

Our new software system, DualEnroll (slu.dualenroll.com), enables the SLU 1818 Program to manage the following tasks for all SLU 1818 high school instructors:

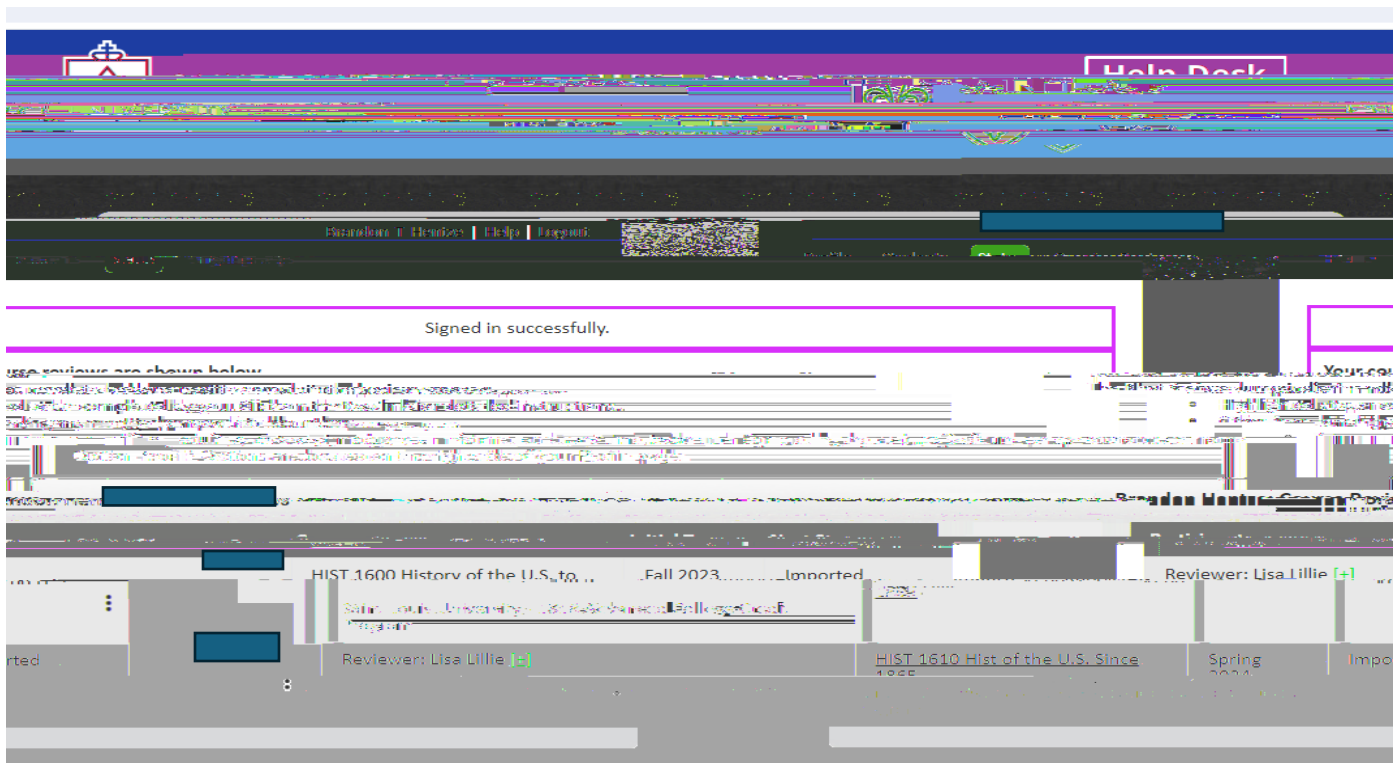
- < intent-to-teach
- < syllabus upload and review

Each Instructor will have a unique log on to the system. You should have already completed the log in process last semester. If you are a new instructor and have not completed the process yet, check your spam for the email that allows you to log in.

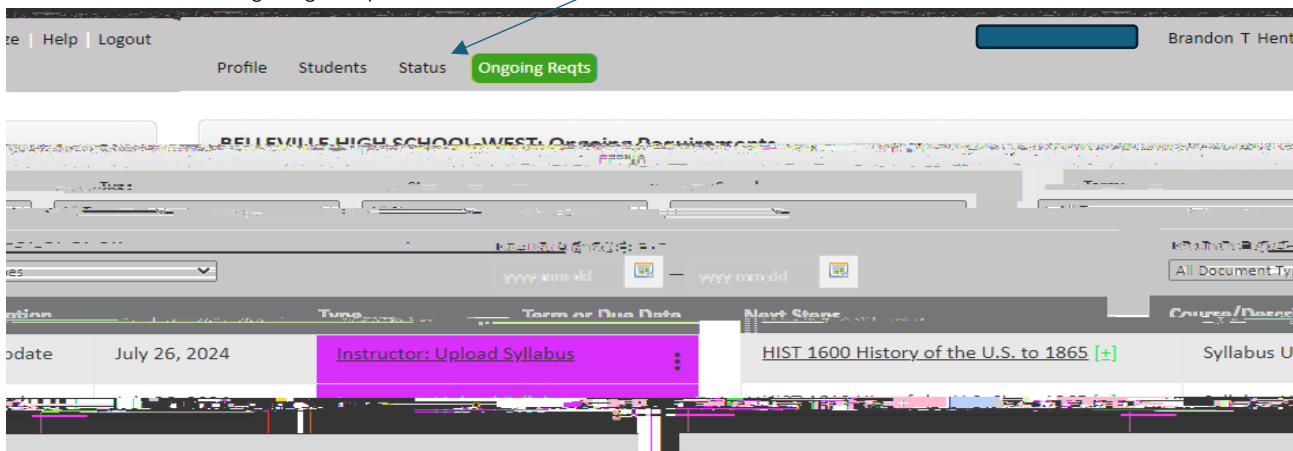
If you have not received your log-on information contact 1818@slu.edu

Log into DualEnroll using your credentials. <https://slu.dualenroll.com>

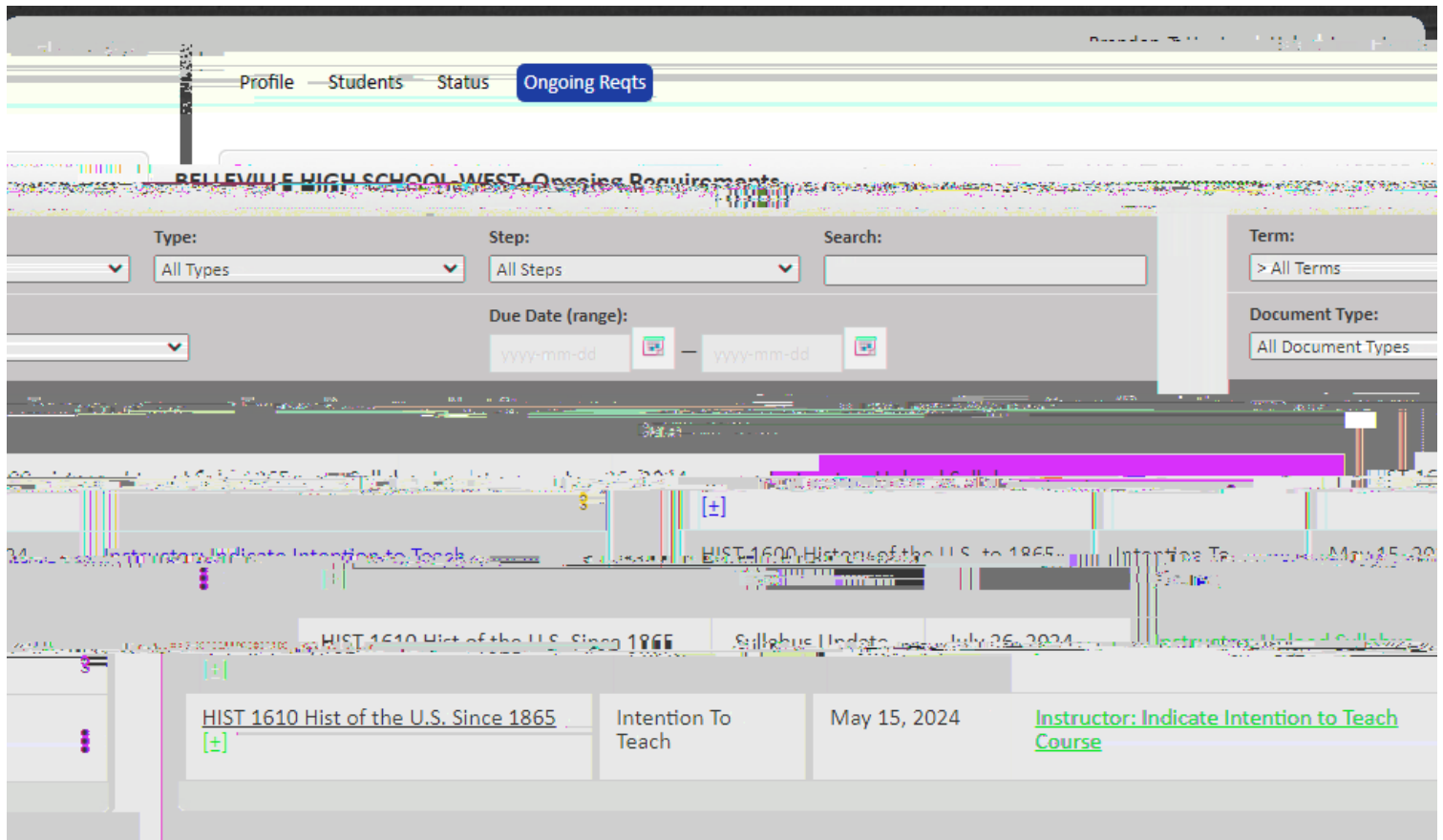
Your landing page will look like this:



: Click on Ongoing Requirements:



: In our example, the instructor has been asked for items, you will notice that the "next steps" are highlighted to prompt you as the instructor to complete a task:



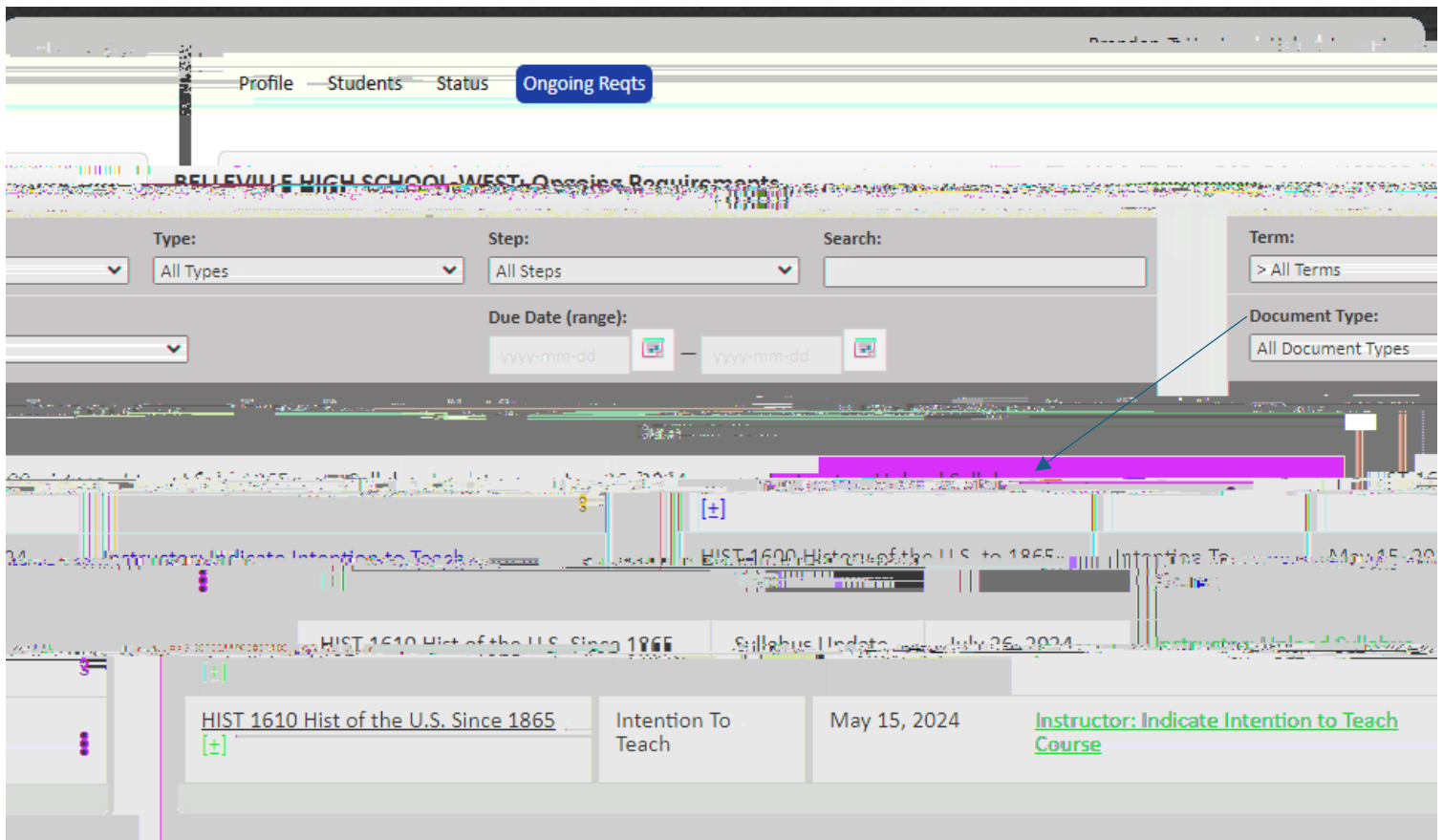
Click on the "Intention to Teach Course" individually for both the Fall and Spring semester courses. Click on the drop down and reply whether you will be teaching the listed course for the stated semester.

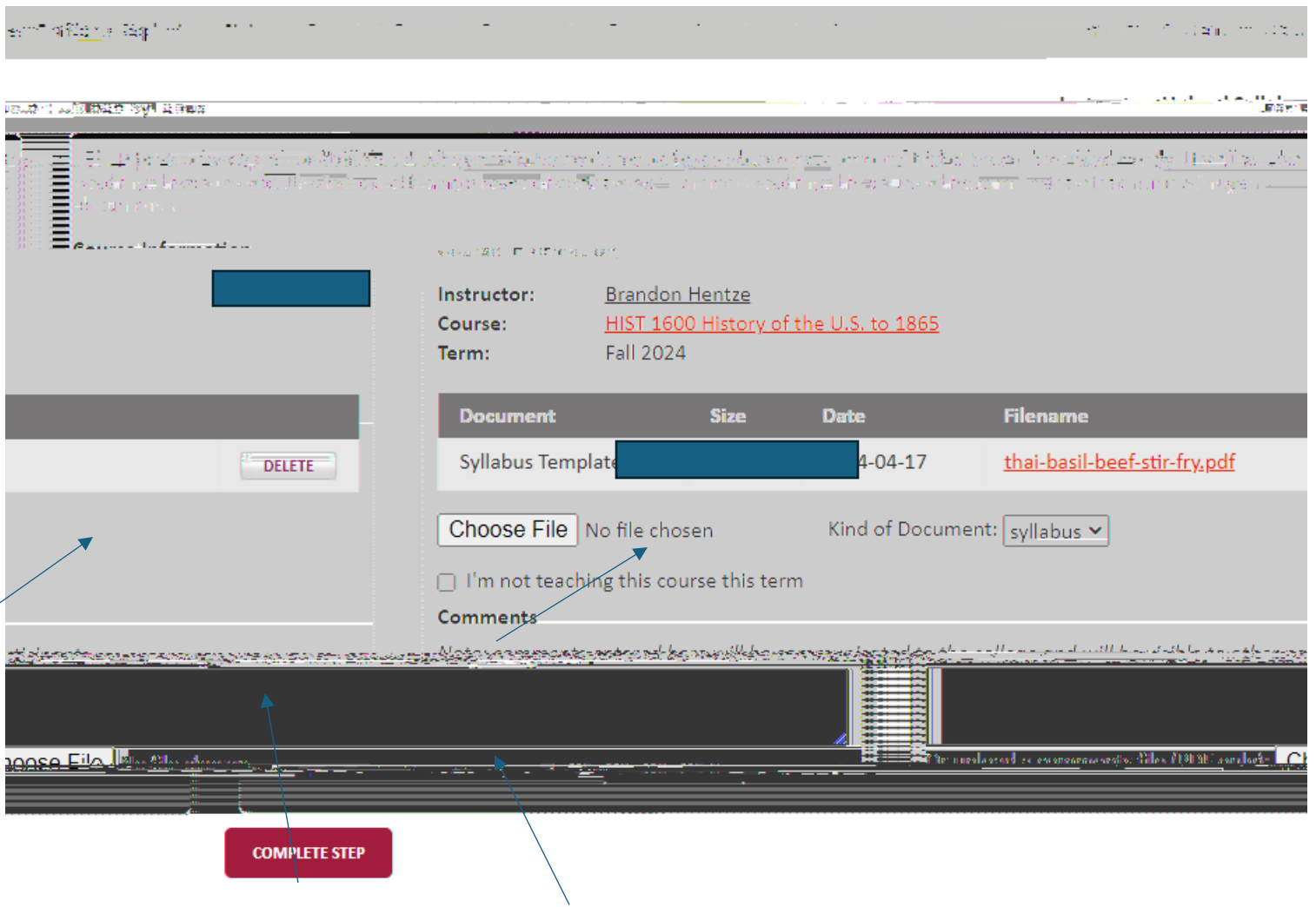
Finish by clicking on the "Complete Step" button.

If you will be teaching a course that is different from that listed on the Ongoing Requirements, select no, and please contact us at 1818@slu.edu

Click on the "Upload Syllabus" by the required due date. On this screen you will do one of two things:

1. If you are teaching the course-click on the choose file right below the Term.
Select "Syllabus."
Upload the syllabus for the course from your computer.
If you need to enter any communication for the liaison, you can type it in the comment box or attach a file below the comment box by clicking on "Choose File."
Click "Complete Step."
2. If you are NOT teaching the course-click on the small box "I'm not teaching this course this term" and "Complete Step."

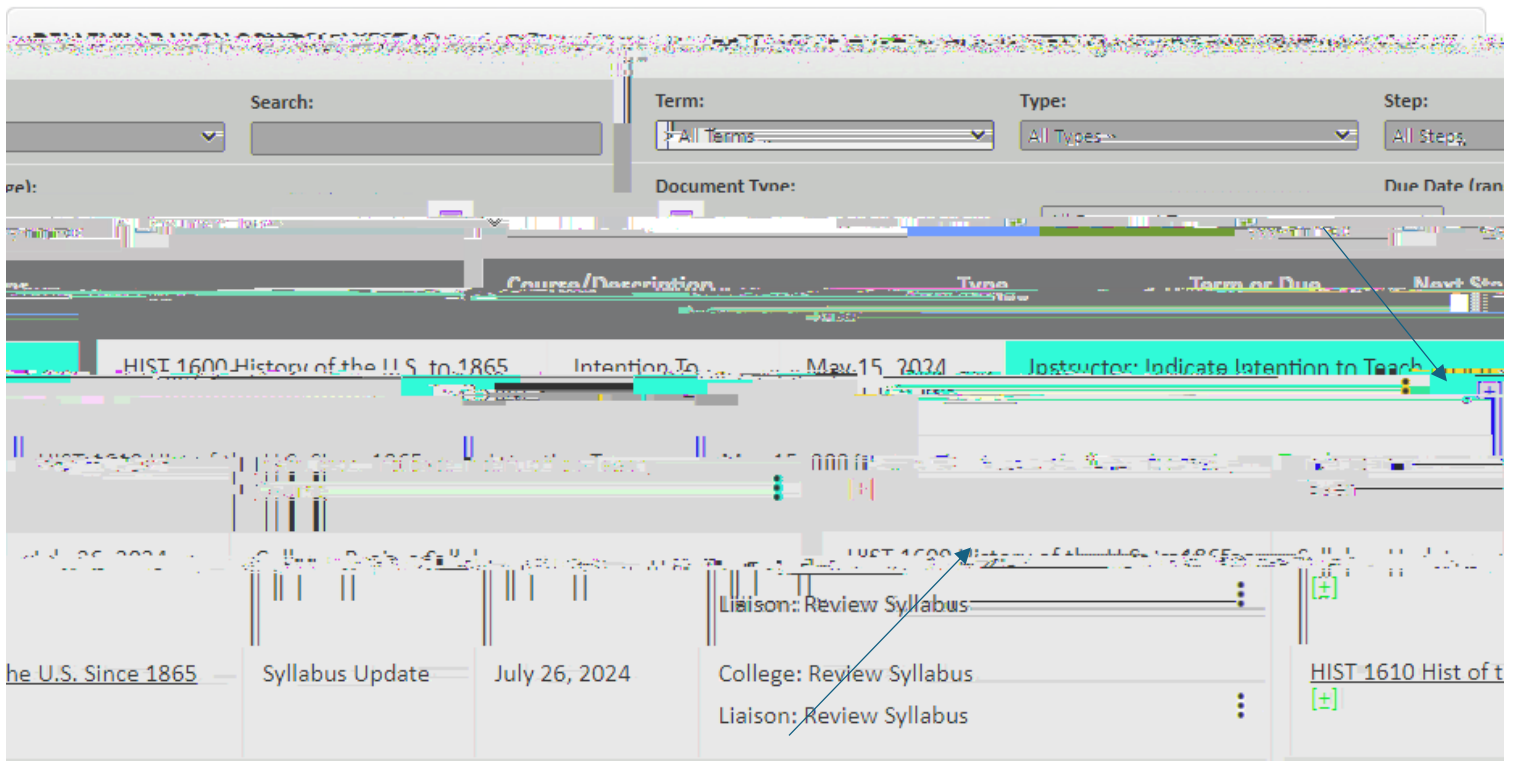




Please note that any time you enter a response via this system, it will initiate a comment to the liaison that will be visible via their DualEnroll log in and in the email notification that they receive from DualEnroll.

Also, note that once you complete a step, it will then move to the appropriate Liaison or College personnel for review and will no longer be highlighted yellow for the instructor to complete.

You can see the history of the step by clicking on the ellipsis next to the step.



The Review Syllabus will now be sent to the departmental liaison. They will provide their assessment of the syllabus, using the radio buttons below. Several things could happen:

1. The Liaison and the College review the syllabus and approve. This makes the step complete.

