



## TRANSCRIBED CREDIT TEACHER CHECKLIST

### **THE YEAR PRIOR TO TEACHING THE COURSE:**

- Complete paperwork and create an account
- Attend the NWTC SPRING SUMMIT to meet the curriculum sharing requirement
- Reach out to K12 Relations (**earlycollege@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](http://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](mailto:generalstudies@nwtc.edu)

**College of Business** - [collegeofbusiness@nwtc.edu](mailto:collegeofbusiness@nwtc.edu)

**Health Sciences** - [healthsciences@nwtc.edu](mailto:healthsciences@nwtc.edu)

**Trades** - [trades@nwtc.edu](mailto: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 role and/or invite Career Coach in for any further support or presentations.
- Refer the class to District Special Education Department 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 (**earlycollege@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 PeopleSoft (PS)Grade column only.