



SAINT LOUIS UNIVERSITY
—
1818 ADVANCED COLLEGE CREDIT
PROGRAM

DualEnroll.com

Dual Enroll: Instructor Portal

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Account Setup

When you are onboarded as an instructor, you will receive an email from noreply@dualenroll.com to set up your login credentials. You'll use these credentials to log in at slu.dualenroll.com.

Note: When setting up your credentials, we recommend NOT using an email address as your username.

The screenshot shows the DualEnroll login interface. On the left, a box titled "Log in to your existing DualEnroll account" contains a "USERNAME:" label with an input field, a "PASSWORD:" label with an input field, a blue "LOGIN" button, and two links: "[Forgot your username or password?](#)" and "[Need to enter your text confirmation code?](#)". A red arrow points to the USERNAME input field. On the right, there are two sections: "New students" with a blue button labeled "CREATE MY DUALENROLL ACCOUNT", and "College staff" with a blue button labeled "USE MY COLLEGE LOGIN".

Confirming Enrollment

All students in need of enrollment confirmation will be highlighted in yellow under the ‘students’ tab. Enrollment confirmation is the final step in a student’s registration.

Instructor Doug Nelsonville | Help | Log

Profile **Students** Status Ongoing Reqs

The courses your students are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (student, parent/guardian, or high school).

NELSONVILLE-YORK HIGH SCHOOL: Registration Activity

Course: All Courses | Counselor: All Counselors | Term: > All Active Terms | Step: All Steps | Abandoned: show | Search:

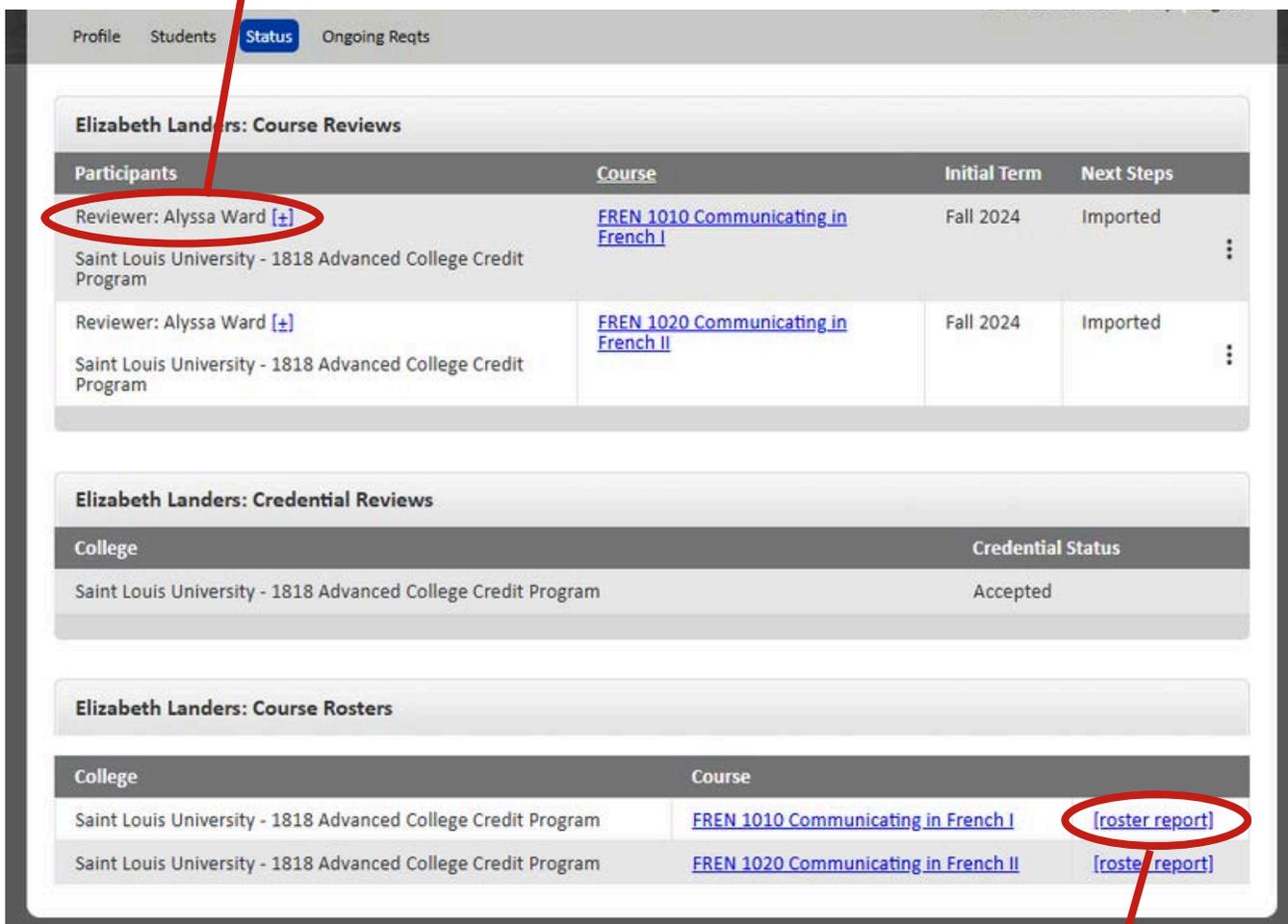
Student / Date	Course	Status	Steps
Roth, Beth[+]	FREN 2010 Interm. French Lang & Culture 21563[+] Saint Louis University - 1818 Advanced College Credit Program Spring 2025		Instructor: Confirm DE Course
Roth, Zena[+]	MATH 1520 Calculus II 21565[+] Saint Louis University - 1818 Advanced College Credit Program Spring 2025		Instructor: Confirm DE Course
Roth, Zena[+]	SPAN 2010 Conct Hisp Wld: Inter Span 1 21569[+] Saint Louis University - 1818 Advanced College Credit Program Spring 2025	[show]	Complete

Select ‘Instructor: Confirm DE Course.’ A prompt will appear for you to confirm or deny a student’s enrollment. If a student signed up for the incorrect course, please contact 1818@slu.edu.

Running Rosters

Under 'status' you'll find a list of courses you're offering this year along with the option to run roster reports.

Your reviewer is your SLU faculty liaison.



Profile Students **Status** Ongoing Reqs

Elizabeth Landers: Course Reviews

Participants	Course	Initial Term	Next Steps
Reviewer: Alyssa Ward [±] Saint Louis University - 1818 Advanced College Credit Program	FREN 1010 Communicating in French I	Fall 2024	Imported
Reviewer: Alyssa Ward [±] Saint Louis University - 1818 Advanced College Credit Program	FREN 1020 Communicating in French II	Fall 2024	Imported

Elizabeth Landers: Credential Reviews

College	Credential Status
Saint Louis University - 1818 Advanced College Credit Program	Accepted

Elizabeth Landers: Course Rosters

College	Course	
Saint Louis University - 1818 Advanced College Credit Program	FREN 1010 Communicating in French I	[roster report]
Saint Louis University - 1818 Advanced College Credit Program	FREN 1020 Communicating in French II	[roster report]

Select 'roster report' to view the students registered for your class.

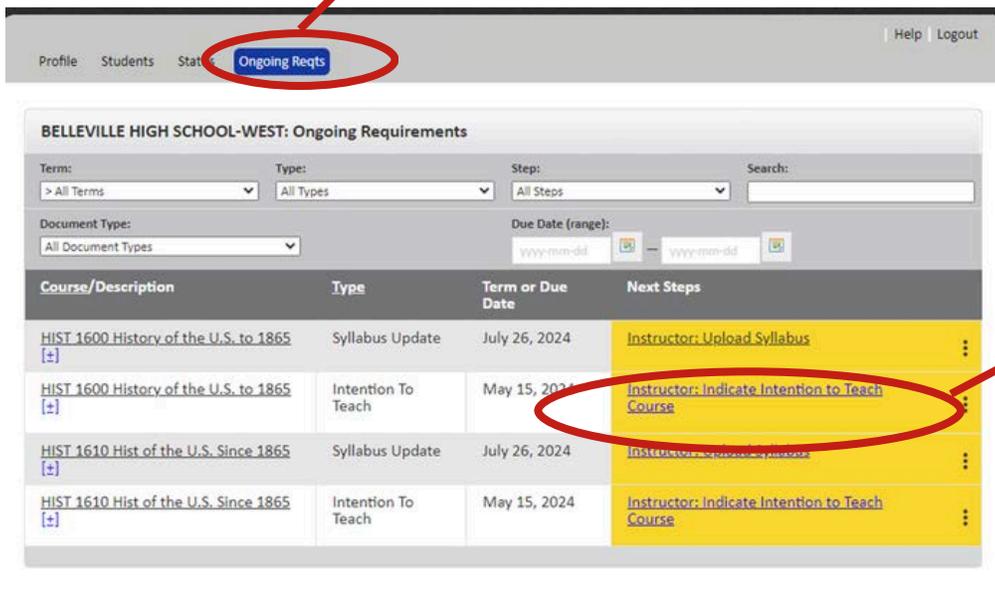
Ongoing Requirements: Intent to Teach and Annual Syllabus Upload

Each spring, instructors are required to complete the following:

- Intent to Teach: Notifying the 1818 Program if you are, or are not, planning to teach a course for the following academic year
- Syllabus Upload and Review: Uploading a syllabus for any given coursework you intend to teach the following academic year

Intent to Teach

Step 1: Select the 'ongoing reqts' tab.



Profile Students Status **Ongoing Reqs** Help Logout

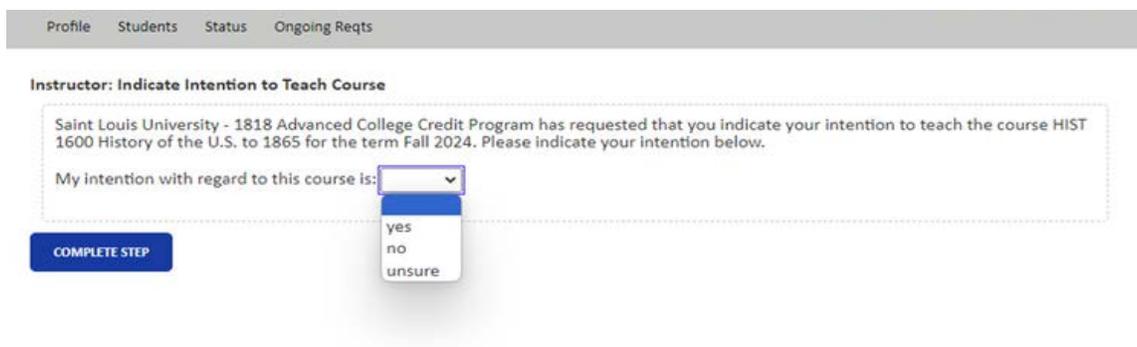
BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms Type: All Types Step: All Steps Search:

Document Type: All Document Types Due Date (range):

Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus
HIST 1600 History of the U.S. to 1865	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1610 Hist of the U.S. Since 1865	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus
HIST 1610 Hist of the U.S. Since 1865	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course

Step 2: Select 'Instructor: Indicate Intention to Teach Course'



Profile Students Status Ongoing Reqs

Instructor: Indicate Intention to Teach Course

Saint Louis University - 1818 Advanced College Credit Program has requested that you indicate your intention to teach the course HIST 1600 History of the U.S. to 1865 for the term Fall 2024. Please indicate your intention below.

My intention with regard to this course is:

yes
no
unsure

COMPLETE STEP

Step 3: The following popup will appear. Select 'yes,' 'no,' or 'unsure' to indicate whether you will be teaching the course for the subsequent year. If you are planning on teaching an additional course not listed in your portal. Please visit <https://www.slu.edu/1818/instructors/course-addition-instructor-application.php> to request an addition.

Syllabus Upload and Review

Step 1: Select the 'ongoing reqts' tab.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms | Type: All Types | Step: All Steps | Search: []

Document Type: All Document Types | Due Date (range): [] - []

Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 27, 2024	Instructor: Upload Syllabus
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course

Step 2: Select 'Instructor: Upload Syllabus'

Step 3: To upload your document, select 'choose file' and select kind of document as 'syllabus.' Comments made below will be made visible to your liaison.

Profile | Students | Status | Ongoing Reqs

Instructor: Upload Syllabus

Please provide an updated syllabus and any other course materials you deem appropriate for the course listed below. If you will not be teaching the course for the indicated term, please check the box "I am not teaching this course this term" rather than uploading any documents.

Course Information

Instructor: []
Course: [HIST 1600 History of the U.S. to 1865](#)
Term: Fall 2024

Document	Size	Date	Filename	
Syllabus Template	341960	2024-04-17	thai-basil-beef-stir-fry.pdf	DELETE

Choose File No file chosen | Kind of Document: syllabus

I'm not teaching this course this term

Comments

Note: comments entered here will be communicated to the college and will be visible to other participants.

Or upload a comments file (PDF only): Choose File No file chosen

COMPLETE STEP

Don't forget to select 'complete step!'

Once your syllabus is uploaded, it will go to your liaison or College for review and will no longer be highlighted.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms | Type: All Types | Step: All Steps | Search:

Document Type: All Document Types | Due Date (range): yyyy-mm-dd - yyyy-mm-dd

Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus

Once the syllabus has been approved, it will be marked as 'complete' in your portal. You will receive email updates notifying you of updates to your submission.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms | Type: All Types | Step: All Steps | Search:

Document Type: All Document Types | Due Date (range): yyyy-mm-dd - yyyy-mm-dd

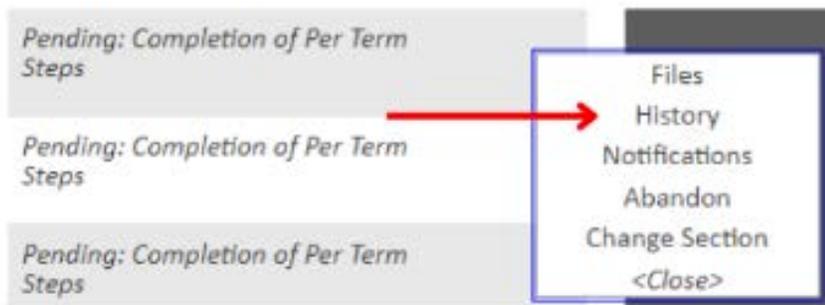
Course/Description	Type	Term or Due Date	Next Steps
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Complete
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	Complete
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Complete

Step 4: If necessary, your liaison may request revisions to your syllabus. You will receive an email notification with their comments, and the request to reupload will once again be highlighted in yellow in your portal.

Step Definitions

Pending: Completion of Per Term Steps

This means the student has a step in their registration process that still needs to be completed. This does NOT necessarily mean that the student needs to do anything at this point. You will need to view the student's history to see what step they are on. All steps listed under history are completed steps.



Standard order of steps (this may vary with exception cases):

- Student Initiates registration
- Coordinator confirms GPA and Academic Year
- Parent provides consent for all Students (Parents often get confused if they see this. If this step is listed, they have completed all of the steps, even if the “name” column is blank)
- Students account bridges to SLU systems, generating a Banner ID number for the student
- Instructor confirms enrollment in DE course

High School: Confirm DE Course

High School instructor needs to confirm student may enroll in their class. Coordinator may also complete this step on behalf of instructor.

High School: Confirm GPA and Academic Year

Coordinator needs to confirm the student's GPA. Once coordinator confirms, a consent email will be sent to the parent.

High School: Request Jr/Sr Exception Below 3.0

Coordinator needs to approve Jr/Sr GPA under 3.0.

Parent: Provide Consent for all students

Parent needs to provide consent for student to participate. They will receive regular reminders via email/text from DualEnroll asking them to consent or deny their students enrollment. This needs to be completed by the last day of registration. Parents should check spam folder if they cannot locate email from noreply@dualenroll.com. Check the student's profile to confirm their parent's contact information is listed correctly. Email can be resend within DualEnroll if they cannot find it.

Parent: Provide Consent for exception cases

This is the same step as “provide consent for all students,” it is just for students with a GPA lower than what we require to participate in coursework.

Pending: Application Response

Student is being processed by Saint Louis University.

Instructor: Confirm DE Course

Coordinator has confirmed GPA, parent has consented, and instructor just needs to approve their enrollment. There is nothing that the student needs to do at this time.

College: Resolve Failed Registration/Approve Exception

Saint Louis University staff needs to resolve an issue with the students account before moving them forward. This could be related to unpaid tuition from the previous semester, approving a GPA exception, etc.

Student: Resolve Issues

The student needs to take action on their account to complete their registration. This is often due to nonpayment from a previous semester. Click on notification to view comment from university.

Abandoned/Drop

The student or an administrator as dropped the student’s course.

Failed

The students registration has failed. This is typically because they did not meet the requirements to participate or their parent declined their consent form.

Complete

The student’s registration is completely processed and they are fully registered into the program.

**There are a few other steps that come up rarely. If you have a student that is on a step not listed here, please know Saint Louis University staff will be working with either the coordinator, DualEnroll helpdesk, or family to resolve these issues.