Transcribed 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. 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 K12relations@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 K12relations@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 audit 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?**
   Enrollment information is expected to be submitted two weeks before the start of the class. This allows students and instructors to fully access and utilize NWTC resources such as Blackboard. We ask that you send the enrollments to us at the start of your class and grades at the close of the class. Grades are expected to be submitted in the blackboard shell within 72 hours of class completion. The start and end dates are critical for all types of class schedules. Please make sure they are correct.

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 so we can provide 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 of the 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 K12relations.edu. We no longer accept excel spreadsheet rosters and/or hand-written enrollments.

6. **When do I send in my students’ grades?**
   When you have your student’s FINAL grade for the class, log into the Blackboard shell. You are required to enter FINAL student grades into your Blackboard shell in the PSGRADE column for the course. We will remind you to enter the grades into Blackboard.

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.
8. **How can high school students request an NWTC transcript?**

   Official and unofficial transcripts are accessible online at https://www.nwtc.edu/admissions/student-records/transcript-request or students can call Enrollment Services 920-498-5444 at NWTC for assistance.

9. **Requesting Student Credentials?**

   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 submit my transcribed credit class syllabi?**

    For more information regarding the required transcribed credit syllai, go to nwtc.edu and search for transcribed credit. Click on Requirements for Teaching Transcribed Credit. Scroll down to Syllabus Creation and Submission. Depending on the content area you are teaching will determine where to submit your syllabi.

11. **Which classes will transfer to other educational facilities?**

    If you are planning to transfer to a University of Wisconsin (UW) or a Wisconsin Technical College System (WTCS) campus, use this website to take the next steps to achieve your college education goals. https://www.wisconsin.edu/transfer/.

12. **FYI…Blackboard shells are automatically created when a class is generated in NWTC PeopleSoft system. A Transcribed Credit Instructor will see their Blackboard shell when they are assigned to the generated class.**

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**We love to answer questions!**

**Call:** 920-498-5493

**Email:** ask.library@nwtc.edu, chat at www.nwtc.edu/library

**See all of the NWTC FAQ's at** http://nwtc.libanswers.com

**Visit our high school instructor guide -** http://nwtc.libguides.com/hscredit

Blackboard Learn is the NWTC Learning Management System. NWTC transcribed 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:** https://www.nwtc.edu/programs/k-12-offerings/k12-educators/blackboard-training