



Concurrent Enrollment Instructor Guide

Rochester Community and Technical College

Concurrent Enrollment Teacher Responsibility Checklist

- Attend required CE teacher participation in college CEP orientation (F4) Date: _____
- Meet with liaison prior to semester start for course specific information/training (F2)
Date: _____
 - Review Concurrent Enrollment Instructor Guide (F4)
 - Create syllabi similar to college syllabi (C2)
 - Submit completed syllabi to Administrative Assistant to Dean of Career and Technical Education no later than the first week of classes (michele.altman@rctc.edu) (C2)
 - Determine and conduct one shared assessment and grade norming activity per class (must include details for A1 evidence with the Assessment Standard Form)
 - Set site visit date (C3) Site Visit Date: _____
- Liaison perform a site visit. Discuss and complete Site Visit form with liaison after the visit. (C3)
 - New CE teachers – liaison perform one site visit per course, per teacher each semester for the first year
 - Veteran CE teachers – liaison perform one site visit per teacher annually. For example, if you use English 1117 in one year, the next year use English 1118.
- Go over Student Handbook with students for any students that miss the original review with College Transition Advisor. (S3, S4)
- Attend both CEP Advisory Committee meetings (fall and spring) (P2)
- Attend RCTC Professional Development Days (when there is applicable content) and department meetings as you are able. Complete annual discipline-specific professional development and record all activities on the Professional Development Reporting Form (F3)
- Have students complete end of course evaluation per course section each semester (E1). This is online and information will be sent from Dean Jason Jadin.
- Keep student grades up to date in D2L and submit final grades in RCTC E-services
- Complete CEP stakeholder survey (sent annually) (P2)
- Complete Credential Annual Progress Report if you are a CE teacher working under conditional provisions. (F1)
- Submit college transcript annually if you are working under conditional provisions. (F1)

Pre-Class Meeting between Concurrent Enrollment High School Instructor and Liaison

- Attend the annual Concurrent Enrollment Professional Development Orientation
- Review “Non-Compliance Policies” regarding Professional Development and Course Content (see pages 4-5)
- Review the common course outline including learning outcomes and course objectives with concurrent enrollment liaison
<https://www.rctc.edu/academics/courses/course-outlines/>
- The review process for accessing RCTC’s Library materials & resources (See Page 16)
- Discuss assignments, assessments, grading, textbook criteria, textbook selection and other course-specific details (example: some concurrent enrollment instructors and liaisons guest-lecture in each other’s classes or create other opportunities for collaborations)
 - Paired student assessment tools from on-campus and concurrent enrollment sections – one paired example from each discipline for side-by-side comparisons (such as a final exam, lab exercise, essay assignment, or grading rubric)
- Review MNADE brochure “College Success” which outlines the differences between high school and college
<https://www.rctc.edu/wp-content/uploads/2018/06/MNADE-Transition-to-College-Brochure.pdf>

Syllabus Review and Submission to RCTC

- Review & discuss the “**Guidelines for Writing a Syllabus**” with your concurrent enrollment liaison. (See pages 13-15)
- See PSEO Concurrent Enrollment Website for additional syllabus resources such as syllabus checklist, template, and example syllabus.
<https://www.rctc.edu/hsconnections/college-credit/concurrent-enrollment/>
- Develop a syllabus based on the specific course outline provided by the RCTC department faculty.
- **NOTE:** The review of the syllabus should be completed before the course begins.
- After reviewing your course syllabus with the concurrent enrollment liaison, provide a copy to your concurrent enrollment liaison. Send a final copy to the CEP Administrative Support Michele Altman prior to the beginning of the course at michele.altman@rctc.edu.

Semester Contact Activities with Concurrent Enrollment Liaison

- Contact activities need to be determined by the concurrent enrollment instructor and concurrent enrollment liaison.
- Communication and coordination of classroom visits by both parties is a must.
 - Communicate and collaborate when classroom visit(s) will take place.
 - Determine what the classroom visit will entail.
- Required concurrent enrollment liaison visits: It is required to do 1 site visit per semester for new CE instructors and once per year for veteran CE Instructors. More is welcomed and encouraged.
- Review process for checking class lists on e-services.
- Possible activities may include discussing class assignments or projects, reviewing tests or papers,

observing classroom lectures/activities, student learning assessments, guest lecturing, and discussing teaching & learning pedagogy, strategies, etc.

Semester/Course Activities

- Review online student handbooks with students to ensure they understand academic policies related to the concurrent enrollment course and college resources. College Transition Advisor will review the first week of classes, please review with any students that miss.
- Review class lists to ensure students are registered for the college course.
- Submit student grades within three academic days of the end of the courses
- Communicate on a regular basis throughout the term with your liaison through phone calls, telecommunication, emails, in-person, etc.
- Assist and encourage students to complete course evaluation before semester end.

Post-Course Discussion of the Effectiveness of the Class

- Reviewed process for entering grades on e-services
- Reviewed deadlines for grade entry
- Discuss the following with the Liaison: what went well; what could be improved; any additional equipment needs; student learning assessment; grading practices; materials or training that would help improve the course in the future. Submit a summary of this conversation to Michele Altman at michele.altman@rctc.edu.

Miscellaneous Items

- Update professional information with RCTC annually as it relates to academic credentials
- Update personal information (e.g. address change) with RCTC as needed
- In addition to the annual Concurrent Enrollment Liaison/Mentee Workshop, invite high school teachers to other professional development workshops or activities

Concurrent Enrollment Instructor & Liaison Non-Compliance Policy for Professional Development

All concurrent enrollment instructors and liaisons are expected to attend college concurrent enrollment professional development activities to stay informed of college expectations as they relate to current course content and rigor.

The Academic Dean in charge of Concurrent Enrollment maintains documentation of concurrent enrollment professional development participation for all concurrent enrollment instructors and liaisons. Principals and deans will address non-compliance.

Concurrent Enrollment Instructor Non-Compliance Policy for Course Content

All concurrent enrollment instructors are expected to adhere to the RCTC common course outline content, academic rigor, and assessment components. Non-compliance occurs when any of the outlined concurrent enrollment courses content expectations are not adhered to.

If the faculty liaison has significant concerns regarding a concurrent enrollment instructor's adherence to the course content, academic rigor, and/or assessment components, the instructional issues will be addressed on a case-by-case basis, with the goal of assisting the concurrent enrollment instructor to correct the concerns.

1. The faculty liaison's concerns will be documented in writing in the site visit report and sent to the Academic Dean in charge of Concurrent Enrollment. The written document will be kept in the Concurrent Enrollment Program's Master Files.
2. The Academic Dean in charge of Concurrent Enrollment will contact the high school administrator to coordinate a meeting with the concurrent enrollment instructor, faculty liaison, an RCTC dean and high school administrator to discuss instructional concerns and develop an action plan.
3. The faculty liaison will follow up with the concurrent enrollment instructor, either through another meeting or through classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
4. If, after a thorough consultation and careful consideration, the faculty liaison and the Academic Dean determine that the course does not maintain college quality, the college will cancel the course for the subsequent academic year and the instructor will lose his/her status as a concurrent enrollment instructor in that discipline. The high school administration will be informed of the College's decision, and Academic Dean in charge of Concurrent Enrollment will work with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer concurrent enrollment courses in more than one discipline or course, the faculty liaison for each area will assess adherence to the course content. Cancellation of one concurrent enrollment course due to non-compliance does not automatically cancel other concurrent enrollment courses.

Concurrent Enrollment Website

The Concurrent Enrollment Website is located at <https://www.rctc.edu/hsconnections/college-credit/concurrent-enrollment/>

Please consult this webpage to access information about the concurrent enrollment program. Website categories include Students, Parents, High School Teachers, College Faculty Liaisons, Counselors, and High School Administrators.

WEB SECURITY ISSUES

Security is a critical issue when accessing the web to view course enrollment lists or enter student grades. The information contained on the Class Roster or Grade Data Entry screens is CONFIDENTIAL and the college cannot risk unauthorized access to student data. Please make certain that there is no opportunity for anyone but you to access these screens. The most basic security principles apply here: never share your log-in codes with anyone else or inadvertently make it possible for someone to obtain them without your permission, and always log-out when you are finished or interrupted.

In addition to the basic principles above, the following security points apply:

- Do not use a PIN that can be easily guessed by others.
- Always be aware of what is visible on the screen if someone enters your office and take proper precautions to keep confidential data from being inappropriately displayed/viewed.

Safeguarding the confidentiality of student data in general and academic performance, in particular, is a mission-critical responsibility regardless of what format is used to report and record grades. All college faculty and staff need to be constantly focusing on security issues and cognizant of their responsibilities in terms of student confidentiality and data integrity.

Guidelines for Writing a Course Syllabus

According to MinnState Board Policy 3.22, Course Syllabi: Each college and university shall establish institutional procedures which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first-class meeting. When courses are offered in a condensed format, the timeframe for distribution of the syllabus shall be adjusted accordingly.

The purpose of a course syllabus at RCTC is to communicate to students what the course is about, why the course is taught, what information will be taught, and what is required of students to complete the course.

Syllabus Required Elements

The syllabus is an expansion of the common course outline that includes details relevant to the instructor and semester offered. The syllabus must be distributed physically or electronically the first day of classes to all students registered in the course and filed with the Office of Academic Affairs in the first week of classes.

Required information items to be included on every course syllabus:

1. Course number and title – (verbatim from the Common Course Outline)
2. Credits and hours per week – (CCO verbatim)
3. Semester, year, and section number for this offering of the course
4. Instructor name
5. Instructor information (*office location, office hours, telephone, email, and other contact information*)
6. Catalog description – (CCO verbatim)

7. Prerequisite courses and any other recommended entry skills/knowledge – (CCO verbatim)
8. Calendar of major assignments, exams, and papers with tentative due dates
9. Readings/required textbooks, and/or other required or recommended readings
10. Specific methods of assessing student learning,
11. Signature assessment, (if applicable)
12. Instructor’s attendance policy
13. Instructor’s grading system (percent, weight, etc.)
14. Outline of the specific content to be covered – (CCO verbatim)
15. Course learning outcomes/competencies – (CCO verbatim)
16. Minnesota transfer curriculum (MnTC) goals and the associated learning outcomes (if applicable) – (CCO verbatim)
17. RCTC Core Outcomes - (CCO verbatim) - Include the following:
This class contributes to meeting the following Core Outcomes:
[choose the Core Outcome(s) listed on the CCO]
Communication. Students will communicate appropriately for their respective audiences.
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
Personal and Professional Accountability. Students will take responsibility as active learners for achieving their educational and personal goals.
Global Awareness and Diversity. Students will demonstrate an understanding of and respect for human diversity through their words and actions.
18. Any required information such as fees or directives on hazardous materials – (CCO verbatim)

The following RCTC Common Syllabi Statements must be included on all syllabi:

- Institutional Academic Integrity Statement
- Americans with Disabilities Act
- Military Friendly Statement
- Title IX Statement

Request for alternative format for feedback (*if applicable*). Include the following statement. “At times I may provide feedback in the form of audio or video. If you would like an alternative format, please inform me by email.

RCTC Common Syllabi Statements:

Academic Integrity Statement

The primary academic mission of Rochester Community and Technical College (RCTC) is to provide quality learning opportunities for students. Acts of academic dishonesty undermine the educational process and the learning experience for the student and our college community. It is the responsibility of the student to complete their academic requirements with integrity and not engage in acts of cheating, plagiarism, or collusion. The College expects that students are submitting work and materials that reflects their individual learning and efforts within their course, program, and college academic requirements.

It is expected that RCTC students will understand and adhere to the concept of academic integrity and to the standards of conduct outlined within this [policy](#). Students who are found to have engaged in an act of academic dishonesty may face academic sanctions through the Academic Integrity Procedure and non-academic misconduct sanctions through the Code of Student Conduct.

Americans with Disabilities Act

Rochester Community and Technical College is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws, and [System Policy](#). Appropriate accommodations are provided to those qualified students with disabilities. If you believe you qualify for an academic accommodation, please contact the Director of Disability Support Services, Travis Kromminga at 507-280-2968 or through the Minnesota relay TTY 1-800-627-3529. The office can also be reached via e-mail at travis.kromminga@rctc.edu.

Military Friendly Statement

Rochester Community and Technical College (RCTC) is a military friendly campus, pledging to do all we can to help military veterans transition into college to complete their educational goals. RCTC is proud to be a Beyond the Yellow Ribbon campus, serving and honoring our veterans, military service members and their families. Through the Veterans Resource Center, RCTC offers student veterans an on-campus point of contact with other veterans, and program information to assist them in making a successful transition into college. For assistance, students are encouraged to contact the Veterans Assistant Coordinator, Mark Larsen, at 507-779-9375 or e-mail at mark.larsen@state.mn.us, or Othelmo da Silva, RCTC's VA certifying official at 507-285-7566 or email at VeteranServices@rctc.edu.

Title IX Statement

Sexual violence and other forms of sexual misconduct is prohibited at Minnesota State colleges and universities (Minnesota State). Any individual who has been, or is being, subjected to conduct prohibited by the Sexual Violence Policy is encouraged to report the incident. Individuals may choose to file a complaint anonymously using the online reporting tool (<https://www.rctc.edu/services/student-affairs/sexual-violence/>). Individuals who choose to file anonymous reports are advised that it may be difficult for the college to follow up or take specific action, where information is limited. For additional information please see the RCTC Sexual Violence Policy, <http://www.rctc.edu/policies/system/sexual-violence> or contact Teresa Brown, Title IX Coordinator, at 507-285- 7108 or email at TitleIX@rctc.edu.

On the WEB - Accessing Class Lists on e-Services

Once you have been approved as a concurrent enrollment teacher and have been assigned a RCTC concurrent enrollment class the following information outlines the process that will enable you to access e-Services as a CE teacher. Those new instructors who do not already have a Tech ID will have one generated by the college. The College Registrar creates both a Tech ID and Star ID. The Star ID is emailed to the concurrent enrollment high school teacher's school e-mail along with activation instructions. The Star ID is necessary to access all of the following: campus computers, Bright Space D2L, E-Services and RCTC e-mail, and allows teachers to manage their classes, class lists, grades, etc. in E-Services/ISRS. Further Information about the Star ID can be found using this link: <https://www.rctc.edu/online-orientation/>

Verify your class lists often on the RCTC web site: www.rctc.edu

1. Click on “**Quick Links**” at the upper right top of the main page.
2. Click on “**Employee Portal**”
3. Click on the “**eServices**” login button (left hand side under Quick links)
4. Enter your “STAR ID” consisting eight digits.
5. Enter your “PIN or Password”. – *Please note – if you have not logged into eServices before, your PIN/Password is the Year of your birth, month of your birth, and day of your birth in YYMDD format*
6. Under Faculty (upper left corner)
7. Click on “Class List”
8. Change the semester if necessary.
9. Click the course name desired in the course name row.
10. Control P to Print as PDF or Printer
11. A PDF File will load in your web browser; you may then view or print the class list.

Note: The college will issue your techID/starID at the summer professional development workshop

If you have questions regarding student course registrations, grade entry, or RCTC eServices Questions, or forgot your six digit password/PIN, please contact Michele Altman, Academic Affairs Support at 507-280-3151 or michele.altman@rctc.edu

Brightspace Desire2Learn

- Ongoing grades (including Final Grade for the course) will be updated throughout the semester in Brightspace D2L
- Final Grades will be submitted in **E-Services**

SUPPORT FOR D2L

The [RCTC Department Educational Technology](#) provides support for D2L/Brightspace for both students and faculty, through workshops and training sessions and one-on-one consultation.

For help with your StarID: [StarID Self Service](#).

For additional help, please contact the RCTC Technology Support Center (TSC).

Phone: 507-536-5555

E-mail: tech.help@rctc.edu

Additional support is available from the [Minnesota State Service Desk](#).

LOG INTO BRIGHTSPACE DESIRE2LEARN (D2L)

Desire to Learn/Brightspace (Online Learning System): Brightspace Desire2Learn (D2L) is the instructional management system used at RCTC and throughout Minnesota State Colleges and Universities.

D2L/Brightspace provides a secure online environment, either to supplement face-to-face courses or to offer classes entirely online. D2L/Brightspace includes several interactive tools that allow students to access course materials, upload assignments (drop box), participate in discussions, watch recorded lectures, take tests and quizzes, and see their grades.

Please login to Rochester Community and Technical College's D2L Brightspace to access your courses.

1. www.rctc.edu and click on the arrow next to quick links in the upper right-hand corner (right above the search button)
2. On the drop-down menu select D2L Brightspace
3. Log-in with your star ID and password
4. Once on the main D2L page, locate the course section on the right-hand side column
5. Click on the course and follow the video's below for navigating the site

Here is a video demonstrating how to set up a grade book in D2L (the demonstration is for a weighted grade book):

https://www.youtube.com/watch?v=4O3NzpQBSb0&list=PL745t0vsbLqa6X9BL46iMa7MoyA2GEIL_&index=27

Here is a link demonstrating how to enter grades in D2L :

https://www.youtube.com/watch?v=IHIVV-CIDmE&list=PL745t0vsbLqa6X9BL46iMa7MoyA2GEIL_&index=29&t=0s

ENTERING GRADES ON BRIGHTSPACE DESIRE2LEARN (D2L) – entering grades throughout the semester/year

- Each student must be assigned a grade.
- Most courses have only A-F grading. Other grading symbols are not available **unless they have been approved by AASC specifically for that course**. Available grading symbols will appear in the drop-down box in the Grade column next to each student's name.
- Grades of "W", "I", and "AU" will be pre-printed and cannot be entered online.
- If a grade of "W", "I", or "AU" does not appear as the grade of record, the faculty member should enter the student's grade earned as of that date.

ENTERING FINAL GRADES ON E-SERVICES

LOG INTO EMPLOYEE E-SERVICES

- From the RCTC home page (www.rctc.edu), click on Quick Links and select “Employee Portal” to get to SWARM. Select MinnState Employee Home under Quick Links on the left-hand side. Log-in by entering your Star ID and password. Click on Faculty under Employee Applications. Go to STARID Self Service <https://starid.minnstate.edu/> to activate your ID or get password help.

You can also access web grading using any of the following links:

Employee Home - <https://eservices.minnstate.edu/employee/public/secure>

Faculty Application - Direct - <https://eservices.minnstate.edu/faculty/public/secure/home/index?campusid=306>

Note that these are updated links reflecting the domain name change from MnSCU to Minnesota State. If you utilize any of these avenues and have bookmarked the previous pages, you will need to remove the old bookmarks and replace them with the new.

ENTERING FINAL GRADES ON E-SERVICES

Choose Grade & LDA Entry from the Faculty menu in the upper left-hand corner. On the next screen, Course List and Grade Entry, the courses that have your name listed as the instructor will display, along with the Course ID, Subject, Number, Section, Title, Grading Status, and an Enter Grades/LDA per Course link. The different course grading status options are:

- Not Yet Available** – View only. See all students that are currently registered for a selected course.
 - Open For Saving Drafts** – Enter and save grades that are not immediately available on the web for students to see. Drafting is available any time after day 5 of the course begin-date until one week prior to the course end date.
 - Open for Posting** – Enter final grades that, once posted, are immediately available for students to see on the web. **The grading period is open for posting beginning one week prior to the scheduled course end-date through 4 business days after the year term ends.**
 - Closed** – The grading window has closed. For a selected course, the class roster will display with the students’ final grades.
- ◆ Choose the course you wish to report grades for and click Enter Grades. The Class Roster will display all students that are currently enrolled in the course. This screen is used to report both attendance and final grade information for students.
 - ◆ For each student listed, indicate their participation by selecting one of the following:
 - Completed Term – the student did attend the class (by default, this option is selected on the screen).
 - Partially Attended – The student attended the class at least once, but stopped attending at some point prior to the withdrawal deadline, did not officially withdraw, and as a result, failed the course. Enter the last date the student attended, either manually or by utilizing the calendar widget. When partial attendance is reported, a grade of FW will automatically post in the grading column.

- Never Attended – student has *never* attended the class. If the “Never Attended” box is checked, a grade of FN will automatically post in the grade column and the date of 11/17/1858 will display.

◆ Enter grades for students who **did** attend by choosing the appropriate grade from the drop-down box. The grades that appear as valid options will depend on the approved grading method for the course (and the grading method selected by the student if the course has multiple options). Once all or part of the grades has been entered for the course, select either the Save Draft button or the Post button. Draft grades are not visible to students and may be modified as many times as needed until they have been posted. Note that if you have not saved grades within 20 minutes, the session will timeout and you will have to log in again and restart the grading process.

◆ Alternatively, if you wish to import the final grades from D2L Brightspace for some or all of the students, click the Import from D2L button at the bottom of the page. Review and resolve any warning or error messages, and then click Post. Review the instructions from the Brightspace administrator to ensure the necessary set-up is complete there before importing it to ISRS.

◆ A review screen will then display after verifying the information and grades listed, enter your password as your e-signature. A confirmation screen will display. Select the ‘Return to Course List’ button to return to the Course List and Grade Entry screen.

◆ **IMPORTANT:** When you have finished entering grades and are ready to exit, click on the Logout link.

FINISHING UP

If you have any students who completed your class for a grade whose names do not appear on the Class Roster, complete the Grade Sheet Discrepancy Form, and submit to the Admissions and Records Office.

◆ To assign a grade of “I”, submit a completed Request for an Incomplete “I” Grade Form (located here: <https://www.rctc.edu/wp-content/uploads/2018/pdf/RequestForIncomplete.pdf>) to the Admissions and Records Office, Box 7.

NOTES:

- ◆ You may save grade entries as drafts (which you can modify) even if the Posting Grades window is currently active, but you must then come back and post the grades prior to the closing date.
- ◆ Once you have ‘posted’ your grades, you must either use the online Grade Change process or come to the Admissions and Records Office to submit any changes or corrections.
- ◆ Grades *must* be ‘posted’ during the “Open for Posting” period - if grades were previously entered with a status of ‘drafted’, and the posting window has closed, those grades will no longer display on the class roster screen and have not been recorded.
- ◆ By default, the current semester and all courses assigned to you will display when you log in. To change to a different term, click on the Year/Term dropdown and select the desired Year Term.
- ◆ Be sure to check the “never attended” box for any student who never attended/participated.

- ◆ Be sure to enter the last date of attendance for any student who attended class at least once but stopped attending prior to the withdrawal deadline but did not withdraw. If a student earned a passing grade, do not check "Partially Attended" or enter a last date of attendance.
- ◆ Remember to log out when you are finished or interrupted. (Please reference the document "Web Security Issues" for additional security points to be cognizant of).

QUESTIONS??

- Can't get logged in - contact RCTC I.T. (507-536-5555).
- General process issues or questions - contact Admissions and Records.
- Taught a course that is not listed on the "Course List and Grade Entry" screen (or a course appears there that you did not teach) - contact the Academic Affairs Office (507-285-7234).
- Approved grading methods for specific courses, questions, or issues - contact the Academic Affairs Office.

Library

Concurrent Enrollment instructors have the same access to RCTC Goddard Library Services as our on-campus faculty. In fact, the Librarian would be happy to give a presentation to your class on how to use the RCTC Goddard Library Services upon request. For more information, please visit <https://www.rctc.edu/services/library/>

Technology

Academic Labs

Concurrent Enrollment instructors and students also have access to the computer labs on campus. Go here to learn more about the labs - <https://www.rctc.edu/services/technology/academic-labs/>

Instructional Technology Services

Concurrent Enrollment instructors and students will have an official RCTC mail account to learn more and login go here <https://www.rctc.edu/services/technology/email/>