

CTE DUAL CREDIT TEACHER INSTRUCTIONS

SERS Home Page: <https://www.ctesers.org>

The SERS home page is hosted and managed by the State Board for Community and Technical Colleges (SBCTC) and is accessible to the public. It is the starting point for students, teachers, registrars, consortium members and the general public. It provides log-in functions as well as access to other information.

Teacher Log-In

To Log In to SERS:

1. From the SERS home page, click on **Teacher Log In** (from the menu on the left), and the **Log In** screen will appear.
2. Log in using the **User Name** and **Password** provided to you by the CTE Dual Credit staff or sent to you by email from the SERS database.
 - If you don't have or have forgotten your login information enter your email in the **Forgot Your Log In Information** field and click the **Submit** button. The information will be sent to the email address in your **User Profile**. Note that your user name is generated by SERS and cannot be changed; however you can change your password at any time.
3. Click the **Login** button.
4. Once you are logged in, you'll see a navigation options which lists the SERS functions available to you.

Search Articulations

View Existing CTE Dual Credit Articulations:

1. From the SERS home page, click on **Search Articulations** (first item in the menu).
2. From here, you can use the default settings to search all articulations in your consortium.
3. You can narrow your search by selecting a School District, High School, College or Career Cluster.
4. Click the **Go Search!** button and the results will appear below the search form.
 - You can sort by clicking on the column you wish to sort by.
 - To view an articulation's details, click on **Details** for that articulation. To hide the details again, click on **Close**.

Class Roster/Assign Grades

Inputting Student Grades:

You can only modify a student's class grade during the open grading window. From the SERS home page, click on **Assignments/Class Roster/Assign Grades** (second item in the menu).

1. Select the Academic Year and High School for which you are recording grades. Leave the **Class Name** section blank and press **Go Search!**
2. To pull up the class roster for a given course to assign grades, simply click on the name of the course in the **Class Name** column.
3. By default, the system will alphabetically by last name, list the students in your class that have not been awarded a grade to-date. **To view all students, be sure to click the little box next to **Include Graded Students** in the upper white box at the top of the page.**
4. From the **Class Roster** window, there is important information to note:
 - In the first column of the table, there are small paper icons next to each student's name. If you hover the

mouse over the icon, you can see any comments regarding that particular student. To add comments, click on the page icon and the **Edit Comments** box will appear. Be sure to click **Save** upon completion. Only CTE Dual credit staff and teachers will have access to view these comments.

- By default, the **Student Grade** column will display “- - -” and the **Student Class Status** column will show an “In Progress” status once a student has registered for your class. Once you enter a grade for a student however, you’ll see the class status automatically change to “Completed”.
 - The Fees/Req column reflects whether the student has signed and submitted their registration form. If the status is “Processed”, then the student’s signed registration form was received by the deadline. If the status is “Pending”, then the student’s signed registration form has not yet been received.
 - To begin recording student grades, select the appropriate grade from the drop down list. It is important to select “Not Attained” for any student who earns less than 85% in the class. Do NOT select “Below 85”.
5. If you do not have a grade for a student listed in your roster, leave the **Grade** column alone and change the **Student Class Status** to either “Dropped” or “Not in Class”.
 6. When you are done entering student grades or changing their class status, be sure to click on **Save Changes** button in the top left navigation bar. Grades and class status changes will not be saved and recorded until the **Save Changes** button is clicked!

Search for Students

Viewing a Student’s Profile or Registration History:

Teachers are often asked by returning CTE Dual Credit students for their login information as they’ve either misplaced it or don’t recall it from previous years. As a teacher, you can access a student’s profile to provide login information.

1. From the **SERS Home Page**, click on **Search For Students**.
2. To search for students within your consortium only, leave the **Search Statewide** checkbox unchecked. If you cannot find a student within your consortium, try checking the box and searching statewide.
3. To narrow search results, enter information in one or more fields. The search tool has a wild card function so if you are unsure of a spelling, you can just enter the first few letters (i.e. “Clark” will show “Clark” and “Clarkston”).
4. Click the **Go Search!** button and your results will appear in a table below the search form.
5. Once you’ve verified SERS has found your student inquiry, (confirm DOB or current grade) click on **View** to see the student’s profile.
6. You can now provide the student with their **User Name** and **CTE Dual Credit ID**. These two pieces of information along with the student’s date of birth, will enable a student to log back in to SERS, register for additional CTE Dual Credit courses and/or make any changes to their profile information.
7. Teachers also have the option of simply clicking **Reset Password** as well, and the password for the student will be reset to the student’s birth date in mm/dd/yyyy format and sent to the student’s email address on file. The student can change the password the next time they log on.

Teachers are often asked by returning CTE Dual Credit students the status of their credit progress. Teachers have the ability to view a student’s registration history, grades earned, and college credit earned.

8. Once a teacher has searched for a student and has opened his/her profile to view it, the teacher can also see a student’s registration history.
9. The **Status** column of the registration history will show whether a student has “Completed” the course for CTE Dual Credit or if their attempt was “Not Attained”. For more information as to the grade a student may have earned, the teacher can click on the **Details** link of a particular articulation. The high school grades will be provided as well as the list of college credits earned.

Maintain My Account

Update Contact Information or Change Password:

1. From the **SERS Home Page**, click on **Maintain My Account** (last item in the menu).
2. From here, you can update your email address and phone number if necessary.
3. Click the **Save Changes** button or your data input will be lost.
4. To change your password, select **Change Password**.
5. The **Select New Password** menu will appear and you can enter your current and new password.
6. Click the **Save Changes** button or your data input will be lost.

Questions? Contact:

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