



TRITON COLLEGE
DUAL CREDIT
ADJUNCT
FACULTY GUIDE

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Important things to keep in mind.

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Faculty Accounts and Login.

You will have access to three main faculty accounts with us. Here's how to access them and a few tips.

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Remember; We're here to help and would love to hear from you!

GUIDE OVERVIEW

EXPECTATIONS & RESPONSIBILITIES

The Dual Credit Adjunct job summary lists quite a few job related duties, many of which you already do naturally within your role as a high school instructor, but there are a few new responsibilities we feel you should be aware of throughout the school years you teach dual credit.

- Teaches to pre-approved course objectives.
 - The Dual Credit Quality Act is the Illinois State Law that provides the overall framework and policies for our dual credit program and states that “Student learning outcomes expected for dual credit courses shall be the same as the student learning outcomes expected for the same courses taught on the postsecondary campus.”
 - Please be sure to teach to these approved course objectives, have them appropriately evaluated and measured, and included on your syllabi.
- Creates, updates, and distributes to all students every semester a course syllabus according to the format required by Board policy.
 - All dual credit syllabi were approved based on their alignment to the official Triton College course outline at the time but updates to that outline may have changed in the time since approval.
 - Updated course outlines may be found on your Triton Portal account by selecting the “Faculty Resources” drop down menu near the top of the homepage, selecting “Curriculum” and then “Course Outlines” under Resources/Links at the right hand side of the next page. You will be able to find the current course outline for your dual credit course by selecting the Departmental Code for your academic department and then the course section you are approved to teach.



EXPECTATIONS CONTINUED

- Electronically submit syllabi to appropriate department or division office.
 - Dual Credit syllabi must be submitted to the Office of Dual Credit within the first week of the semester. Submissions may be sent directly to dualcredit@triton.edu unless your high school's dual credit liaison's process is to collect and distribute them on the instructors' behalf.
- Submits midterm enrollment verification forms and final grade reports, notices, attendance records by due dates and any other reports pertaining to assigned course within fourteen days.
 - This will be covered later in the guide!
- Informs department chairperson/program coordinator and dean in writing of any pending problem the instructor is aware or should be aware of that may have a detrimental effect on department, school, or college.
 - We're here to help! Please reach out so the college and high school can work jointly to resolve any issues.
- Welcome to attend regular department/program meetings and college meetings as available.
 - Your departmental chair or coordinator will host faculty meetings and events that you are welcome to attend! There are also professional development and network engagement opportunities offered through our [Center for Teaching Excellence](#) which we would love to see you participate in!



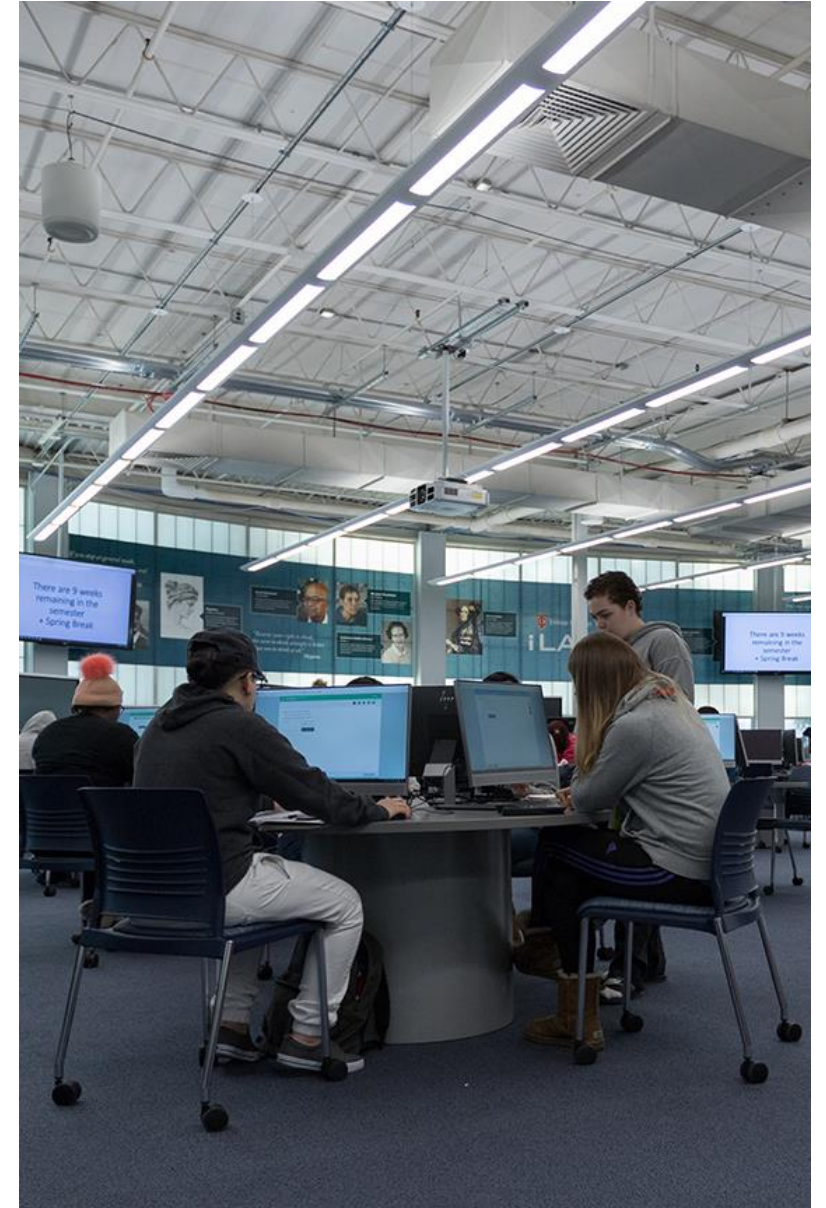


FACULTY ACCOUNTS AND LOGIN

Triton Email

Triton Portal

WebAdvisor for
Faculty



TRITON EMAIL ACCOUNT



Contact Us

Quick Links ↑

Search



MyTriton Portal

MyTriton Email

Blackboard

Directory

Donate

Library

ACADEMICS

ADMISSIONS & AID

STUDENTS

ON CAMPUS

APPLY

- Your Triton Email account can be accessed through the “Quick Links” drop down menu on the triton.edu homepage.
- Upon hiring as a Dual Credit Adjunct Instructor, you were provided with your default login information for your Triton Email and Portal accounts. You may contact dualcredit@triton.edu if you have misplaced that information. If you have changed your login password and need a reset, you may do so by going to the [Password Reset Page](#) (you will need to know your Colleague ID # as your SSN was not required on your application) or emailing e-support@triton.edu.

TRITON EMAIL, CONT.

- While the Office of Dual Credit will be primarily communicating to you through your high school district email address, it will still be important to check your Triton Email periodically as other Triton department heads, faculty, or staff may need to get in touch with you through the school year.
- Triton email passwords also need to be updated every 120 days so in order to ensure your password doesn't lapse, please make sure to look out for those password reset emails or have your Triton emails forwarded to your main work email address.
- Please see directions below for having your Triton emails forwarded to another account:

Select the 'Settings' options icon.

Type 'forward' in the search box.

Select 'Forwarding'.

You will be directed to the 'Forwarding' email screen.

Type the email address you would like to forward your Triton emails to.

Select 'Save'.

Forwarding

Forward my email to:

jeansmith@highschool.org

Keep a copy of forwarded messages

Start forwarding

Stop forwarding

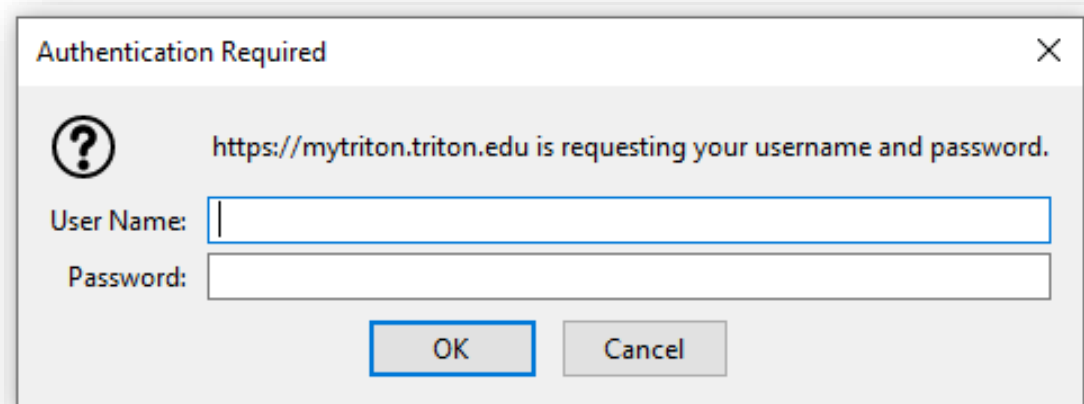
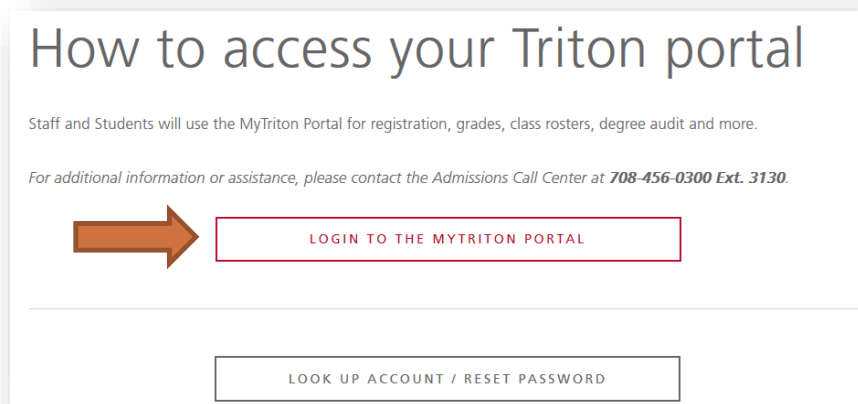
Save Discard

Forwarding

Forward email to another email address.

TRITON PORTAL AND WEBADVISOR FOR FACULTY ACCOUNTS

- Your MyTriton Portal is your main faculty profile and account. Within your Portal you can access a wide variety of resources offered to Triton faculty, staff, and students.
- Your Portal is also connected to WebAdvisor for Faculty which will be used for verifying your dual credit rosters as well as entering midterm and final grade reports.
- Steps for accessing your Triton Portal:
 - **Go to the Triton College Portal Webpage:** Click this [link](#) which will direct you to the Triton Portal Login Page.
 - **Login to the Triton Portal:** Scroll down and click the “LOGIN TO THE MY TRITON PORTAL” link to proceed to login screen.
 - Upon hiring as a Dual Credit Adjunct Instructor, you were provided with your default login information for your Triton Email and Portal accounts. You may contact dualcredit@triton.edu if you have misplaced that information. If you have changed your login password and need a reset, you may do so by going to the [Password Reset Page](#) (you will need to know your Colleague ID # as your SSN was not required on your application) or emailing e-support@triton.edu.



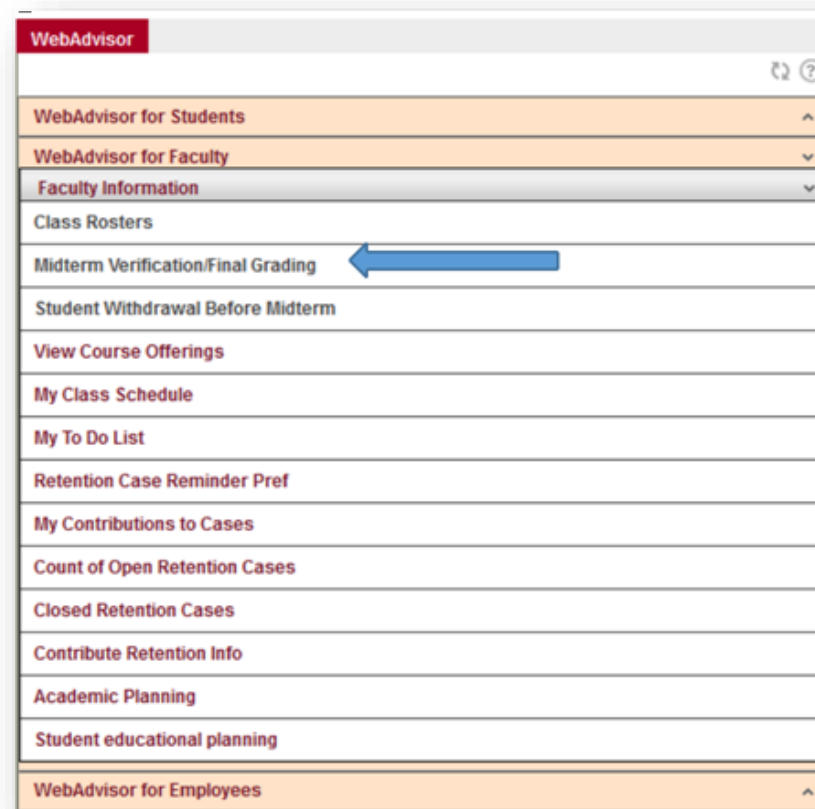
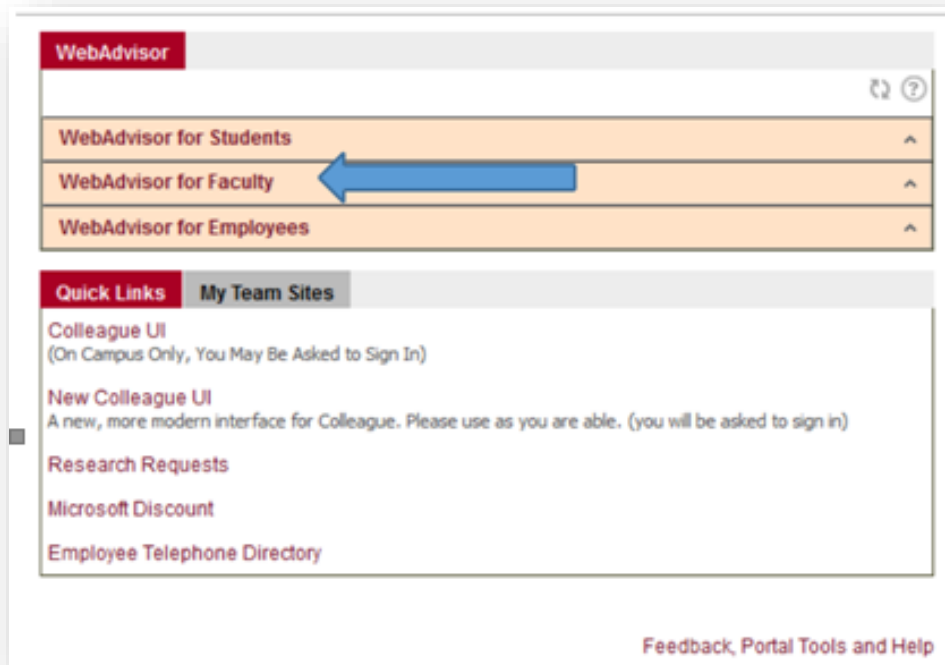


MIDTERM AND FINAL GRADE REPORTING

- Dual Credit adjuncts must have the midterm and final grades reported for their dual credit courses through the WebAdvisor for Faculty system found in their MyTriton Portal.
- These grading deadlines are determined by the college's academic calendar which can be found on the Triton Dual Credit Website under "Important Dates and Deadlines for Administrators." Reminders will also be sent to you a week prior to any grading deadline.
- The midterm grading reporting period opens a week prior to the deadline and will remain open for a week after the deadline as a grace period. Any attempted submissions after this period will receive an error and you will be requested to submit a late submission report to be approved by the Triton area chair and dean.
- The final grading reporting period also opens a week prior to the deadline but will remain open for at least a month following the deadline.
- If you are teaching a full-year dual credit course that is aligned to only one Triton course or contains a blended curriculum of two triton courses taught over the duration of the school year, the reporting period for your midterm and final grades will be the same as a Spring semester dual credit course.

MIDTERM AND FINAL GRADING DIRECTIONS

- After logging into your Portal account **click on WebAdvisor for Faculty** on the right-hand side of the screen to view the drop down menu links available to you.
- Next click on Midterm Verification/Final Grading which will take you to another screen for the verification reporting.



MIDTERM AND FINAL GRADING, CONT.

Now for the tricky part!

- You **do not** need to download the Enrollment Verification Form. You **do not** need to search via start and end dates. That form is used for when the online reporting option is unavailable.
- Instead, click the “**Term**” dropdown menu and select the term in which you are reporting for and click submit. Full-Year dual credit courses will have their midterm and final grade reporting deadlines for the Spring semester of the school year.
- This will bring you to another screen in which you will need to select “Midterm/Intermediate” for midterm grade reporting or “Final” for final grade reporting in the drop down menu (illustrated below) and then choose one of your dual credit sections and then hit submit.

Midterm Verification/Final Grading

Midterm Enrollment Verification

Download the Enrollment Verification Form

Select a term or date range to restrict your class list

Term

Start End

- Spring 2020
- CE/Adult Ed Spring 2020
- Fall 2019
- CE/Adult Ed Fall 2019
- Summer 2019
- CE/Adult Ed Summer 2019
- Spring 2019
- CE/Adult Ed Spring 2019
- Fall 2018
- CE/Adult Ed Fall 2018
- Summer 2018
- CE/Adult Ed Summer 2018
- Spring 2018
- CE/Adult Ed Spring 2018
- Fall 2017
- CE/Adult Ed Fall 2017
- Summer 2017
- CE/Adult Ed Summer 2017
- Spring 2017

Grading

BACK

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Md term date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	1st Dual Credit Section							MTWHF	OFF	2019FA
<input type="radio"/>	2nd Dual Credit Section							MTWHF	OFF	2019FA

SUBMIT

MIDTERM AND FINAL GRADING, CONT.

- **Midterm Verification Report Entry:** Traditional letter grades are not reported for the midterm reporting period. Instead, Triton faculty report an “S” grade for students that are subsisting within the course (AKA still enrolled) or a “W” grade for the students that have dropped the course.
 - For students still enrolled in your course, enter an **S** as their Midterm Grade. **No other information is required.** If you try to enter in a Last Date of Attendance for these students, you will get an error message.
 - For students that have dropped or been withdrawn, enter a **W** for their midterm grade and then enter their last date of attendance in the next box (formatted as MM/DD/YYYY) or check Never Attended if the student was never in attendance.
 - Click Submit. Repeat previous steps for the remaining dual credit sections you need to report.

Midterm Grading ✕

BACK

Please make sure every student listed on the class roster have a midterm grade of "S" or "W" next to them. Do not use any other letter grades besides an "S" or "W". An "S" mi withdraw from your class for non-attendance. If you issue a "W" grade then you must provide the last date of attendance or check the never attended box. Please contact the W

Class Name Your DC Section #

Title Your DC College Course Title

Location Off Campus

Term Fall 2019

Instructor

DC Instructor Name

Student	ID	Status	Midterm Grade	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
1st Student Name/ID		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		
2nd Student Name/ID		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		
3rd Student Name/ID		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		

I hereby certify that the students listed above are no longer actively pursuing completion of the course. I have proper documentation to support this certification.

SUBMIT

By submitting this form, you certify that this information is true and correct to the best of your knowledge and belief.

MIDTERM AND FINAL GRADING, CONT.

- **Final Grade Report Entry:** On the Final Grading screen you will enter a valid final grade for each student.
 - Standard - Enter the authorized A, B, C, D, F or W grades for dual credit students.
 - Withdrawal - You can still enter a "W" grade at this time; this will reflect as a "W" grade on the student's transcript. The "Last Date of Attendance" is also required for "W" or "F" grades.

Midterm Verification/Final Grading

Midterm Enrollment Verification

Download the Enrollment Verification Form

Select a term or date range to restrict your class list

Term ✓

Sta

- Fall 2020
- CE/Adult Ed Fall 2020
- Summer 2020
- CE/Adult Ed Summer 2020
- Spring 2020
- CE/Adult Ed Spring 2020
- Fall 2019

Grading

BACK

Final or Midterm/Intermediate Grading ✓ Final
Midterm/Intermediate

Choose One	Class Name and Title	Start Date	End Date	Mid term date
<input checked="" type="radio"/>	ENG-105-801 World Literature	01/21/20	05/14/20	03/18/20
<input type="radio"/>	ENG-105-807 World Literature	01/21/20	05/14/20	03/18/20
<input type="radio"/>	ENG-105-808 World Literature	01/21/20	05/14/20	03/18/20

SUBMIT

Frequently Asked Questions:

- How often are grades posted?
 - o. Grades will be posted every 24 hours after the class has ended during normal business hours.
- Once I have entered a final grade, can I go back to change it in WebAdvisor?
 - o. If you entered final grades before the class officially ends and grades are not posted to the students' records, you will be able to edit any student's grade. Once grades are posted for the class, you must complete and submit a Grade Change Form. Please contact the Dual Credit office at 708-456-0300, Ext. 3612 for further instructions.
- I have a student in my class who does not appear on my class roster. What do I do?
 - o. Please contact the Dual Credit office at 708-456-0300, Ext. 3612 for further instructions.
- How will I know if my final grades are accepted?
 - o. There are two ways to know if your grades were accepted: 1) you will receive a grading confirmation screen that states your changes have been saved. You should see the list of students and grades for the selected course. 2) If you attempt to change a grade after you entered your final grades and are unable to do so, the Records Office has officially posted the grades to the student's record.

ATTENDANCE REPORTING

- What information should be included on the attendance record?
 - The attendance record should include your entire class roster, your name, the course title, number and semester. It should include attendance activity and final grades for all students (active and inactive) in the class.
- Do I have to use the Excel attendance sheet found in Web Advisor?
 - No, you are free to use or create an attendance sheet that works best for you. However, per Board Policy 6020, all attendance records should be sent in a compatible format to records@triton.edu. Remember to include the name of your file in the subject line of the email.





CONTACT INFO AND RESOURCES.

- The Office of Dual Credit will be your primary contact and resource for general inquiries and may be reached at dualcredit@triton.edu or by phone during regular business hours at 708-456-0300 ext. 3612 or 3382.
- Remaining in contact with the academic department you will be teaching for is also highly recommend. Since staff and personnel tend to change over time, it is recommend to refer to the [Academic Department's Website](#) if you are unsure who to contact for academic help and resources for your dual credit coursers.