

## Tech Prep Proficiency Credit – Permission to Post Process

### *For teachers (to modify dates the quiz is accessible to students)*

The quiz is set to be accessible March 1 – May 15. If you would like to open the quiz prior to March 1 (recommended), take the following steps:

- Access the eLearn shell
- Select 'Content' along the top menu
- Select 'Final Grade Verification – Proficiency Credit' toward the bottom of the left-hand menu
- Immediately beneath 'Student – Complete to Express Permission to Post Grade', click on the date range the quiz is open (has a small clock icon and should say 'Starts...')
- Modify the open and close date to your preference by clicking on the date.
- Click 'Update'

### *For students (to provide their permission to post preference)*

Please have your students complete the following steps to share their permission preference regarding posting their grade to their official Sinclair transcript (please note, the transcribed grades won't appear until the student has graduated high school).

1. Access the eLearn shell
2. Select 'Content' along the top menu
3. Select 'Final Grade Verification – Proficiency Credit' toward the bottom of the left-hand menu
4. Click 'Student – Complete to Express Permission to Post Grade'
5. Scroll to bottom and click 'Start Quiz!'
6. Answer the question and press Submit Quiz.

This is what the quiz looks like:

### Student - Complete to Express Permission to Post Grade

Est. Length: 2:00:00

Lindsay Pitstick: Attempt 1

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#### Question 1 (1 point)

I give permission to post my grade:

- ☐ A) If my grade is greater than or equal to A#
- ☐ B) If my grade is greater than or equal to B#
- ☐ C) If my grade is greater than or equal to C# OR a Y Grade
- ☐ D) No, do not post this credit

Submit Quiz

0 of 1 questions saved