

High School Enrichment Instructions for High School Counselors High School Approver Registration Tasks

Welcome to the High School Enrichment Dual Enrollment Program at CCRI!

The college provides a convenient online registration process using DualEnroll.com. Here's how to complete the **High School Counselor** tasks associated with student registrations.

As a high school counselor, you will receive an email every time one of your students selects to register for a class using dualenroll.com. You can click on the link provided in the email to login or login from your computer or tablet by entering your credentials using the URL below:

<https://ccri.dualenroll.com>

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

REMEMBER ME:

LOGIN

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

Smithfield Counselor | Help | Logout
Dashboard Profile **Students** Courses Reports

The courses your students are currently registering for are shown below. The Steps column indicates what needs to be done to complete the registration 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 (the student, their parent/guardian, or their high school counselor).

SMITHFIELD SENIOR HIGH SCHOOL: Dual Enrollment Students [View all DE students](#) [View all student accounts](#)

View As: View By: Term: Step: Search:

Student	Course	Status	Step
Johnson, Sarah [+]	Tasks for the term: Fall 2018	[show]	High School: Approve Student for High School Enrichment Program
Johnson, Sarah [+]	Tasks for the term: Fall 2018	[show]	Pending: Application Response
Smith, Joe [+]	ADAS-2610 MS Office Applications III 0001 [+]	[show]	Student: Select Class Section
Smith, Joe [+]	ACCT-2020 Intermediate Accounting II 104 [+]	[show]	Complete
Smith, Joe [+]	Tasks for the term: Fall 2018	[show]	Complete

The toolbar at the top of the student list allows you to search, filter, and batch process. The default view presents a list of all students assigned to you with steps(tasks) highlighted in yellow. Use the **Step** filter to limit the student listing to a specific step.

The High School Counselor is responsible for two steps for every student registration: **Approve Student for program** and **Choose Course(s)**. These steps can be completed individually by **clicking on the link highlighted in yellow**.

Batch Process allows you to complete a group of registrations assigned to the same task/step – all at once (as opposed to individually).

To activate batch process, change the **View By** filter to **Step**. Then click on the **step highlighted in yellow** to complete that task for all students listed under that step.

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SMITHFIELD SENIOR HIGH SCHOOL: Dual Enrollment Students [View all DE students](#) [View all student accounts](#)

View As: View By: Term: Step: Search:

Student	Course	Status
<input checked="" type="checkbox"/> High School: Approve Student for High School Enrichment Program (2 remaining steps)		
<input checked="" type="checkbox"/> Johnson, Sarah [+]	Task for the term: Fall 2018	[show]
<input checked="" type="checkbox"/> Thompson, Steve [+]	Task for the term: Fall 2018	[show]

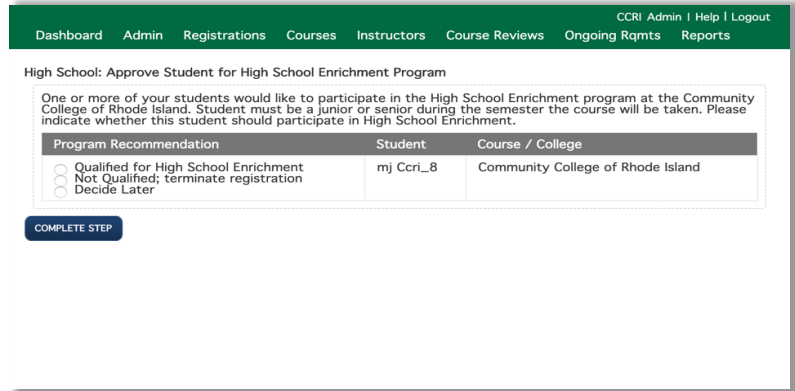
High School Approver Registration Tasks

High School: Approve Student for High School Enrichment

From the student listing, click on the **yellow highlighted link**.

For each student and course, indicate your decision(s) by clicking on the appropriate **radio button**.

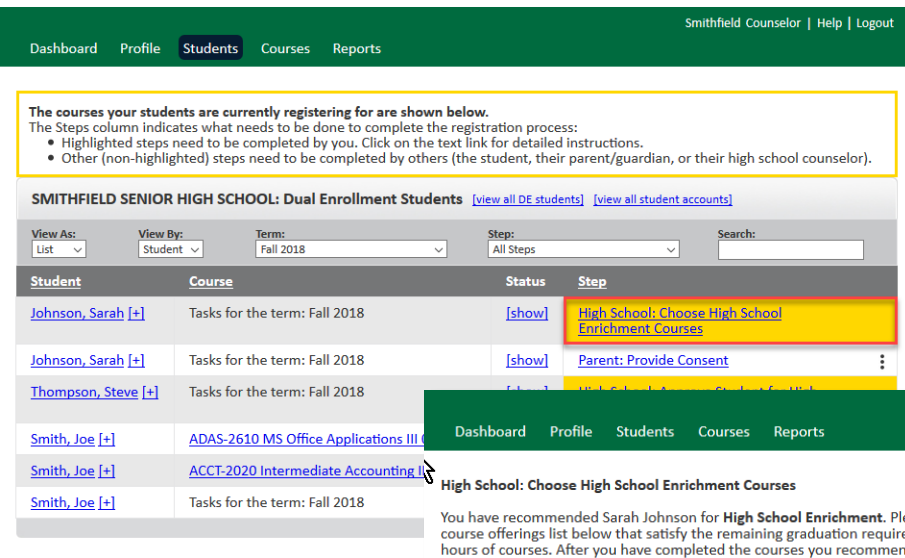
After indicating decision(s), click **COMPLETE STEP**.



High School: Choose High School Enrichment Courses

From the student listing, click on the **yellow highlighted link**.

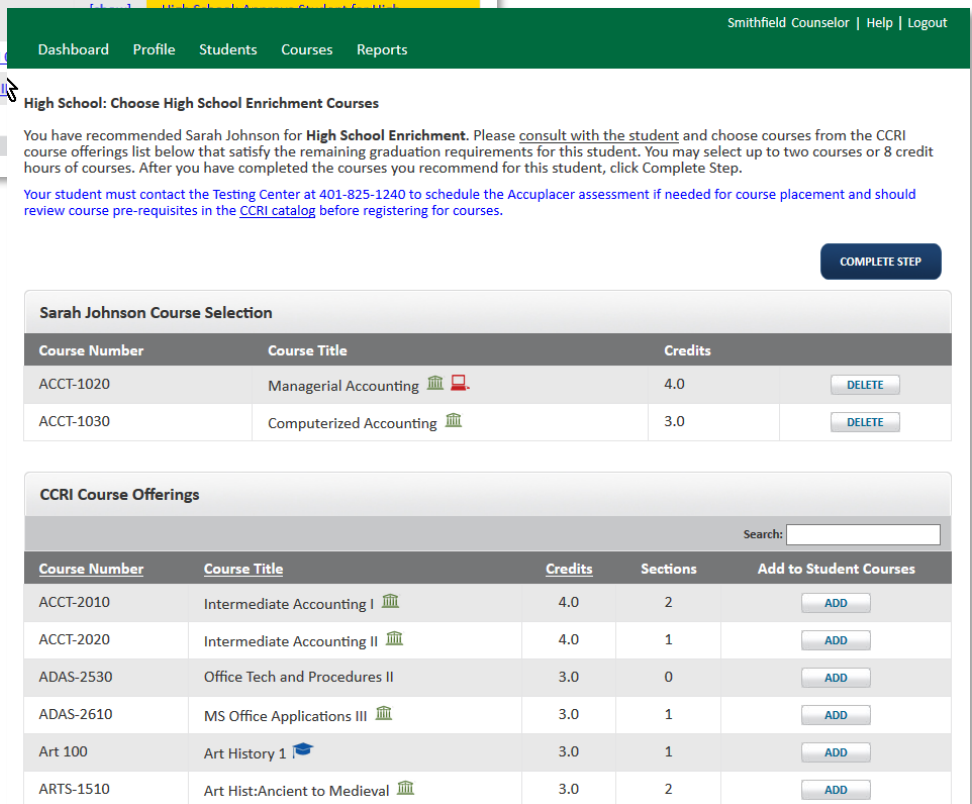
You will be taken to the course selection step where you will be able to request specific courses for the student.











After working with the student to determine which courses are appropriate, scroll or use the **Search** box to find the course.

Simply click on the **Add** button to add the course(s) then click on the **Complete Step** button when done.

Please note the instructions at the top of the page regarding the need to schedule a placement test if needed to meet course prerequisites.



Course Number	Course Title	Credits	
ACCT-1020	Managerial Accounting  	4.0	<input type="button" value="DELETE"/>
ACCT-1030	Computerized Accounting 	3.0	<input type="button" value="DELETE"/>

Course Number	Course Title	Credits	Sections	Add to Student Courses
ACCT-2010	Intermediate Accounting I 	4.0	2	<input type="button" value="ADD"/>
ACCT-2020	Intermediate Accounting II 	4.0	1	<input type="button" value="ADD"/>
ADAS-2530	Office Tech and Procedures II	3.0	0	<input type="button" value="ADD"/>
ADAS-2610	MS Office Applications III 	3.0	1	<input type="button" value="ADD"/>
Art 100	Art History 1 	3.0	1	<input type="button" value="ADD"/>
ARTS-1510	Art Hist: Ancient to Medieval 	3.0	2	<input type="button" value="ADD"/>

High School Approver Registration Tasks

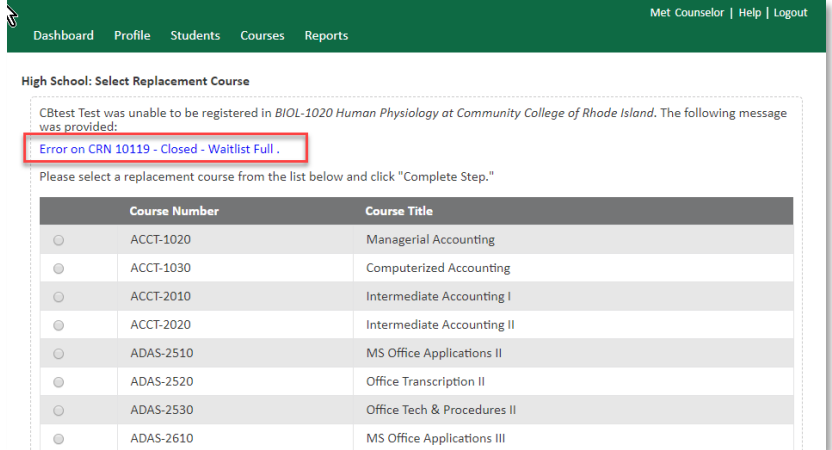
High School: Select Replacement Course

Some registration requests may be declined due to class being full or prerequisites not being met. The reason will be shown in blue at the top.

In those cases, you will see a new step - Select Replacement Course that allows you to pick another course for the student.

Just scroll to find the course, select the radio button next to the Course Number then click **COMPLETE STEP**.

The High School will pick an appropriate section or choose to select a different course.

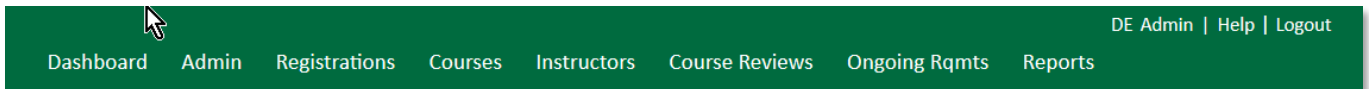


High School: Select Replacement Course

CBtest Test was unable to be registered in BIOL-1020 Human Physiology at Community College of Rhode Island. The following message was provided:
Error on CRN 10119 - Closed - Waitlist Full .

Please select a replacement course from the list below and click "Complete Step."

Course Number	Course Title
<input type="radio"/> ACCT-1020	Managerial Accounting
<input type="radio"/> ACCT-1030	Computerized Accounting
<input type="radio"/> ACCT-2010	Intermediate Accounting I
<input type="radio"/> ACCT-2020	Intermediate Accounting II
<input type="radio"/> ADAS-2510	MS Office Applications II
<input type="radio"/> ADAS-2520	Office Transcription II
<input type="radio"/> ADAS-2530	Office Tech & Procedures II
<input type="radio"/> ADAS-2610	MS Office Applications III



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

High School: Select Class Section

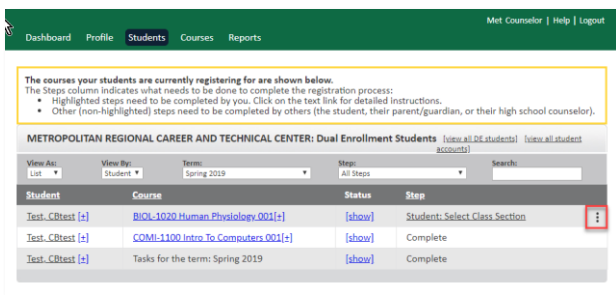
Please indicate the best section for the student for ACCT-2020 Intermediate Accounting II.

Section	Instructor	Location	Meets
<input type="radio"/> 104	ToBe Announced	Knight Campus - Warwick	7:00pm-9:10pm Tue Thu

Select a different course

COMPLETE STEP

Registration workflow history – Just click on the elipsis (three vertical dots) to the right of each row then click on **History** to see a complete history of the workflow including which steps are complete and who approved on what date.

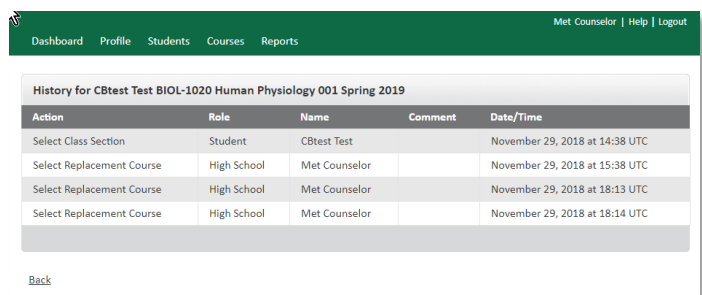


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METROPOLITAN REGIONAL CAREER AND TECHNICAL CENTER: Dual Enrollment Students

Student	Course	Status	Step
Test_CBtest [±]	BIOL-1020 Human Physiology 001[±]	[show]	Student: Select Class Section
Test_CBtest [±]	COMI-1100 Intro To Computers 001[±]	[show]	Complete
Test_CBtest [±]	Tasks for the term: Spring 2019	[show]	Complete

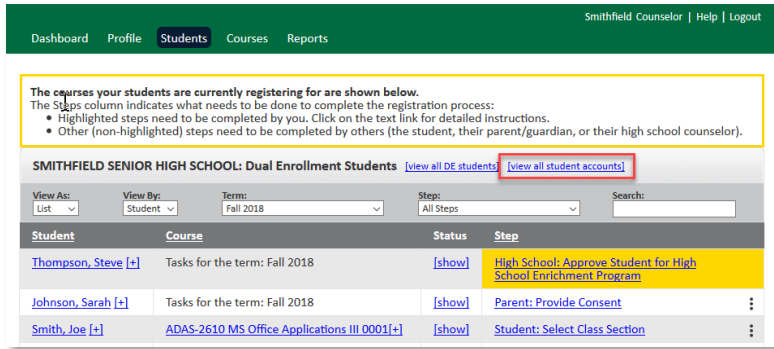


History for CBtest Test BIOL-1020 Human Physiology 001 Spring 2019

Action	Role	Name	Comment	Date/Time
Select Class Section	Student	CBtest Test		November 29, 2018 at 14:38 UTC
Select Replacement Course	High School	Met Counselor		November 29, 2018 at 15:38 UTC
Select Replacement Course	High School	Met Counselor		November 29, 2018 at 18:13 UTC
Select Replacement Course	High School	Met Counselor		November 29, 2018 at 18:14 UTC

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High School Approver Helpful Tools



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SMITHFIELD SENIOR HIGH SCHOOL: Dual Enrollment Students [\[view all DE students\]](#) [\[view all student accounts\]](#)

View As: List View By: Student Term: Fall 2018 Step: All Steps Search:

Student	Course	Status	Step
Thompson, Steve [+]	Tasks for the term: Fall 2018	[show]	High School: Approve Student for High School Enrichment Program
Johnson, Sarah [+]	Tasks for the term: Fall 2018	[show]	Parent: Provide Consent
Smith, Joe [+]	ADAS-2610 MS Office Applications III 0001[+]	[show]	Student: Select Class Section

Student Account Management Tools

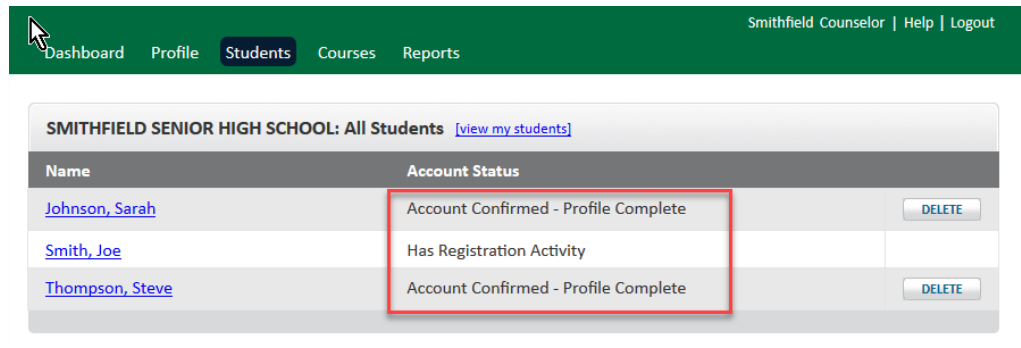
From the student listing, click on the [view all student accounts](#) link.

You will be taken to the student account page where you will be able to help students with their account if needed.

The **Account Status** column indicates the status of the student's login account.

Simply click on the student's name, then the [Account link](#) on right side.

You can reset the login name, email, phone or password. If the student hasn't successfully logged in yet, you can confirm their account for them so they are ready to log in.

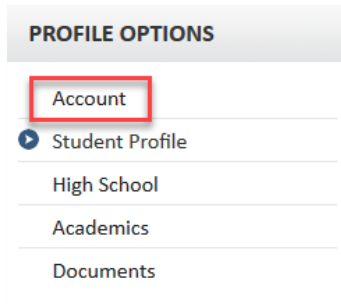


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Dashboard Profile **Students** Courses Reports

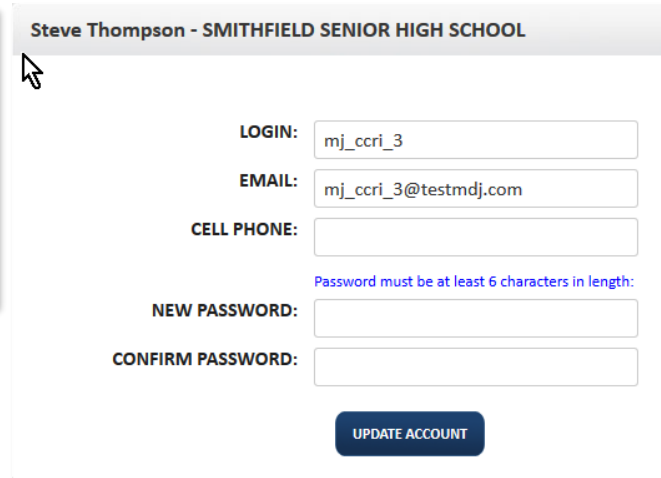
SMITHFIELD SENIOR HIGH SCHOOL: All Students [\[view my students\]](#)

Name	Account Status	
Johnson, Sarah	Account Confirmed - Profile Complete	DELETE
Smith, Joe	Has Registration Activity	
Thompson, Steve	Account Confirmed - Profile Complete	DELETE



PROFILE OPTIONS

- [Account](#)
- [Student Profile](#)
- [High School](#)
- [Academics](#)
- [Documents](#)



Steve Thompson - SMITHFIELD SENIOR HIGH SCHOOL

LOGIN:

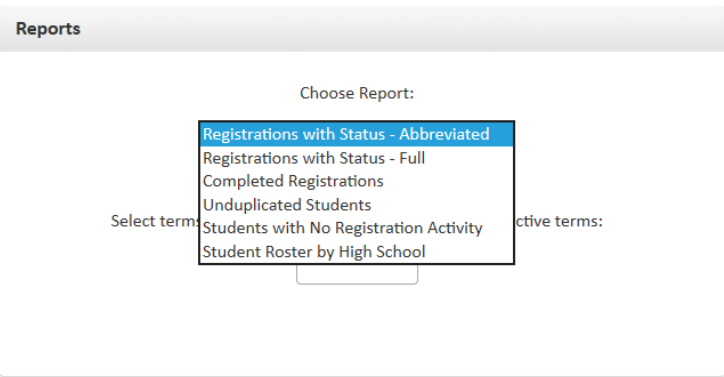
EMAIL:

CELL PHONE:

NEW PASSWORD:

CONFIRM PASSWORD:

UPDATE ACCOUNT



Reports

Choose Report:

- [Registrations with Status - Abbreviated](#)
- [Registrations with Status - Full](#)
- [Completed Registrations](#)
- [Unduplicated Students](#)
- [Students with No Registration Activity](#)
- [Student Roster by High School](#)

Select term: Active terms:

Reports

Just click on the Reports tab on the menu bar to access real-time reports.

You will be taken to the student account page where you will be able to help students with their account if needed.