Articulated Credit Capture Instructions

Once students have completed the requirement(s) for Articulated Credit, the file(s) should be uploaded directly to the corresponding eLearn shell request in the Tech Prep Portal. The Tech Prep instructor or the coordinator can complete this process.

1. Log into the Tech Prep Portal (Reminder, you will log in with your school email)

2. From the 'Instructor' drop down along the top menu, select 'eLearn Shells' then 'Search eLearn Shells'
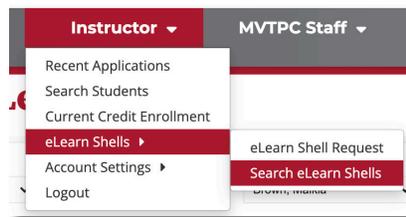
3. Find the correct course for the credentials you are uploading and click the red 'Details' link along the right-hand side for that shell.

Note Please be sure to verify the section number for your respective courses before uploading documentation. This is especially important for instructors who teach multiple courses, or have more than one section for the same course.

4. Scroll to the bottom of the shell *Details* page and find the 'Credential Upload' Header.

5. Click the 'choose file' button and find your file, then click the "Upload" button.
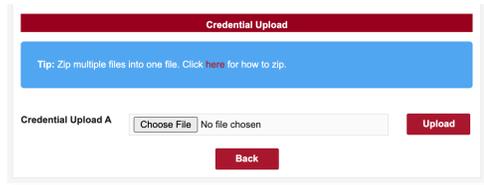
Note If you have multiple files to upload, please zip them into a compressed folder and upload that folder rather than multiple files. **Please also be sure to name your file something identifiable for our staff** – to include school, course name, instructor last name, and section – i.e., *MVTPC_ MET1301_Jones_Section123.zip*

If you run into challenges with any of the steps above, please contact your Pathway Manager.