

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 [Instructor/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

The screenshot shows the 'Current Credit Enrollment' form. At the top, there are three tabs: 'Coordinator', 'Instructor' (selected), and 'Academic Ins'. The form is titled 'Current Credit Enrollment' in large red text. Below the title, there are two main sections: 'Student Info' and 'Course Info'.

Student Info Section:

- First:** Text input field.
- Last:** Text input field.
- Status:** Dropdown menu with 'Enrolled' selected.
- Tartan ID:** Text input field with a '7-digits' hint.
- HSGY:** Dropdown menu with '2020' selected. This field is circled with a red dashed line and labeled with a '1' in a circle.

Course Info Section:

- Course and Subject:** Dropdown menu with 'Any' selected.
- Course School Year:** Dropdown menu with 'Any' selected.
- Grade:** Dropdown menu with options: Any, A#, B#, C#, D#, F#, Pending. The 'A#', 'B#', 'C#', and 'Pending' options are selected. This section is circled with a red dashed line and labeled with a '2' in a circle. A hint below the dropdown reads: 'Hint: CTRL-click to select multiple items; ⌘-click for Mac users'.
- eLearn Instructor:** Dropdown menu with 'Any' selected.
- Permission To Post Credit:** Dropdown menu with 'No' selected. This field is circled with a red dashed line and labeled with a '3' in a circle.

At the bottom of the form, there are two buttons: 'Reset Search' and 'Search'. The 'Search' button is circled with a red dashed line and labeled with a '4' in a circle.

At the bottom left of the page, there is a 'Logout' link. At the bottom right, there is a version number 'v 0.01'.