

Credit Capture Process - Proficiency

Sinclair Faculty Pathway Specialist (FPS)

High School



Pathway Mgr



1. High school teacher completes delivery of **curriculum** by **May 1st**.
2. Students complete the **Permission to Post quiz** in the eLearn shell.
3. **Final Calculated Grade** column is populated. *(by FPS standards, differs by course - speak with your FPS for clarity.)*
4. High school teacher **notifies** FPS and Pathway Manager via email that the above steps are complete by **May 15th**.

1. **Sinclair Faculty reviews** final percentage grades and **assigns** the appropriate letter grade in the Final Letter Grade Column.
2. **Sinclair Faculty notifies** Pathway Manager and Instructor via email that they have approved grades.

1. **Reviews** shell to ensure all processes are complete, then **sends forward** to Sinclair's Registration Office to process.



MIAMI VALLEY
TECHPREP
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