

Verifying your Students Aren't Leaving Credit On The Table

In order to post eLearn credit to their Sinclair transcript, students must provide permission to the Tech Prep office, earn an A, B, or C grade, and graduate high school. Student instructions can be found at mvtechprep.org.

Though all students in eLearn are encouraged to provide permission regardless of their grade year, it can be beneficial to focus on seniors with A, B, C or *Pending* grades. This can be done by navigating to the Tech Prep portal and

The screenshot shows the 'Current Credit Enrollment' form. At the top, there are three tabs: 'Coordinator', 'Instructor', and 'Academic Inst.' (selected). The form is divided into two main sections: 'Student Info' and 'Course Info'. In the 'Student Info' section, the 'Status' is set to 'Enrolled'. The 'Tartan ID' field is marked with a '7-digits' hint. The 'HSGY' (High School Graduation Year) is set to '2020', with a circled '1' next to it. In the 'Course Info' section, the 'Course and Subject' is set to 'Any'. The 'Course School Year' is set to 'Any'. The 'Grade' dropdown menu is open, showing options: 'Any', 'A#', 'B#', 'C#', 'D#', 'F#', and 'Pending'. A circled '2' is next to the 'Grade' dropdown, and a circled '3' is next to the 'Permission To Post Credit' dropdown, which is set to 'No'. A circled '4' is next to the 'Search' button. A hint box next to the 'Grade' dropdown states: 'Hint: CTRL-click to select multiple items; ⌘-click for Mac users'. There are also 'Reset Search' and 'Search' buttons at the bottom.

following the below steps:

First navigate to [Academic Inst./Current Credit Enrollment](#)

1. Choose high school graduation year (HSGY), 2020 recommended
2. Select A#, B#, C#, and *Pending* letter grades (CTRL-click to select multiple items)
3. For *Permission To Post Credit*, select “No”
4. Click *Search* button to return a downloadable list of students, including program instructors and, where available, facilitator of the respective eLearn course