

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 following the below steps:

First navigate to [Coordinator/Reporting/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 facilitator of the respective eLearn course

The screenshot shows the 'Current Credit Enrollment' form. At the top, there are three tabs: 'Coordinator' (selected), 'Instructor', and 'Academic In'. The form is titled 'Current Credit Enrollment' in large red text. Below the title, there are two main sections: 'Student Info' and 'Course Info'. In the 'Student Info' section, there are fields for 'First', 'Last', 'Tartan ID' (with a '7-digits' hint), and 'HSGY' (with a dropdown menu showing '2020'). A red dashed box and the number '1' highlight the 'HSGY' field. In the 'Course Info' section, there are fields for 'Posted', 'Course School Year', 'Course', 'Credit Type', 'Grade', 'Site of Delivery', 'Program Instructor', 'Course Instructor', and 'Permission To Post Credit'. The 'Grade' field has a dropdown menu with options: 'Any', 'A#', 'B#', 'C#', 'D#', 'F#', 'CR', 'AA', and 'Pending'. A red dashed box and the number '2' highlight the 'Grade' dropdown. The 'Permission To Post Credit' field has a dropdown menu with options: 'No' and 'Yes'. A red dashed box and the number '3' highlight the 'Permission To Post Credit' dropdown. At the bottom of the form, there are two buttons: 'Reset Search' and 'Search'. A red dashed box and the number '4' highlight the 'Search' button.