# DUAL CREDIT RESOURCE GUIDE

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OVERVIEW
OF DUAL CREDIT & TECHNOW PARTNERSHIPS

The dual credit methodology that builds the career pathways at the high schools are listed below:

TRANSCRIPTED CREDIT
Courses are delivered at the high school, duplicating NWTC competencies, curriculum, assessments and resources. Students can earn dual credit at the secondary and post-secondary level, but must earn a “C” or better for the transcripted course to become part of the student’s official college record. High school instructors are trained and mentored by NWTC faculty. Transcripted credit agreements are transferable to other Wisconsin technical colleges and may transfer to four-year universities.

For more information please visit: www.nwtc.edu/dualcredits

ADVANCED STANDING
Courses are taught by high school teachers using high school curriculum determined to be a close match to an NWTC course. A student must earn a “B” or better to receive advanced standing and be a matriculated WTCS program student and enrolled in coursework to claim the credit(s). Advanced standing courses may earn a student the opportunity to skip an introductory level course in their program and advance to the next level. Advanced Standing agreements are transferable to all schools within the Wisconsin Technical College System.

For more information, please visit: www.nwtc.edu/dualcredits

START COLLEGE NOW
This program allows qualified high school juniors and seniors to take post-secondary (college-level) classes at NWTC. District school boards determine approval of Start College Now coursework if a comparable course is not offered within District. Students can work with their high school counselor to select coursework to be reviewed by district school boards and sent to the technical college for further approval. Students that successfully complete coursework will receive both high school and post-secondary credit.

For more information, please visit: www.nwtc.edu/startcollegenow

YOUTH APPRENTICESHIP
Wisconsin’s Youth Apprenticeship program is a part of a statewide School-to-Work initiative managed through the Department of Workforce Development. It is designed for junior and senior grade level high school students who want hands on learning in an occupational area at a worksite along with classroom instruction. This one or two year elective program combines academic and technical instruction with mentored on-the-job learning.

The Youth Apprenticeship Program is managed by different consortiums and its availability differs by school district. For more information, please see your high school counselor, contact your local Youth Apprenticeship consortium or visit this website: http://dwd.wisconsin.gov/youthapprenticeship
Dual Credit course agreements between NWTC and high schools result in savings of time and money to high school students and parents. See below for clarification between forms of dual credit.

<table>
<thead>
<tr>
<th></th>
<th>Transcripted Credit</th>
<th>Advanced Standing</th>
<th>Start College Now</th>
<th>Youth Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Costs</strong></td>
<td>No Cost to Student</td>
<td>No Cost to Student</td>
<td>No tuition or textbook costs to student*</td>
<td>NWTC course Tuition and textbooks coordinated by YA Consortium</td>
</tr>
<tr>
<td><strong>District Costs</strong></td>
<td>Course is cost neutral with not tuition cost</td>
<td>Course is cost neutral with not tuition cost</td>
<td>Tuition and textbook costs paid by school district with successful course completion**</td>
<td>NWTC course Tuition and textbooks coordinated by YA Consortium</td>
</tr>
<tr>
<td><strong>Where is the Course Offered?</strong></td>
<td>At students' high school</td>
<td>At students' high school</td>
<td>Any NWTC location or online</td>
<td>At students' high school or any NWTC location</td>
</tr>
<tr>
<td><strong>Who is the Instructor?</strong></td>
<td>High school instructor</td>
<td>High School Instructor</td>
<td>NWTC Faculty</td>
<td>NWTC Faculty</td>
</tr>
<tr>
<td><strong>Student Course Registration</strong></td>
<td>High School submits student registration</td>
<td>No student registration form, information captured from submitted high school transcript</td>
<td>Students self-register through SCN orientation and/or high school counselor and Career Coach</td>
<td>Youth Apprenticeship consortium manager assists with registration</td>
</tr>
<tr>
<td><strong>Grade Requirements</strong></td>
<td>A final grade of “C” or better must be earned to receive college credit</td>
<td>A final grade of “B” or better must be earned to receive college credit</td>
<td>A final grade of “A-F” is documented on student transcript</td>
<td>A final grade of “A-F” is documented on student transcript</td>
</tr>
<tr>
<td><strong>Final Course Grade Posting</strong></td>
<td>NWTC transcript available upon successful completion of course</td>
<td>Equivalency credits are awarded once registered into a WTCS program; however, technical college grades are not given for these courses.</td>
<td>NWTC transcript available upon completion of course</td>
<td>NWTC transcript available upon completion of course</td>
</tr>
<tr>
<td><strong>Transcript and Transfer</strong></td>
<td>NWTC transcript can be submitted to other colleges for consideration of credit transfer upon student request</td>
<td>Only credit for the course is awarded on the NWTC transcript. No grade is recorded. The student has fulfilled the requirement of the NWTC course. Credits are rarely recognized outside of WTCS.</td>
<td>NWTC transcript can be submitted to other colleges for consideration of credit transfer upon student request</td>
<td>NWTC transcript can be submitted to other colleges for consideration of credit transfer upon student request</td>
</tr>
</tbody>
</table>

* some course fees may apply  ** see school district policy

**How to obtain NWTC transcripts**—To request official transcripts, please visit the below website. Please allow at least two weeks for NWTC to process grades submitted by your high school. To verify that your grade(s) posted prior to requesting transcripts, please visit your my.nwtc.edu portal to view grades posted.

Visit—nwtc.edu/TranscriptRequest
MULTIPLE DELIVERY MODES

Start College Now and Youth Apprenticeship coursework can be taken in traditional, in person format with NWTC faculty, as well as other delivery modes. Other delivery modes are designed to give the learner another way to pursue their education and realize their dreams without having to travel to class. Online learning allows students with internet access to participate in NWTC coursework. Web-conferencing creates virtual meeting patterns for coursework for students with internet access. Distance Learning brings NWTC classes to many area high schools. Through the use of technology, schools have the capability to receive NWTC credit classes, as well as share and receive coursework with other high schools. Blended courses might mix in person offerings with any of the above alternate modes. By taking advantage of all these delivery modes, schools can better enhance curriculum offered to their students.

TECH NOW is the branding mechanism used to describe the NWTC/K-12 partnerships that focus on collaborative career pathway offerings which lead students toward a higher credential and a career that relates to labor market needs. Our collaborative districts are usually further branded with a region specific title often paired with Regional Technical Academy. This name provides the community a frame of reference to identify both the K-12 and community/adult learning opportunities that exist.

RELATIONSHIP DEVELOPMENT & INITIATION OF DUAL CREDIT AGREEMENTS

In Fall of each year, all 32 Districts receive a partnership folder. The partnership folder contains the annual Pathways to College report, labor market information, other college publications and specific data pieces tailored to each District. After school districts review the information provided, meetings between NWTC K-12 Relations Team and each District Superintendent, Principal and other appropriate parties take place. The information shared is a premise for discussion of partnership development and partnership enhancements with a geared focus on career pathway development. This pathway development can encompass a variety of curriculum products and dual credit approaches that support the pathway. For instance, a pathway can include all or just one form(s) of dual credit:

- Advanced Standing
- Transcribed Credit
- Start College Now
- Youth Apprenticeship

Although these courses are offered at the high school level, strategies on supporting the career pathway development in K-8 are also discussed. Once Districts agree upon a career pathway focus, additional work is completed to prepare for the implementation of the pathway. This work may include lab assessments and recommendations, further advisory or consultation from business/industry and additional connections with NWTC and high school faculty and counseling staff. Meanwhile, the school district administration is responsible for continuing to drive, promote and support the launch and/or maintenance of the TECH NOW partnership. NWTC K-12 Relations Team and the college community will also provide support and resources available to further enhance opportunities at the K-12 level through these partnerships.
HIGH SCHOOL TRANSCRIBED CREDIT POLICY

To standardize consistency and quality in delivery of transcribed credit courses with Northeast Wisconsin Technical College (NWTC) the following policy has been established.

TRANSCRIBED CREDIT IS DEFINED AS:
NWTC course curriculum taught at a high school by a high school teacher or technical college instructor certified by NWTC in accordance with technical college system standards. Any qualified and approved transcribed credit course for NWTC credit is subject to the following conditions and limitations:

• A transcribed credit course, taught at the high school, will be an exact match of the NWTC program course including course title, course competencies, contact hours, standards and assessments. Transcribed credit courses must use the same or an NWTC approved final assessment/assignment.
• The same textbook/s must be used for the high school transcribed credit course as is used in the NWTC class, or an acceptable, agreed-upon equivalent as designated in the articulation agreement.
• The transcribed credit course will be reviewed annually by designated NWTC staff to insure the required course content identified above meets the standards. An annual Spring Summit will be scheduled as a curriculum sharing event between NWTC and K-12 faculty, with an expectation that all transcribed credit instructors attend. Exceptions to these expectations may be made at the discretion of the appropriate academic department. Other curriculum sharing meetings can be facilitated with assistance of NWTC K-12 Relations, with the high school instructor completing documentation to demonstrate compliance.
• NWTC reserves the right to cancel any transcribed credit agreements if there is a concern related to non-compliance with high school transcribed credit (non-participation in professional development/curriculum sharing, failure to maintain course alignment, utilization of inappropriate resources, etc.).
• Equipment and facilities at the high school must be approved by NWTC.
• The NWTC course offered at the high school is offered under a 3814 contract, with no cost or billing associated with NWTC course tuition.
• The instructor of record for the high school course must file an application with the NWTC Human Resources Office. A current copy of the DPI license(s) and all unofficial transcripts must also be provided with the application. No substitution of high school instructors will be allowed unless they are trained and approved on NWTC curriculum and meet teaching requirements (long term substitutes would also need to be trained and approved).
• Enrollees in the high school transcribed credit course must have junior or senior status as certified by the high school registrar. A pilot list of courses offered to sophomore students are listed on the transcribe credit menu. Exceptions to this condition must be agreed upon by all parties in the articulation agreement.
• Enrollees (students) in the high school course desiring transcribed credit must be enrolled in the course at NWTC at the same time, and will receive a grade based on the NWTC agreed-upon grading scale for that course. Enrollees will have the final grade posted on their own, official, NWTC transcript if they earn a grade of a “C” or higher.
• Curricula sanctioned by NWTC as available for transcribed credit may not be offered through any delivery mode by one high school to another high school without prior permission from NWTC Executive Leadership Team designee.
• NWTC reserves the right to assess high school instructor knowledge and skills through classroom observations (in person or recorded), sharing of mid-term grades, or other appropriate assessment means. This assessment is a means to ensure college rigor and student preparedness, providing recommendations for any additional training needs to equip the instructor to deliver a replication of NWTC curriculum.
• NWTC faculty and staff will share syllabus, grading rubrics, instructional resources, and final test or assignments with high school instructors to allow for replication of curriculum/content in transcribed courses. These materials should be accessible through available centralized electronic locations and updated annually. NWTC continues to pilot the use of Blackboard with selected courses. Master Shells will be equipped with resources for high schools to provide consistent curriculum delivery. Along with resources, blackboard shells made available to the high school instructors will be used to document enrollee’s final grade.
• Through curriculum sharing events, meetings, and other correspondence, NWTC faculty will provide mentoring and coaching to the high school instructor as needed.
• NWTC retains the right to determine which courses will be transcribed.
HIGHER LEARNING COMMISSION AND DUAL CREDIT TEACHER REQUIREMENTS

The Higher Learning Commission (HLC) is NWTC’s accreditation body and has imposed new credential requirements for high school dual credit teachers. These credentials will be enforced in 2022 and require those that teach in the area of General Studies (Math, Language, Communications, Natural Sciences, Behavioral Sciences, Social Sciences) to possess a Master’s Degree in the content area or a Master’s degree plus 18 graduate credits in the content area. NEWERA is a group of post-secondary institutions in Northeast WI that is working on creating course access, affordability and incentives for this credential pursuit.

HLC FREQUENTLY ASKED QUESTIONS

What is the Higher Learning Commission (HLC)?
The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.

What has NWTC done to abide by HLC requirements?
Like most post-secondary institutions within the North Central region of the U.S., we have filed and been granted an extension until September 2022 to meet the dual credit credential requirements.

What is NWTC doing to help teachers gain these heightened credentials?
NWTC partnered with Northeast Wisconsin Educational Resource Alliance (NEWERA) to:
• create access to coursework/credentials in a variety of modes of instruction
• explore reduced funding costs related to course tuition and/or grant options
• partner with area school districts through work groups to create incentives for teachers to pursue heightened credentials

Who will pay for these heightened course requirements?
Dual credit instructors are encouraged to work within their District process/policies to gain financial support for course tuition. NEWERA will continue to seek grant and legislative support to help in financing HLC credential requirements.

Why is post-secondary accreditation important?
An HLC peer review of college operations ensures quality programming, which qualifies post-secondary institutions to grant federal financial aid to students and allows potential credit transferability to four-year partners.

Why does HLC accreditation extend to dual (transcribed) credit?
Dual credit (transcribed credit) is defined as a duplication of an NWTC course delivered by a secondary teacher that is trained in post-secondary curriculum delivery. Because the transcribed/dual credit course is an extension of NWTC coursework, high school dual credit instructors must meet HLC credential guidelines.

For more information, please visit:
www.nwtc.edu/k12HLC

How and why were the high school credential guidelines developed?
Due to the increase in dual credit offerings throughout the nation, HLC conducted a study of Dual Credit Programming. Dual Credit in U.S. Higher Education: A Study of State Policy and Quality Assurance Practices was conducted in 2012. This study found quality concerns regarding rigor of coursework taught by high school instructors with secondary faculty credentials and capabilities cited as a critical quality issue. The resolution to the rigor discrepancy was to enforce dual credit teacher credential requirements.

What are the HLC requirements for dual credit teachers that teach General Studies or Core Subject area courses?
Master’s Degree or higher in the teaching discipline taught or a Master’s degree in another discipline along with a minimum of 18 credits in the discipline being taught. For example, a teacher that teaches Intro to Psychology would meet requirements with the following:
• Master’s degree in Educational Leadership plus 18 graduate credits in Psychology
• Master’s degree in Psychology

How does HLC define General Studies or Core Subject Area coursework at NWTC?
Math, English/Writing, Communication, Social Sciences, Natural Sciences and Foreign Language

What are the HLC requirements for dual credit teachers that teach Career and Technical Education/Occupational courses?
Completion of a degree in the discipline or subfield in which they teach, with coursework at least one level above that of the courses being taught or developed, unless an occupational license or credential is required for a specified course. For example, a teacher that teaches Automation 1 would meet the requirement with the following:
• Bachelor’s degree in Technology Education OR
• Bachelor’s degree in Engineering

How does HLC define Career and Technical Education/Occupational Coursework at NWTC?
NWTC K-12 Relations and NWTC Human Resource staff collaborate to align transcripted credit instructors with the preferred level and credentials as recommended for our full-time faculty.

In 2016, NWTC updated the credentials for dual credit instructors and works to provide professional development, mentorship, quality assurance and other support mechanisms for instructors that do not meet the preferred credential qualification.

REQUIREMENTS FOR TEACHING TRANSCRIBED CREDIT

We are excited that you would like to teach Transcribed Credit Courses for NWTC. Courses are delivered at the high school, duplicating NWTC competencies, curriculum, assessments and resources. Students can earn dual credit at the secondary and post-secondary levels, but must earn a “C” or better for the transcripted course to become part of the student’s official college record. High school instructors are trained and mentored by NWTC faculty. Transcripted credit agreements are transferable to other Wisconsin technical colleges and may transfer to four-year universities.

LONG-TERM SUBSTITUTE TEACHERS OF DUAL CREDIT COURSES

In cases of long-term substitute teaching for dual credit courses, the substitute must meet the same qualifications as the originating high school teacher. This includes a current DPI license in the appropriate area, other required coursework or credentials, as well as meeting with NWTC faculty and K-12 staff to ensure that approval has been granted. NWTC would define long-term substitution as any time longer than a two week consecutive time period. The district is responsible for contacting NWTC K-12 Relations if this situation occurs.

REQUIREMENTS TO TEACH TRANSCRIBED CREDIT COURSE WORK

Visit Requirements for Teaching Transcribed Credit on NWTC.edu website:

Step 1
Create or Update a NWTC ID#/Username.
Special Note: Email addresses for Transcribed Credit Instructors must be the work email only. Example: tblank@ashwaubenon.k12.wi.us. This work email address is sent a security code to activate your NWTC ID/Username Account.
(Unsure if you have an existing NWTC ID#/Username? Email: wendy.challis@nwtc.edu.)

Step 2
Submit a photo that will be used on an NWTC ID card that is required for all Transcribed Credit Instructors. Photos should be submitted in jpg format.

Step 3
Complete and submit the following documentation:
- Qualification Application
- Copy of DPI License(s)
- Unofficial Transcripts (Undergraduate & Graduate)

Mail or email documents and photo to:
NWTC/K12 Wendy Challis (SC206A)
2740 W Mason St, PO Box 19042
Green Bay, WI 54307
wendy.challis@nwtc.edu

Step 4
Meet annually with NWTC Faculty - High School Teachers will also be required to meet annually with NWTC Faculty to ensure curriculum and course content standards are met. Below is a list of options that NWTC provides.
- Spring Summit (Required)
- Train the Trainer course(s) (Required for some courses)
- Separate meeting with NWTC Faculty
If you run into any difficulties with this process, please email wendy.challis@nwtc.edu or call 920-491-2600 for assistance.

Additionally, there are other resources and lab criteria that are required for Transcribed Credit. Please review the Transcribed Credit Policy & Procedures within the Dual Credit Resource Guide for more information.

Step 5
Create and email a class syllabus for your Transcribed Credit class. A syllabus template associated with the area you teach will be provided for you to add and update content. Email a copy of the completed syllabus to the identified NWTC department before the first day of your class. Be sure to distribute and review the syllabus with your students. (This is standard procedure for all classes taught at NWTC.)
FACULTY CREDENTIALS
QUALIFICATIONS, ORIENTATION AND TRAINING (CONTINUED)

Annual Curriculum Sharing Event: NWTC/K-12 Spring Summit

The NWTC/K-12 Spring Summit is the annual curriculum sharing event offered to high school instructors that are planning to offer transcripted credit for the following academic year. The Summit is held annually to provide professional development to new and existing high school teachers that offer NWTC coursework at their high school. NWTC faculty offer curriculum sharing sessions and broader professional development is provided to update high school instructors on curriculum, labor market, assessments, NWTC curriculum products, career pathways, etc. This is a required event and helps in creating the mentorship between NWTC faculty and high school instructors.

K-12 TRAIN THE TRAINER COURSES

History & Purpose: The Summer Train the Trainer Program has been offered since 2009 and has grown each year. The purpose of this program is to provide high school instructors the professional training in NWTC coursework to be prepared to duplicate the coursework in transcripted credit agreements at their respective high schools. NWTC wants to provide more in depth training to best prepare our high school teachers in our content areas. This will then reinforce the rigor of NWTC curriculum as well as student preparedness.

Course Delivery: The Summer Train the Trainer coursework is meant to be delivered in an accelerated mode of instruction with the ability to still cover all competencies and provide adequate lab time. The coursework can be delivered in this manner because instructors will come with solid foundational knowledge.

Grading & Assessments: As of Spring 2015, the expectation for Summer Train the Trainer courses will include the same grading and assessment expectations as our adult learners. In order to teach the coursework as transcripted credit, the high school instructor will need to earn a minimum of a "B" grade in the course. This will reinforce our instructor preparedness and also give them an understanding of student assessments included in the transcripted coursework. Additionally, maintaining the course specific assessment tools will provide evidence of our instructor training for our Higher Learning Commission (HLC) expectations.

Mentorship/Relationship Building: In addition to the content expertise delivered by NWTC Faculty through the Train the Trainer coursework, relationships naturally develop with high school instructors. High school instructors can significantly influence student career planning. Increasing instructor knowledge of NWTC academic programs and labor market needs helps high school students understand marketable career choices for their future. This mentor relationship becomes a springboard for further connectivity to assist with curriculum questions and post-secondary transitions.

Instructor Tuition & Textbooks: With support of K-12 grants and NWTC leadership, NWTC has been able to waive the tuition of the Summer Train the Trainer programming. Learning Solutions: K12 Relations handles the enrollment process for these instructors and coordinates the class set up and offerings based upon interest. Instructors and/or school districts will need to cover the costs of any textbooks, personal protective equipment, tools, etc. that might be needed during the Summer Train the Trainer coursework.

NWTC also tries to accommodate high school instructor enrollment requests outside of the Train the Trainer series through enrollment into regular NWTC scheduled course sections. K-12 Instructors can contact our K-12 Relations Specialist who will process enrollment requests and waive tuition if the course enrollment is related to a future transcribed credit agreement.

High School Instructors’ Credits: High school instructors will earn post-secondary college credit at NWTC at the successful completion of their Summer Train the Trainer coursework. K-12 Relations will also work with other post-secondary institutions at instructor request if they are interested in graduate course credits.

The involved post-secondary institution will determine any additional costs and credit value related to these courses. Please identify this need prior to course enrollment.

Learner Feedback: With a goal of continuous improvement, NWTC invites and encourages learner feedback from our high school instructors. Learner feedback surveys will be distributed at the end of each class and will be reviewed by K-12 Relations Manager and appropriate NWTC Learning Division.
FACULTY CREDENTIALS
QUALIFICATIONS, ORIENTATION AND TRAINING (CONTINUED)

LOGISTICS AND DEADLINES WITH INITIATING TRANSCRIPTED CREDIT AGREEMENTS
Transcripted agreements will be posted by the school district on the NWTC website: www.nwtc.edu/programs/k-12-offerings/high-school-credit-transfer.

Final agreements and policy for the current academic year are sent to school districts in May with request for signature. This allows a true capture of courses offered and agreements in place for the year, eliminating any canceled courses due to low enrollment or other mitigating circumstances. This information remains on file with NWTC and the WTCS (Wisconsin Technical College System). Please visit this site to see any historical dual credit agreements: mywtcs.wtcsystem.edu/student-success/career-prep/dual-enrollment.

TRANSCRIPTED CREDIT FREQUENTLY ASKED QUESTIONS

1. When does the Qualification Process take place for transcribed credit instructors?
The qualification process takes place at the time you are considering teaching a transcribed credit course; preferably before the annual Spring Summit. To start qualification, go to our NWTC.edu webpage and search for Transcribed Credit. Click on Requirements for Teaching Transcribed Credit. Read and complete tasks required. Then complete the Qualification Application and send a copy of your unofficial graduate and undergraduate transcripts, as well as your DPI licensures to wendy.challis@nwtc.edu. You only need to do this one time initially, but we will need to qualify you for each course that you teach. Also, if you have gained additional education/credentials since your initial qualification, please forward this to wendy.challis@nwtc.edu.

2. What other requirements are expected of a transcribed credit instructor?
You are obligated to teach all NWTC competencies of the course and utilize the same grading criteria. Your attendance at the Spring Summit and work with the NWTC faculty mentor is mandatory. Some coursework will require additional training such as a course enrollment or summer Train the Trainer. NWTC mentors will review the syllabi requirement, curriculum, resources, and any other training expectations for you to duplicate the NWTC course at your high school. You will also need to utilize the same resources, including textbooks and lab assessment approval, to deliver the course competencies. Please review the Transcribed Credit Policy for more information.

3. What if my school runs on a semester, yearlong, trimester or block schedule? Does that change the enrollment process?
Students enrollment information and class start and end dates must be submitted at least two weeks before the start of the class or sooner. This allows students and instructors to fully access and utilize NWTC resources such as Blackboard. We realize rosters may change throughout the process. Grades are expected to be submitted in the blackboard shell within 72 hours of class completion.

4. Why are start/end dates so important?
We ask you to provide accurate start and end dates for your transcribed credit courses to assist us in keeping accurate records for grading purposes and and allow Blackboard access in a timely manner. NWTC will create one class per subject per teacher no matter how many sections or periods the teacher is teaching. In doing this, the teacher has one blackboard shell with all transcribed credit students within it.

5. What is the best way to send enrollment information? To whom should it be sent?
Please submit your system generated transcribed credit student rosters to wendy.challis@nwtc.edu. We no longer accept excel spreadsheet rosters and/or hand-written enrollments. The roster report must provide the students—legal name including middle initial, date of birth, full address, phone number, school email address, grade level, gender, class title, teacher’s full name, high school name, and ONLY eligible transcribed credit students. Some districts may be involved in pilot enrollment automation processes. If so, your process for enrollment will be altered.
6. When do I send in my students’ grades?
When you have your student’s FINAL grade for the class, enter it directly into the Blackboard shell within 72 hours. You are required to enter FINAL student grades into your Blackboard shell in the PSGRADE column for the course.

7. What happens if students are enrolled and then drop?
When you enter your FINAL grades into Blackboard, enter a "W" for students who have withdrawn or dropped a transcribed credit course. When NWTC queries the FINAL grades for the transcribed credit classes, credit will not be issued to students who are identified as withdrawn/dropped "W". Students earning anything less than a "C" will notice an audit grade of "AU" listed. This "AU" grade will not count toward academic credentials at NWTC and will not transfer outside of NWTC.

8. How can high school students request an NWTC transcript?
Once students successfully complete their transcribed credit course and grades have been posted to their NWTC account students can request an official or unofficial transcript at the following link: https://www.nwtc.edu/admissions/student-records/transcript-request or students can call Enrollment Services 920-498-5444 at NWTC for assistance. Please make sure students check their mynwtc account for final grades posted before ordering official transcripts.

9. How can a student’s credentials be requested?
Request for transcripts/credentials and enrollment verification should be directed to admissions@nwtc.edu. Before requesting this information, please confirm that the student’s grades have been submitted and processed. Please include the student’s name (first, last, middle initial), date of birth, year credential completed, name of credential requesting and district contact information for NWTC to submit response. Please allow five business days to process the request.

10. Where do I find out information and/or submit my transcribed credit class syllabus?
For more information regarding the required transcribed credit syllabi, go to nwtc.edu and search for transcribed credit. Click on Requirements for Teaching Transcribed Credit. Scroll down to Syllabus Creation and Submission. The content area you are teaching will determine where to submit your syllabus.

11. Which classes will transfer to other educational facilities?
If you or your students are planning to transfer to a Wisconsin Technical College System (WTCS) campus or an University of Wisconsin (UW), use this website to explore transfer options. https://www.wisconsin.edu/transfer.

12. What is a Blackboard shell?
Blackboard shells are automatically created when a class is generated in the NWTC PeopleSoft system. A Transcribed Credit Instructor will see their Blackboard shell when they are assigned to the class. See page 20 of this publication for additional information.

13. Library questions?
See all of the NWTC FAQ’s at nwtc.libanswers.com
Visit our high school instructor guide: http://nwtc.libguides.com/hscredit
Call: 920-498-5493 or Email: ask.library@nwtc.edu
Chat: www.nwtc.edu/library

FREQUENTLY ASKED QUESTIONS
NWTC TRANSCRIBED CREDIT (CONTINUED)

K-12 TRANSCRIBED CREDIT

TRAINING & PREPARATION FOR HIGH SCHOOL TEACHERS

Spring Summit Registration and High School Teacher Application Process
February – March

Spring Summit
April – May

Summer Train the Trainer Registration
April

Summer Train the Trainer Classes
June – August

2019-2020 ACADEMIC YEAR SCHEDULE

Fall/Tri/Yearly Student Enrollment by Class Due
July – September

Fall/Tri Course Grades Due
November – January

Spring/Tri Student Enrollment by Class Due
January

Spring/Year Long Course Grades Due
June

Date based upon the content you plan to teach.

For more information on the above, please visit: www.nwtc.edu/programs/k-12-offerings/k12-educators
TRANSCRIBED CREDIT
TEACHER CHECKLIST

THE YEAR PRIOR TO TEACHING THE COURSE:

☐ Complete paperwork, create an account and submit a photo to NWTC K12 Relations wendy.challis@nwtc.edu
☐ Attend the NWTC SPRING SUMMIT to meet the curriculum sharing requirement.
☐ Reach out to K12 Relations wendy.challis@nwtc.edu to schedule an alternate session if you missed the Spring Summit because you are a new hire. NWTC will try to accommodate.
☐ Attend any required Train the Trainer coursework.
☐ Attend any additional Blackboard Training needed.
☐ Work on your syllabus for your course(s) using the NWTC template which can be found at www.nwtc.edu/k12syllabus
☐ Connect with NWTC or your District Liaison to be sure that NWTC knows that your course will be offered as transcribed credit with NWTC in the future academic year.

IN PREPARATION FOR YOUR COURSE:

☐ If you haven’t already, connect with NWTC or your District Liaison to be sure that NWTC knows that your course will be offered as transcribed credit with NWTC.
☐ Submit your syllabus to the identified NWTC department two weeks prior to the start of class.
   General Studies—generalstudies@nwtc.edu
   College of Business—collegeofbusiness@nwtc.edu
   Health Sciences—healthsciences@nwtc.edu
   Trades—trades@nwtc.edu
☐ Compare your district roster with the NWTC Blackboard roster to be sure that the correct students are enrolled in your course. This will allow your students to view and participate in the Blackboard Shell. Please contact your District Liaison with any additions.

THE SEMESTER YOU ARE TEACHING TRANSCRIBED:

☐ ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW course syllabus, best practice is to have student and parent sign this document and return.
☐ ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW Student/Parent Resource Guide.
☐ ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW Career Coach video and/or invite Career Coach in for any further support or presentations.
☐ Refer the class to Disability Services at NWTC to set up any approved accommodations at the onset of the course (see syllabus).
☐ Deliver your NWTC transcribed credit course according to the identified competencies, grading rubric and using approved resources (including textbooks).
☐ Reach out to NWTC faculty with any questions related to course content or delivery.
☐ Reach out to NWTC K12 Relations wendy.challis@nwtc.edu and NWTC helpdesk help.desk@nwtc.edu with questions related to Blackboard.
☐ Continue to monitor any new additions or withdraws/drops to your class through your district roster and Blackboard. For withdraw/drops within the first two weeks, please submit a “W” in the PS grade column in Blackboard. Contact your District Liaison so that any new students can be added to the course (within 2 weeks of course start).
☐ Any students that withdrew from your course will be graded a “W” at the end of the course and do not require any immediate notification.
☐ Grade students within 72 hours of course completion, using Blackboard PSGlobal column only.
Per NWTC Transcripted Credit Policy, duplicated rigor and competency is standard with transcripted credit, using the same or NWTC approved grading rubrics or assessments. Students are required to meet the same course competencies and grading with the same rubric as our program level offerings.

**RECOMMENDED TEXT FOR HIGH SCHOOL COURSE DESCRIPTION GUIDES**

Many high schools advertise dual credit courses in their course description guides or handbooks. Please keep in mind that transcripted credit agreements are reviewed annually. Instructor training requirements and quality assurance must be met, along with other policy requirements for courses to continue to be offered from one year to the next. NWTC recommends that the following information be included in course description guides for courses that are eligible for transcripted credit:

1. NWTC course title.
2. NWTC catalog number.
3. Number of NWTC credits students are eligible to earn.
4. A statement similar to the following: “NWTC dual credit may be awarded for this course pending NWTC’s transcripted credit approval process. Juniors and seniors who complete all NWTC course requirements, and earn a grade of a “C” or better on NWTC’s grading scale can be awarded NWTC credit. NWTC course requirements and grading scale may be different from the high school course requirements scale. Students should consult with their high school teacher on their eligibility to earn NWTC college credit for the course at the end of the semester or school year.”

**RELATED COSTS/EXPENSES OF TRANSCRIPTED CREDIT**

Transcripted coursework is a cost neutral agreement in which the course tuition for the student is waived. Costs are still associated with these offerings and responsibilities are identified below.

**High Schools** are responsible for expenses related to the teacher’s time and labor required to establish and maintain the agreement, training related to the course, teach the course, register and grade students and for the district’s purchase of required textbooks/software and/or other resources required to meet the course competencies.

**NWTC** is responsible for the expenses related to the college instructor’s time and labor to train teachers, identify courses and provide instructional support. The college also covers the expenses related to NWTC K-12 staff to coordinate high school teacher dual credit requirement; to establish, write and maintain the service agreements; to enter the NWTC high school courses into NWTC system; to assist high school teachers with registrations and grading; and to submit final agreements to Wisconsin Technical College System (WTCS).
SHARING TRANSCRIPTED CREDIT BETWEEN DISTRICTS

NWTC allows and recommends that high school districts collaborate to share transcripted credit offerings when appropriate, however:

1. Schools must have permission from the NWTC K-12 Relations staff prior to listing the course in the course catalogs/online listings.
2. High school instructors must inform the NWTC K-12 Relations staff which high schools will be receiving the course and include these students on the enrollment and grading course workbooks/rosters.
3. The NWTC Transcribed Credit policy must be met.
4. School districts need to collaborate to address any instructor overloads through use of Special Services agreements, and/or other related programming.

OFFERING NWTC TRANSCRIPTED CREDIT COURSES VIA DISTANCE EDUCATION NETWORKS

Because transcripted courses are cost neutral agreements, NWTC does not allow high schools to offer transcripted credit courses over distance education networks (see policy). Distance education networks often exchange funds between the school district delivering and receiving the course offering, which negates the cost neutrality of the agreement.

NWTC continues to offer coursework through Distance Learning statewide. Through use of technology, schools have the capability to receive NWTC credit coursework that may not normally be available at their school. These course are taught by NWTC Faculty and the offerings are run through the Start College Now Programming.

Questions regarding Distance Learning courses should be directed to NWTC’s Distance Learning Scheduler at jolyn.helgeson@nwtc.edu

TRANSCRIBED CREDIT QUALITY ASSURANCE PROGRAM

Program Pilot Implementation: Implemented with continued scaling

INTRODUCTION:

Northeast Wisconsin Technical College (NWTC) is committed to the college and career readiness of students by providing access to earning college credits while in high school. NWTC partners with school districts to create mutually beneficial outcomes for students, the community, and its workforce. The benefits of these collaborative partnerships include an increased awareness of career pathways in technical occupations, delivery of post-secondary curriculum and hands-on industry aligned learning. Additional benefits include an increased number of students pursuing a credential beyond high school, building a skilled workforce within our communities, reducing the time for students to enter the workforce, sharing resources amongst educational partners and professional development opportunities for high school instructors.

Area high school students earn NWTC program credits by taking NWTC courses taught by their high school instructors. These transcripted credit courses are recorded on the students NWTC transcript, complete with a letter grade and full credit value.

High school instructors are trained by NWTC instructors to ensure that course outcomes and competencies are comparable when taught by the high school instructors. During the training, high school instructors receive the course curriculum and complete the assignments and lab projects included in the course.
QUALITY ASSURANCE PROGRAM OBJECTIVES:
The purpose of this quality assurance program is to validate that course outcomes and competencies taught by the high school instructors are directly aligned with those for the same courses taught by NWTC instructors.

Quality assurance will be achieved through annual reviews with high school instructors whom are teaching transcribed credit courses.

An NWTC representative will utilize a course checklist to validate the attainment of course outcomes and competencies with the associated evidence provided by the high school instructor. These quality check-ups will provide opportunities for additional collaboration and continuous improvement in which the high school instructors shares what is working and what is not working with the designated NWTC representative. The NWTC representative will work with the necessary NWTC and high school personnel to answer questions, provide information and clarifications necessary to assist the high school instructor in closing any gaps identified.

The completed checklist along with any necessary Corrective Action Plans will be retained by both NWTC and the high school instructor.

QUALITY MEASUREMENT TOOL:
NWTC will provide a Transcribed Credit Course Checklist for each course, including the required evidence for key learning outcomes and key competencies. Course specific checklists will be provided based on a standard template. Copies will be shared with high school teachers approved to teach the respective courses.

An in-person visit will be conducted with each high school teacher delivering a transcribed course. A NWTC representative will conduct a walk-through to interview students, observe activities and collect evidence necessary to demonstrate that key learning objectives and key competencies are being achieved. This will include examples of assessment, learning activities and physical projects completed by students. The course checklist will be completed during this walk-through, serving as basis for further discussions and improvements.

QUALITY ASSESSMENT:
At the conclusion of the visit, the NWTC representative and the high school instructor will review the checklist. Gaps identified on the checklist will be discussed on an as-needed basis with the appropriate NWTC Associate Dean/Dean, NWTC faculty and high school administrator. These discussions will be conducted in the spirit of continuous improvement, working to collaboratively achieve the objectives outlined in this document.

CORRECTIVE ACTION PLAN:
Gaps identified in the Quality Assessment will be addressed in a Corrective Action Plan. A Corrective Action Plan template will be provided by NWTC. Key elements of this template include:
1. Description of the specific gap(s) observed
2. Specific action items needed to close the gap
3. List of responsible persons for each action item (NWTC Associate Dean/Dean, High School Teacher, High School Administrator, NWTC Faculty, etc.)
4. Specific dates for the completion of each action item
5. A follow-up date to meet and discuss progress and completion of this plan

Within one week of the visit, a draft of the Corrective Action Plan will be communicated with the high school instructor to ensure alignment before moving forward. Copies of the final Corrective Action Plan will be distributed to the appropriate NWTC Associate Dean/Dean, NWTC faculty and high school administrator and high school instructor.

CONTINUOUS IMPROVEMENT:
The overall spirit and intent of this program is not limited to the objectives outlined above. These visits provide both NWTC and the high school instructors an opportunity to build even stronger relationships focused on continually expanding and improving career pathways beginning at the high schools.

DOCUMENTS OF RECORD:
Copies of each Transcribed Credit Course Checklist and the Corrective Action Plan will be retained by the NWTC K-12 Relations Manager and the respective high school administrator.
Students who receive high school accommodations/modifications may also receive accommodations for dual credit courses while taking NWTC courses. The school district is required to provide the accommodations outlined in the student’s IEP, while NWTC Disability Services staff determines the type, level and duration of the accommodation.

Students requesting accommodations for their dual credit course should reach out to the Disability Services via email at disability.services@nwtc.edu or call to make an appointment at 920-498-6904

Once notified of a need for accommodations, Disability Case Managers will work directly with the identified Special Education teacher and student to ensure that the student’s accommodations, consistent with their IEP, are being met. For questions please contact the NWTC Team at the email and number listed above.

Possible accommodations that can be approved depending upon the student need and disability include:

1. Extended test time (1.5X or 2.0X), taking the test in a reduced distraction area, utilizing speech software, or the use of a calculator (math disability).
2. Instructors are not allowed to eliminate answers on a test or provide a word bank as these are not approved post-secondary accommodations.
3. Test questions can be read, but NOT explained.
4. Students are not allowed to use notes on tests unless this is something that is being provided to the entire class.
5. Sign-language interpreter services will be provided, Disability Services will coordinate and determine fee structure/billing.
As stated in the Transcribed Credit policy, high school instructors are required to meet the same face-to-face instructional time as our NWTC faculty. This means that transcribed credit courses are meant to be delivered in person/traditional lecture format. Please consult with NWTC faculty and/or syllabus to reference the required face-to-face time for each transcribed course. Based upon the above, we cannot allow transcribed credit courses to be set up as independent study in the high school setting.

**SYLLABUS DEVELOPMENT AND REQUIREMENTS**

NWTC courses, including transcribed credit are required to create and distribute a class syllabus to students. The syllabus serves two purposes:

- Align transcribed credit classes with the same expectations of NWTC classes, outlined in the syllabus. The use of the syllabus creates a college atmosphere and communicates clear expectations for an NWTC college class.
- Align transcribed classes with the same requirements of NWTC courses, ensuring the same course outcomes are instructed across all offerings. This alignment ensures consistency of instruction and enhances quality of dual credit programming.

**TEMPLATES**

A syllabus template associated with the area you teach will be provided at the Spring Summit. The template contains:

- NWTC Policies and Resources
- Class Outcomes (Competencies and Employability Skills)
- Class grading requirements
- Class resources, if needed

These are the minimum required elements for your class syllabus. Certain portions of the text must remain the same in your syllabus as these elements apply to all NWTC students, including high school students taking NWTC transcribed courses.

You can add additional elements as it relates to your classroom. Do not remove from the template required elements, unless it specifies you can directly in the template.

For more information go to: www.nwtc.edu/k12syllabus

**REQUIREMENTS: FOLLOW THESE STEPS FOR ALL TRANSCRIBED COURSES:**

1. Create a syllabus for all classes you are teaching using the template provided by NWTC.
2. Name each syllabus document using the naming conventions provided to you by the Department.
3. Email a copy of the syllabus to identified Department location before the first day of your class (this is standard procedure for all classes taught at NWTC).
   - General Studies—generalstudies@nwtc.edu
   - College of Business—collegeofbusiness@nwtc.edu
   - Health Sciences—healthsciences@nwtc.edu
   - Trades—trades@nwtc.edu
4. Provide each student with a copy of the class syllabus on the first day of class.

**ACADEMIC INTEGRITY**

Academic integrity can be defined at NWTC as academic dishonesty, including cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission. Failure to report knowledge of academic dishonesty to a College official may be considered a violation of the Student Code of Conduct.

As a student at NWTC, students are expected to maintain personal and professional honesty in all of their actions at the College. Students must do their own work and take steps to avoid plagiarism, collusion or cheating. Student work includes tests, papers, projects, speeches or any other assigned work that will be evaluated for a grade.

**Examples:**

A student is guilty of dishonesty if the student does any of the following:

- Uses unapproved resources on tests (ie: internet, class notes)
- Reproduces tests (ie: takes photos of test and shares)
- Submits a paper, examination, computer program, project, speech, or assignment as his or her own work if someone else prepared it.
- Copies verbatim (word-for-word) the written materials of others without putting such words in quotation marks and or without documenting the sources of those words.
- Submits the same assignment for more than one course without the permission of all the instructors.
- Performs and/or accesses any work for another student, regardless of delivery mode.
SYLLABUS, ACADEMIC INTEGRITY AND GRADING
CONTINUED

In Academic Integrity cases, the following sanctions may be imposed:

a. Give the assigned work a zero or an F
b. Notify the student’s program instructors of the incident
c. Ask the students to create original work in a supervised setting
d. Drop the student from the course with an F
e. Suggest to the Dean that the student be dropped from the student’s academic program
f. Adhere to the penalty stated in each course’s syllabus
g. Record an event of cheating in the student’s disciplinary record

If an incident of academic integrity occurs, transcribed credit instructors should:

1. Thoroughly investigate the allegations or situation
2. Contact NWTC K-12 Relations Manger
3. Work with K-12 Relations Manager and Faculty/Staff to determine appropriate sanctions
4. Cooperate with NWTC to provide information on case for documentation
5. Issue appropriate sanction to student, sharing any NWTC documentation needed

GRADING

- FINAL GRADES ARE DUE 72 hours from the last date of the class.
- Enter grades into Blackboard Shell under the Grading/Full Grade Center/PSGRADE column only
- Blackboard only accepts
  - CAPITAL LETTER GRADES...A, B, C, D, F
  - WITHDRAW: W
- Numbers or special characters will error:
  - Do not enter Percentages or “+”, “−” grades.
- For more information on Blackboard grading go to www.nwtc.edu/bbtraining
- Once grades are posted to Blackboard, they will transfer to Peoplesoft, which is NWTC’s student information system.
- Student grades of A-C will be posted to student transcripts.
- Students grades of D-F will be posted to student transcripts as AU=Audit grades. Audit grades will not transfer to other institutions and will not count toward NWTC credentials.
- Withdrawal grades will be removed and not posted to the student transcript.

NWTC LIBRARY RESOURCES & ACCESS

Transcripted credit instructors and students have the same level of access to NWTC learning resources (libraries, laboratories, databases, etc.) as post-secondary students and instructors.

HOW DO I FIND LIBRARY MATERIALS?

If you are teaching NWTC coursework in high school, you and your students have access to NWTC Library Resources, please see below for more information:

- Use Library Search (located at www.nwtc.edu/library) to search all of the NWTC Library’s resources at once or to just search the Catalog (No Articles) or the online Journal List.
- After searching, you will see a resource list that allows you to filter the results on the left side of the screen. You can limit by resource type, location, date, subject, and more. You can even limit right away to Films on Demand online videos or Ebrary ebooks.
- You can use the Advanced Search feature to limit to discipline before searching. This helps when you are searching for articles and want to focus the search on subject-specific databases. You can even limit right away to items from Films on Demand or Ebook Central.
- The Catalog Only search is useful when you do not want to see all of the journal articles in your results. It provides results for anything that the Library has cataloged (books, ebooks, videos, online videos, audio, and journals).

ASK A LIBRARIAN

Blackboard Learn is the NWTC Learning Management System. NWTC transcripted credit courses are set up with a MASTER TEMPLATE which includes learning plans, assessments, discussion boards, assignments, journal and other exercises to engage the learner in meeting course competencies. This shell is a tool to ensure rigor is met and that students transition seamlessly to the next level coursework. High School instructors are invited to participate in Blackboard Learn Professional Development. Please register at this site: www.nwtc.edu/programs/k-12-offerings/k12-educators/blackboard-training
ACCESS TO LEARNING RESOURCES
(CONTINUED)

• The Journal List shows you which online journals are accessible through the Library’s subscriptions and which years of coverage are provided. This is handy when you are looking for e-journals to explore or when you have a citation and want to see if the Library has the article available online.
• When accessing online resources, you will be asked to login with your NWTC ID and password.

HOW DO I ACCESS FILMS ON DEMAND?
• You can use Library Search to find online videos, or you can visit our Films on Demand guide and use the link provided there - nwtc.libguides.com/films
• If you search Films on Demand directly, your results will show both titles (entire videos) and segments (video clips). You can use the links on the right to limit your results.
• When you find videos you like, remember to scroll down and click on Embed/Link under the video to see the Record, Title or Segment URL. Copy that URL to share with students or to save (never use the URL at the top of your browser since it will not work off-campus). You could also use the Embed Code to embed the video directly into Blackboard Learn (just copy the code, create a new item in Blackboard Learn, switch to HTML Code View, and paste in the Embed Code).
• You are also able to create playlists or save videos in folders if you first create your own free account in Films on Demand.

HOW DO I ACCESS EBOOK CENTRAL?
• You can access Ebook Central through Library Search or by going directly to http://ebookcentral.proquest.com/lib/nwtc-ebooks.
• You will need to login with your NWTC ID and password when you start to open ebooks or if you wish to save books to your bookshelf or make notes.
• You can read books online or download pages or chapters to share with your students in Blackboard or via email.
To link to ebooks, follow the instructions at nwtc.libguides.com/ebrary

HOW DO I USE THEM?

In the Classroom
• Project an online video or segments of a video for your class to view together.
• Project part of an ebook for your class to view together. You can even sign in to Ebook Central in advance and take notes. You can even sign in to ebrary in advance and take notes. Then you can bring up those pages and show both the ebook and your notes.
• Ask your students to use Library Search to find articles on a topic and report out to the rest of the class as part of an assignment. Students would just need to login using their NWTC ID and password.

Out of the Classroom
• Send a link to your students to review a video that was shown in class or to watch a video outside of class. Students would just need to login using their NWTC ID and password.
• Create a free account in Films on Demand to make a playlist of several videos or segments. Then send the playlist URL to your students to watch after they login. This makes it easier to keep track of which videos you want everyone in the class to watch.
• Share articles or pages from e-books that you have downloaded or link to the ebooks or sections of the books.
• Tell students to use Library Search to research topics in journals or ebooks for assignments or homework. Students would just need to login using their NWTC ID and password.

PROFESSIONAL DEVELOPMENT
• Find information that helps you with lesson plans or notes.
• Keep up-to-date in your field by reading from professional journals through the Journal List.

CONTACT THE NWTC LIBRARY WITH QUESTIONS.
Call: 920-498-5493
Email: ask.library@nwtc.edu, chat at www.nwtc.edu/library
See all of the NWTC FAQ’s at nwtc.libanswers.com
Visit our high school instructor guide nwtc.libguides.com/hscredit
BLACKBOARD LEARN IS NWTC’S LEARNING MANAGEMENT SYSTEM.

Simplify digital transformation and increase student engagement with an easy to use, powerful and complete teaching and learning solution complete with a content library, grading app, plagiarism detection tools, interactive discussion boards, on-the-go web conferencing and more. Learn more about Blackboard’s Personalized Learning Solution: [www.blackboard.com/personalized-learning](http://www.blackboard.com/personalized-learning)

NWTC has created an online resource page for K12 Educators [www.nwtc.edu/bbtraining](http://www.nwtc.edu/bbtraining)

- Instructor Guides & Videos including PSGRADE/Grading Information
- Student Guides & Videos
- In-Person Instructor Training Schedule
- Instructor Support Information
- Student Support Information
- NWTC’s Technology Training Consultant Contact Information

BLACKBOARD FEATURES & TOOLS

- **Calendar**
  Insert course calendar as a tool to show due dates, etc. for specific courses or institutions.
- **Assignments**
  Basic tool to have students complete & submit work/ includes individual, group or portfolio submission & other grading details
- **Set Grade Center Due Dates**
  Configure assignments and set all due dates from one screen
- **Test**
  Formal assessments with various question types (multiple choice, matching, true/false, etc)

**How do I enter my final grades in Blackboard?**

1. Log into your Blackboard class shell and navigate to Course Management > Grade Center > Full Grade Center
2. In the column labeled “PSGRADE”, enter grades as followed:
   a. Letter Grades = A, B, C, D, or F
   b. Withdraw = W
3. If you do not see the “PSGRADE” column, contact NWTC’s K12 Specialist

WHERE CAN I FIND MY ROSTER?

Log into your Blackboard class shell and navigate to Users and Groups > Users. This screen will give you a list of students along with their usernames (NWTC IDs). You can also access the Full Grade Center as it will have a list of your students along with their usernames (NWTC ID).

WHERE DOES MY BLACKBOARD SHELL CONTENT COME FROM?

All Blackboard shell contents are managed and maintained by lead instructors at NWTC. If the contents in your shell are incorrect, please go to the faculty mentor list located on our K12 Educators webpage under Requirements for Teaching Transcribed Credit/Related Links.

I CAN’T FIND MY COURSE IN BLACKBOARD, WHAT DO I DO?

Sometimes you can’t see your course because:

- The class is not made available yet
- The class is at the bottom of the listing

All your enrolled classes will appear under your course list. The dates are indicated when available. You can modify this list by clicking the settings icon (top right of the course list module). Click on Group by Term then submit. You will see your classes sorted by term. Select which term you want to show then submit.

MY STUDENT CANNOT LOG INTO BLACKBOARD?

Confirm the student is on your Blackboard roster. If on the roster, your student can reset their password. If password reset doesn’t work, but the student is on your roster, contact the NWTC helpdesk at 920-498-6800 to verify that the student’s high school email address is in their profile and that it is spelled correct. After correction, have the student try again.

MY ROSTER ISN’T CORRECT.

For incorrect rosters, please contact your High School liaison for NWTC. Let them know to resend the updated roster to NWTC’s K12 Specialist. If you don’t know the high school liaison’s name, please go to the NWTC K12 High School Contact List located on NWTC’s K12 Educators webpage under Requirements for Teaching Transcribed Credit/Related Links.
If your students are unable to see some content in the class shell, below are some possibilities:

- Adaptive Release has been applied to the content
- It was made unavailable
- The due date already passed

To fix this, you would need to edit the assignment by removing the adaptive release to make the assignment available or change the due date.

**BEFORE CONTACTING HELP DESK...**

- Be sure to use Mozilla, Firefox or Google Chrome browsers
- Clear the cache, cookies, history and restart the browser
- Close other applications that may be affecting connectivity
- If able, work on a machine that is wired to the internet
- Use the Help Center Knowledge Base by clicking the Question Mark on the right.

**WHEN CONTACTING HELP DESK, CALL 920-498-6800**

- Provide your NWTC Employee ID (username)
- Full name
- High School
- Identify yourself as a High School Transcribed Credit Instructor
- The class number (example: 25644)
- Type of machine you are using

**NWTC’S HELP DESK:**

Hours:
- Mon – Thurs: 7AM – 8PM
- Friday: 7AM – 4:30PM
- Saturday: 8AM – 2PM

920-498-6800

To get the help you need, please state that you are a “Transcribed Credit Teacher.”

**CONTINUED CONNECTION WITH NWTC FACULTY & STAFF**

NWTC faculty begin and/or enhance their connection with high school transcribed credit instructors through the NWTC/K-12 Spring Summit. This mentorship relationship continues throughout the entire academic year. High school instructors are provided mechanisms to contact their NWTC faculty with inquiries on curriculum, course delivery, resources, NWTC programming, etc. NWTC recognizes our K-12 Relations as a significant strategic direction of the college and encourages this continued relationship building. High school instructors are encouraged to reach out to faculty when there are questions or concerns. K-12 Relations manager and staff are also a resource when needed.

**INSTITUTIONAL MONITORING, OVERSIGHT AND TRANSPARENCY**

Proper monitoring and oversight of transcripted credit is provided by academic departments, NWTC Recruitment and Academic Advising teams and K-12 Relations team. This oversight ensures that coursework meets higher education standards and that students understand the potential use of their earned credits.

**CAREER COACHES**

Did you know NWTC has Career Coaches who can:

- Organize a campus visit or a college classroom shadow for your students
- Visit your classrooms and talk to students about the importance of earning college credits and how they relate to NWTC programing and future careers. Other presentation topics include but are not limited to: job outlook, careers in demand, soft skills, resume and cover letter writing, transfer agreements with four year colleges and universities and college readiness.
- Meet with your students 1:1 and provide career exploration/advising
- Assist with college applications, FAFSA and Scholarship applications

To find your Career Coach, visit nwtc.edu/CareerCoach
USE OF TRANSCRIPTED CREDITS

Courses offered by NWTC for transcripted credit apply directly to programs offered at NWTC. These credits will also be recognized at other Wisconsin Technical Colleges, but may apply differently to program areas, as each college may offer different academic programs, diplomas and/or certificates. NWTC also offers formalized articulation or transfer agreements with many four-year college partners. Information on these opportunities can be found at www.nwtc.edu/programs/transfer-opportunities.

Students are also able to take technical college transcripts to a four year college to determine transferability. Students will need to advocate for themselves with their college advisor, Registrar, and/or Records staff.

Please use the UW System Course transfer wizard as a preliminary tool in researching course transferability: www.wisconsin.edu/transfer/wizards/

A follow up conversation with the receiving institution on the use of the transfer credit for the major of study is also recommended. It is always up to the receiving institution how they will accept transfer credits.

INITIATING ADVANCED STANDING AGREEMENTS

Advanced Standing Courses are taught by high school teachers using high school curriculum determined to be a close match to an NWTC course. A student must earn a “B” or better to receive advanced standing and be a matriculated Wisconsin Technical College System (WTCS) program student and enrolled in coursework to claim the credit(s). Advanced standing courses may earn a student the opportunity to skip an introductory level course in their program and advance to the next level. Advanced Standing agreements are transferable to all schools within the WTCS.

Advanced Standing agreements are on a three year cycle. All NWTC school districts will be notified in August of the year prior to the cycle so that they can meet the high school curriculum deadlines. NWTC’s three year cycle began in August 2019 and runs through June 2022. School Districts are able to submit requests for curriculum review mid cycle, please reach out to wendy.challis@nwtc.edu to request the paperwork for submission, along with your high school curriculum. Once NWTC faculty review this information, we can let you know if we can engage into an agreement.

PATHWAYS TO SUCCESS

In an NWTC career pathway, each level of education leads to a higher level of knowledge, more career opportunities, and higher salary potential. View programs and pathways at nwtc.edu/Pathways

SAMPLE PATHWAY

TRANSFER to 4 year college

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Potential Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>$39,000 - $56,000*</td>
</tr>
<tr>
<td>Technical Diploma</td>
<td>$28,000 - $31,000*</td>
</tr>
<tr>
<td>Certificate(S)</td>
<td>$23,000 - $25,000*</td>
</tr>
<tr>
<td>Pathway Certificate(S)</td>
<td>$21,000 - $23,000*</td>
</tr>
</tbody>
</table>

*sample of potential salary progression
CONNECTING YOUTH APPRENTICESHIP CONSORTIUMS

Youth Apprenticeship allows high school juniors and seniors an opportunity to enroll in occupational course work, and at the same time, practice skills and competencies learned on the job, with a mentor as an on-site teacher. Students attend industry-related courses offered at NWTC and have the potential of being placed at a jobsite related to their youth apprenticeship program area. Students are paid for the time they spend on the job. The Youth Apprenticeship program is coordinated by different consortiums and its availability differs by school district.

In our TECH NOW partnerships and the building of career pathways, districts have identified career pathways that are offered through dual credit. Districts have an opportunity to work with NWTC and their Youth Apprenticeship Consortium managers to create school to work experiences for the students. This provides a combination of high school dual credit offerings, NWTC coursework, and job placement to both curriculum and real world experiences.

ESTABLISHING START COLLEGE NOW AGREEMENTS

Start College Now allows qualified high school juniors and seniors to take post-secondary (college-level) classes at NWTC. District school boards determine approval of Start College Now coursework if a comparable course is not offered within the student’s school district. A student can work with his or her high school counselor to select coursework to be reviewed by the student’s district school board. Students that successfully complete coursework will receive both high school and post-secondary credit.

In our TECH NOW partnerships and the building of career pathways, districts have identified large cohorts of students that might be interested in NWTC coursework not available at the high school due to limitations with workload, resources, etc. NWTC has viewed this as an opportunity to offer coursework to both the high school student and/or community members. Through work with K-12 Relations team, these courses can be established at the high school setting, taught by NWTC faculty, if the proper lab, resources, and minimum enrollment are met. NWTC will try to best accommodate the high school and NWTC faculty instructor that might be available to instruct the course. Start College Now programming is an additional dual credit method that can enhance a schools’ career pathway development.
MEET THE TEAM

BROOKE HOLBROOK
K-12 Relations Manager
brooke.holbrook@nwtc.edu
920-498-5422

WENDY CHALLIS
K-12 Relations Specialist
• Transcribed Credit
• Advanced Standing
• Blackboard
• Library Resources
wendy.challis@nwtc.edu
920-491-2600

ASHLEY DRZEWIECKI
Dual Credit Specialist
• Start College Now
• Youth Apprenticeship
ashley.drzewiecki@nwtc.edu
920-498-5416

MARLENE GAUTHIER
Early College Project Manager
marlene.gauthier@nwtc.edu
920-498-5652

JOLYN HELGESON
Distance Learning
Scheduler/Specialist
jolyn.helgeson@nwtc.edu
920-498-5705