TECH PREP STUDENT ENROLLMENT AND REPORTING SYSTEM

Teacher Module

Version 1.0

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Overview

Tech Prep 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.

Tech Prep provides occupational pathways for students by preparing them for technologically advanced careers and post-secondary education by emphasizing strong academic, technical, problem-solving, and critical-thinking skills. Tech Prep prepares students for the world of work and helps maintain a quality life in a changing society.

Tech Prep is a national educational initiative. It includes a rigorous and focused course of study which provides students with essential academic and technical foundations which prepare students with necessary workplace skills.

Under Carl Perkins Title II legislation, Tech Prep must:

- Lead to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one field of engineering technology; applied science; mechanical, industrial, or practical art or trade; or agriculture, health, or 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 to collect and report Tech Prep student enrollments at high schools throughout Washington State.

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 general public. It provides log-in functions as well as access to other information.

Logging into SERS

To log in to SERS:

1 From the SERS home page, click on Teacher Log In.

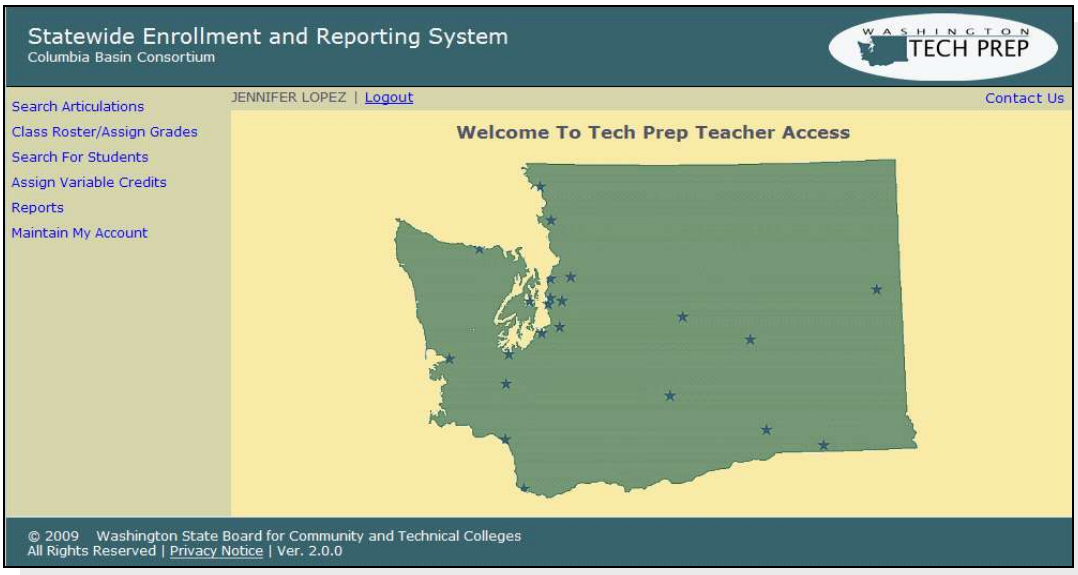
The Log In screen appears.

2 Log in using the user name and password provided to you by the person who created your account.

If you don't have or have forgotten this information, enter your email into 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.

The Tech Prep Teacher Home Page appears. The navigation menu on the left lists the SERS functions.



Using Maintain My Account

The Maintain My Account screen allows you to update your contact information and change your password.

To change your password:

1. From the Home Page, click on Maintain My Account.

   The Maintain My Account screen appears.

2. Click the Change Password button.

   The Select New Password screen appears.

3. Enter your current and new password.

4. Click the Save Changes button.

Finding Your Class

The two most common functions you will perform in SERS are:

- Assigning grades.
- Tracking a student's status in a class.

To assign grades and status, you must have been assigned a role of Teacher.

To perform these functions, you must first find your class. To do so:

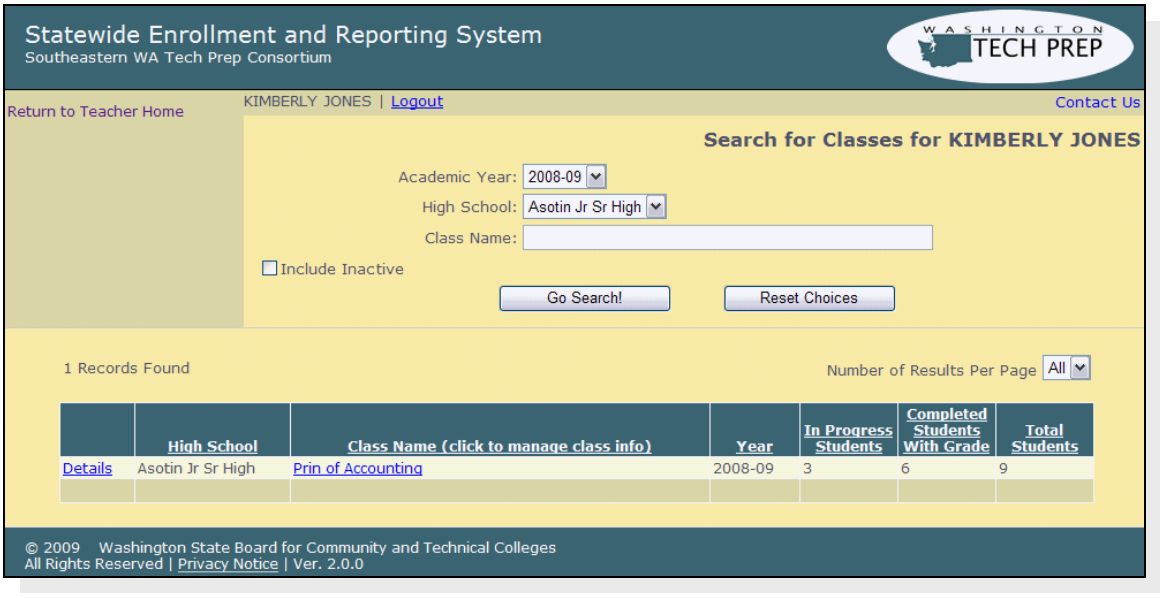
1 From the Home Page, click on Class Roster/Assign Grades.

The Search for Classes screen appears. The default Academic Year is the current academic year. The High School drop-down field includes all the high schools associated with the articulations you are associated with.

2 Select the information you want to search on. To include inactive classes in your search, check the Include Inactive checkbox.

3 Click the Go Search! button.

The results appear below the search form.



3 To sort your results, click on the column title.

4 To view a class's details, click on Details for that class. The articulations the class is associated with appear. To hide the details, click on Close.

5 To view a class roster, click on the class's name.

The Class Roster screen appears. You can now assign grades and manage class status.

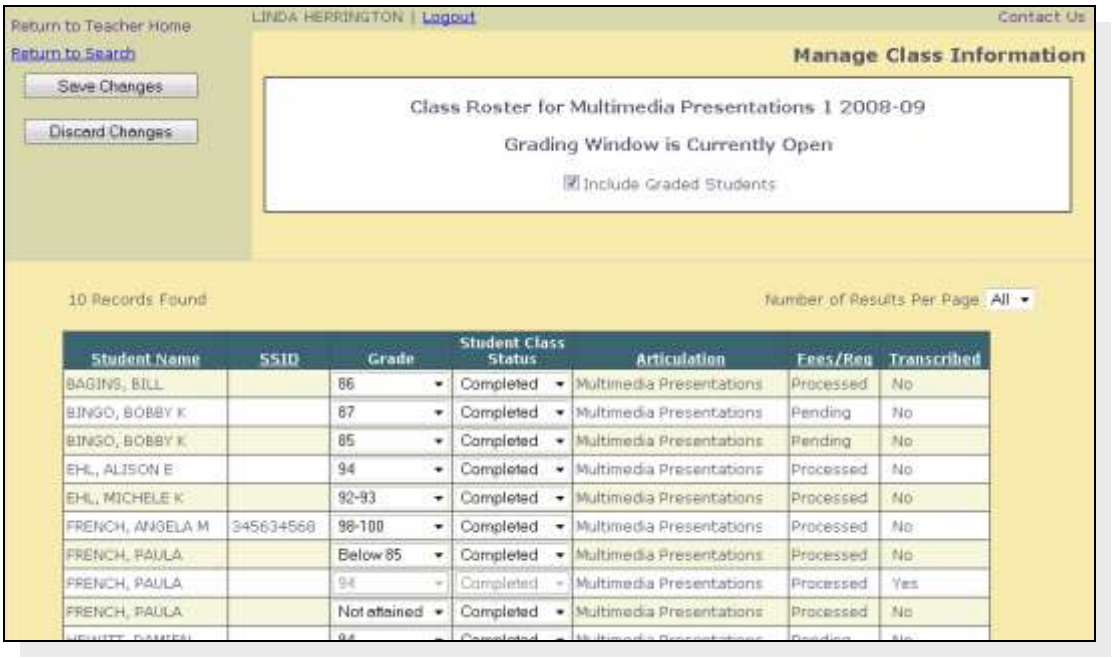
Recording Student Grades

You cannot modify a student's grade or status unless the grading window is open. Tech Prep staff establish the dates for when a grading window will be open or closed.

To record student grades:

1 From the Search for Classes screen, click on a class name.

The Class Roster screen appears. The grading window's status appears under the class roster title.



Student Name	SSID	Grade	Student Class Status	Articulation	Fees/Reg	Transcribed
BAGINS, BILL		86	Completed	Multimedia Presentations	Processed	No
BINGO, BOBBY K		87	Completed	Multimedia Presentations	Pending	No
BINGO, BOBBY K		85	Completed	Multimedia Presentations	Pending	No
EHL, ALISON E		94	Completed	Multimedia Presentations	Processed	No
EHL, MICHELE K		92-93	Completed	Multimedia Presentations	Processed	No
FRENCH, ANGELA M	345634568	98-100	Completed	Multimedia Presentations	Processed	No
FRENCH, PAULA		Below 85	Completed	Multimedia Presentations	Processed	No
FRENCH, PAULA		94	Completed	Multimedia Presentations	Processed	Yes
FRENCH, PAULA		Not attained	Completed	Multimedia Presentations	Processed	No

When a student registers for your class, the student's class status appears as "In Progress." You can manually change the status. Alternatively, when you assign a grade to the student, the status will automatically change to "Completed."

If "Pending" appears in the Fees/Registration column, this means the student has not paid the required fees, or has not sent in his or her registration form to the consortium.

The Transcribed column indicates whether the college registrar has transcribed the student's completed articulation. Registrars cannot transcribe a student's completed articulation until you have entered a grade for the student, and, if necessary, assigned variable credits.

2 If you do not have a grade for the student, leave the Grade field blank and select the appropriate Student Class Status.

3 When done, click the Save Changes button.

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 can be transcribed at the college.

If your consortium does not use variable credits, you will not see the Assign Variable Credits link on the Home Page.

To assign variable credits:

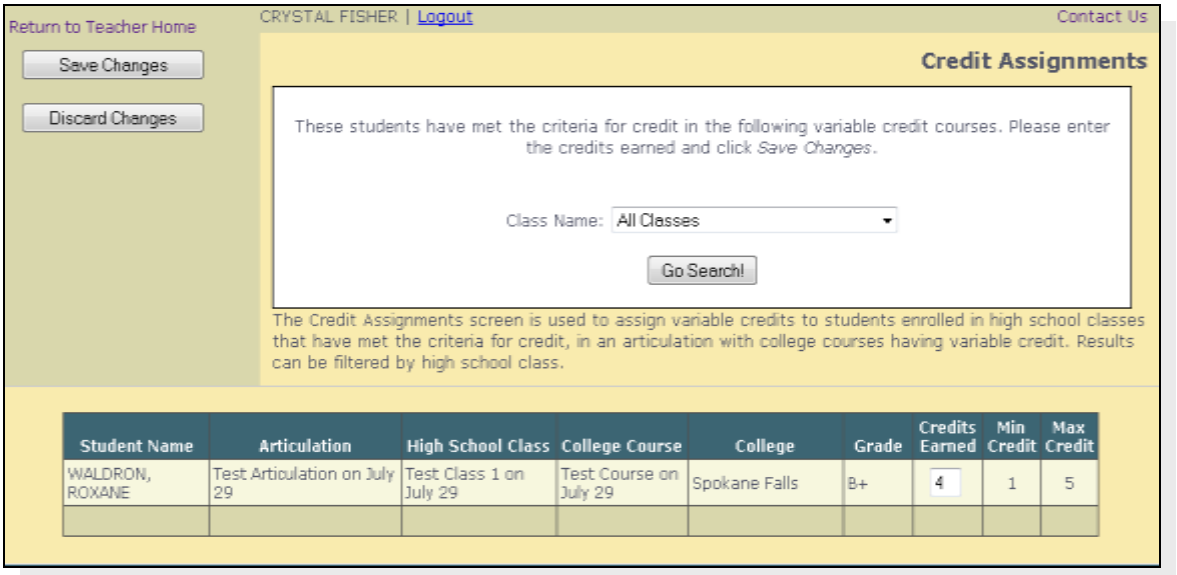
1. From the Home Page, click on Assign Variable Credits.

   The Credits Assignments screen appears.

2. Select the information you want to search on and click the Go Search! button.

   The results appear below the search form.

3. Enter a number in the Credits Earned field for a student or students and click the Save Changes button.



Viewing a Student's Profile and Registration History

To view a student's profile and registration history:

1. From the Home Page, click on Search For Students.

   The Search For Students screen appears.

2. To search for students within only your consortium, leave the Search Statewide checkbox unchecked.

   To search for all students, leave the fields blank and check the Search Statewide checkbox.

   To narrow your search results, enter information in one or more fields.

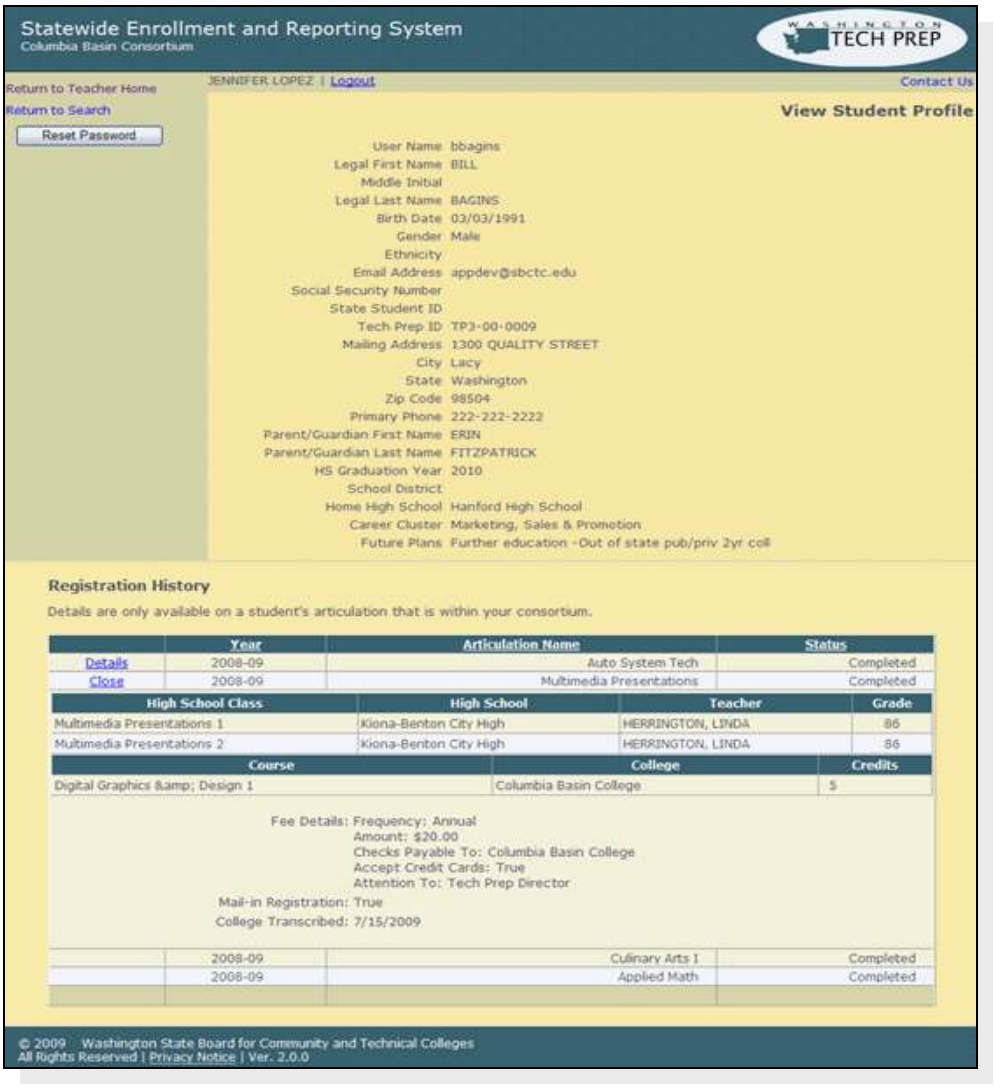
3. Click the Go Search! button.

   The results appear below the search form.

4. To sort your results, click on a column title.

5. To see details about the student, click on View next to a student's last name.

   The View Student Profile screen appears, displaying the student's information and registration history.



6 To view a student's articulation's details, click on Details for that articulation.

The results appear at the bottom of the screen. This includes the student's grade and credits.

Resetting a Student's Password

To reset a student's password:

1. Search for the student and open his or her profile.
2. Click the Reset Password button.

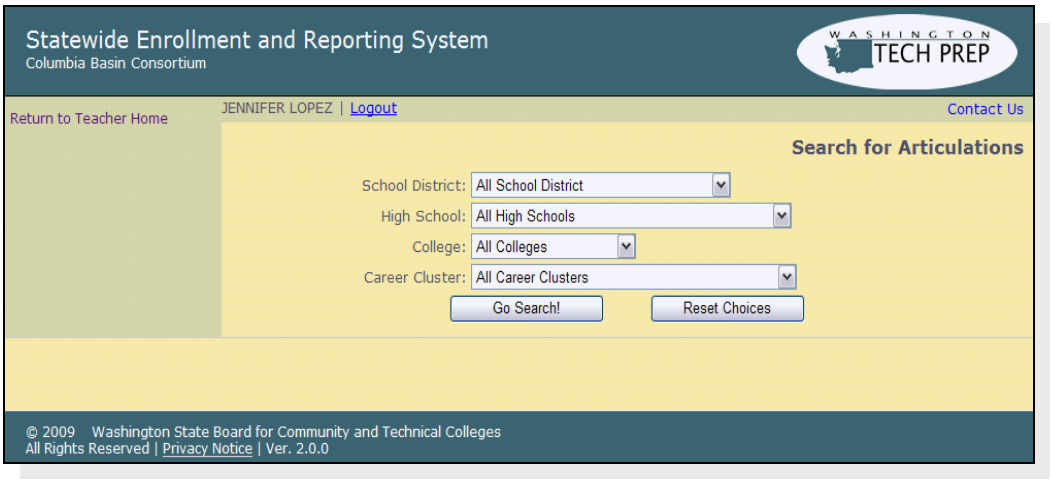
   The password is reset to the student's birth date in mm/dd/yyyy format and sent to the student's email address. The student can change the password the next time he or she logs in.

Searching Articulations

To search for an articulation:

1 From the Home Page, click on Search Articulations.

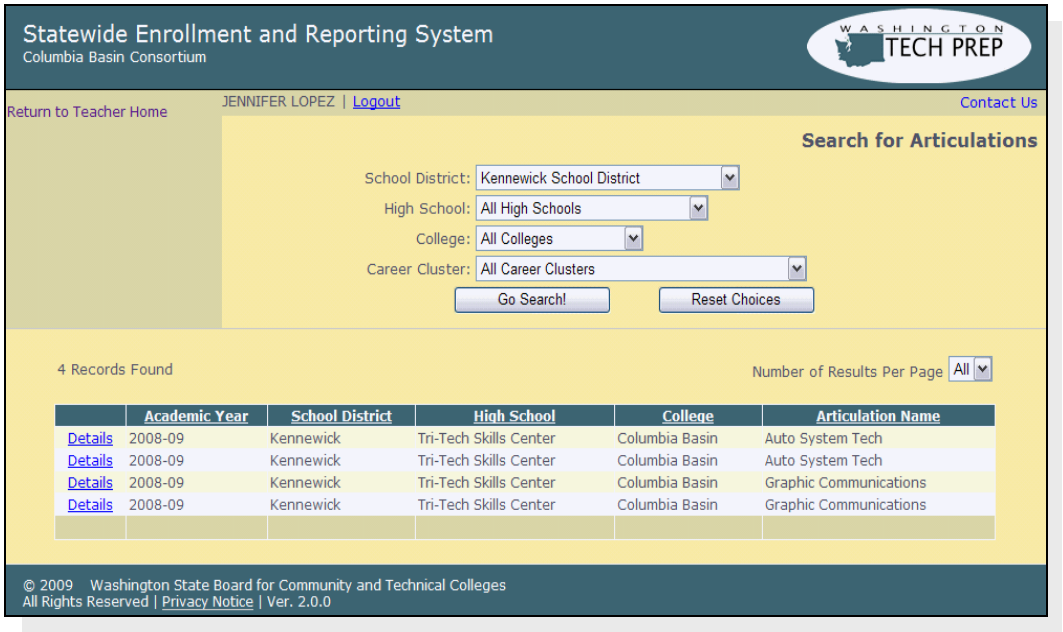
The Search for Articulations screen appears.



2 Select the information you want to search on. To view all articulations in your consortium, use the default settings. To narrow your search, select a School District, High School, College or Career Cluster.

3 Click the Go Search! button.

The results appear below the search form.



7 To sort the columns, click on a column title.

8 To view an articulation's details, click on Details for that articulation. To hide the details, click on Close. This feature is useful for advising students about articulations they might consider. If Tech Prep staff entered the information, the college's name links to the college's web site and the courses link to the course descriptions on the college's web site.