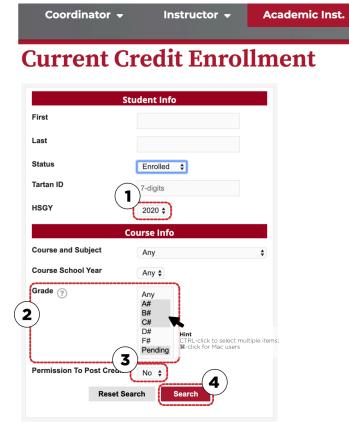


Verifying your Students Aren't Leaving Credit On The Table

In order to post <u>eLearn</u> 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 **mytechprep.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



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