



**STATEWIDE ENROLLMENT AND  
REPORTING SYSTEM (SERS)  
CTE DUAL-CREDIT STUDENTS**  
*COLLEGE STAFF MANUAL*  
*JUNE 2018*

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# OVERVIEW

CTE Dual Credit is an industry and education partnership committed to providing a highly-trained and motivated workforce, prepared to pursue lifelong learning in a changing technological society. It includes a rigorous and focused course of study that provides students with essential academic and technical foundations and prepares students with necessary workplace skills.

These courses are offered at many high schools and skills centers across the state in partnership with community and technical colleges. They integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same course.

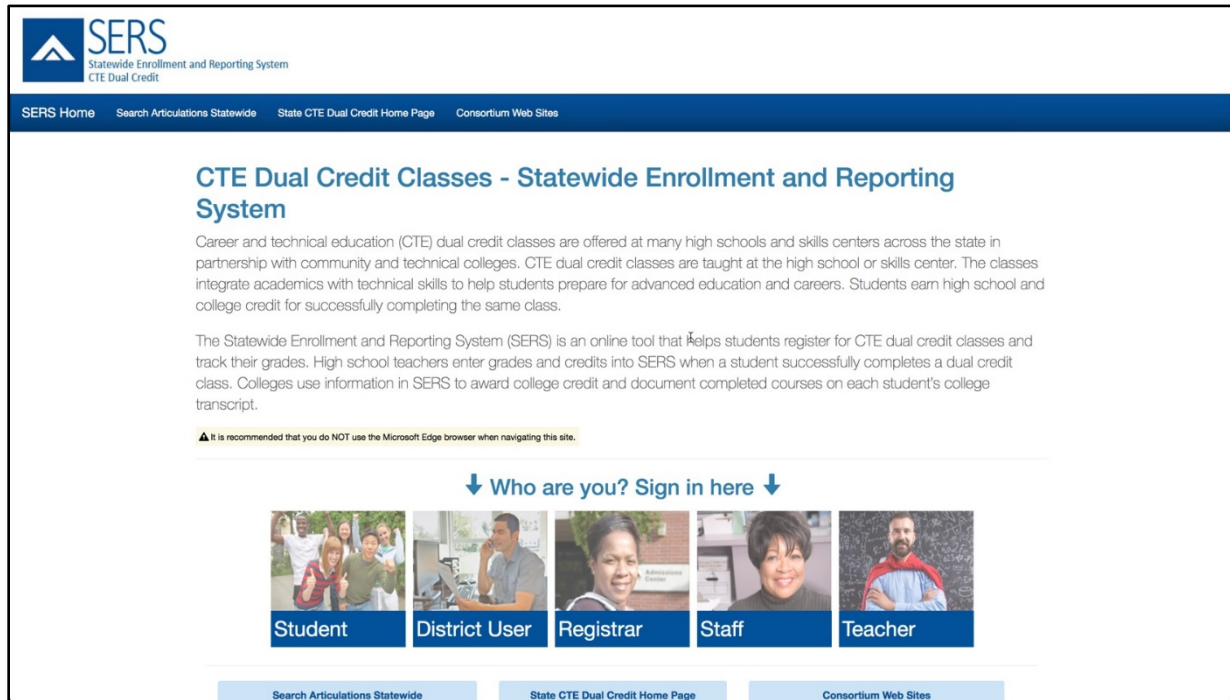
Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- Align to a professional-technical pathway, leading to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one of the following fields:
  - Engineering technology
  - Applied science
  - Mechanical, industrial, or practical art or trade
  - Agriculture
  - Health
  - Business
- Build student competencies in mathematics, science, technology, and communications through a sequential course of study.
- Lead to employment or further education.

The Statewide Enrollment and Reporting System (SERS) is used by CTE Dual Credit consortium members, teachers, college staff, registrars, and students to view and manage information related to participants and courses.

# SERS Home Page

The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the public. It provides log-in functions as well as access to other information.



The screenshot shows the SERS (Statewide Enrollment and Reporting System) home page. At the top left is the SERS logo with the text "Statewide Enrollment and Reporting System" and "CTE Dual Credit". A dark blue navigation bar contains links: "SERS Home", "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites". The main heading is "CTE Dual Credit Classes - Statewide Enrollment and Reporting System". Below this is a paragraph explaining that CTE dual credit classes are offered at high schools and skills centers in partnership with community and technical colleges. A second paragraph describes SERS as an online tool for registration and grade tracking. A small warning icon states: "It is recommended that you do NOT use the Microsoft Edge browser when navigating this site." Below this is a sign-in section titled "Who are you? Sign in here" with five user role buttons: "Student", "District User", "Registrar", "Staff", and "Teacher", each accompanied by a representative photo. At the bottom, there are three light blue buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".

# Logging Into SERS

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## Logging into SERS for the First Time

To log into SERS for the first time, you will need to follow the link that the system emails to you when your account is created. Following the link will prompt you to set your password and security questions for account recovery.

The Security Information screen will provide you with your username at the top of the screen.

1. Enter your password in the Password box, making sure to follow the rules on the screen. Then enter the same password in the Compare Password box.

**Security Information**

Your Username is: **dthomasg**

You need to create a new password, so please follow these rules:

1. At least 10 characters long.
2. Contain at least one upper and one lower case letter.
3. Contain at least one number.
4. Contain at least one of the following special characters:  
! # \$ % \* + - = ? @ ^ \_ ~

All Fields Required

**Password** .....

**Compare Password** .....

2. Select three different security questions and enter your answer for each question.

Three separate security question/answer combinations are required.  
Select a question from the dropdown and add your answer to the textbox below it.

**Question One**  
What was the name of your second pet? ▾

**Answer One**  
Petunia

---

**Question Two**  
What is the name of your favorite grade school teacher? ▾

**Answer Two**  
Magnusson

---

**Question Three**  
Who was your favorite high school teacher? ▾

**Answer Three**  
Sullivan

3. Select the Submit button.
4. The next screen will confirm your submission. Click the Continue button.

Your account is now ready for use. Click continue to finish.

5. Verify your account information and select Save Account.

**Username** dthomasg

**First Name** • TOM

**Last Name** • GIBBONS

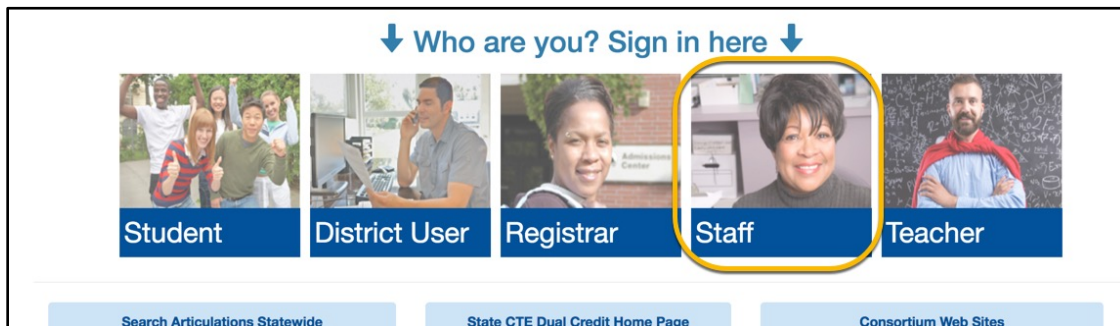
**Email** • tgibbons@southseattle.edu

**Phone** • (206) 934-0000

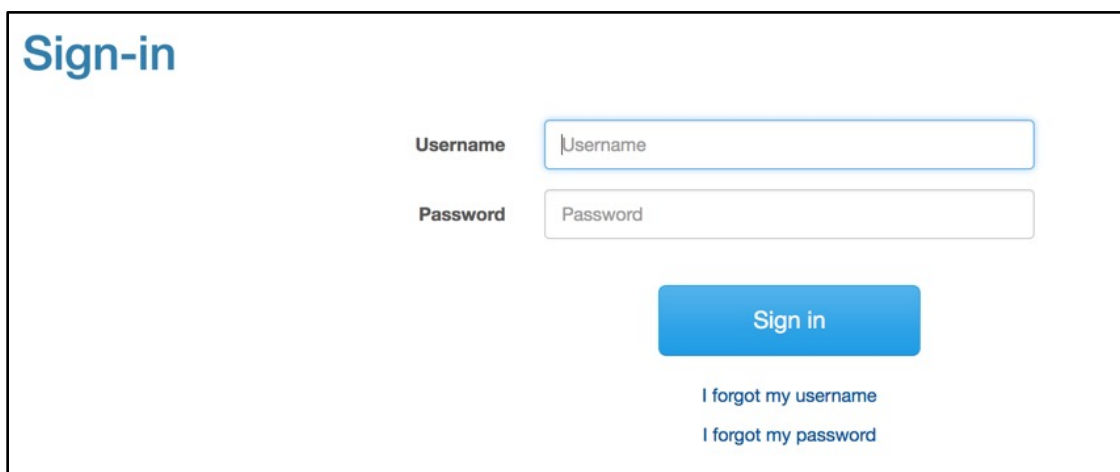


## Logging into SERS after your First Login

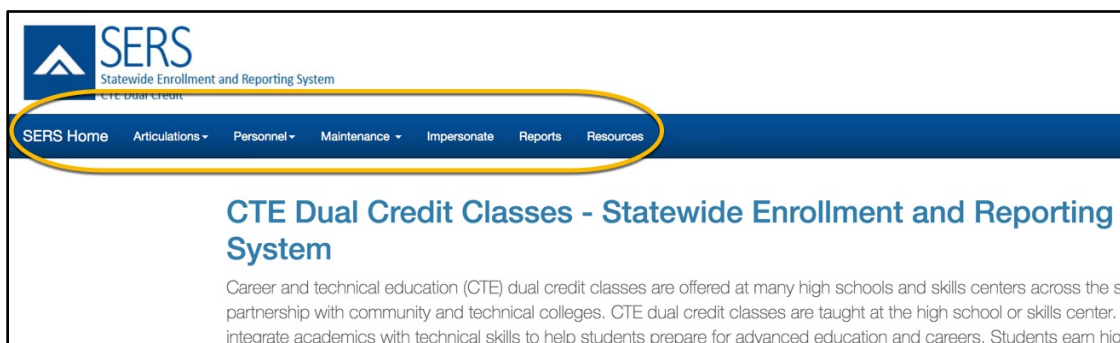
1. Access the SERS Home Page, at <http://www.ctesers.org> and select Staff Sign In.



2. Enter the user name and password provided to you by the person who created your account. If a new account is needed, contact the college consortium director first. For additional assistance, contact State Board staff: [sershelp@sbctc.edu](mailto:sershelp@sbctc.edu).

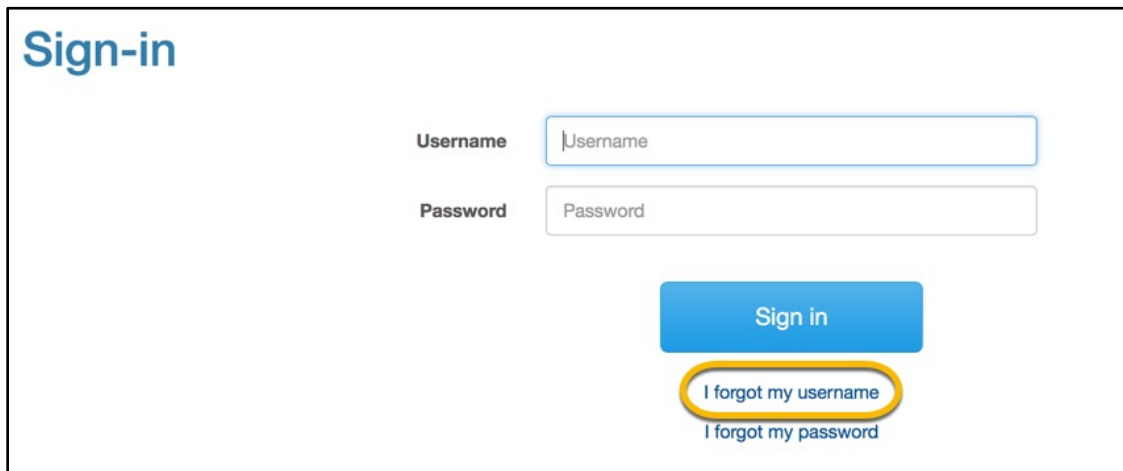
A screenshot of the SERS Sign-in form. The title "Sign-in" is at the top left. Below it are two input fields: "Username" and "Password". A blue "Sign in" button is centered below the fields. Below the button are two links: "I forgot my username" and "I forgot my password".

3. Click the Sign In button  
The Staff Home Page will appear. The menus across the top provide access to SERS functions. The options shown will vary depending on your security level.



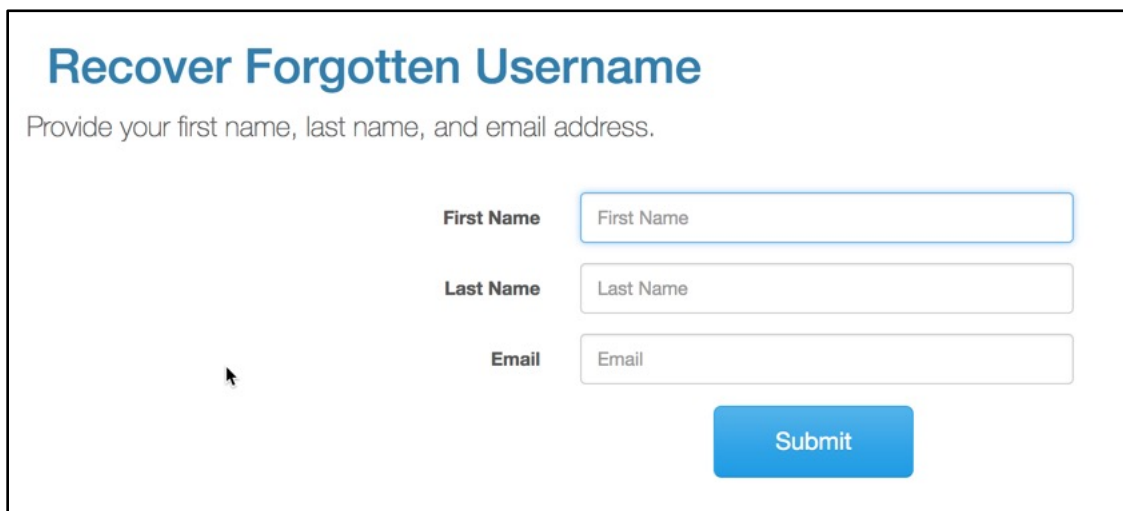
## Recovering your User Name

1. Click the “I forgot my user name” link on the Sign In page



The screenshot shows a 'Sign-in' form with two input fields: 'Username' and 'Password'. Below the fields are two buttons: a blue 'Sign in' button and a yellow 'I forgot my username' button. The 'I forgot my username' button is circled in yellow, indicating it is the link to be clicked.

2. Enter your first name, last name and email address, then click the Submit button.

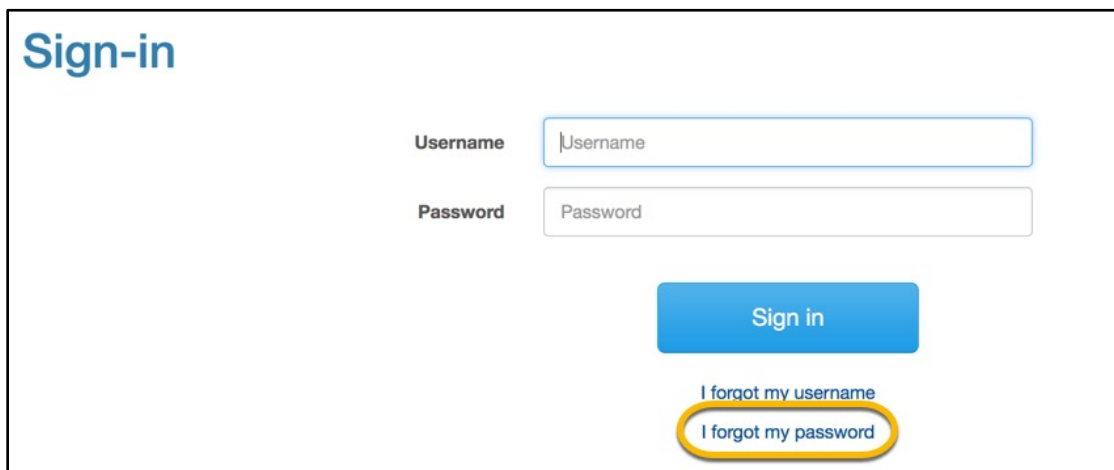


The screenshot shows a 'Recover Forgotten Username' form. It includes a heading 'Recover Forgotten Username' and a sub-heading 'Provide your first name, last name, and email address.' Below this are three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the bottom right of the form.

Your user name will be emailed to you.

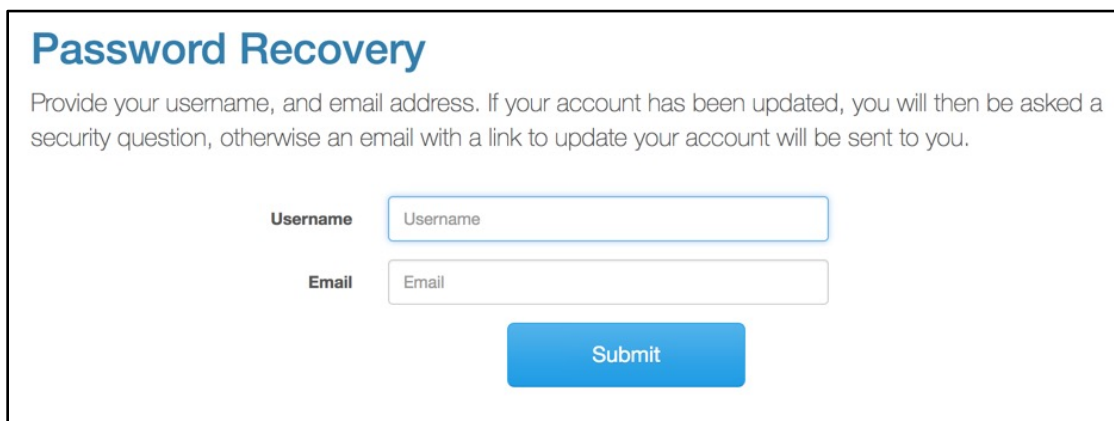
## Resetting your Password

1. Click the “I forgot my password” link on the Sign In page



The screenshot shows a 'Sign-in' form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my password' link is circled in yellow.

2. Enter your username and email address on the Password Recovery screen and click the Submit button.



The screenshot shows a 'Password Recovery' form. It includes a heading 'Password Recovery' and a paragraph: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below this are two input fields: 'Username' and 'Email'. At the bottom is a blue 'Submit' button.

A password reset link will be emailed to you.

# MANAGING USERS

Users are defined as all users of SERS who are not students. You can search for, add and edit user records, and control user access to specific system features.

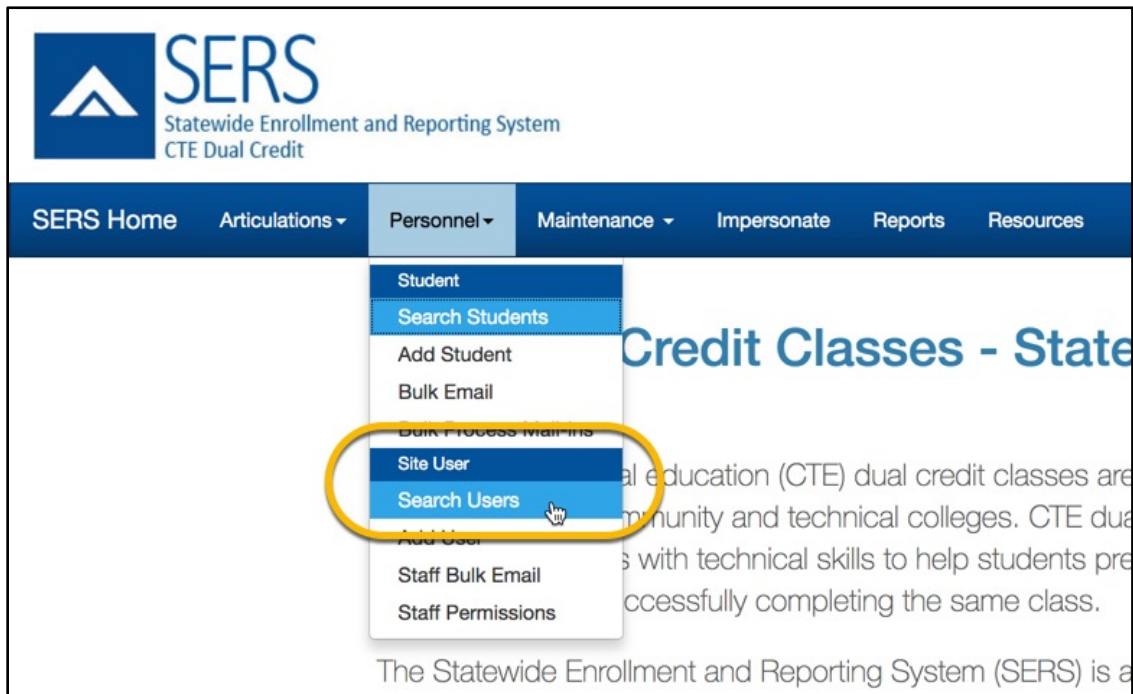
**Before you add a user, search the list of users so that you don't create a duplicate record.**

## Searching for Users

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To search for users:

- 1 Open the Personnel menu. Then select Search Users.



**2 Enter search terms in the search boxes.**

To include inactive users in your search, check the Include Inactive checkbox.

**User Search**

First Name

Last Name

Role All Roles ▾

School District All School Districts ▾

High School All High Schools ▾

College All Colleges ▾

Include Inactive

**3 Click the Search button**

The results display below the search form. If you have not entered any search terms, all users will be displayed.

College All Colleges ▾

Include Inactive

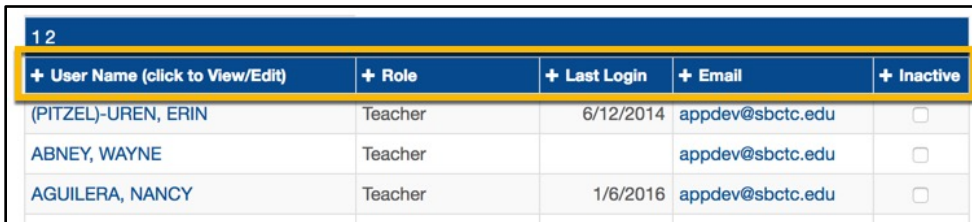
74 Records Found Number of Results Per Page 50 ▾

+ User Name (click to View/Edit)	+ Role	+ Last Login	+ Email	+ Inactive
(PITZEL)-UREN, ERIN	Teacher	6/12/2014	appdev@sbctc.edu	<input type="checkbox"/>
ABNEY, WAYNE	Teacher		appdev@sbctc.edu	<input type="checkbox"/>
AGUILERA, NANCY	Teacher	1/6/2016	appdev@sbctc.edu	<input type="checkbox"/>
ANSON, DIANA	Teacher	6/10/2015	appdev@sbctc.edu	<input type="checkbox"/>
ARNOLD, JOHN	Teacher	6/8/2015	appdev@sbctc.edu	<input type="checkbox"/>
AXTMAN, KAYCE	Teacher	12/16/2015	appdev@sbctc.edu	<input type="checkbox"/>
BENETTI, JODI	College Registrar	1/11/2016	appdev@sbctc.edu	<input type="checkbox"/>
BLAKNEY, MYLES	Teacher	6/16/2015	appdev@sbctc.edu	<input type="checkbox"/>
BOARD, STATE	College CTE Staff	3/19/2018	appdev@sbctc.edu	<input type="checkbox"/>
BRAY, DAVID	Teacher	6/20/2015	appdev@sbctc.edu	<input type="checkbox"/>

## Working with the User Search Results

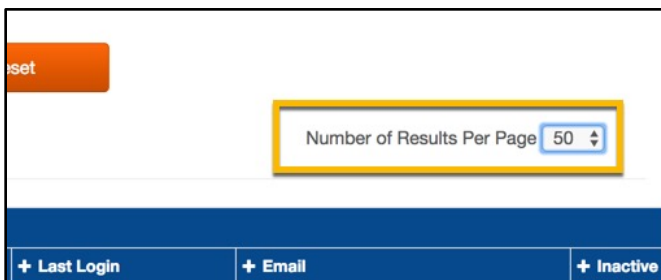
From the search results, you can:

1. Sort the results based on the data in each column by selecting the column header.



+ User Name (click to View/Edit)	+ Role	+ Last Login	+ Email	+ Inactive
(PITZEL)-UREN, ERIN	Teacher	6/12/2014	appdev@sbctc.edu	<input type="checkbox"/>
ABNEY, WAYNE	Teacher		appdev@sbctc.edu	<input type="checkbox"/>
AGUILERA, NANCY	Teacher	1/6/2016	appdev@sbctc.edu	<input type="checkbox"/>

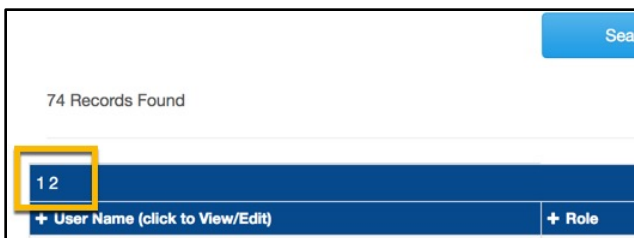
2. Control the number of items displayed by selecting an option from the Number of Results Per Page drop-down field.



Number of Results Per Page 50

+ Last Login	+ Email	+ Inactive
--------------	---------	------------

3. Navigate to the next page of search results.

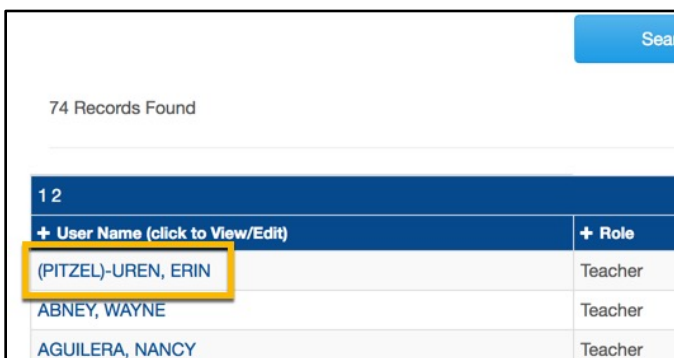


74 Records Found

1 2

+ User Name (click to View/Edit)	+ Role
----------------------------------	--------

4. Click on a user's name to view or edit the Account Profile for that user.



74 Records Found

1 2

+ User Name (click to View/Edit)	+ Role
(PITZEL)-UREN, ERIN	Teacher
ABNEY, WAYNE	Teacher
AGUILERA, NANCY	Teacher

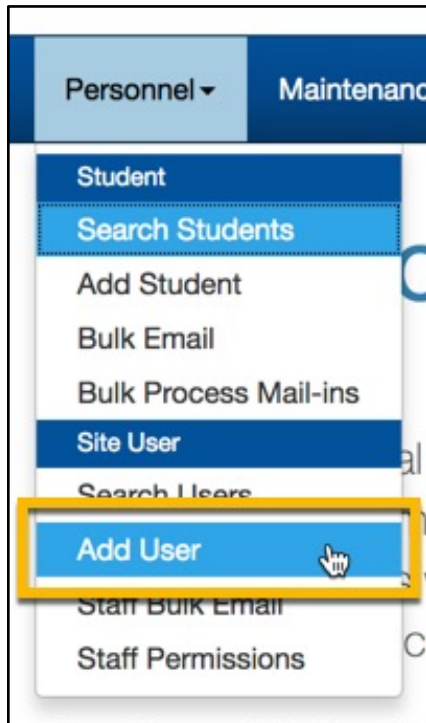
## Adding a User

---

Only a user with [Security Editor rights](#) can create new users. Security Editor rights are given to the initial CTE Dual Credit staff members entered into SERS by development staff. Those staff members can, in turn, assign security rights to users they create.

To add a user:

1. Select the Personnel menu, then select Add User.



2. **On the Add User screen, enter the user's information.**  
Required information is marked with a red asterisk (\*)

**Add User**

\* required fields

User Role Type • Select Role

Username •

First Name • First Name

Last Name • Last Name

Email • Email

Phone •

Account Inactive

Account Expires • Date

Save User Reset Form

Comments

- a. The user role you select determines the type of functionality that person will have when they log in to SERS. Depending on what type of user you are creating, you may see slightly different options. For example, when you create a registrar, you will need to identify which college the registrar belongs to.

If a user needs multiple roles to perform multiple functions, you will need to create multiple user accounts for that person, selecting the appropriate role for each account. A different username is associated with each account, but users may choose to use the same password for their different accounts.

- b. To create an account with an expiration date for any user role, enter a date in the Account Expires field.
- c. Enter any comments in the comments field.

3. **Click the Save User button.**

A confirmation message will display on the screen that the new user was created. The screen will also change to an Edit User screen, and a Reset User button will appear at the bottom of the screen.

An email will be sent to the new user with a link for them to create their password and set up their security questions.

4. **To create another user, select Add User from the Personnel menu again.**



## ***Understanding Staff Security Levels***

Security rights are used to control what a user sees and is able to do in SERS. You can assign a user any of six different security-rights levels. You can assign none, one or all levels. Note that they should be assigned only on an as-needed basis.

The staff security levels are:

<b>Level</b>	<b>Definition</b>
Default	Gives read-only access. Users with this security level cannot edit record information. This security level is given to someone who, for example, needs access to SERS reports but has no need to create or edit data.
Student Editor	Allows the user to create and edit Student profile accounts. The user can view the student's college ID, Social Security number (SSN), and state student ID.
Articulation Editor	Allows the user to create and edit any information that makes up a High School class and college course relationship, known as an articulation.
Security Editor	Allows the user to create and edit user accounts.
Impersonate	Allows the user to log in as themselves and yet perform SERS activities on behalf of someone else, such as a teacher, registrar, or other staff person.
Maintenance	Allows the user to enter and edit information about his or her consortium. The user can also enter the time frame during which students can register for classes, teachers can assign grades and credits to students, and registrars can transcribe students.
Contact	Any Staff user with this check box active will show up in the Staff Contacts section of the Contact Us page.

## Editing User Information

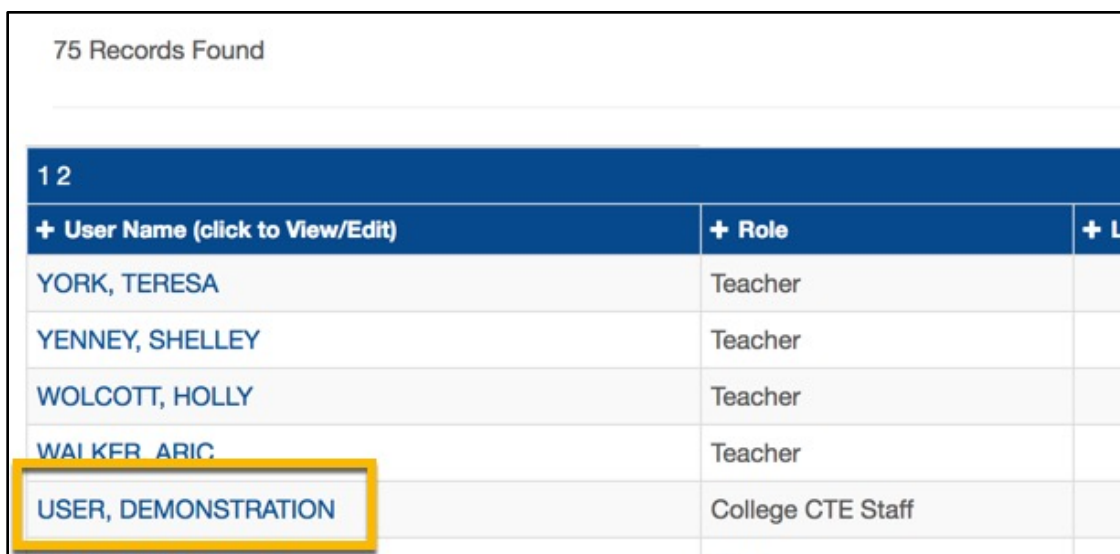
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Only CTE Dual Credit staff with [Security Editor rights](#) can edit account information. However, even with Security Editor rights, you cannot change the user name or user role.

If you need to change a user's role, [Inactivate the User](#) and create a new user account for that person.

To edit a user's profile:

1. [Search for the user](#) you would like to edit
2. In the User Search Results, click on the user's name.



75 Records Found

1 2		
+ User Name (click to View/Edit)	+ Role	+ L
YORK, TERESA	Teacher	
YENNEY, SHELLEY	Teacher	
WOLCOTT, HOLLY	Teacher	
WALKER, ARIC	Teacher	
<b>USER, DEMONSTRATION</b>	College CTE Staff	

3. Edit the information in the Edit User screen.

The screenshot shows the 'Edit User' interface. At the top left, the title 'Edit User' is displayed in blue. Below it, a red asterisk icon is followed by the text '\* required fields'. The form contains several fields: 'User Role Type' is a dropdown menu set to 'College CTE Staff'; 'Username' is a text field with 'tgibbons'; 'First Name' is a text field with 'DEMONSTRATION'; 'Last Name' is a text field with 'USER'; 'Email' is a text field with 'tom.gibbons@seattlecolleges.edu'; 'Phone' is a text field with '(206) 934-6449'; 'Account Inactive' is a checkbox that is unchecked; and 'Account Expires' is a text field with 'Date'. Below these fields is a blue header for 'Security Levels Allowed'. Under this header, there are two columns of checkboxes, all of which are checked: 'Student Editor', 'Articulation Editor', 'Security Editor', 'Impersonate', 'Maintenance', and 'Contact'. At the bottom of the form, there are three buttons: 'Save User' (blue), 'Reset Form' (orange), and 'Reset Account' (red). Below the buttons is another blue header for 'Comments', which contains the text 'Temporary account for demonstration.'

If you make an error when editing information, click the Reset Form button. The user information will revert to its last saved state.

4. Click the Save User button.

## Inactivating a User

Once a user has been created, you cannot delete the user from SERS or change that user's role. If a user will no longer be using SERS, or their role has been changed, you must mark them Inactive. They will then no longer show up in the search results.

There are two different ways to mark a user inactive:

### *Inactivating a user from User Search results*

1. [Search for the user](#) you would like to inactivate.
2. In the User Search results, check the Inactive checkbox at the end of the row where the user's name appears.

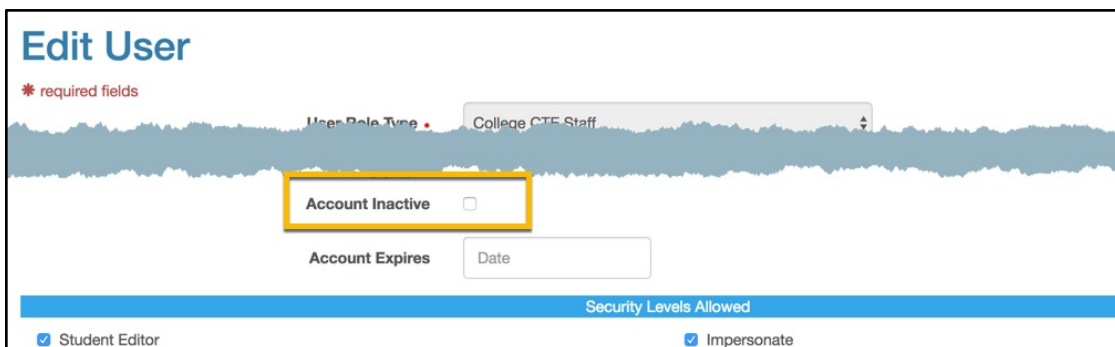
+ User Name (click to View/Edit)	+ Role	+ Last Login	+ Email	+ Inactive
USER, DEMONSTRATION	College CTE Staff		tom.gibbons@seattlecolleges.edu	<input type="checkbox"/>

The user record will become inactive and disappear from your search results as soon as you check the box, unless you also included inactive users in your initial search.

### *Inactivating a user from the Edit User screen*

From the Edit User screen,

1. Check the Account Inactive box



The screenshot shows the 'Edit User' interface. At the top, there is a header 'Edit User' and a red asterisk indicating required fields. Below this, there is a dropdown menu for 'User Role Type' set to 'College CTE Staff'. The 'Account Inactive' checkbox is highlighted with a yellow box. Below it is the 'Account Expires' field with a 'Date' input. At the bottom, there is a blue bar for 'Security Levels Allowed' with checkboxes for 'Student Editor' and 'Impersonate'.

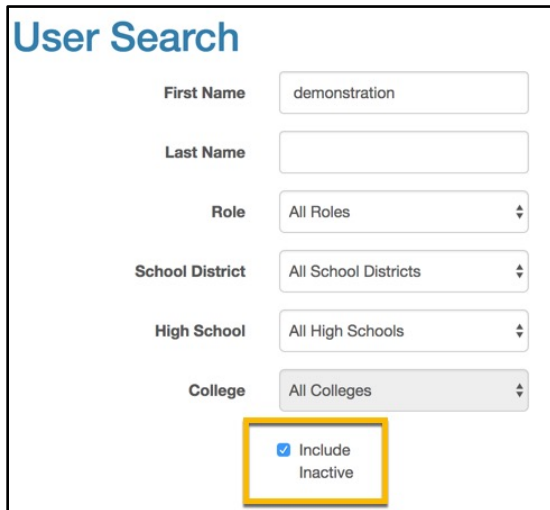
2. Click the Save User button

# Reactivating a User

You can reactivate an inactive user in the same ways that you deactivate a user.

## Reactivating a user from User Search results

1. [Search for the user](#) you would like to reactivate. Make sure to check the Include Inactive check box.



The image shows a 'User Search' form with several input fields: First Name (demonstration), Last Name, Role (All Roles), School District (All School Districts), High School (All High Schools), and College (All Colleges). At the bottom, there is a checkbox labeled 'Include Inactive' which is checked and highlighted with a yellow box.

2. In the User Search results, uncheck the Inactive checkbox at the end of the row where the user's name appears.



+ User Name (click to View/Edit)	+ Role	+ Last Login	+ Email	+ Inactive
USER, DEMONSTRATION	College CTE Staff		tom.gibbons@seattlecolleges.edu	<input checked="" type="checkbox"/>

## Inactivating a user from the Edit User screen

From the Edit User screen,

1. Uncheck the Account Inactive box



The image shows an 'Edit User' form. It includes a 'User Role Type' dropdown menu set to 'College CTE Staff'. Below this, there is a checkbox labeled 'Account Inactive' which is currently unchecked and highlighted with a yellow box. Other fields include 'Account Expires' (Date) and 'Security Levels Allowed' (Student Editor and Impersonate).

2. Click the Save User button

## Resetting User Passwords

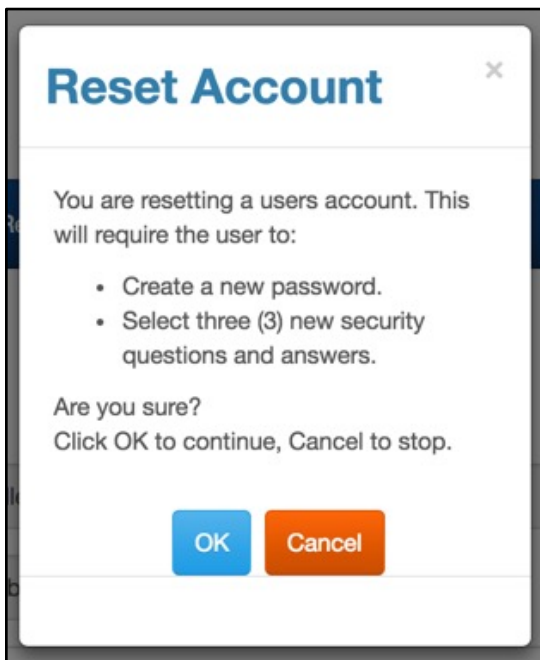
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To reset staff passwords:

1. [Search for the user](#)
2. Open the user account by selecting the user name in the search results.
3. Click the Reset Account button.



4. A window will pop up, asking if you would like to proceed. Click OK



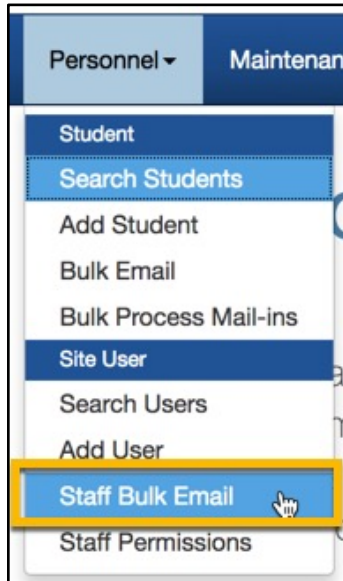
5. The user will receive an email with a link to reset their password and security questions.

## Sending Bulk Email to Users

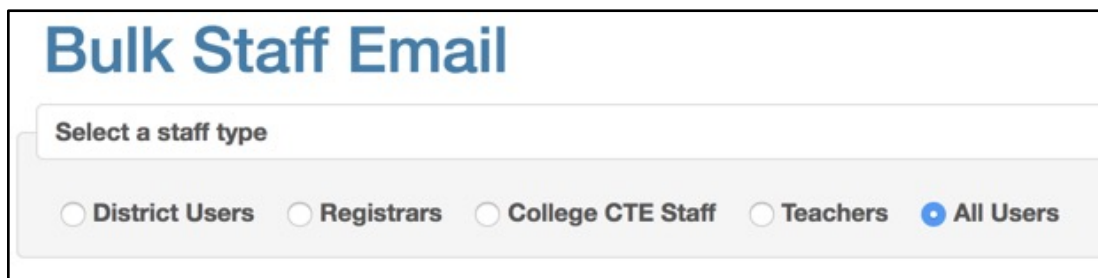
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The Staff Bulk Email function allows you to send email to multiple users at the same time.

1. Open the Personnel menu. Then Select Staff Bulk Email in the Site User section of the menu.



2. Select a filter to narrow your audience. Note that only one filter may be selected. Different filters provide additional options for further narrowing your audience.



3. Apply additional selection criteria to your filter, if available.

The screenshot shows a web interface for selecting staff. At the top, there is a header "Select a staff type". Below it, there are five radio button options: "District Users", "Registrars", "College CTE Staff", "Teachers" (which is selected), and "All Users". Under the "Teachers" option, there are four more radio button options: "All Teachers" (selected), "By High School", "By School District", "Have Ungraded Class Records", and "Have Unrecorded Variable Credits". To the right of the "By High School" and "By School District" options are two dropdown menus labeled "Select School" and "Select District".

4. Enter your email Subject, Message Body and Signature.

In your Message Body be sure to provide an email address and instructions for how to contact you. The message will be sent from an automated address, and if users simply hit Reply to the email, you will not receive the response.

Messages are sent in plain text. HTML formatting is not supported.

If there are multiple users with the same email address, the message will only be sent to the email address once, to avoid duplication.

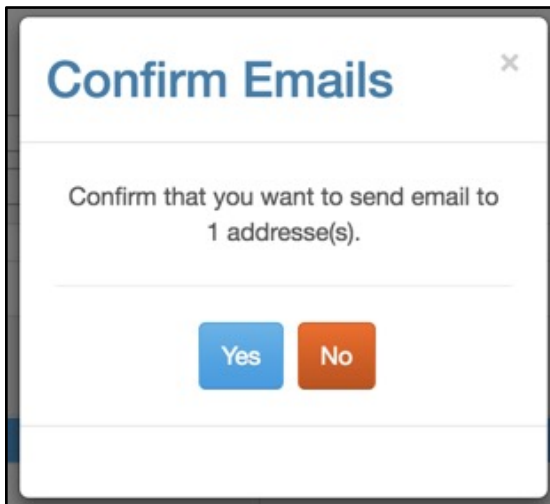
The screenshot shows an email composition form with three main sections. The first section is titled "Subject" and contains a text input field with the placeholder text "Enter Subject Here". The second section is titled "Message Body" and contains a larger text area with the placeholder text "Enter message Here". The third section is titled "Signature" and contains a text input field with the placeholder text "Enter Signature Here".



5. **Select the Count Emails button to check how many messages you will be sending.** This is a good way to check to see if you will be reaching approximately all of the individuals you expect to be reaching.



6. **Select the Send Mail button to send your message.**
7. **A popup window will ask you to confirm that you would like to send the message.** Click Yes to send your message. Once your message is sent, the form will reset to allow you to continue composing messages.



# USING IMPERSONATE

The Impersonate function allows you to perform work on behalf of someone who has a different role from yours, for example, a teacher on long-term leave who needs to have credit assignments made, or a registrar who needs to transcribe students.

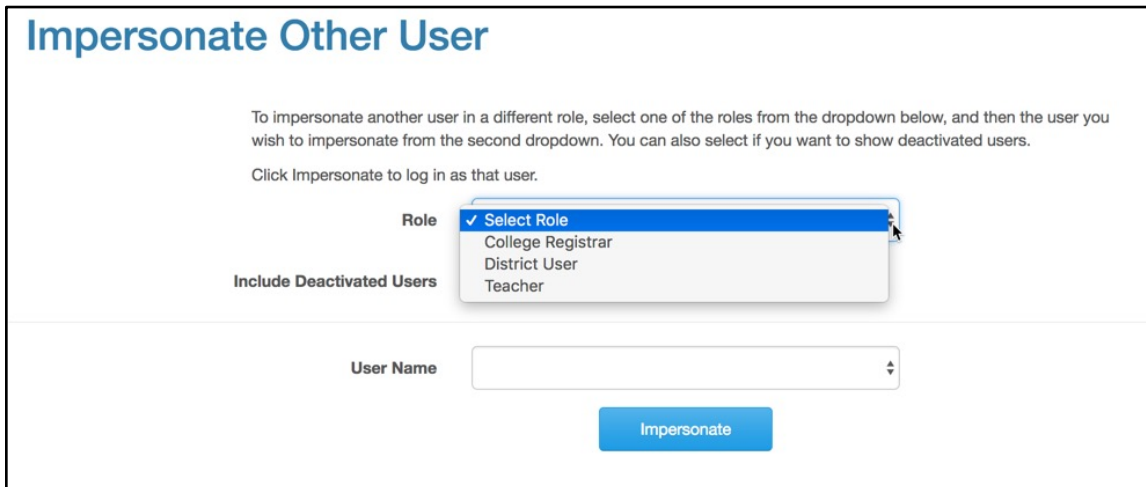
To use this function, you need to have [Impersonate Rights](#).

To use the Impersonate function:

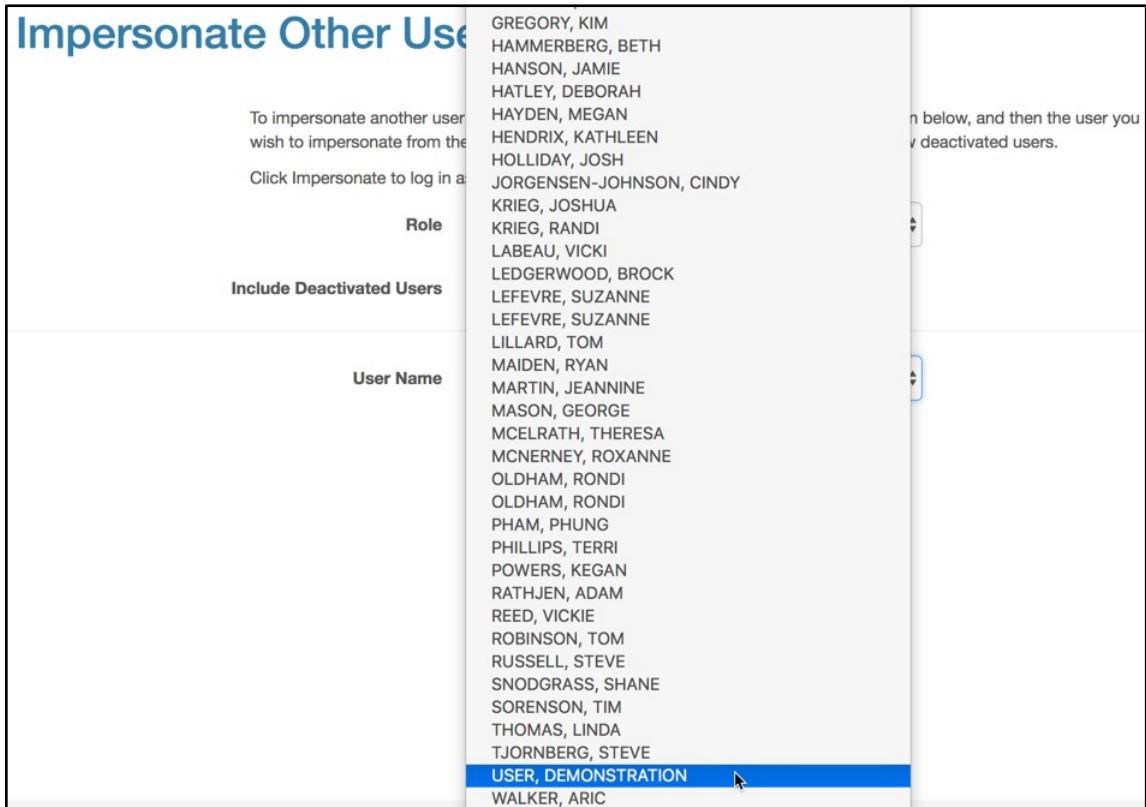
1. Open the Impersonate menu



2. Select the Role you want to impersonate from the Role dropdown

A form titled 'Impersonate Other User' in blue text. Below the title is a paragraph of instructions: 'To impersonate another user in a different role, select one of the roles from the dropdown below, and then the user you wish to impersonate from the second dropdown. You can also select if you want to show deactivated users. Click Impersonate to log in as that user.' There are two main sections. The first section has a 'Role' dropdown menu with a blue header and a list of options: 'Select Role' (checked), 'College Registrar', 'District User', and 'Teacher'. To the left of this dropdown is a checkbox labeled 'Include Deactivated Users'. The second section has a 'User Name' label and a text input field with a downward arrow on the right. Below the input field is a blue button labeled 'Impersonate'.

3. Select the user you would like to impersonate from the User Name dropdown. Note that these are the first and last names of users, and not the unique usernames associated with each account, so you may see duplicate names on the list. These duplicate names will likely have different roles assigned to them.



4. Click the Impersonate button



5. You will see a banner at the top of the screen that reads [Your name] as [Person you are impersonating] at [Your institution].



6. To stop impersonating, click Logout. You will be returned to your own account.



# WORKING WITH ARTICULATIONS

An articulation represents the relationship between High School classes and College courses. This relationship includes:

- Teachers
- High School classes
- High School class offerings
- College courses

All of these components must be entered into SERS in order for students to successfully register for an articulation.

## Managing Teacher Records

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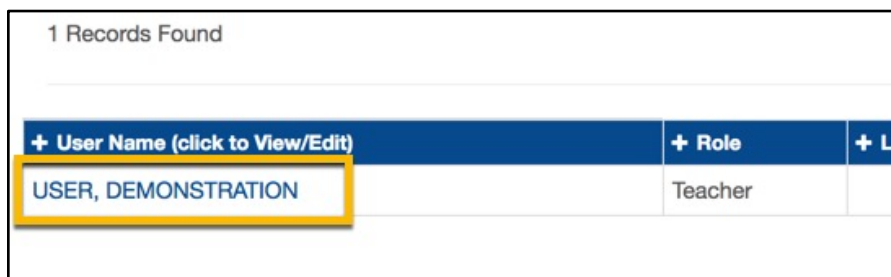
To add a teacher to SERS, edit a teacher's profile, or remove a teacher, you must have [Security Editor rights](#).

Before you add a teacher, search for the teacher to make sure the user does not already exist.

An initial user account for a teacher is created like any other user. See the [Adding a User](#) section in this guide. Once the teacher's user account has been created, you may need to associate the teacher with a high school.

### *Associating a Teacher with a High School*

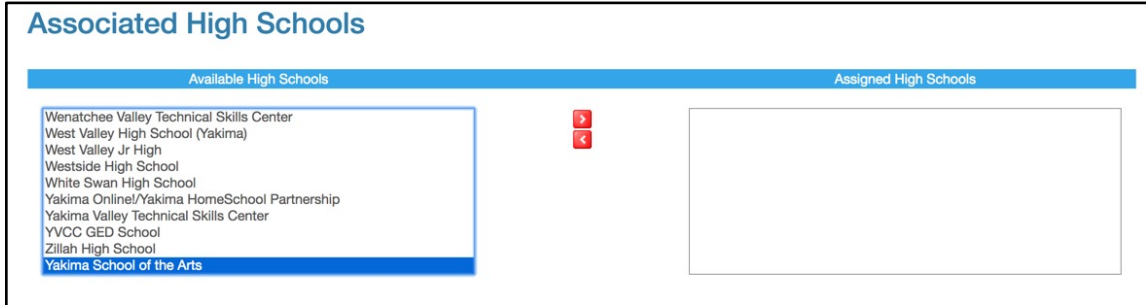
1. [Search for the user](#) you would like to edit
2. In the User Search Results, click on the user's name



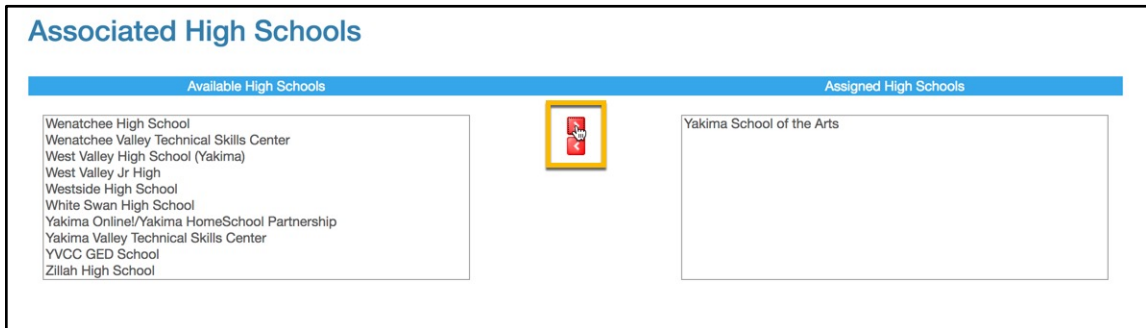
1 Records Found

+ User Name (click to View/Edit)	+ Role	+ L
USER, DEMONSTRATION	Teacher	

3. In the Edit User screen, select the high school from the Available High Schools.



4. Click the right arrow button to add the selected high school to the Assigned High Schools list. You may add more than one high school to the Assigned High Schools list. If you add a high school to the Assigned High Schools list that you wish to remove, select the high school in the Assigned High Schools list and click the left arrow button to remove it.



5. Click the Save User button

## Managing High School Class Records

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A High School Class has a title and is associated with a specific school; however, it does not have a teacher or a time period when it will be taught. A High School Class Offering, on the other hand, consists of a High School Class with a teacher assigned to it and an academic year in which it will be taught. A class can exist without an offering, but an offering cannot exist without a class.

High School Class Offerings are the only parts of an articulation that are based on a specific academic year. This is different than Articulations, Classes and Courses, which are all open-ended and do not have to be re-created every year. To make an articulation available in a new academic year, new High School Class Offerings must be created for high school classes.

Note: to make an articulation available for class registration, the articulation and all associated classes, courses and offerings must not be marked as inactive. If any part is inactive, the entire articulation is inactive.

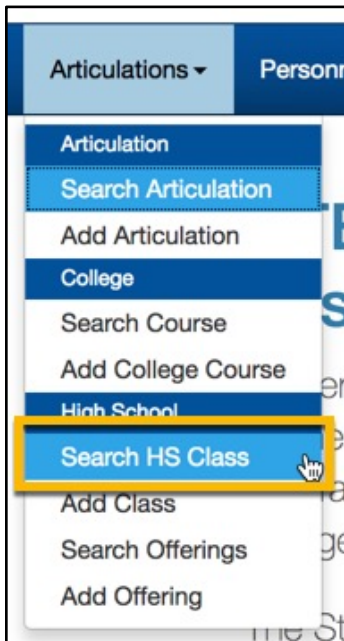
When you are ready to activate a new academic year, contact SBCTC at [techprep@sbctc.edu](mailto:techprep@sbctc.edu). When the request is received, the Help Desk staff will roll over any class offerings from the previous year that are not marked inactive. This will save time in preparing offerings for ongoing articulations. Class offerings may also be created manually as needed.

To add or edit High School classes, you must have [Articulation Editor rights](#).

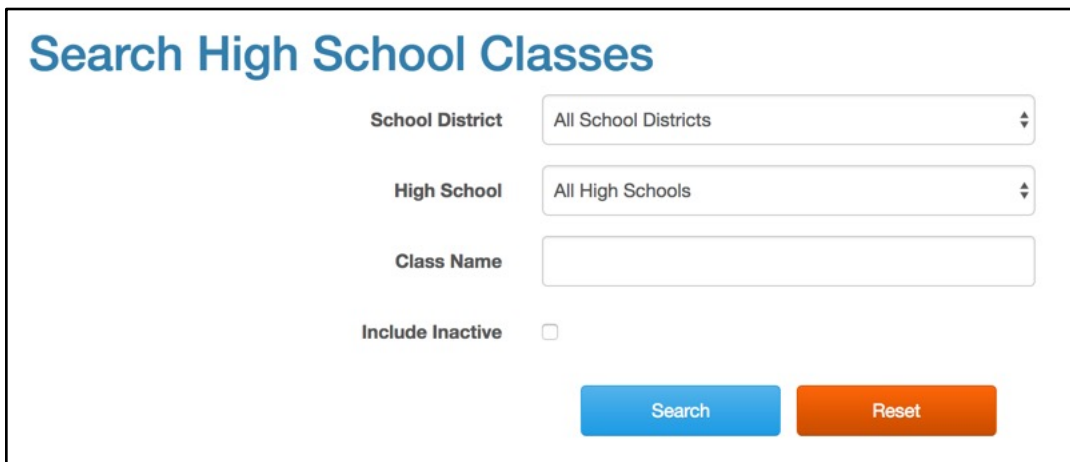
Before you add a High School class, search for the class to make sure it does not already exist.

## Searching for a High School Class

1. Open the Articulations menu. Then select Search HS Class



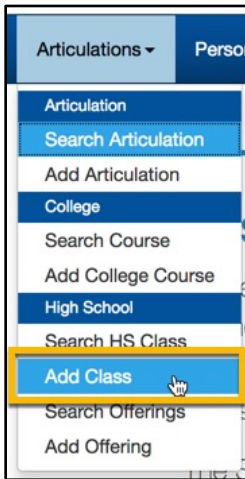
2. Enter your search terms using the dropdown lists and search boxes. Leaving the fields blank will return all classes except inactive classes. To include inactive classes, check the Include Inactive box.

A screenshot of the 'Search High School Classes' form. The form has a title 'Search High School Classes' in blue. Below the title are four input fields: 'School District' with a dropdown menu showing 'All School Districts', 'High School' with a dropdown menu showing 'All High Schools', 'Class Name' with a text input box, and 'Include Inactive' with an unchecked checkbox. At the bottom of the form are two buttons: a blue 'Search' button and an orange 'Reset' button.

3. Click the Search button

## Adding a High School Class

1. Open the Articulations menu. Then select Add Class



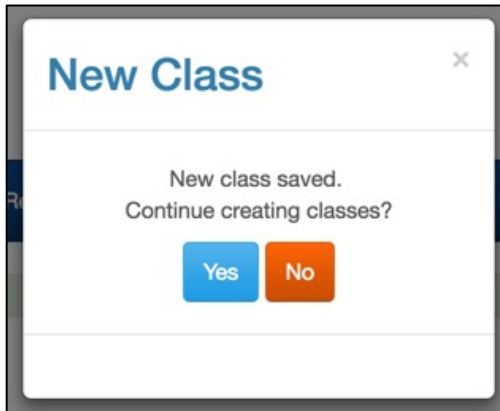
2. Enter the Class information in the Add High School Class screen

A screenshot of a web form titled 'Add High School Class'. At the top right, there is a green bar with a checkmark and the text 'Add record mode'. Below the title, there is a red asterisk and the text '\* required fields'. The form contains four required fields, each with a yellow callout letter: 'a' for 'School District' (dropdown menu showing 'All School Districts'), 'b' for 'High School' (dropdown menu showing 'All High Schools'), 'c' for 'Class Name' (text input field), and 'd' for 'CIP Name' (dropdown menu showing 'Select CIP' and a link 'CIP List & Description (855KB PDF)'). There is also an 'Inactive Class' checkbox. At the bottom, there are two buttons: 'Save Class' (blue) and 'Reset Form' (orange), with a yellow callout letter 'e' pointing to the 'Save Class' button. A 'Comments' section is at the bottom.

- a. Select the School District
  - b. Select the High School
  - c. Enter the Class Name
  - d. Select the Classifications of Instructional Programs (CIP) name if you know it  
Though this field is not required, it is highly recommended that you enter a value in the CIP Name field. You can download and view the CIP list using the link above the CIP Name field.
3. Click the Save Class button

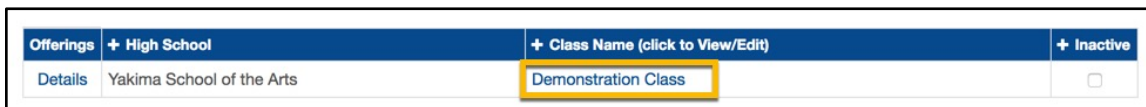


4. A popup window will confirm class creation and ask if you would like to continue creating classes. **Click Yes to create another class. Click No if you are done creating classes.**



### *Editing a High School Class*

1. [Search for the class](#)
2. Click on the name of the class in the search results



3. **Edit the class information.** A banner at the top of the screen indicates that you are in Edit Record mode.

4. Click the Save Class button

## Inactivating a High School Class

Once a High School Class has been created, you cannot delete it from SERS. If a High School Class will no longer be used in SERS, you must mark it Inactive.

1. [Search for the class](#)
2. Check the Inactive box at the end of the row for the class in the search results

Offerings	+ High School	+ Class Name (click to View/Edit)	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	<input type="checkbox"/>

You can also mark the class as inactive from the Edit High School Class screen by checking the Inactive Class check box and then clicking the Save Class button.

✓ Edit record mode

## Edit High School Class

\* required fields

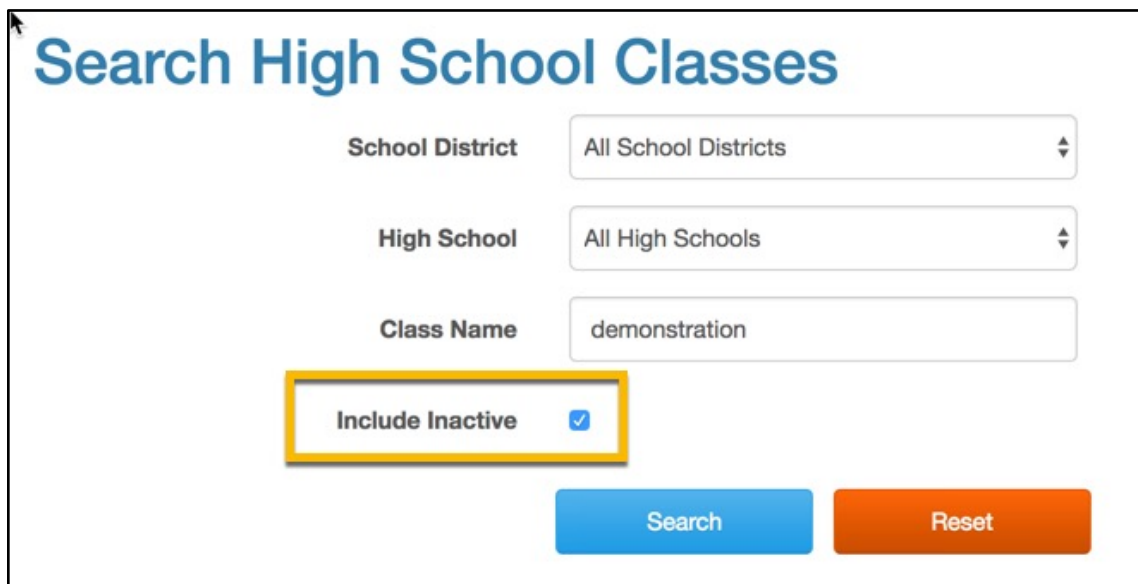
Inactive Class

Save Class    Reset Form

## Reactivating a High School Class

You can activate a High School Class by unchecking the Inactive box for the class.

1. [Search for the class](#). Make sure that you check the Include Inactive box before submitting your search.



**Search High School Classes**

School District: All School Districts

High School: All High Schools

Class Name: demonstration

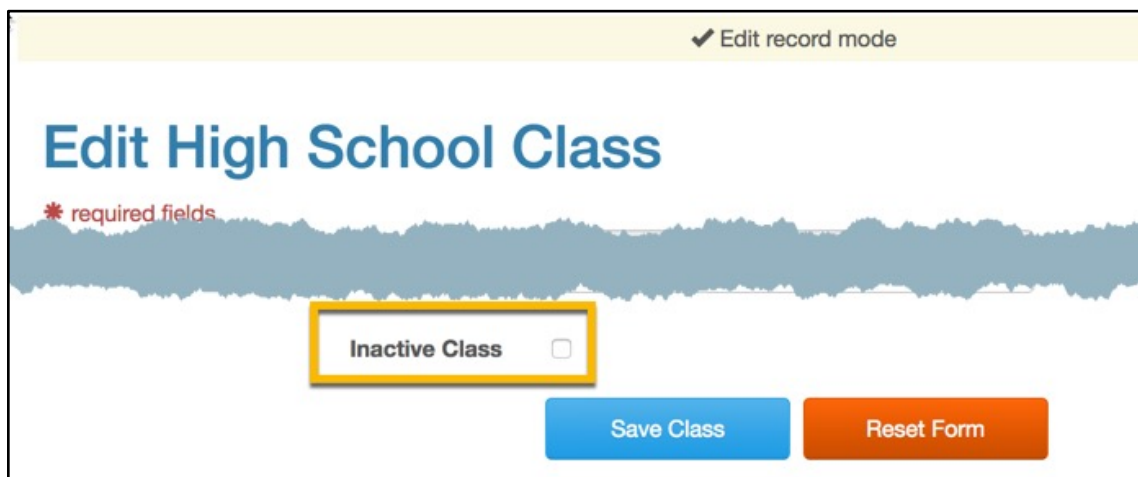
**Include Inactive**

Search Reset

2. Uncheck the Inactive box at the end of the row for the class in the search results

Offerings	+ High School	+ Class Name (click to View/Edit)	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	<input type="checkbox"/>

You can also activate the class from the Edit High School Class screen by unchecking the Inactive Class check box and then clicking the Save Class button.



✓ Edit record mode

## Edit High School Class

\* required fields

**Inactive Class**

Save Class Reset Form

# Managing High School Class Offerings

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To create a High School Class Offering you will first need to

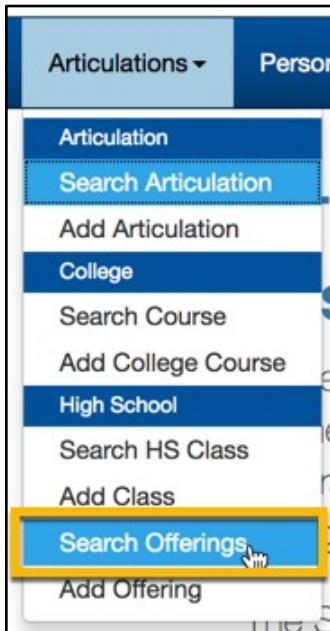
- [Create a High School Class](#)
- [Create a Teacher](#)

To create class offerings, you must also have [Articulation Editor rights](#).

Before you add a High School Class Offering, search for the class offering to make sure it does not already exist.

## *Searching for a Class Offering*

1. Open the Articulations menu. Then select Search Offerings



2. Enter your search terms using the dropdown lists and search boxes. Leaving the fields blank will return all offerings except inactive offerings. To include inactive offerings, check the Include Inactive box.

**Search For High School Class Offerings**

School District: All School Districts

High School: All High Schools

Class Name:

Teacher: All Teachers

Academic Year: 2017-18

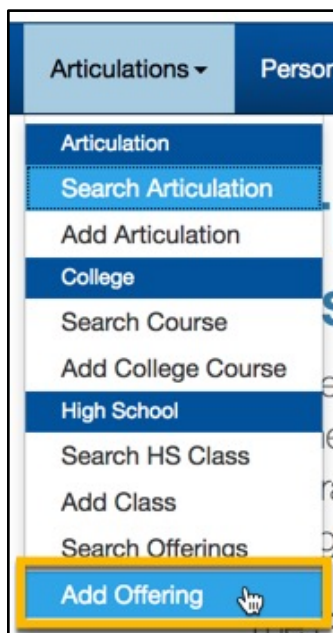
Include Inactive:

Search Reset

3. Click the Search button. The search results display below the form.

### *Creating a Class Offering*

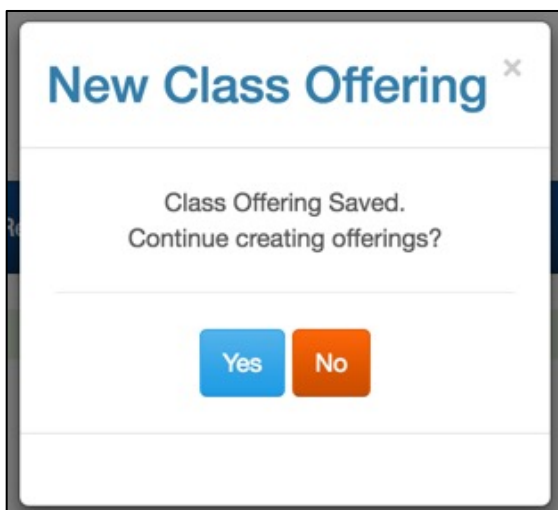
1. Open the Articulations menu. Then select Add Offering



2. Select values for each of the dropdowns. All fields are required.

The screenshot shows a web form titled "Add Class Offering" in "Add record mode". The form includes a red "Add Teacher" button on the left. The main form area contains several dropdown menus: "Academic Years" (Select a year), "School District" (Select a School District), "High School" (Select a High School), "Class Name" (Select a class), and "Teacher" (Select a teacher). There is also an "Add Teacher" link next to the Teacher dropdown. Below these is an "Inactive Offering" checkbox. At the bottom of the form are "Save Offering" and "Reset Form" buttons. A blue bar at the very bottom is labeled "Comments".

3. Click the Save Offering button
4. A popup window will confirm class offering creation and ask if you would like to continue creating class offerings. Click Yes to create another class offering. Click No if you are done creating class offerings.



## Editing a Class Offering

1. [Search for the class offering](#)
2. Click on the name of the class offering in the search results.

	+ High School	+ Class Offering Name (click to View/Edit)	+ Year	+ Teacher	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	2017-18	USER, DEMONSTRATION	<input type="checkbox"/>

3. **Edit the course offering.** If students are already registered for the class offering, you will only be able to edit the Teacher. If there are no students registered for the class offering, you can change the Academic Year and the Teacher.

### Edit Class Offering

\*required fields

**Academic Years** • 2017-18

**School District** • Yakima School District

**High School** • Yakima School of the Arts

**Class Name** • Demonstration Class

**Teacher** • USER, DEMONSTRATION

**Inactive Offering**

**Students Registered** 0

4. Click the Save Offering button

## *Inactivating a Class Offering*

Once a Class Offering has been created, you cannot delete it from SERS. If a Class Offering will no longer be used in SERS, you must mark it Inactive.

1. [Search for the class offering](#)
2. Check the Inactive box at the end of the row for the class offering in the search results

	+ High School	+ Class Offering Name (click to View/Edit)	+ Year	+ Teacher	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	2017-18	USER, DEMONSTRATION	<input type="checkbox"/>

You can also mark the class offering as inactive from the Edit Class Offering screen by checking the Inactive Offering check box and then clicking the Save Offering button.

**Edit Class Offering**

\*required fields

Add Teacher

Academic Years • 2017-18

Inactive Offering

Students Registered 0

Save Offering Reset Form



# Reactivating a High School Class Offering

You can activate a High School Class Offering by unchecking the Inactive box for the class.

- 1. [Search for the class offering](#). Make sure that you check the Include Inactive box before submitting your search.

**Search For High School Class Offerings**

School District: All School Districts

High School: All High Schools

Class Name: [Empty]

Teacher: All Teachers

Academic Year: 2017-18

Include Inactive

Search [Button] Reset [Button]

- 2. Uncheck the Inactive box from the end of the row for the class offering in the search results.

	+ High School	+ Class Offering Name (click to View/Edit)	+ Year	+ Teacher	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	2017-18	USER, DEMONSTRATION	<input type="checkbox"/>

You can also mark the class offering as active from the Edit Class Offering screen by unchecking the Inactive Offering check box and then clicking the Save Offering button.

**Edit Class Offering**

\*required fields

Add Teacher [Button]

Academic Years: 2017-18

Inactive Offering

Students Registered: 0

Save Offering [Button] Reset Form [Button]

# Managing College Course Records

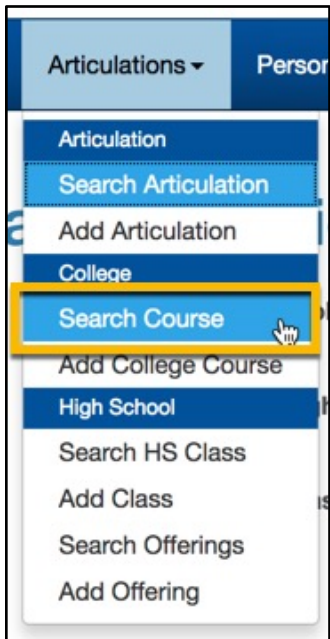
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To add or edit a college course, you must have [Articulation Editor rights](#).

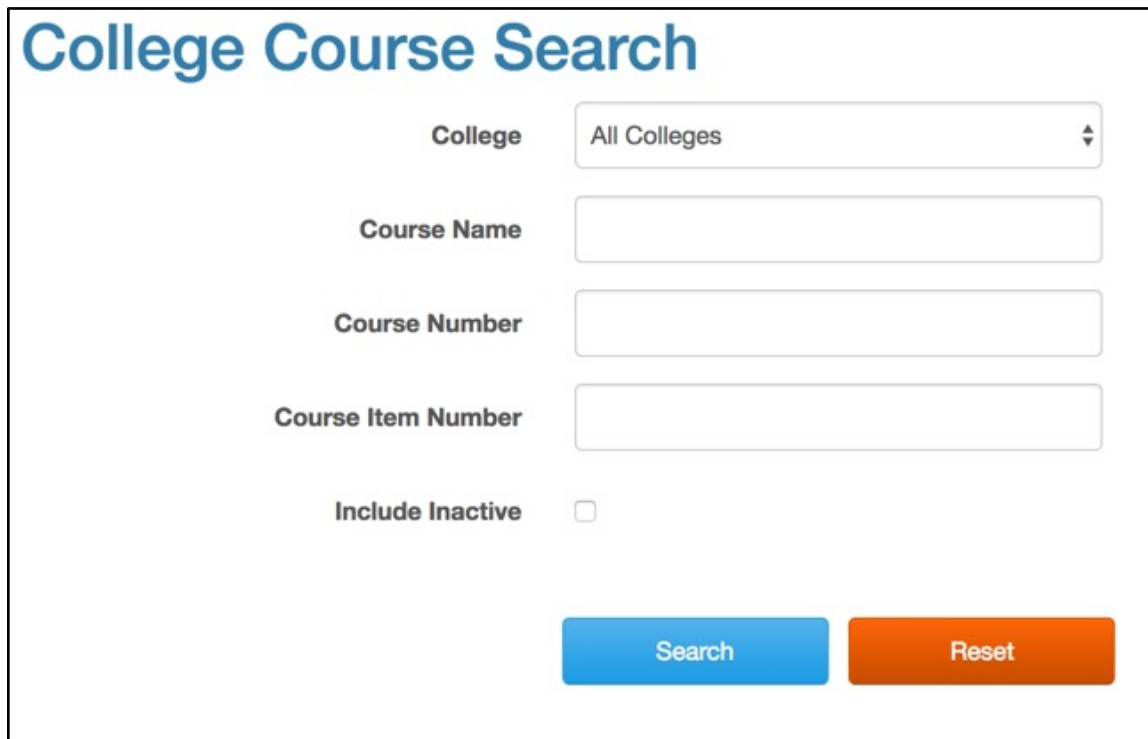
Before you add a college course, search for the course to make sure it does not already exist.

## *Searching for a College Course*

1. Open the Articulations menu. Then select Search Courses



2. Enter your search terms using the dropdown lists and search boxes. Leaving the fields blank will return all offerings except inactive offerings. To include inactive offerings, check the Include Inactive box.



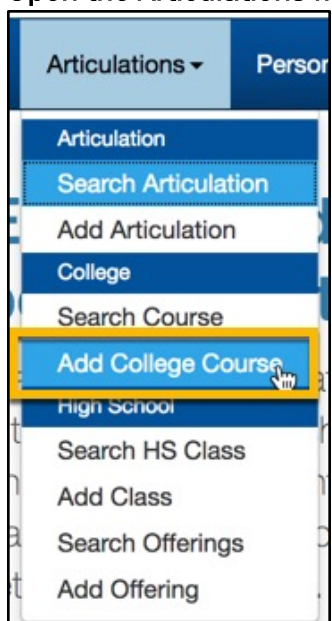
The image shows a web form titled "College Course Search". It contains the following elements:

- College:** A dropdown menu currently set to "All Colleges".
- Course Name:** A text input field.
- Course Number:** A text input field.
- Course Item Number:** A text input field.
- Include Inactive:** An unchecked checkbox.
- Search:** A blue button.
- Reset:** An orange button.

3. Click the Search button. The search results display below the form.

### *Creating a College Course*

1. Open the Articulations menu. Then select Add College Course



## 2. Enter the required information to create the College Course

✓ Add record mode

### Add College Course

\*required fields

**College** •

**Course Name** •

**Course Number** •

**Item Number** •

! Credits are required

**Variable Credits**  Yes  No

Min		Max	
-----	--	-----	--

**Credits**

**CIP Name** • [CIP List & Description \(855KB PDF\)](#)

**Course URL**

Inactive

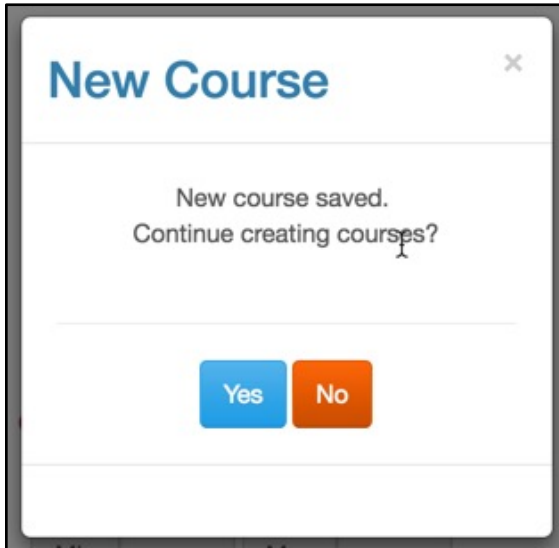
Save CourseReset Form

For course credits, you must either **enter a value in the Credits box, or select Variable Credits and enter minimum and maximum credit values for the course.**

To assign a range of Variable Credit to a college course, select the Yes radio button and enter the minimum and maximum number of credits a student can earn for that course.

If the College Course does not allow variable credits, select the No radio button and enter the number of credits awarded in the Credits field.

3. Click the Save Course button
4. A popup window will confirm college course creation and ask if you would like to continue creating college courses. **Click Yes to create another college course. Click No if you are done creating college courses.**



## Editing a College Course

1. [Search for the college course](#)
2. Click on the name of the college course in the search results.

HS Offerings	+ College	+ Course Name (click to View/Edit)	+ Course Number	+ Credits	+ Inactive
Details	Yakima Valley	Demonstration College Course	DEMO101	5	<input type="checkbox"/>

3. Edit the college course

✓ Edit record mode

### Edit College Course

\*required fields

College • Yakima Valley CC

Course Name • Demonstration College Course

Course Number • DEMO101

Item Number 0001

ⓘ Credits are required

Variable Credits  Yes  No

Min  Max

Credits 5

CIP Name • CIP List & Description (855KB PDF) PDF

231302 - Creative Writing

Course URL

Inactive

4. Click the Save Course button

## Inactivating a College Course

1. [Search for the college course](#)
2. Check the Inactive box at the end of the row for the college course in the search results

HS Offerings	+ College	+ Course Name (click to View/Edit)	+ Course Number	+ Credits	+ Inactive
Details	Yakima Valley	Demonstration College Course	DEMO101	5	<input type="checkbox"/>

You can also mark the college course as inactive from the Edit College Course screen by checking the Inactive check box and then clicking the Save Course button.

✓ Edit record mode

## Edit College Course

\*required fields

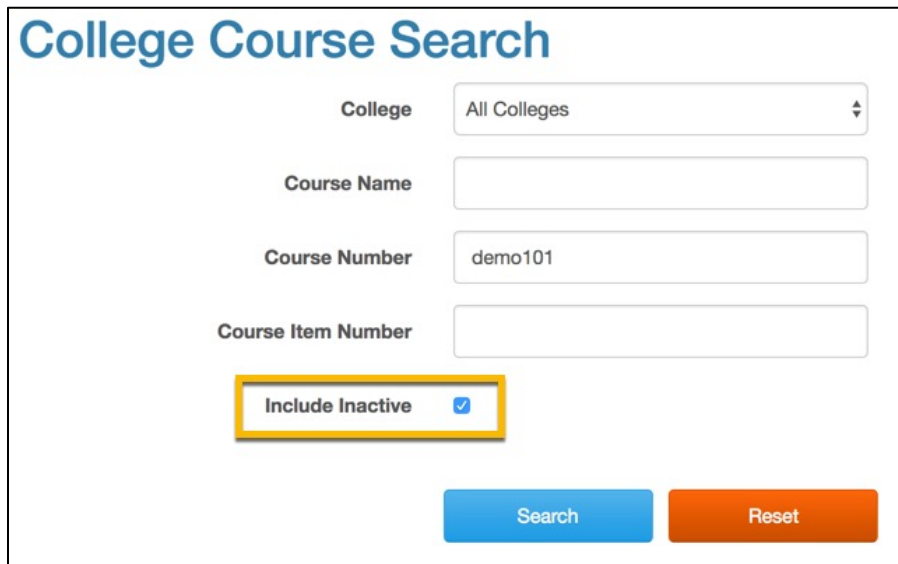
Inactive

Save Course    Reset Form

## Reactivating a College Course

You can activate a College Course by unchecking the Inactive box for the class.

1. [Search for the college course](#). Make sure that you check the Include Inactive box before submitting your search.

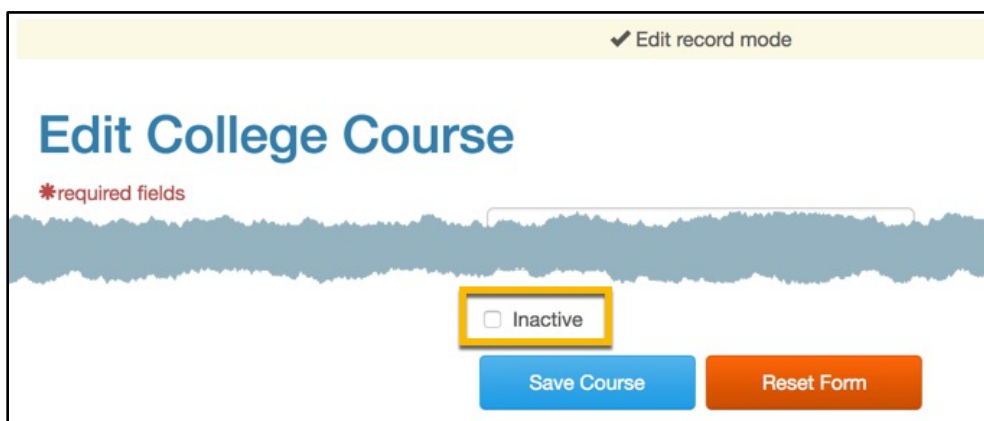


The image shows a search form titled "College Course Search". It includes several input fields: "College" (a dropdown menu set to "All Colleges"), "Course Name" (an empty text box), "Course Number" (a text box containing "demo101"), and "Course Item Number" (an empty text box). Below these fields is a checkbox labeled "Include Inactive" which is checked. At the bottom of the form are two buttons: "Search" (blue) and "Reset" (orange).

2. Uncheck the Inactive box from the end of the row for the college course in the search results.

HS Offerings	+ College	+ Course Name (click to View/Edit)	+ Course Number	+ Credits	+ Inactive
Details	Yakima Valley	Demonstration College Course	DEMO101	5	<input type="checkbox"/>

You can also mark the college course as active from the Edit College Course screen by unchecking the Inactive Course check box and then clicking the Save Course button.



The image shows the "Edit College Course" screen. At the top, it says "Edit record mode" with a checkmark. Below the title "Edit College Course", there is a red asterisk and the text "\*required fields". A large, light blue, textured area represents a redacted or blurred section of the form. Below this area is a checkbox labeled "Inactive" which is unchecked. At the bottom are two buttons: "Save Course" (blue) and "Reset Form" (orange).



## Managing Articulations

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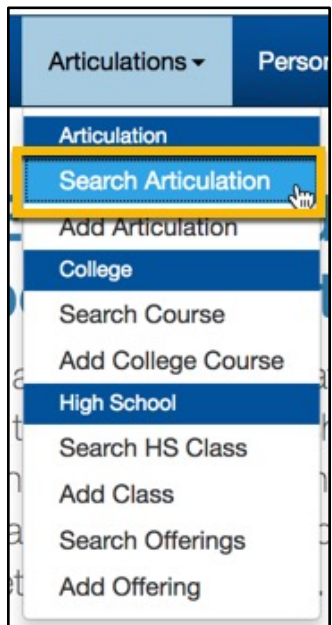
To create or edit articulations, you must have [Articulation Editor rights](#).

Before you create an articulation, search for the articulation to make sure it does not already exist. Your search can include inactive articulations. An articulation may be inactive for a number of reasons such as:

- It expired and is not being used any more.
- It is full, and so no more students can register for it.
- It was created in advance and now needs to be made active so that students can register for it.
- A class or course was marked inactive, in which case the articulation was also made inactive.

### *Searching for an Articulation*

1. Open the Articulations menu. Then select Search Articulation



2. Enter your search terms using the dropdown lists and search boxes. Leaving the fields blank will return all articulations except inactive articulations. To include inactive articulations, check the Include Inactive box.

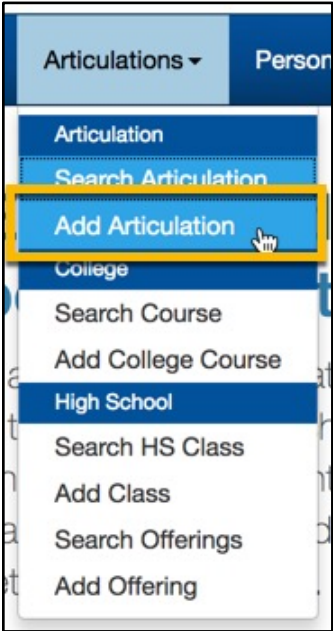
## Search For Articulations

<b>School District</b>	All School Districts
<b>High School</b>	All High Schools
<b>Teacher</b>	All Teachers
<b>College</b>	All Colleges
<b>Career Cluster</b>	All Career Clusters
<b>Articulation Name</b>	<input type="text"/>
<b>Include Inactive</b>	<input type="checkbox"/>

3. Click the Search button. The search results display below the form.

*Creating an Articulation*

- 1. Open the Articulations menu. Then select Add Articulation



2. Enter Articulation information into the Add Articulation screen

## Add Articulation

\*required fields

**a** Articulation Name

Passing Grade

**b** Create Date

Expire Date

Inactive Articulation

---

Available Career Clusters		Assigned Career Clusters
<b>c</b> Agriculture, Food & Natural Resources Architecture & Construction Arts, A/V Technology & Communications Business, Management & Administration Education & Training Finance Government & Public Administration Health Science Hospitality and Tourism Human Services	<input type="button" value="➤"/> <input type="button" value="➤"/>	

**d** Select College

Available College Courses		Assigned College Courses
<b>e</b>	<input type="button" value="➤"/> <input type="button" value="➤"/> <b>f</b>	




**g** Select High School

Available High School Classes		Assigned High School Classes
<b>h</b>	<input type="button" value="➤"/> <input type="button" value="➤"/> <b>i</b>	

Comments

**j**

Save

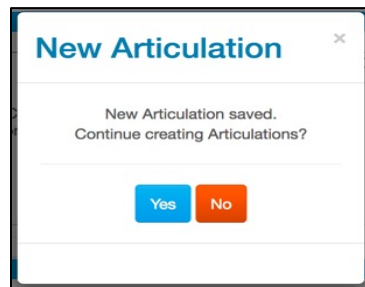
- a. Enter an Articulation Name.
- b. In the Create Date and Expire Date fields, enter the date the articulation agreement was made and when the agreement ends. This is not required, but it allows you to generate a report that displays expired articulations.
- c. From the Available Career Clusters box, select the career cluster associated with the articulation. Use the right arrow button  to move it to the Assigned Career Clusters list box.
- d. From the Select College dropdown list, select the college the articulation is associated with. Courses at the selected college appear in the Available College Courses box.
- e. From the Available College Courses box, select the course or courses you want to associate with the articulation.
- f. Click the right arrow button  to move the courses into the Assigned College Courses box.
- g. From the Select High School dropdown list, select the high school the articulation is associated with. Classes at that high school appear in the Available High School Classes box.
- h. From the Available High School Classes box, select the class or classes you want to associate with the articulation.
- i. Click the right arrow button  to move the classes into the Assigned High School Classes box.
- j. Use the Comments field to record any supplementary information about the articulation.
- k. Click the Save button.

If an articulation already exists with the same name, a message appears asking if you want to continue.

If you select Yes, you will be allowed to continue creating the articulation.

If you select No, change the name and then click the Save Changes button again.

- I. A popup window will confirm the articulation was created and ask if you would like to continue creating articulations. **Click Yes to create another articulation. Click No if you are done creating articulations.**



### ***Editing an Articulation***

1. [Search for the articulation](#)
2. Click on the name of the articulation in the search results.

	+ School District	+ High School	+ College	+ Articulation Name (click to View/Edit)	+ Expires	+ Inactive
Details	Yakima	Yakima School of the Arts	Yakima Valley	Demonstration Articulation		<input type="checkbox"/>

3. Edit the articulation.
4. Click the Save Articulation button

If students are currently "In Process" in an articulation, the classes and courses cannot be changed.

### ***Editing an Articulation's Associated College Courses or High School Classes***

To edit an articulation's college course or high school class, you can [search for the course](#) or [search for the class](#) and edit the course or class.

Alternatively, you can access the course and class editing screens from within the articulation's Details view.

1. [Search for the articulation](#)
2. Click on the articulation details in the search results

	+ School District	+ High School	+ College	+ Articulation Name (click to View/Edit)	+ Expires	+ Inactive
Details	Yakima	Yakima School of the Arts	Yakima Valley	Demonstration Articulation		<input type="checkbox"/>

3. A popup window of the Articulation Details provides links to the associated classes and courses. Click on the name of the class to [edit the class](#), or click on the name of the course to [edit the course](#).

## *Inactivating an Articulation*

Once an articulation has been created, you cannot delete it from SERS. If an articulation will no longer be used in SERS, you must mark it Inactive.

1. [Search for the articulation](#)
2. Check the Inactive box at the end of the row for the articulation in the search results

	+ School District	+ High School	+ College	+ Articulation Name (click to View/Edit)	+ Expires	+ Inactive
Details	Yakima	Yakima School of the Arts	Yakima Valley	Demonstration Articulation		<input type="checkbox"/>

You can also mark the articulation as inactive from the Edit Articulation screen by checking the Inactive Articulation check box and then clicking the Save Articulation button.

✓ Edit record mode

## Edit Articulation

\*required fields

Articulation Name: Demonstration Articulation

Inactive Articulation

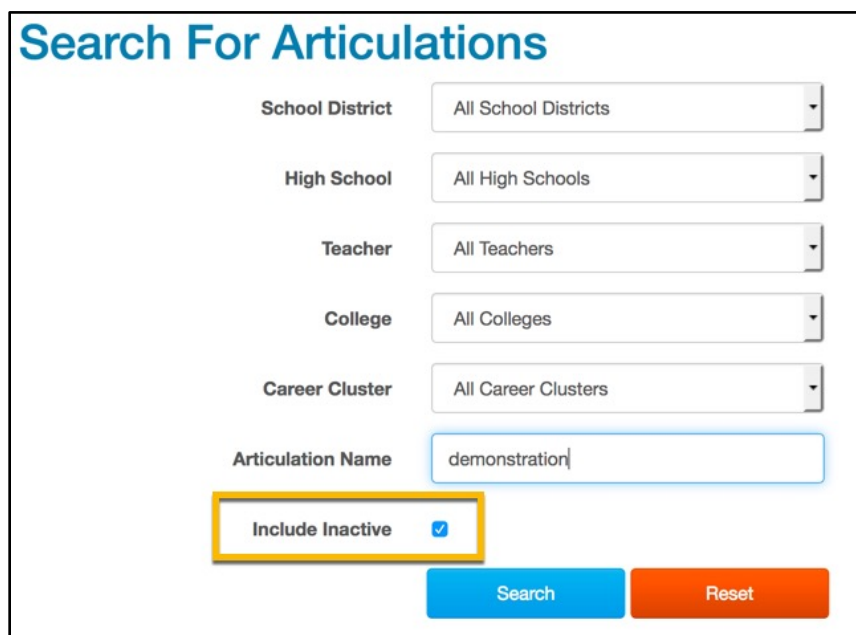
Available Career Clusters: Agriculture, Food & Natural Resources

Assigned Career Clusters: Arts, A/V Technology & Communications

## Reactivating an Articulation

You can activate an articulation by unchecking the Inactive box for the articulation.

1. [Search for the articulation](#). Make sure that you check the Include Inactive box before submitting your search.



**Search For Articulations**

School District: All School Districts

High School: All High Schools

Teacher: All Teachers

College: All Colleges

Career Cluster: All Career Clusters

Articulation Name: demonstration

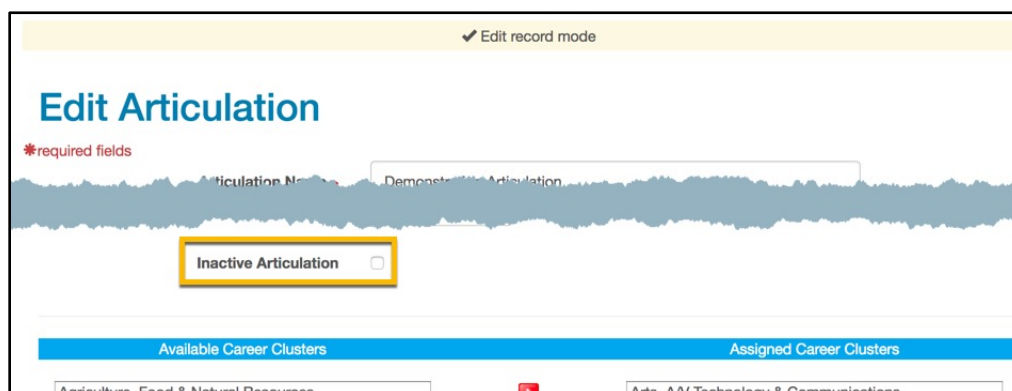
**Include Inactive**

Search Reset

2. Uncheck the Inactive box from the end of the row for the articulation in the search results.

	+ High School	+ Class Offering Name (click to View/Edit)	+ Year	+ Teacher	+ Inactive
Details	Yakima School of the Arts	Demonstration Class	2017-18	USER, DEMONSTRATION	<input type="checkbox"/>

You can also mark the articulation as active from the Edit Articulation screen by unchecking the Inactive Articulation check box and then clicking the Save Articulation button.



✓ Edit record mode

### Edit Articulation

\*required fields

Articulation Name: Demonstration Articulation

**Inactive Articulation**

Available Career Clusters Assigned Career Clusters

Agriculture, Food & Natural Resources Arts, AV Technology & Communications



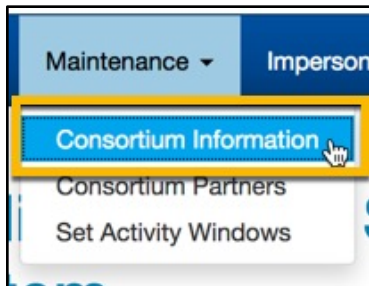
# PERFORMING CONSORTIUM MAINTENANCE

The Staff Maintenance Menu allows users with [Maintenance Editor rights](#) to perform routine maintenance functions and manage consortium information such as contact information, fee structure, registration information, and dates associated with activity windows.

## Editing Consortium Information

---

Open the Maintenance menu. Then select Consortium Information



### Editing General Information

1. Edit name, address and other contact information in the General Information area

## Consortium Information

\*required fields

### General Information

Consortium Full Name *	<input type="text" value="Yakima Valley Tech Prep Consortium"/>
Consortium Short Name *	<input type="text" value="YVCC Tech Prep"/>
Address 1 *	<input type="text" value="Yakima Valley Community College"/>
Address 2	<input type="text" value="P.O. Box 22520"/>
City *	<input type="text" value="Yakima"/>
State *	<input type="text" value="Washington"/>
ZipCode *	<input type="text" value="98907"/>
Fax	<input type="text"/>
Email *	<input type="text" value="appdev@sbctc.edu"/>
Grade Level Option	<input type="text" value="Option 1"/>

2. The Grade Level Option was set when your consortium was created, and can only be changed by the State Board help desk.

You can view your Grade Level Option details by clicking on the Grade Level Option link. The link will open in a new window.



## Editing Fees

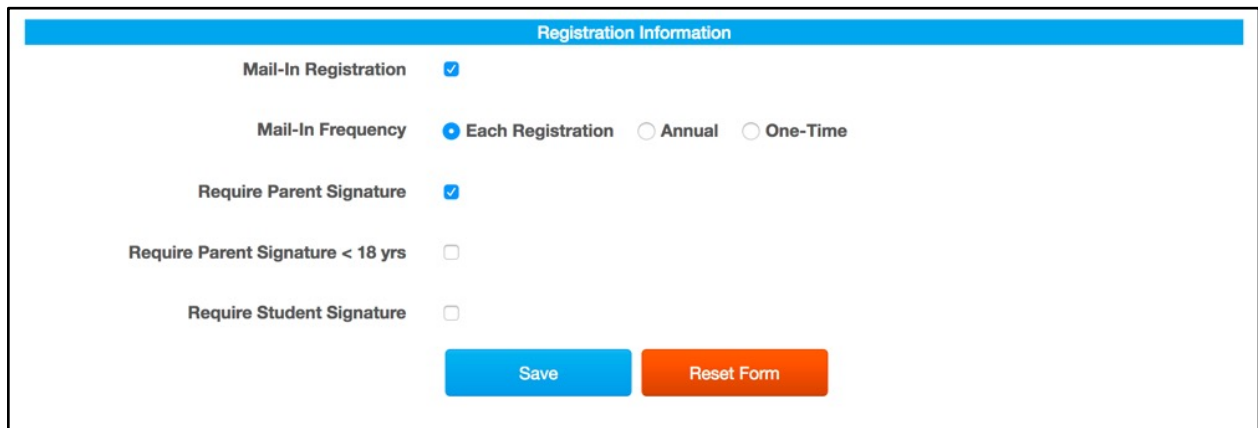
The Fees section of the Consortium Information screen is where you enter information about the fees your consortium charges to students for articulations. Some colleges charge fees and some do not. Those that do may charge a one-time fee, or an annual fee. If the Fee Based checkbox is checked, other items become visible and active on the screen.

A screenshot of the "Fees" section in a web application. The section has a blue header with the word "Fees". Below the header, there are several form fields: "Fee Based" with a checked checkbox, "Frequency" with radio buttons for "One-Time" and "Annual" (selected), "Amount" with a text input field containing "15.00", "Checks Payable To" with a dropdown menu showing "Me", "Attention" with a dropdown menu showing "Me", and "Accept Credit Cards" with an unchecked checkbox.

If there is a fee, the amount and frequency is displayed for the student during the registration process. The Checks Payable To field, Accept Credit Cards checkbox, and the Attention field are used in the Registration Confirmation screen. They are also displayed in a printable form that students see after they register for a class.

## Editing Registration Information

The Registration Information section is used to create the registration confirmation form that a student prints and sends. For example, if you require that a parent sign the registration form, then a parent-signature line will appear on the registration-confirmation form.



The screenshot shows a form titled "Registration Information" with a blue header. The form contains the following fields and options:

- Mail-In Registration:**
- Mail-In Frequency:**  Each Registration  Annual  One-Time
- Require Parent Signature:**
- Require Parent Signature < 18 yrs:**
- Require Student Signature:**

At the bottom of the form are two buttons: a blue "Save" button and an orange "Reset Form" button.

The fee and registration information is also used to enforce the business rule, where applicable, that a student will not be transcribed at the college unless fees have been paid and registration completed.

Click the **Save** button when you have finished editing the consortium information.

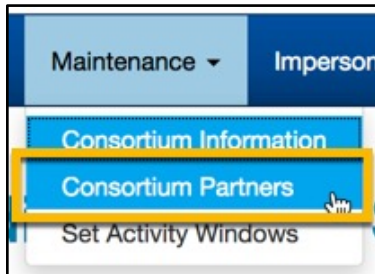
If you have made changes that you do not wish to save, click the **Reset Form** button to leave the consortium information unchanged.

## Consortium Partners

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The Consortium Partners screen allows users to see the name and mailing address of each School District and College office in their consortium.

Open the Maintenance menu. Then select Consortium Partners.



## Understanding Consortium Activity Windows

---

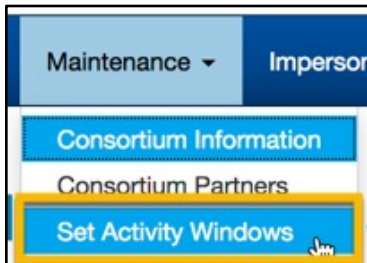
The Consortium Activity Windows screen allows you to enter open and close dates for student registration, grading and transcripts. Use this screen to set an activity window to open and close on specific dates. Also, if your consortium requires mail-in registration, you can use this screen to specify the deadline which appears on a student's mail-in registration form. If your consortium doesn't require a mail-in registration form, the Due Dates section on this screen will not be displayed.

You might set an activity window to open and close if, for example, you want to control when:

- Teachers can enter grades.
- Students can register for an articulation.
- Registrars can transcribe students.

### *Setting an Activity Window*

1. Open the Maintenance menu. Then select Set Activity Windows



2. Enter Window Open and Window Close dates for each window type

## Set Consortium Activities

### Activity Window Dates

Window	Window Open	Window Close	Setting	Status
Student Registration	<input type="text" value="09/03/2017"/>	<input type="text" value="02/20/2018"/>	<input type="text" value="Auto"/>	Closed
Grading	<input type="text" value="11/01/2017"/>	<input type="text" value="06/21/2018"/>	<input type="text" value="Auto"/>	Open
Transcription	<input type="text" value="09/01/2017"/>	<input type="text" value="08/31/2018"/>	<input type="text" value="Auto"/>	Open

### Due Date(s)

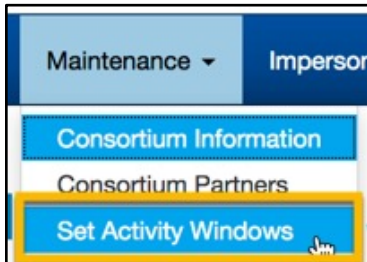
Description	Due Date
Registration Paperwork	<input type="text" value="07/01/2018"/>

3. From the Setting dropdown, select Auto
4. Click the Save button

## Overriding Activity Windows

You can override the Activity Window dates by using the Setting dropdown.

1. Open the Set Activity Windows screen



2. Select the override state from the Setting dropdown. Windows can be set to permanently open or permanently closed. If the Setting is set to open or closed, the Status column will update to reflect this, regardless of the window dates.



Window	Window Open	Window Close	Setting	Status
Student Registration	09/03/2017	06/12/2018	Auto Open ✓ Closed	Closed
Grading	11/01/2017	06/21/2018	Auto	Open

3. Click the Save button

Since these activity windows allow or prohibit certain functions in SERS, it is important to keep them up to date.

# MANAGING STUDENT USERS

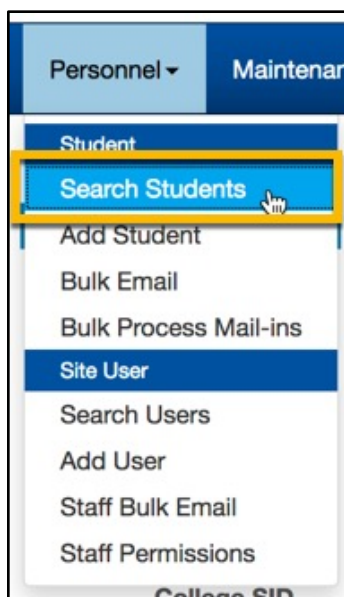
To manage student users, you must have [Student Editor rights](#).

Before you add a student, search the list of students so that you don't create a duplicate record.

## Searching for a Student

---

1. Open the Personnel menu. Then select Search Students





2. Enter search terms in the search boxes.

## Search For Students

Student First Name

Student Last Name

Birth Date

College SID

School District

Home High School

SERS ID

Search Statewide

Only Registered in Consortium

3. Click the Search button

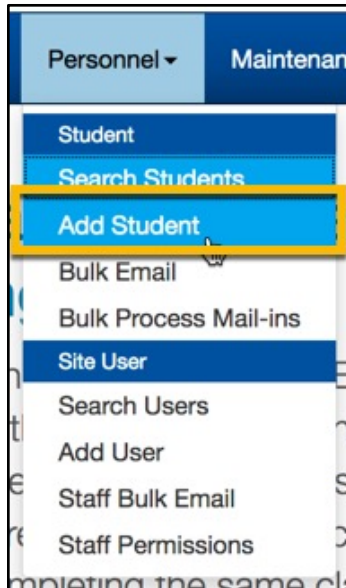
The results display below the search form. You should enter at least one search term, otherwise your search will likely return too many records to display.

1 2 3 4 5 ... >>				
+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
A. [REDACTED]	Eisenhower	TP3-36-6445	[REDACTED]	Out of School
[REDACTED]	Eisenhower	TP3-36-5945	[REDACTED]	Out of School
[REDACTED]	Eisenhower	TP3-35-2179	[REDACTED]	12
[REDACTED]	Davis	TP3-31-7975	[REDACTED]	Out of School
[REDACTED]	Eisenhower	TP3-36-5889	[REDACTED]	Out of School
[REDACTED]	Eisenhower	TP3-31-2358	[REDACTED]	Out of School
[REDACTED]	Eisenhower	TP3-35-2090	[REDACTED]	12
[REDACTED]	Davis	TP3-31-7396	[REDACTED]	Out of School
[REDACTED]	Davis	TP3-31-8004	[REDACTED]	Out of School
[REDACTED]	Yakima Valley Technical Skills Center	TP3-34-6658	[REDACTED]	Out of School
[REDACTED]	Davis	TP3-33-7215	[REDACTED]	Out of School
[REDACTED]	Davis	TP3-31-6592	[REDACTED]	Out of School

## Adding a Student

---

1. Open the Personnel menu. Then select Add Student



2. Enter a username in the Username field
3. Navigate away from the Username field by clicking into another field or hitting the Tab or Enter key

This will trigger SERS to check the availability of the username. You must enter an available username to access the rest of the form fields.

#### 4. Follow the instructions on the page to complete the rest of the form

## Add New Student

**\*required fields**

These instructions will guide you through the steps needed to create a new student account.

- Create a username. The username needs to be unique, so enter any name you want, between 5 and 20 characters long. No spaces, and using only numbers and/or letters. (we'll check it for you). If it's already in use you can retry. We'll also check to make sure there isn't already account with the same email address and name.
  - A suggestion is first initial, lastname and some numbers till it is unique. The student can change it later, if they wish.
- Do not use the back button or refresh the page. This will reset the form.
- **The email address that is used must be real and available. If it's not, the student will not be able to finish creating their account.** If necessary, you can get a [free email account from google](#).
- The **Send sign in information now** check box will send the student his sign in information right away, when checked. Uncheck it if you want to send it at a later date. You can do this by resetting the account in the edit page. This page is accessed by searching for the student and clicking the students name.

<b>Username</b> *	<input type="text"/>	Availability:
<b>First Name</b> *	<input type="text" value="First Name"/>	
<b>Last Name</b> *	<input type="text" value="Last Name"/>	
<b>Email</b> *	<input type="text" value="Email Address"/>	
<b>Repeat Email</b> *	<input type="text" value="Email Address"/>	
<b>Birth Date</b> *	<input type="text" value="Month"/>	<input type="text" value="Day"/> <input type="text" value="Year"/>
<b>School District</b> *	<input type="text" value="Select"/>	
<b>Home High School</b> *	<input type="text" value="Select"/>	

Send sign in information now

#### 5. Click the Save Student button

- The Edit Student screen will open. Enter the information in the Edit Student screen, or enter it later by searching for the student and clicking on their name in the search results.

## Edit Student

\*required fields

**Fees & Registrations**

**Registration History**

Date Account Created: 03/21/2018

Username: Jonbonjovi123

First Name: DEMONSTRATION

Last Name: STUDENT

Email is required, and we encourage you to provide a good accessible one, so login information can be mailed to you

Future Plans: Select

Comments

Save

Reset Form

Reset Account

### College Information

	College	College SID
Add	Select a College <span style="font-size: 0.8em;">v</span>	<input style="width: 80%;" type="text"/>

## Editing a Student's Profile

1. [Search for the student](#)
2. Click on the student's name in the search results

+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Student, Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	

3. Edit the student profile

### Edit Student

\*required fields

[Fees & Registrations](#)  
[Registration History](#)

Date Account Created: 03/21/2018

Username • Jonbonjovi123

First Name • DEMONSTRATION

Last Name • STUDENT

Email is required, and we encourage you to provide a good accessible one, so login information can be mailed to you

Future Plans • Select

#### Comments

[Save](#) [Reset Form](#) [Reset Account](#)

### College Information

College	College SID
Add <input type="text" value="Select a College"/>	<input type="text"/>

4. Click the Save button

## Resetting a Student Password

This process can be used to reset a student's password and security questions, or to send a student their initial setup email, if you unchecked the Send Sign-in Information Now box when you first added the student.

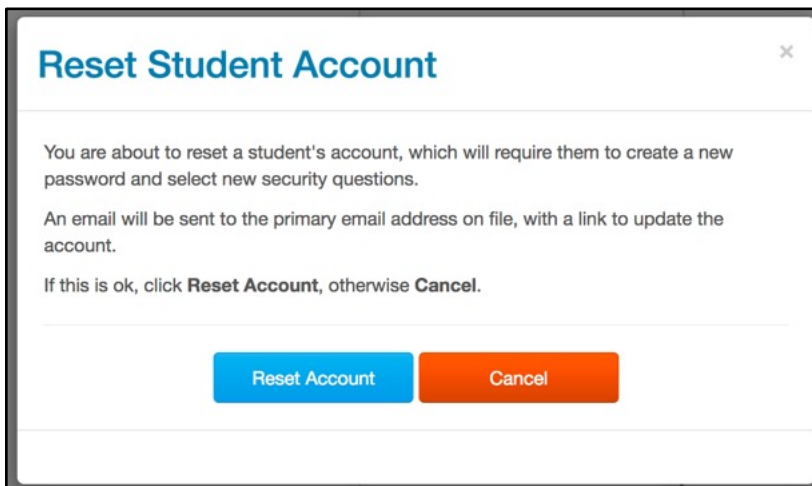
1. [Search for the student](#)
2. Click on the student's name in the search results

+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Student, Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	

3. Scroll to the bottom of the page and click the Reset Account button



4. A window will pop up, asking if you would like to proceed. Click Reset Account to proceed.



5. The student will receive an email with a link to reset their password and security questions.

# Managing Fees and Registration

Some consortiums charge students fees to register for articulations, and some consortiums require mail-in registration forms. The Fees & Registrations screen allows you to indicate that a student has paid the required fees and that a mail-in registration form has been received.

1. [Search for the student](#)
2. Click on the student's name in the search results

+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Student, Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	

3. Click on the Fees & Registrations button on the Edit Student page



4. Update Fees and Registration information

## Fees & Mail-In Registration

Information For **CHASE BARNETT**

Student Profile

Registration History

### Fee Status

Academic Year	Fee Amount	Fee Paid	Date
2014-15	15.00	<input checked="" type="checkbox"/>	<input type="text"/>

Save Fee Changes

### Registration Status

Academic Year	Articulation Name	All Received	College
2014-15	AH 108 Communications & Legal Concepts in Health Care	<input checked="" type="checkbox"/>	Yakima Valley
2014-15	First Aid CPR	<input checked="" type="checkbox"/>	Yakima Valley
2014-15	PHYSICAL/OCCUP & FITNESS THERAPY AH119 MED TERM	<input checked="" type="checkbox"/>	Yakima Valley

Save Reg Changes

5. Click the Save Changes button for any section of the screen in which you made changes

# Viewing Registration History

1. [Search for the student](#)
2. Click on the student's name in the search results

+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Student, Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	

3. Click on the Registration History button on the Edit Student page



4. Click on the Edit link to edit the student's registration, or click on Details to view the details of the articulation for which the student is registered.

## Student Registration History

History For **SHANE BARNETT** - TP3-34-7599

Show All Details

3 Record(s) Found

Number of Results Per Page 50

Student Profile

Register Student for Class

		+ Year	+ Articulation Name	+ College	+ Registration Date	+ Articulation Status
Edit	Details	2014-15	AH 108 Communications & Legal Concepts in Health Care	Yakima Valley	01/07/2015	Not Attained
Edit	Details	2014-15	First Aid CPR	Yakima Valley	01/07/2015	Not Attained
Edit	Details	2014-15	PHYSICAL/OCCUP & FITNESS THERAPY AH119 MED TERM	Yakima Valley	01/07/2015	Not Attained

College Information

College	College SID
	N/A



## Editing Registration History

If you have [Student Editor rights](#), you can:

- Reassign a student to a new course offering.
- Edit the student's class grade and status.
- Edit variable credits.
- Identify if the student has declined articulation credits.

To edit a student's registration history:

1. [Search for the student](#)
2. Click on the student's name in the search results

+ Name (click to View/Edit)	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Student, Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	

3. Click on the Registration History button on the Edit Student page



4. Click on the Edit link next to an articulation

		+ Year	+ Articulation Name	+ College	+ Registration Date	+ Articulation Status
<a href="#">Edit</a>	<a href="#">Details</a>	2014-15	AH 108 Communications & Legal Concepts in Health Care	Yakima Valley	01/07/2015	Not Attained
<a href="#">Edit</a>	<a href="#">Details</a>	2014-15	First Aid CPR	Yakima Valley	01/07/2015	Not Attained
<a href="#">Edit</a>	<a href="#">Details</a>	2014-15	PHYSICAL/OCCUP & FITNESS THERAPY AH119 MED TERM	Yakima Valley	01/07/2015	Not Attained

5. Follow the instructions on the Edit Registration page

## Edit Registration For [REDACTED]

- A student may be moved from one teacher to another at any time.
- A student must be assigned to each class.
- A class grade can be modified at any time.
- A class status can be modified at any time.
- A student can be deleted from an articulation at anytime, unless transcribed.
- Variable credits can be edited, but only when class status is set to "Completed" or "Pending".

[View Student History](#)

[Delete Registration](#)

### Articulation Name: Ah 108 Communications & Legal Concepts In Health Care - Status: Not Attained

[+ Show/Edit Articulation Comments](#)

Instructor: HOLLIDAY, J - AH 108 - Communications & Legal Concepts in Health Care - 2014-15

Grade: Not Attained

Status: Completed

College	College Course	Course Credits	Earned Credits
Yakima Valley CC	AH 108 Communications & Legal Concepts in Health Care	5	0

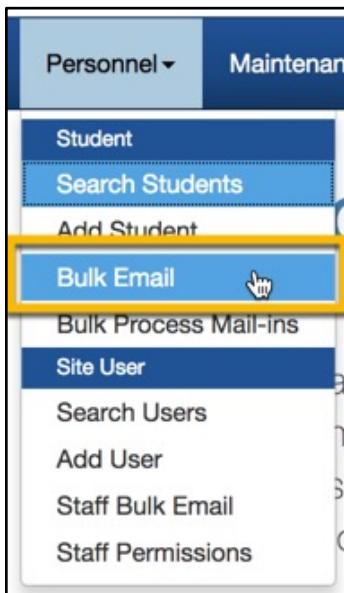
6. Changes are posted when they are made. There is no save button, but a banner appears at the top of the page to confirm changes.

A student's registration record cannot be deleted once a related student-course record has been transcribed.

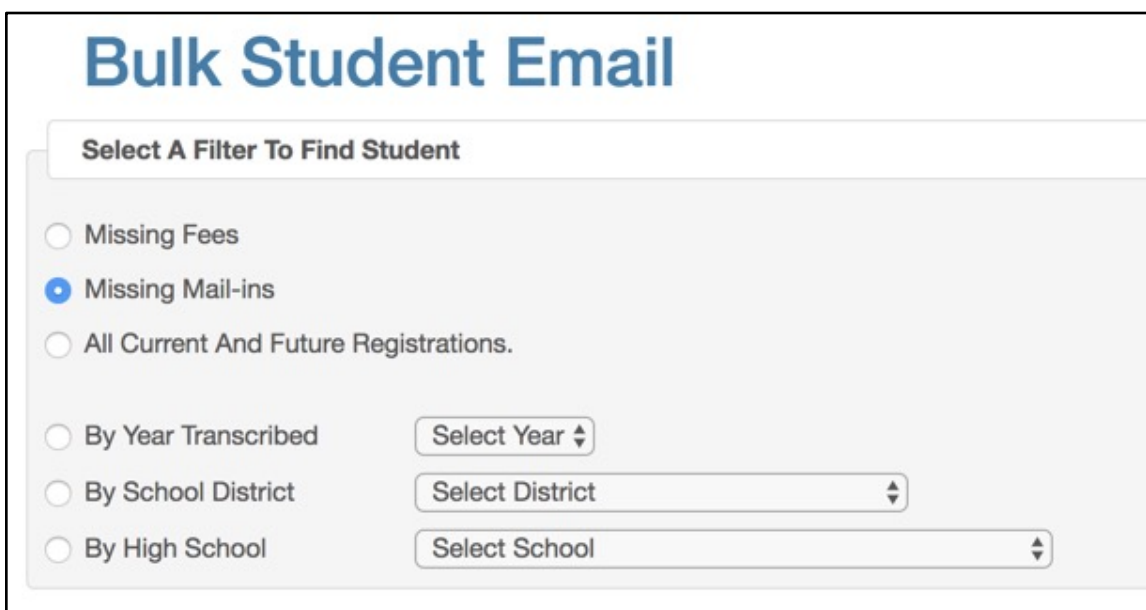
## Sending Bulk Email to Students

The Bulk Email function allows you to send email to multiple students at the same time. You must have [Student Editor rights](#) to access this screen.

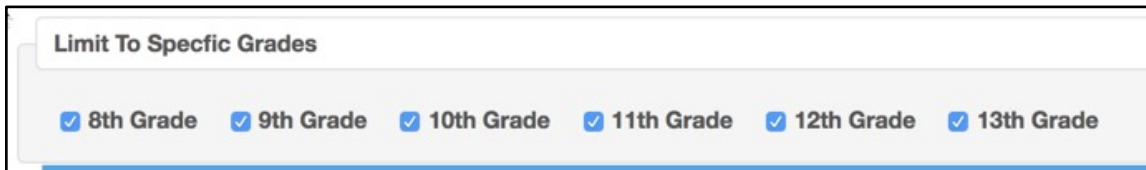
1. Open the Personnel menu. Then Select Bulk Email in the Student section of the menu.



2. Select a filter to narrow your student audience. Note that only one filter may be selected.

A screenshot of the 'Bulk Student Email' interface. The title 'Bulk Student Email' is at the top. Below it is a section titled 'Select A Filter To Find Student'. There are several radio button options: 'Missing Fees', 'Missing Mail-ins' (which is selected), and 'All Current And Future Registrations.'. Below these are three options with dropdown menus: 'By Year Transcribed' with a 'Select Year' dropdown, 'By School District' with a 'Select District' dropdown, and 'By High School' with a 'Select School' dropdown.

- **Missing Fees** – Email will be sent to all students who have registered for an articulation but have not sent in the required fee.
  - **Missing Mail-ins** – Email will be sent to all students who have registered for an articulation but have not sent in the required paperwork.
  - **All Current and Future Registrations** – Email will be sent to all students registered in the current or future academic years.
  - **By Year Transcribed** – Email will be sent to all students who were transcribed in a specific academic year
  - **By School District** – Email will be sent to all students with articulation registrations in your consortium for a specific school district (as declared by the student’s home high school profile).
  - **By High School** – Email will be sent to all students with articulation registrations in your consortium for a specific high school.
3. **Select the grade levels to which you would like to send email.** You may select all boxes, or just one.



Limit To Specific Grades

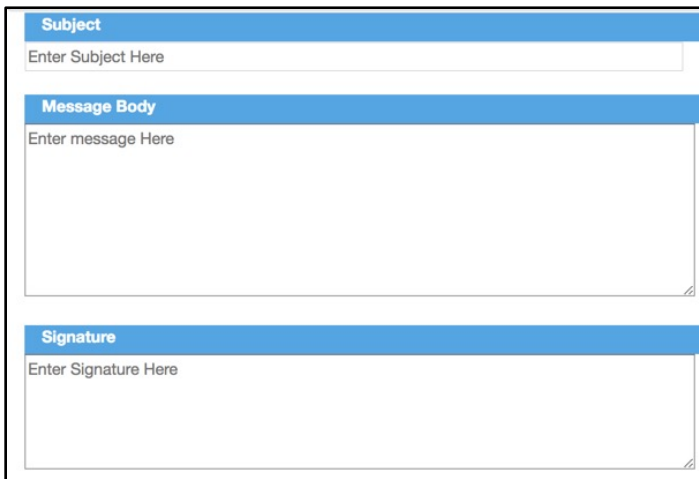
8th Grade  9th Grade  10th Grade  11th Grade  12th Grade  13th Grade

**4. Enter your email Subject, Message Body and Signature.**

In your Message Body be sure to provide an email address and instructions for how to contact you. The message will be sent from an automated address, and if students simply hit Reply to the email, you will not receive the response.

Messages are sent in plain text. HTML formatting is not supported.

If there are multiple students with the same email address, the message will only be sent to the email address once, to avoid duplication.



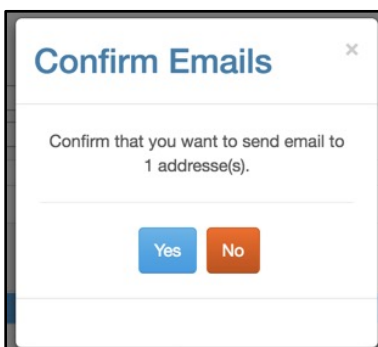
The screenshot shows a form with three distinct sections, each with a blue header bar. The first section is labeled 'Subject' and contains a text input field with the placeholder text 'Enter Subject Here'. The second section is labeled 'Message Body' and contains a larger text area with the placeholder text 'Enter message Here'. The third section is labeled 'Signature' and contains a text input field with the placeholder text 'Enter Signature Here'.

**5. Select the Count Emails button to check how many messages you will be sending.** This is a good way to check to see if you will be reaching approximately all of the students you expect to be reaching.



**6. Select the Send Mail button to send your message.**

**7. A popup window will ask you to confirm that you would like to send the message.** Click Yes to send your message. Once your message is sent, the form will reset to allow you to continue composing messages.

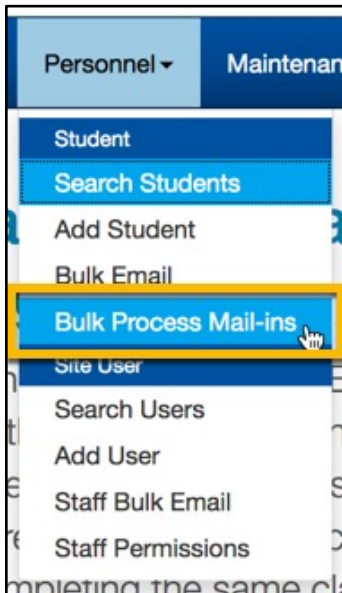


## Using Bulk Process Mail-In Registrations

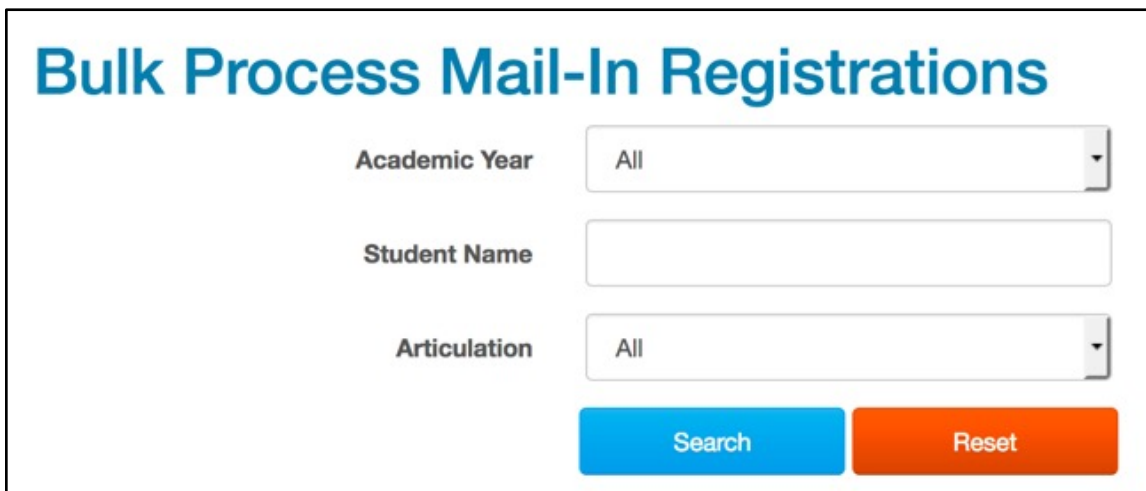
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The Bulk Process Mail-In Registration screen allows you to see whether students have paid required fees or if their mail-in registration forms have been received. You must have [Student Editor rights](#) to access this screen.

1. Open the Personnel menu. Then select Bulk Process Mail-ins



2. Enter search terms in the form.

A screenshot of the 'Bulk Process Mail-In Registrations' search form. The form has a title 'Bulk Process Mail-In Registrations' in blue. Below the title are three search criteria: 'Academic Year' with a dropdown menu set to 'All', 'Student Name' with a text input field, and 'Articulation' with a dropdown menu set to 'All'. At the bottom of the form are two buttons: a blue 'Search' button and an orange 'Reset' button.

3. Click the **Search** button. If you leave the form blank, all records will be returned. Search results appear below the form.

4. Click the Edit link next to a student name to edit their Fee or Registration status

**Articulation Details** [Close]

**Fees and Mail-In Registration Status For JOHN BOOGY**

**Fee Status**

Academic Year	Fee Amount	Fee Paid	Date
2017-18	15.00	<input type="checkbox"/>	<input type="text"/>

**Registration Status**

Academic Year	Articulation Name	Received	College
2017-18	ENGR 104 Engineering Graphics	<input type="checkbox"/>	Yakima Valley

Changes to Fee Status must include a date or the status change will not be saved.

5. Click the Save button



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Washington State Board for Community and Technical Colleges

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