



STATEWIDE ENROLLMENT AND REPORTING SYSTEM (SERS) CTE DUAL-CREDIT STUDENTS

***TEACHER MANUAL
JUNE 2018***

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OVERVIEW

CTE Dual Credit is an industry and education partnership committed to providing a highly-trained and motivated workforce, prepared to pursue lifelong learning in a changing technological society. It includes a rigorous and focused course of study that provides students with essential academic and technical foundations and prepares students with necessary workplace skills.

These courses are offered at many high schools and skills centers across the state in partnership with community and technical colleges. They integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same course.

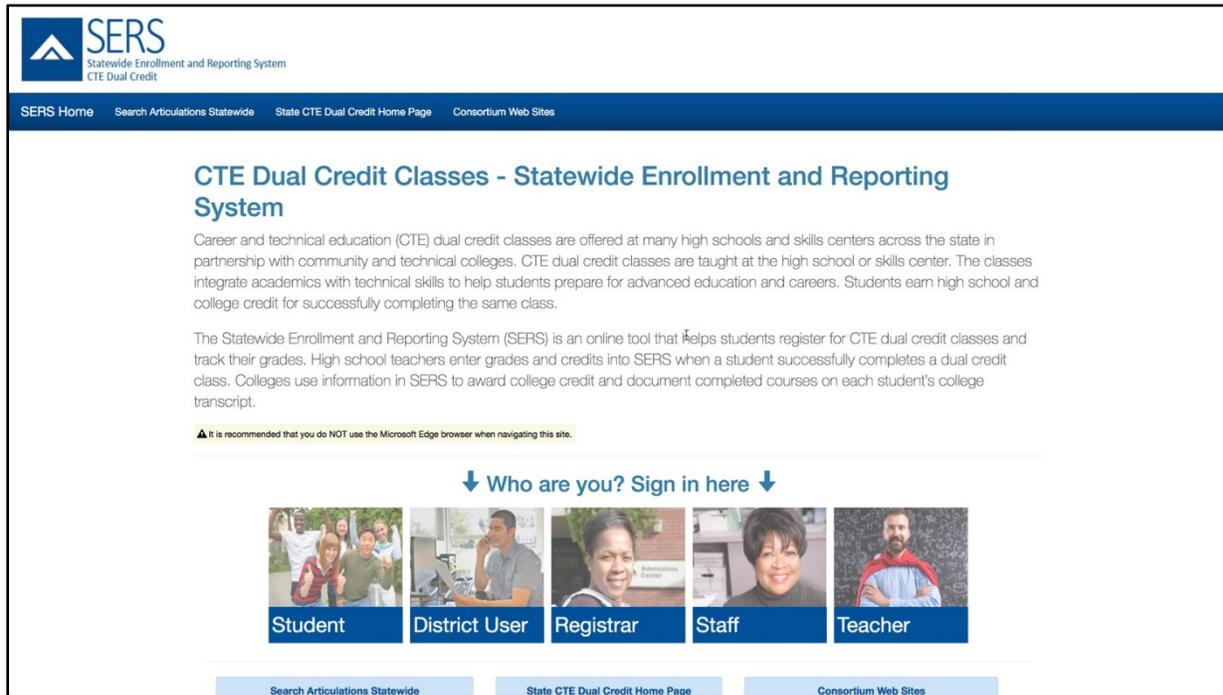
Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- Align to a professional-technical pathway, leading to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one of the following fields:
 - Engineering technology
 - Applied science
 - Mechanical, industrial, or practical art or trade
 - Agriculture
 - Health
 - Business
- Build student competencies in mathematics, science, technology, and communications through a sequential course of study.
- Lead to employment or further education.

The Statewide Enrollment and Reporting System (SERS) is used by CTE Dual Credit consortium members, teachers, college staff, registrars, and students to view and manage information related to participants and courses.

SERS Home Page

The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the public. It provides log-in functions as well as access to other information.



The screenshot shows the SERS (Statewide Enrollment and Reporting System) home page. At the top left is the SERS logo with the text "Statewide Enrollment and Reporting System" and "CTE Dual Credit". A dark blue navigation bar contains links: "SERS Home", "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites". The main heading is "CTE Dual Credit Classes - Statewide Enrollment and Reporting System". Below this is a paragraph explaining that CTE dual credit classes are offered at high schools and skills centers in partnership with community and technical colleges. A second paragraph describes SERS as an online tool for registration and grade tracking. A small warning icon states: "It is recommended that you do NOT use the Microsoft Edge browser when navigating this site." Below the text is a sign-in section titled "Who are you? Sign in here" with a downward arrow. It features five buttons with corresponding photos: "Student", "District User", "Registrar", "Staff", and "Teacher". At the bottom, there are three light blue buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".

LOGGING INTO SERS AND MANAGING YOUR ACCOUNT

Logging into SERS for the First Time

To log into SERS for the first time, you will need to follow the link that the system emails to you when your account is created. Following the link will prompt you to set your password and security questions for account recovery.

The Security Information screen will provide you with your username at the top of the screen.

1. Enter your password in the Password box, making sure to follow the rules on the screen. Then enter the same password in the Compare Password box.

The screenshot shows a web form titled "Security Information". At the top, it displays "Your Username is: dthomasg" in a yellow-bordered box. Below this, it instructs the user to create a new password and lists four rules: 1. At least 10 characters long. 2. Contain at least one upper and one lower case letter. 3. Contain at least one number. 4. Contain at least one of the following special characters: ! # \$ % * + - = ? @ ^ _ ~. A light blue bar labeled "All Fields Required" is above two input fields: "Password" and "Compare Password", both containing masked text (dots). These two fields are highlighted with a yellow border.

2. Select three different security questions and enter your answer for each question.

Three separate security question/answer combinations are required.
Select a question from the dropdown and add your answer to the textbox below it.

Question One
What was the name of your second pet? ▾

Answer One
Petunia

Question Two
What is the name of your favorite grade school teacher? ▾

Answer Two
Magnusson

Question Three
Who was your favorite high school teacher? ▾

Answer Three
Sullivan

3. Select the Submit button.
4. The next screen will confirm your submission. Click the Continue button.

Your account is now ready for use. Click continue to finish.

Continue

5. Verify your account information and select Save Account.

Username dthomasg

First Name • TOM

Last Name • GIBBONS

Email • tgibbons@southseattle.edu

Phone • (206) 934-0000

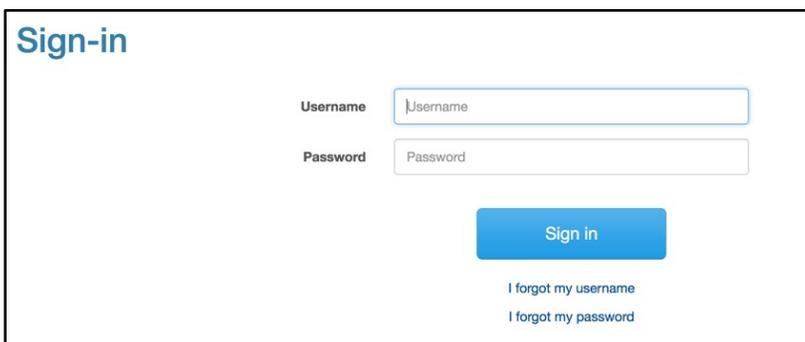
Save Account

Logging into SERS after Your First Login

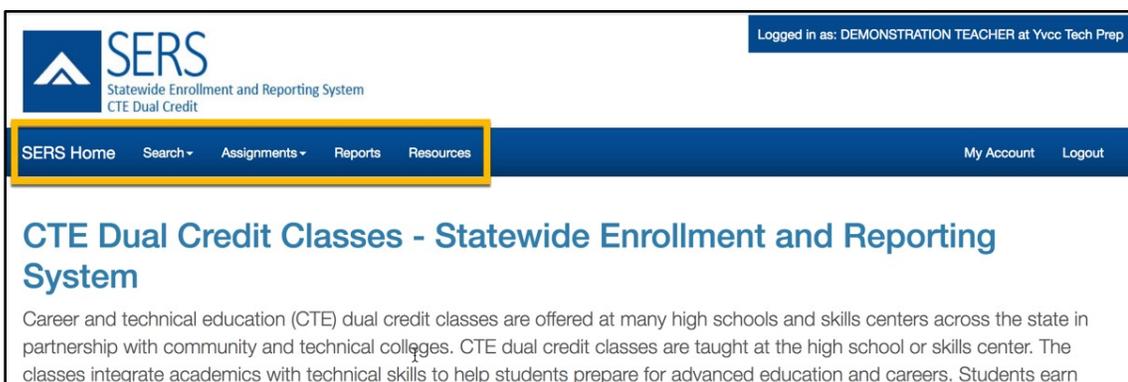
1. Access the SERS Home Page, at <http://www.ctesers.org> and select Teacher.



2. Enter the user name and password provided to you by the person who created your account. If a new account is needed, contact the college consortium director first. For additional assistance, contact State Board staff: sershelp@sbctc.edu.

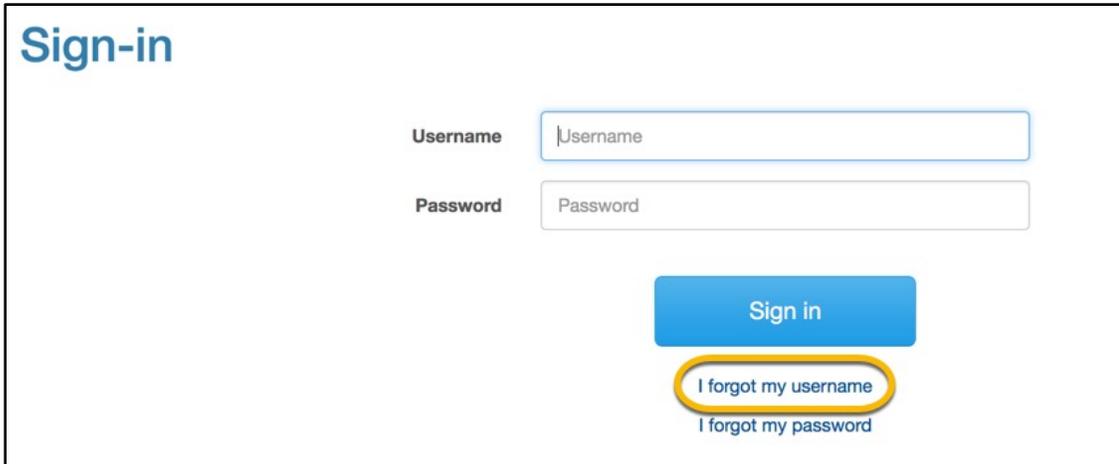
A screenshot of the SERS "Sign-in" form. It features two input fields: "Username" and "Password". Below the fields is a blue "Sign in" button. Underneath the button are two links: "I forgot my username" and "I forgot my password".

3. Click the Sign In button
The Teacher Home Page will appear. The menus across the top provide access to SERS functions.



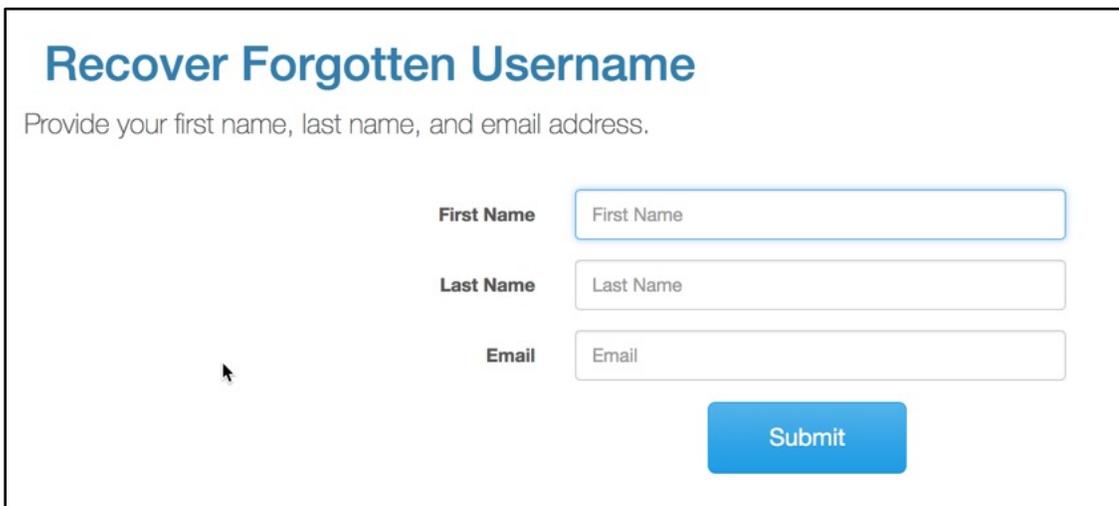
Recovering Your User Name

1. Click the “I forgot my user name” link on the Sign In page



The screenshot shows a 'Sign-in' form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Sign in' button. Underneath the button are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my username' link is circled in yellow.

2. Enter your first name, last name and email address, then click the Submit button.

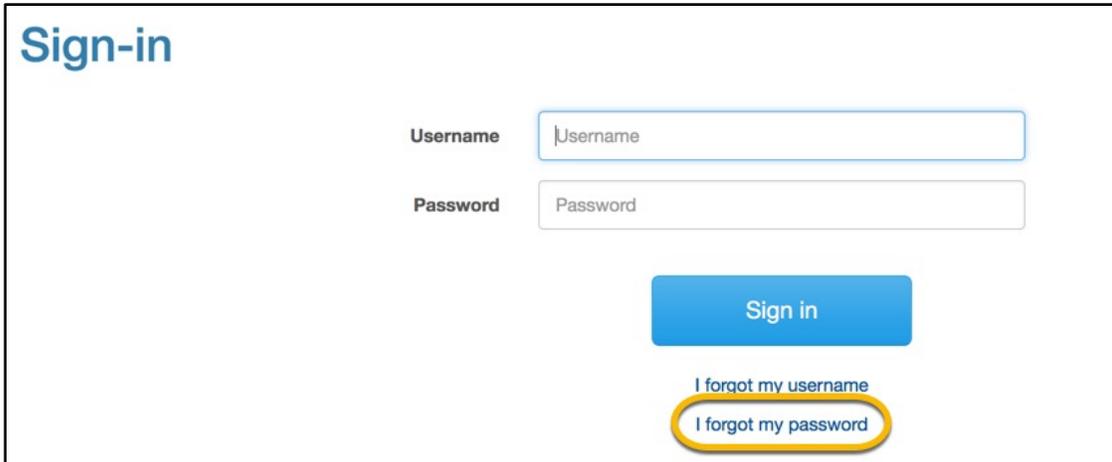


The screenshot shows a 'Recover Forgotten Username' form. It includes the instruction 'Provide your first name, last name, and email address.' and three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the bottom right of the form.

Your user name will be emailed to you.

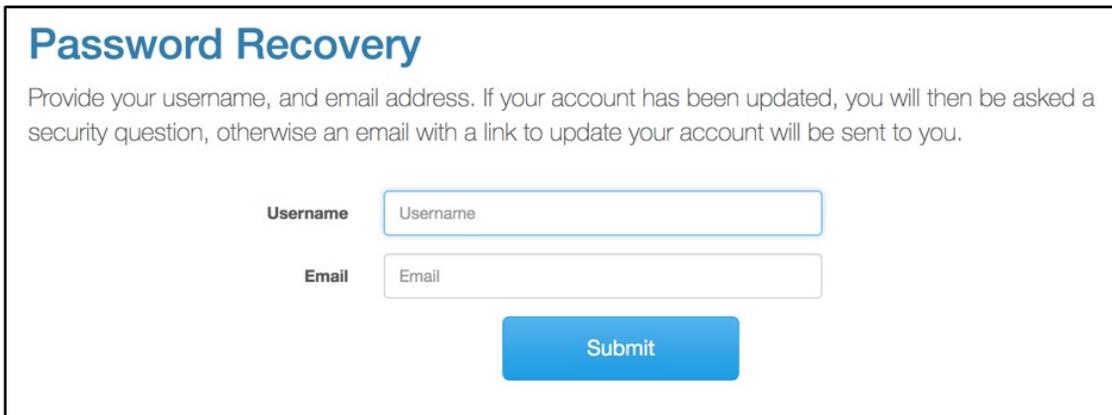
Resetting Your Password

1. Click the “I forgot my password” link on the Sign In page



The screenshot shows a 'Sign-in' page with a title 'Sign-in' in blue. Below the title are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Sign in' button. Below the button are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my password' link is highlighted with a yellow circle.

2. Enter your username and email address on the Password Recovery screen and click the Submit button.



The screenshot shows a 'Password Recovery' page with a title 'Password Recovery' in blue. Below the title is a paragraph: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below the paragraph are two input fields: 'Username' and 'Email'. Below the 'Email' field is a blue 'Submit' button.

A password reset link will be emailed to you.

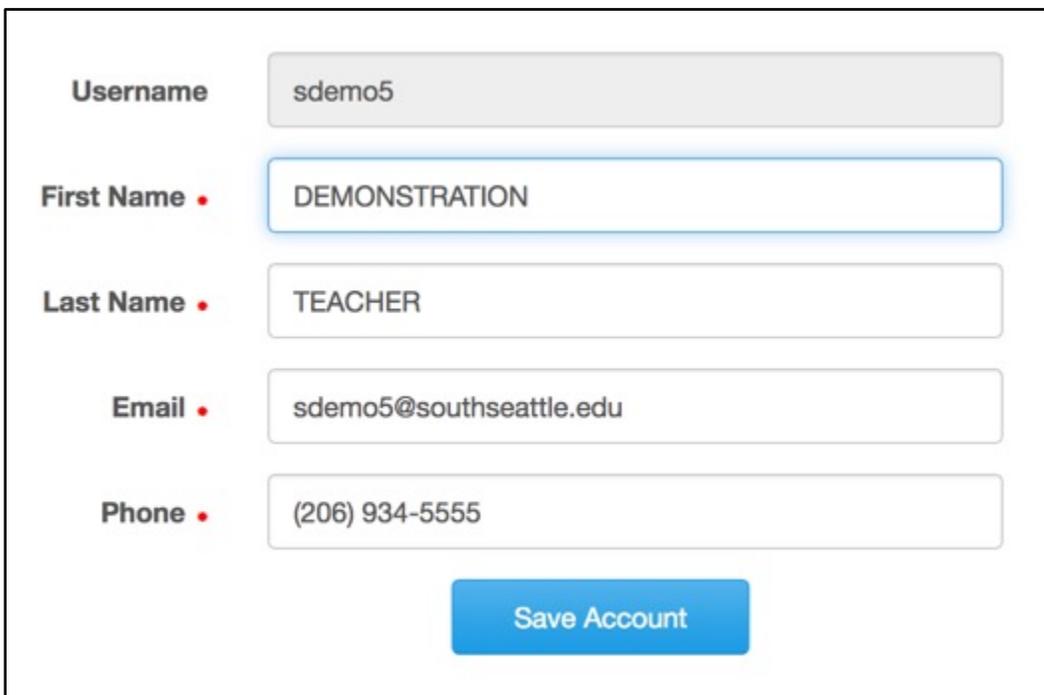
Managing Your Account Information

You can update your contact information within SERS.

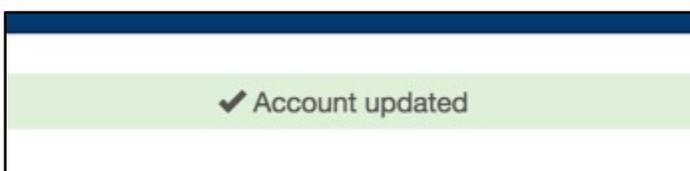
1. Select My Account from the menu bar.



2. Update any information in the available fields. You cannot change your Username.

A screenshot of the account update form. It features five input fields, each with a label and a red dot: "Username" (value: sdemo5), "First Name" (value: DEMONSTRATION), "Last Name" (value: TEACHER), "Email" (value: sdemo5@southseattle.edu), and "Phone" (value: (206) 934-5555). Below the fields is a blue "Save Account" button.

3. Select Save Account. A confirmation message will display.



MANAGING CLASSES AND GRADES

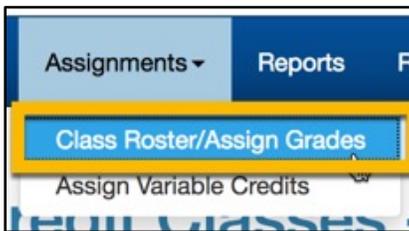
The most common tasks you will perform in SERS are

- Assigning grades.
- Tracking a student's status in a class.
- Assigning variable credits, if allowed by your consortium.

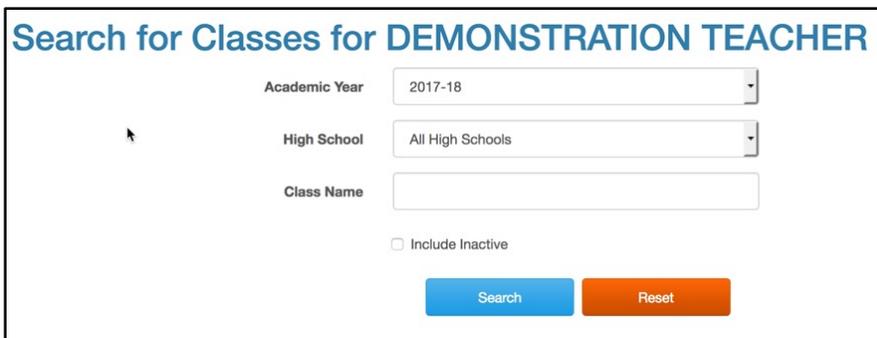
To perform these tasks, you will first need to locate the class.

Finding Your Class

1. Open the Assignments menu. Select Class Roster/Assign Grades.



2. The Search screen will open. The current school year will be the default. Complete as much information as needed to locate your course. Only articulations with which you are associated will be returned in the search results. Select the Search button.

A screenshot of a search form titled 'Search for Classes for DEMONSTRATION TEACHER'. The form includes three dropdown menus: 'Academic Year' (set to 2017-18), 'High School' (set to All High Schools), and 'Class Name' (empty). There is an unchecked checkbox for 'Include Inactive' and two buttons: 'Search' (blue) and 'Reset' (orange).

3. Search results will display below the search form. Select the Class Name to update the roster or assign grades.

Class Details	+ High School	+ Class Name <small>(click to manage class info)</small>	+ Year
Details	Yakima School of the Arts	Demonstration Class	2017-18

Assigning Grades or Updating Student Status

You cannot modify a student's grade or status unless the grading window is open. CTE Dual Credit staff establishes the dates for grading windows.

1. [Search for the class](#) you want to work with.
2. When the class roster is open, you can update each student's status or assign a grade. Note that when you assign a grade, the student status is automatically set to Completed, and that the Completed status requires a grade to be assigned.

Grade	Student Class Status	
---	In Progress	D
A-	Completed	D
---	Dropped	D
---	Not In Class	D

3. When you have completed all of your updates, select **Save Changes**. If you would like to reset the roster to the state it was in when you opened it, select **Discard Changes**. Selecting the printer icon above and to the right of the roster will generate a print-friendly version of the roster.

Class Roster for Demonstration Class 2017-18

Grading Window is Currently Open

Include Graded Students

[Save Changes](#) [Discard Changes](#)

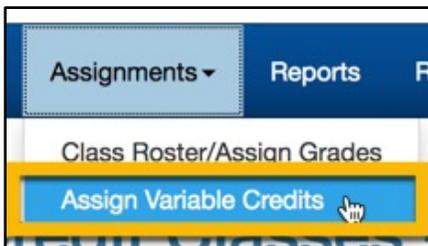
Assigning Variable Credits

Some consortiums allow students to earn a range of credits for a college course. If your class is in an articulation with a course that has variable credits, you must indicate how many credits a student earned before the student's credit can be transcribed at the college.

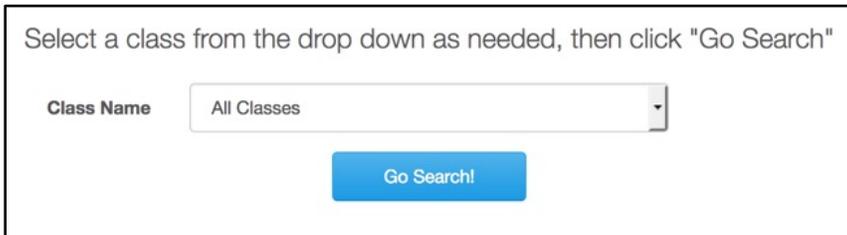
You will not be able to assign variable credits until you have [assigned a grade to a student](#) who is enrolled in a class that allows variable credit.

If your consortium does not use variable credits, you will not need the Assign Variable Credits function.

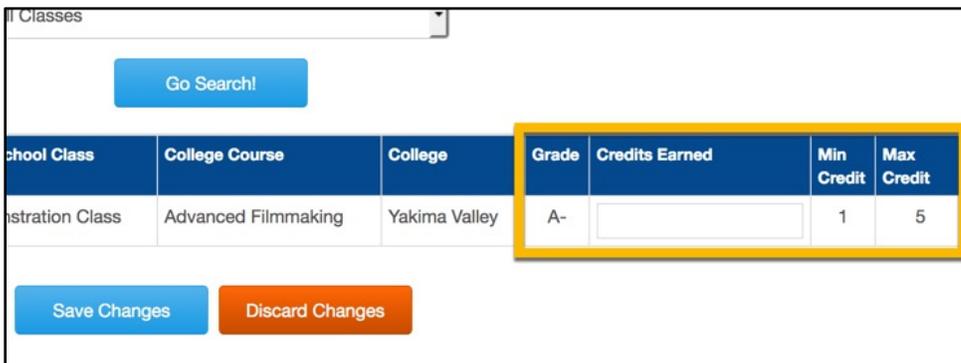
1. Open the Assignments menu. Select Assign Variable Credits.



2. Select the class name you would like to work with and click Go Search! or select Go Search! to return all students to whom you need to assign variable credit.

A screenshot of a search interface. It features a text input field labeled 'Class Name' with a dropdown menu currently showing 'All Classes'. Below the input field is a blue button labeled 'Go Search!'. The entire interface is enclosed in a rectangular box.

3. In the search results, enter the number of credits for each student. The assigned grade and the minimum and maximum possible credits are displayed. Select Save Changes.

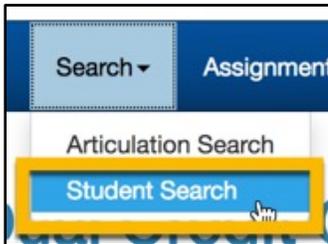
A screenshot of a search results interface. At the top, there is a dropdown menu labeled 'All Classes' and a blue 'Go Search!' button. Below this is a table with the following columns: 'School Class', 'College Course', 'College', 'Grade', 'Credits Earned', 'Min Credit', and 'Max Credit'. The first row of data shows 'Administration Class', 'Advanced Filmmaking', 'Yakima Valley', 'A-', and a text input field for 'Credits Earned'. The 'Credits Earned' column is highlighted with a yellow box. At the bottom of the table are two buttons: 'Save Changes' (blue) and 'Discard Changes' (orange).

WORKING WITH STUDENT ACCOUNTS

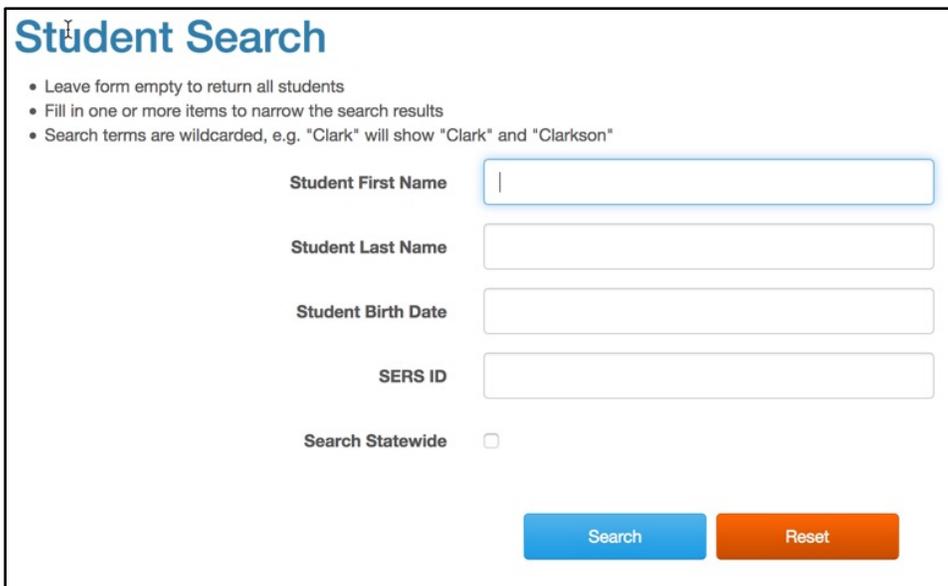
As a Teacher, you can view student Account Profiles and Reset Student Passwords.

Searching for a Student

1. Open the Search menu. Then select Student Search.



2. Enter search terms in the search boxes.

A screenshot of the 'Student Search' form. The form has a title 'Student Search' and three bullet points: 'Leave form empty to return all students', 'Fill in one or more items to narrow the search results', and 'Search terms are wildcarded, e.g. "Clark" will show "Clark" and "Clarkson"'. Below the instructions are five input fields: 'Student First Name', 'Student Last Name', 'Student Birth Date', and 'SERS ID'. At the bottom left is a 'Search Statewide' checkbox, which is currently unchecked. At the bottom right are two buttons: a blue 'Search' button and an orange 'Reset' button.

3. Click the Search button. The results display below the search form. You should enter at least one search term, otherwise your search will likely return too many records to display.

	+ Last Name	+ First Name	+ State Student ID	+ SERS ID	+ Birth Date	+ Current Grade
View	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
View	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
View	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
View	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
View	STUDENTIII	DEMONSTRATION		TP3-38-3806	1/3/2001	11

Viewing a Student's Profile

1. [Search for the student](#)
2. Click on the View link for the student in the search results

	+ Last Name	+ First Name	+ State Student ID	+ SERS ID	+ Birth Date	+ Current Grade
View	Student	Demonstration		TP3-38-3800	1/1/1988	Grade Unknown
View	Student	Demonstration		TP3-38-3803	10/30/2002	Grade Unknown
View	STUDENTI	DEMONSTRATION		TP3-38-3804	1/1/2001	11
View	STUDENTII	DEMONSTRATION		TP3-38-3805	1/2/2001	11
View	STUDENTIII	DEMONSTRATION		TP3-38-3806	1/3/2001	11

3. The Student Profile will display. You will not be able to edit any of this information, but you will be able to view contact information for the student, as well as the student's Registration History.

SERS Statewide Enrollment and Reporting System CTE Dual Credit

Logged in as: DEMONSTRATION TEACHER at Yvoc Tech Prep

SERS Home Search Assignments Reports Resources My Account Logout

View Student Profile

[Reset Student Account](#)

Date Account Created: 06/25/2018

User Name: sdemo2

Registration History

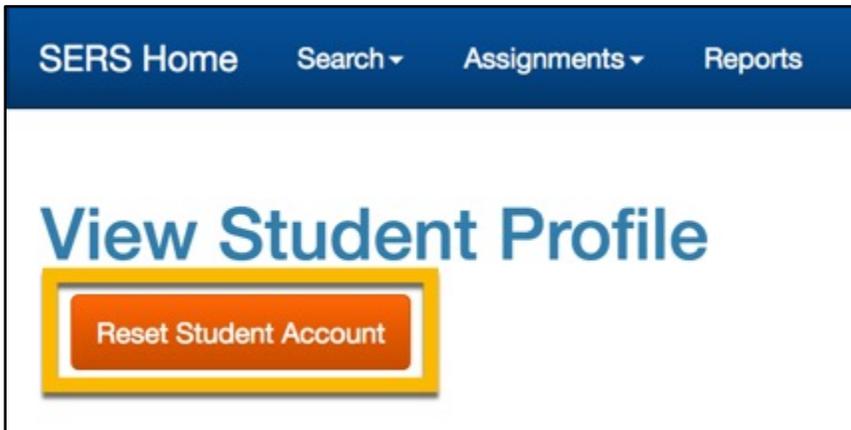
Details are only available on a student's articulation that is within your consortium.

	+ Year	+ Articulation Name	+ Status
Details	2017-18	Demo Articulation	Not Attained

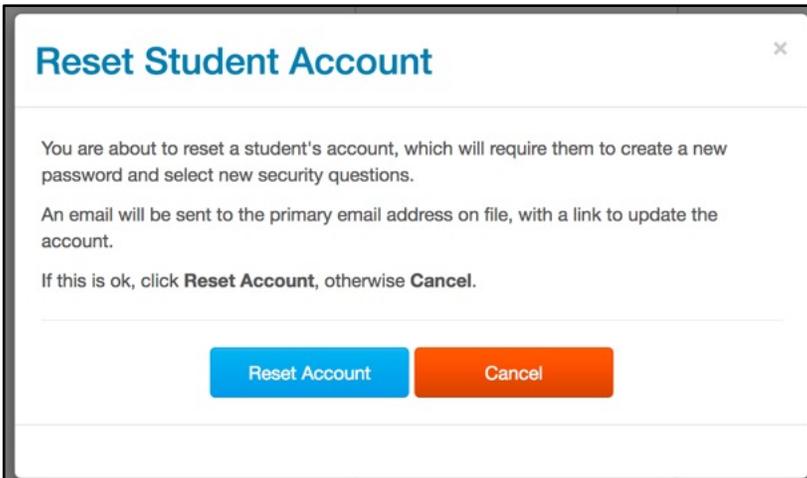
Resetting a Student Password

This process can be used to reset a student's password and security questions.

1. [View the Student Profile.](#)
2. In the Student Profile window, select the Reset Student Account button.



3. A window will pop up, asking if you would like to proceed. Click Reset Account to proceed.

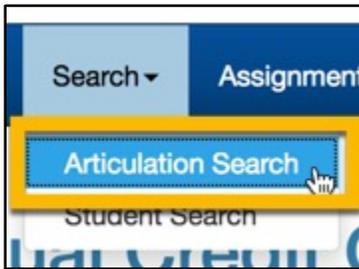


4. The student will receive an email with a link to reset their password and security questions.

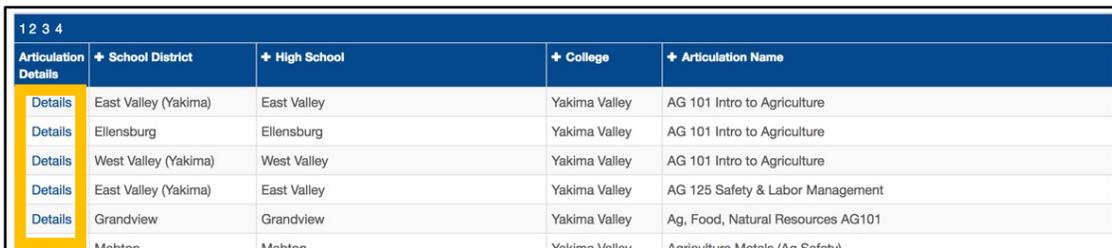
SEARCHING FOR ARTICULATIONS

You can search for course articulations. This may be helpful in advising students about articulations in which they might want to enroll. If links to the course description and the college website were created by CTE Dual Credit staff when the articulation was created, these links will be available in the Articulations Details window.

1. Open the Search menu. Select Articulation Search.

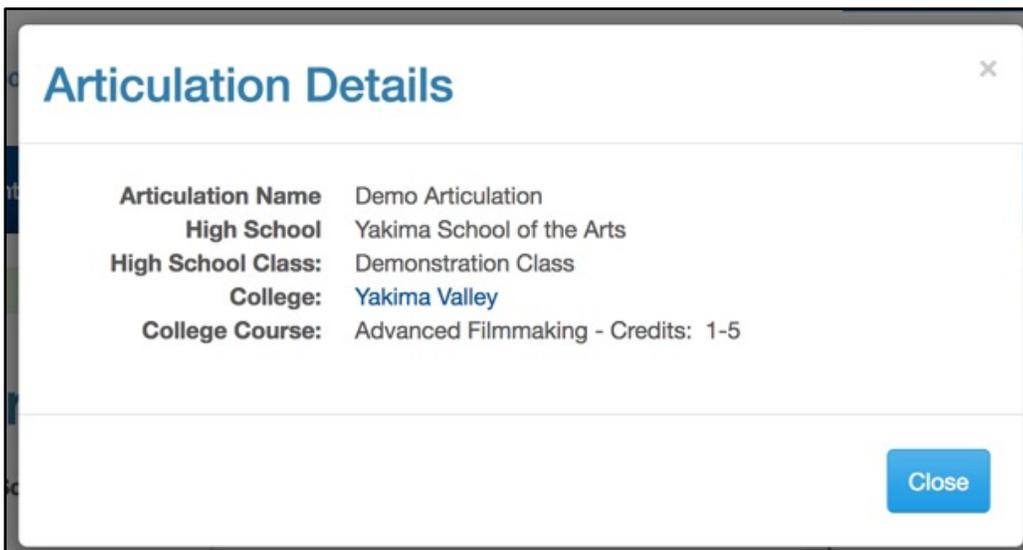


2. Enter search terms in the available fields to narrow your results, or leave the fields set to their defaults to return all available results for your consortium. Results can be sorted by selecting the column headings.

A screenshot of a table with five columns: 'Articulation Details', 'School District', 'High School', 'College', and 'Articulation Name'. The 'Articulation Details' column contains a 'Details' link for each row. The table lists several articulations, including 'AG 101 Intro to Agriculture' and 'AG 125 Safety & Labor Management'.

Articulation Details	School District	High School	College	Articulation Name
Details	East Valley (Yakima)	East Valley	Yakima Valley	AG 101 Intro to Agriculture
Details	Ellensburg	Ellensburg	Yakima Valley	AG 101 Intro to Agriculture
Details	West Valley (Yakima)	West Valley	Yakima Valley	AG 101 Intro to Agriculture
Details	East Valley (Yakima)	East Valley	Yakima Valley	AG 125 Safety & Labor Management
Details	Grandview	Grandview	Yakima Valley	Ag, Food, Natural Resources AG101
	Mahton	Mahton	Yakima Valley	Agriculture Metals (Ag Safety)

3. Select the Details link to view the details of a specific articulation.





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Washington State Board for Community and Technical Colleges

Revised June 2018