	CAD246	DHY 121	FIN 180	HSC 182	MKT 110	REL 101
AGH 146	AUT 242	CAT 430	DHY 161	FIN 214	HSV 185	MLT 120	SDV 108
AGH 159	AUT 243	CAT 431	DHY 221	FLF 151	HSV 255	MLT 242	SDV 115
AGS 242	AUT 404	CET 113	DHY 261	FLF 152	HUM 116	MLT 251	SDV 165
AGT 120	AUT 524	CET 240	DRA 130	FLS 151	INF 220	MOR 941	SOC 120

AGV 133	AUT 535	CET 243	ECE 268	FLS 152	INF 230	MUS 102	SPC 122
AGV 140	AUT 601	CHM 132	ECE 343	GEO 111	ITR 101	NET 123	SUR 130
AGV 170	AUT 615	CIS 125	ECN 120	GEO 124	ITR 102	NET 226	SUR 140
APP 250	AUT 652	CIS 161	ECN 130	GEO 125	JOU 110	NET 612	TEL 213
APP 270	AUT 834	CIS 169	EDU 210	GRD 421	JOU 122	PHI 101	TEL 240
ARC 110	AUT 842	CIS 174	EDU 218	GRD 459	LIT 105	PHI 105	WAT 309
ARC 111	BCA 212	CIS 175	EGR 155	GRD 483	LIT 110	PHI 110	WDV 101
ARC 160	BIO 104	CIS 330	EGR 161	GRT 404	LIT 166	PHS 152	WEL 262
ARC 170	BIO 112	CIS 332	EGR 166	HCM 210	MAP 544	PHY 106	WEL 266

**Courses Selected for Assessment: 202002 (Spring 2020)**

*\*Identified by course acronym and number*

ACC 111	ATF 344	BIO 186	COM 703	ECN 130	GRD 485	MAT 110	POL 112
ACC 131	ATG312	BMA 177	CRC 165	EDU 210	HCM 300	MAT 121	POL 121
ACC 132	ATG320	BUS 102	CRJ 176	EDU 218	HCR 290	MAT 130	POL 129
ADM 188	ATG328	BUS 112	CRJ 220	EGR 100	HIS 113	MAT 217	PSY 281
ADM 936	ATG329	BUS 131	CRJ 264	EGR 151	HIS 150	MFG 261	RCP 360
ADN 420	ATG333	BUS 185	CRJ 277	EGR 152	HIS 153	MFG 273	RCP 410
ADN 450	ATG350	BUS 186	CRJ 296	ELT 125	HIS 201	MFG 381	REL 101
AGA 211	ATG354	BUS 260	CRJ 305	ELT 131	HIS 211	MFG 411	SOC 120
AGH 106	AUT 112	CAD152	CRR 872	ELT 722	HIS 257	MGT 194	SPC 120
AGH 146	AUT 114	CAD154	DEA 263	ENG 105	HIS 266	MKT 182	SPC 122
AGH 154	AUT 163	CAD248	DEA 321	ENG 145	HIT 420	MLT 232	SPC 170
AGS 319	AUT 242	CAD254	DEA 576	ESL 093	HON 200	MLT 289	SUR 200
AGV 109	AUT 243	CAT 434	DEA 591	ESL 094	HSC 182	MLT 292	SUR 420
AGV 134	AUT 404	CET 152	DEA 615	FIN 101	HSV 185	MOR 315	TEL 223
AGV 165	AUT 524	CET 153	DEA 702	FIN 180	HSV 255	MUS 204	WAT 311
ANT 100	AUT 535	CET 252	DHY 141	FIN 214	HUM 116	NET 139	WDV 101
ANT 202	AUT 601	CET 255	DHY 230	FLF 151	IND 146	NET 227	WEL 251
APP 291	AUT 615	CHM 132	DHY 251	FLF 152	INT 124	NET 612	WEL 252
ARC 115	AUT 652	CIS 125	DHY 301	FLS 151	ITR 103	PHI 105	
ARC 172	AUT 823	CIS 161	DRA 101	FLS 152	ITR 104	PHI 110	
ARC 173	AUT 834	CIS 169	DSL 438	GEO 124	JOU 110	PHR 185	
ART 102	AUT 842	CIS 174	ECE 268	GEO 125	JOU 122	PHS 152	
ART 225	BIO 104	CIS 174	ECE 343	GRD 403	LIT 111	PHY 106	
ART 227	BIO 112	CIS 303	ECE 359	GRD 405	LIT 142	PHY 213	
ASM 280	BIO 113	CIS 332	ECN 120	GRD 448	MAP 118	POL 111	

## Important Career Advantage Dates 2019-2020

### Fall

August 30	Course syllabi are due
September 3	Web Opens 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 4	Web Closes at midnight for Instructors to report attendance for courses taught in the high school
October 15	Last day to drop all courses taught in the High School. "W" recorded on student transcript after this date
November 13	Last day to drop all courses taught in the High School. "F" recorded on student transcript after this date
December 6	Web Opens for Instructors to report final grades
January 21	Last day for Instructors to report final grades for courses taught High School for fall
February 4	Final DMACC transcripts sent for fall semester (per student request)

### Spring

January 14	Web Opens for Instructors to report attendance for courses taught in the high school for spring
January 17	Course syllabi are due
February 17	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 10	Last day to drop all courses taught in the High School. "F" recorded on student transcript after this date
April 24	Web Opens for Instructors to report grades final grades
June 4	Last day for Instructors to report student grades for High School taught courses
June 16	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 campus on a tour or to a DMACC Event? Contact your DMACC Advisor for assistance



## National Alliance for Concurrent Enrollment Partnerships

[www.nacep.org](http://www.nacep.org)

DMACC Career Advantage concurrent enrollment program is accredited through the National Alliance for Concurrent Enrollment Partnerships (NACEP) which the Iowa Department of Education is utilizing as the audit and oversight process for the concurrent enrollment programs at community colleges. This accreditation allows for a more cohesive approach in concurrent programs. The following are requirements that must be met by all concurrent enrollment instructors:

### Credentials

Concurrent enrollment 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. Concurrent enrollment instructors will complete a DMACC Application for Employment to be filed with our human resources department. In addition, transcripts, resume, and additional forms required to establish an e-mail account, etc. will be requested.

### Professional Development

Concurrent enrollment 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 concurrent enrollment 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 all 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 courses will be required to administer a brief end of course student evaluation. Evaluations will be sent to each student 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.