STATEWIDE ENROLLMENT AND REPORTING SYSTEM (SERS) CTE DUAL-CREDIT STUDENTS

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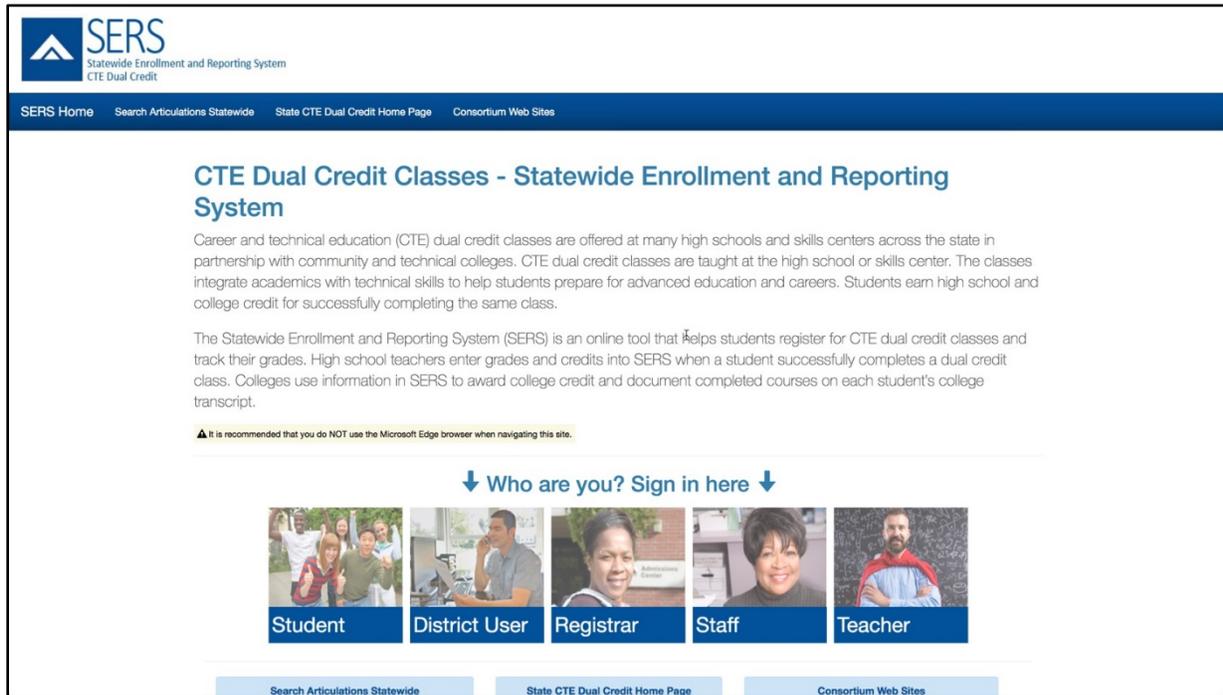
Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- 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:
  - o Engineering technology
  - o Applied science
  - o Mechanical, industrial, or practical art or trade
  - o Agriculture
  - o Health
  - o 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.

LOGGING INTO SERS AND MANAGING YOUR ACCOUNT

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.

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.

Continue

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

Save Account

Logging into SERS after Your First Login

1. Access the SERS Home Page, at http://www.ctesers.org and select Teacher.
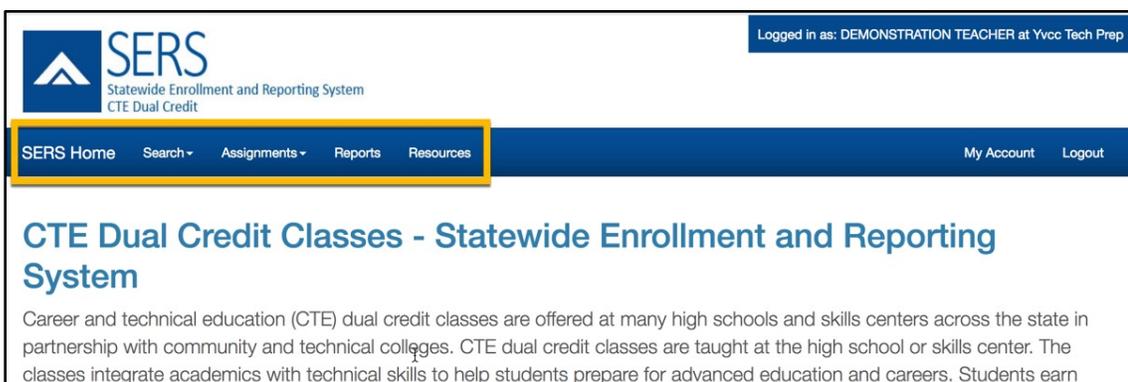

2. **Enter the user name and password provided to you by the person who created your account.** If a new account is needed, contact the college consortium director first. For additional assistance, contact State Board staff: sershelp@sbctc.edu.
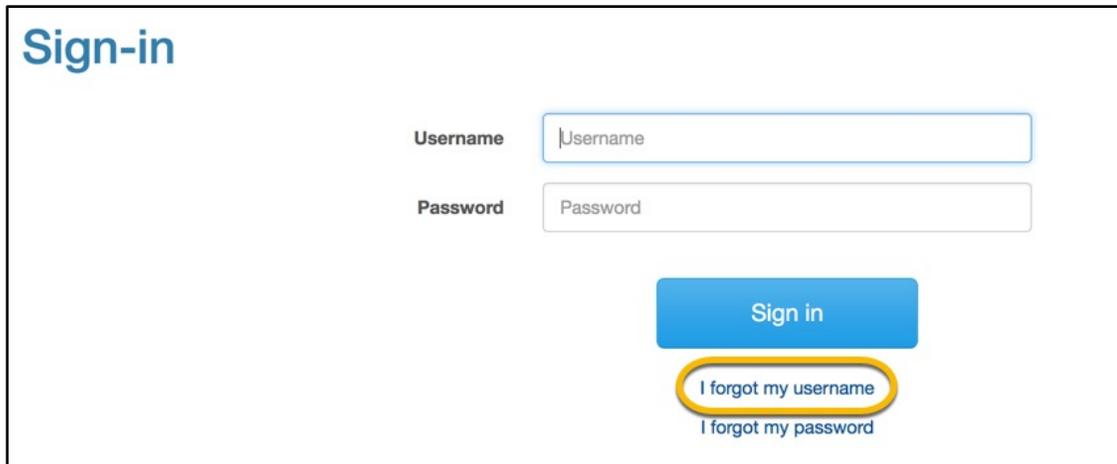

3. **Click the Sign In button**
   The Teacher Home Page will appear. The menus across the top provide access to SERS functions.

Recovering Your User Name

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

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

Your user name will be emailed to you.

Resetting Your Password

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

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

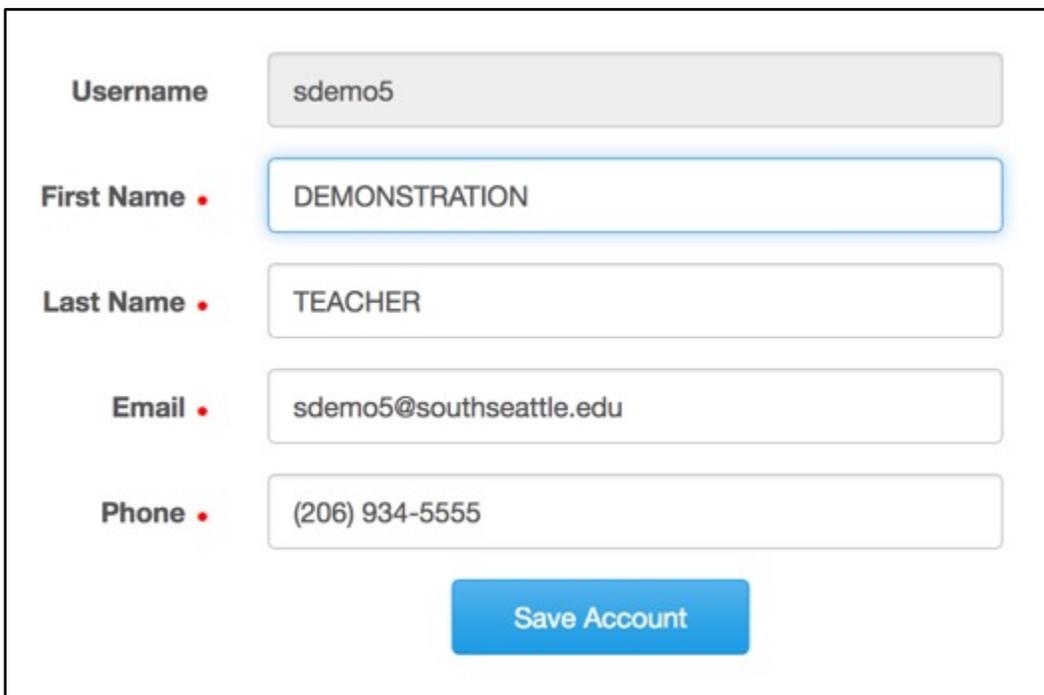A password reset link will be emailed to you.

Managing Your Account Information

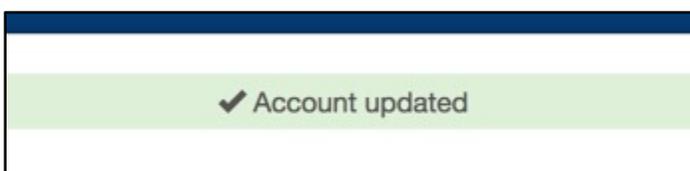You can update your contact information within SERS.

    1. **Select My Account from the menu bar.**

    2. **Update any information in the available fields.** You cannot change your Username.

    3. **Select Save Account.** A confirmation message will display.
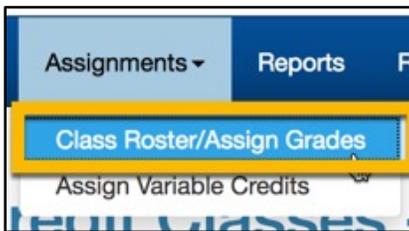
MANAGING CLASSES AND GRADES

The most common tasks you will perform in SERS are

- Assigning grades.

- Tracking a student's status in a class.

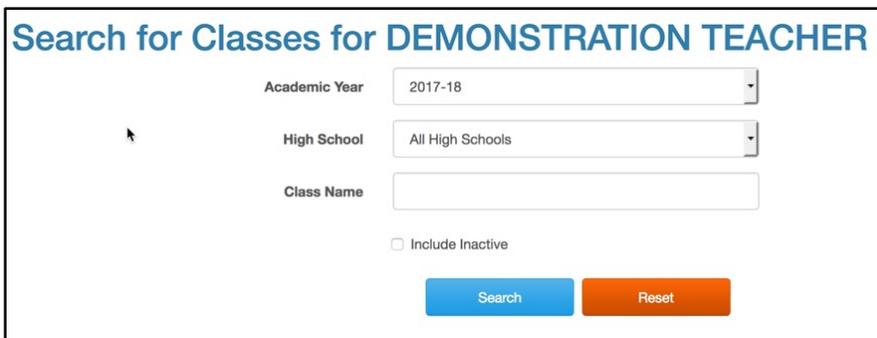- Assigning variable credits, if allowed by your consortium.

To perform these tasks, you will first need to locate the class.

Finding Your Class

1. Open the Assignments menu. Select Class Roster/Assign Grades.

2. **The Search screen will open.** The current school year will be the default. Complete as much information as needed to locate your course. Only articulations with which you are associated will be returned in the search results. **Select the Search button.**

3. Search results will display below the search form. Select the Class Name to update the roster or assign grades.

Assigning Grades or Updating Student Status

You cannot modify a student's grade or status unless the grading window is open. CTE Dual Credit staff establishes the dates for grading windows.

1. Search for the class you want to work with.

2. **When the class roster is open, you can update each student's status or assign a grade.** Note that when you assign a grade, the student status is automatically set to Completed, and that the Completed status requires a grade to be assigned.

3. **When you have completed all of your updates, select Save Changes.** If you would like to reset the roster to the state it was in when you opened it, select Discard Changes. Selecting the printer icon above and to the right of the roster will generate a print-friendly version of the roster.
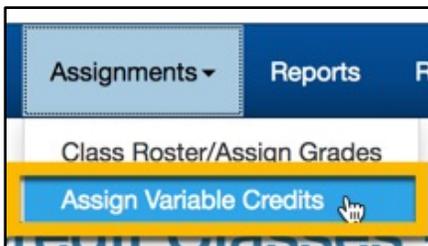
Assigning Variable Credits

Some consortiums allow students to earn a range of credits for a college course. If your class is in an articulation with a course that has variable credits, you must indicate how many credits a student earned before the student's credit can be transcribed at the college.
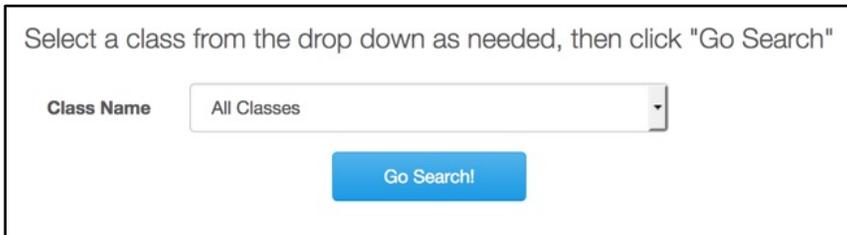
You will not be able to assign variable credits until you have assigned a grade to a student who is enrolled in a class that allows variable credit.

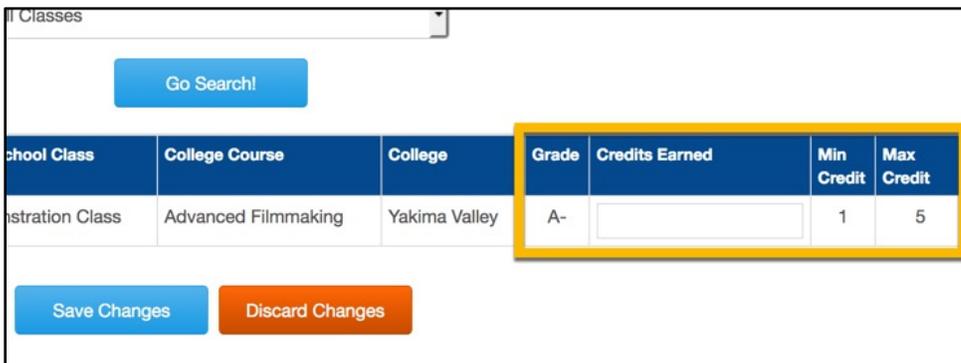If your consortium does not use variable credits, you will not need the Assign Variable Credits function.

1. **Open the Assignments menu. Select Assign Variable Credits.**

2. **Select the class name you would like to work with and click Go Search!** or select Go Search! to return all students to whom you need to assign variable credit.

3. **In the search results, enter the number of credits for each student.** The assigned grade and the minimum and maximum possible credits are displayed. **Select Save Changes.**
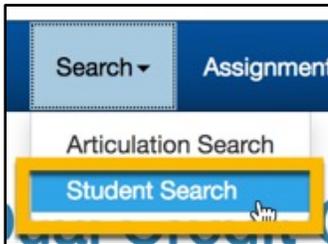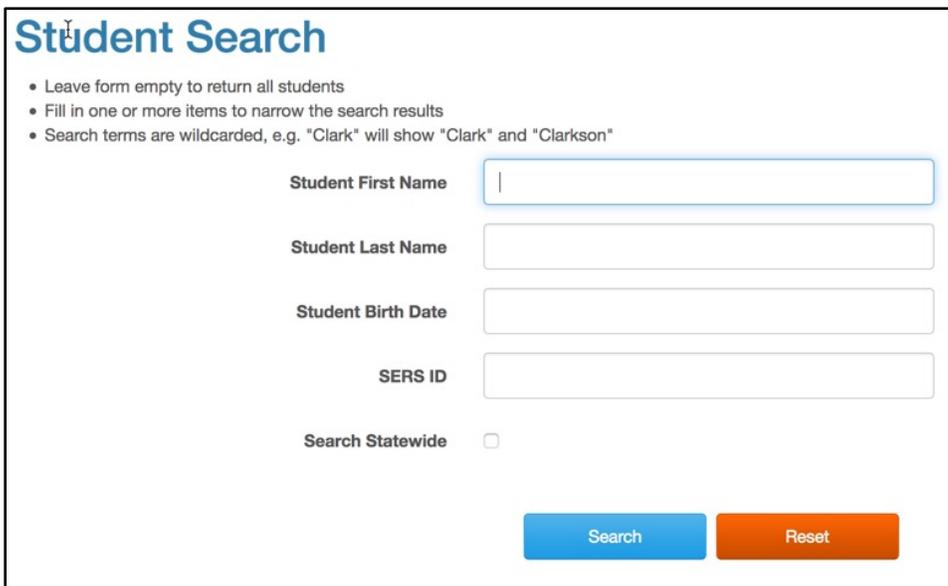
WORKING WITH STUDENT ACCOUNTS

As a Teacher, you can view student Account Profiles and Reset Student Passwords.

Searching for a Student

1. Open the Search menu. Then select Student Search.

2. Enter search terms in the search boxes.

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.

Viewing a Student's Profile

1. Search for the student

2. Click on the View link for the student in the search results

	+ Last Name	+ First Name	+ State Student ID	+ SERS ID	+ Birth Date	+ Current Grade
View	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
View	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
View	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
View	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
View	STUDENTIII	DEMONSTRATION		TP3-38-3806	1/3/2001	11

3. **The Student Profile will display.** You will not be able to edit any of this information, but you will be able to view contact information for the student, as well as the student's Registration History.
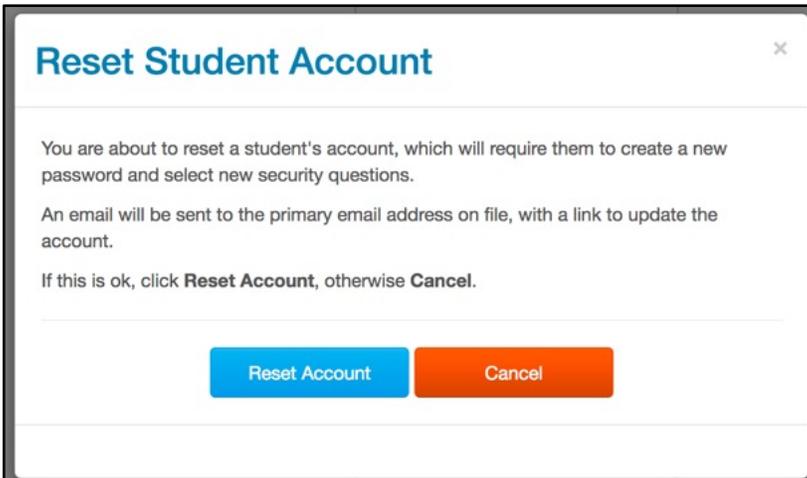
Resetting a Student Password

This process can be used to reset a student's password and security questions.

1. View the Student Profile.

2. In the Student Profile window, select the Reset Student Account button.

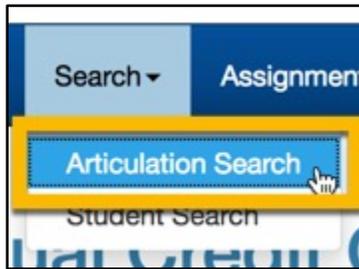3. A window will pop up, asking if you would like to proceed. Click Reset Account to proceed.

4. The student will receive an email with a link to reset their password and security questions.
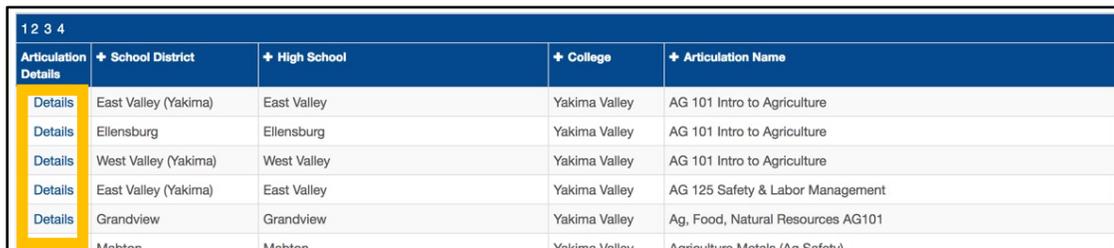
SEARCHING FOR ARTICULATIONS

You can search for course articulations. This may be helpful in advising students about articulations in which they might want to enroll. If links to the course description and the college website were created by CTE Dual Credit staff when the articulation was created, these links will be available in the Articulations Details window.
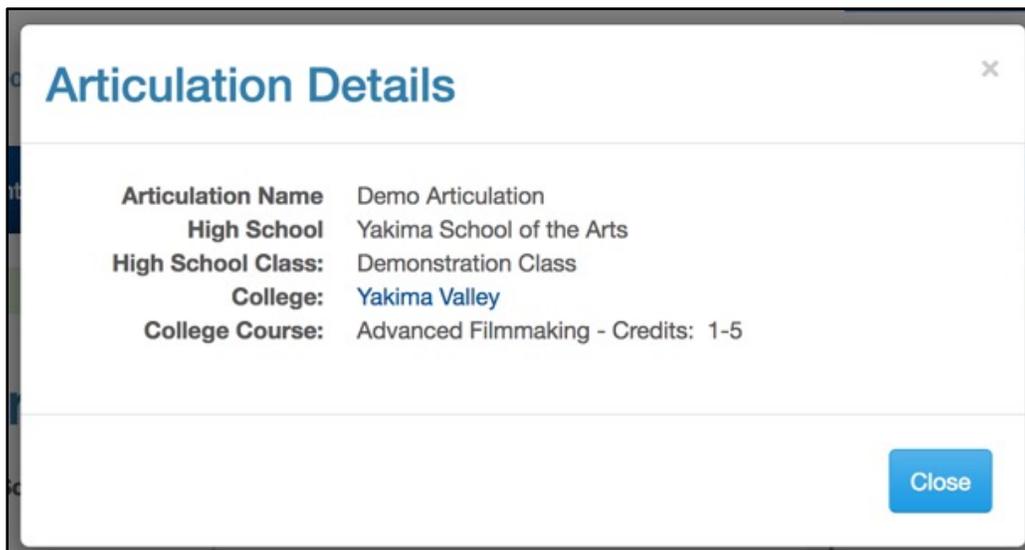
1. Open the Search menu. Select Articulation Search.

2. **Enter search terms in the available fields to narrow your results, or leave the fields set to their defaults to return all available results for your consortium.** Results can be sorted by selecting the column headings.

3. Select the Details link to view the details of a specific articulation.

Washington State Board for Community and Technical Colleges

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