



NORTHEAST
WI Technical College

NWTC **DUAL CREDIT** RESOURCE GUIDE

*for High School Teachers, Counselors,
and Administrators*

Supporting Our K-12
Educational Partners in
College and Career Readiness

nwtc.edu/K12-Educators



WE ARE

YOUR COLLEGE

for College and Career Readiness

Thank you for partnering with NWTC to provide early college opportunities for your students.

Together, by offering dual credit classes, we are helping high school students jumpstart their college careers and save money on their future degrees.

Your students have several dual credit options, including transcribed credit, advanced standing, Start College Now, and Youth Apprenticeship.

In this guide, you'll find all the information and resources you need to offer and teach dual credit classes.

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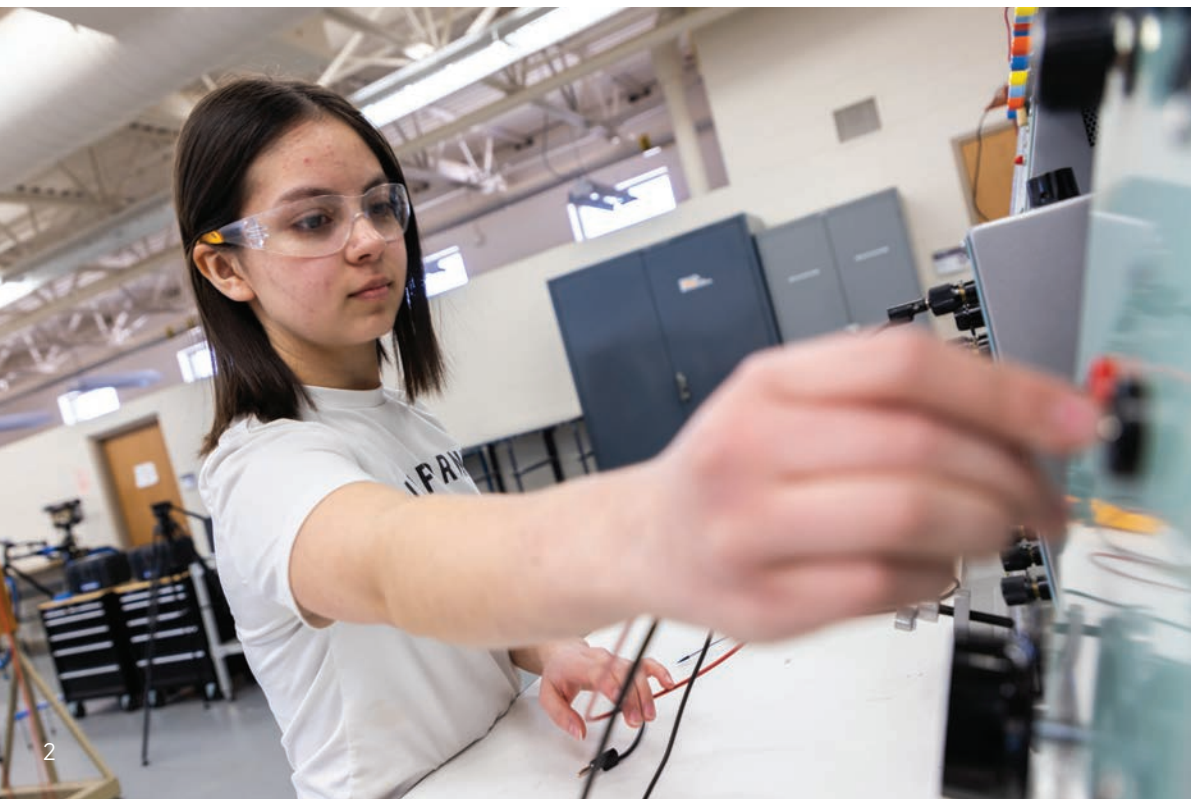
DUAL CREDIT OPPORTUNITIES

Benefits of Dual Credit

Area high school students can earn college credits — while also earning credit toward high school graduation — in many unique career clusters and in a variety of associate degree programs.

Benefits for students include:

- Saving money in pursuit of their college degree.
- Enabling them to potentially take fewer credits each semester of college.
- Earning college credits toward an NWTC certificate, technical diploma, or associate degree; or the potential of transferring to another college or university.
- Experiencing college level coursework and learning how to navigate a syllabus, college assignments, papers, and exams.
- Experiencing Canvas, an online learning management system.
- Increasing the likelihood of pursuing a college education.



Types of Dual Credit

	Start College Now (SCN)				
	Transcribed Credit	Advanced Standing	In Person/Online	Distance Learning	Youth Apprenticeship
Cost	No cost for student or school district	No cost for student or school district	<ul style="list-style-type: none"> No tuition or textbook costs for student (these costs are paid by school district with successful course completion)* Students may be responsible for certain fees such as background checks for some health or public safety programs 	No tuition or textbook costs for student (these costs are paid by school district with successful course completion)*	<ul style="list-style-type: none"> Cost of tuition, textbooks and course fees vary depending on school district Check with your Youth Apprenticeship contact for details on any shared costs
Location	Student's high school	Student's high school	Any NWTC location or online	Student's high school	Any NWTC location or student's high school
Instructor	High school instructor	High school instructor	NWTC faculty	NWTC faculty	High school instructor or NWTC faculty
Registration	High school submits student registration information to NWTC	High school submits student transcript to NWTC	Student registers through SCN registration, and/or high school counselor and NWTC career coach	Student registers through high school counselor	Youth Apprenticeship contact assists student with registration
Length	Determined by high school (typically 15-18 weeks)	Determined by high school (typically 15-18 weeks)	Determined by NWTC (typically 8-15 weeks)	Determined by NWTC (typically 8-15 weeks)	Determined by NWTC (typically 8-15 weeks)
Grades and Transcripts	<ul style="list-style-type: none"> Final grade will be listed on high school and NWTC transcripts Student must earn final grade of "C" or better to receive college credit 	<ul style="list-style-type: none"> Final grade listed on high school transcript If student earns a final grade of "B" or better and is accepted to an NWTC or other Wisconsin technical college program, student will receive advanced standing status, earning student opportunity to skip an introductory level course 	<ul style="list-style-type: none"> Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid 	<ul style="list-style-type: none"> Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid 	<ul style="list-style-type: none"> Final grade will be listed on high school and NWTC transcripts Student should earn a "C" or better to help maintain a 2.0 GPA in college courses and be eligible for federal financial aid
College Transfer Potential	<ul style="list-style-type: none"> Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer 	<ul style="list-style-type: none"> Credits are transferrable to all schools within the Wisconsin Technical College System Credits are rarely recognized outside of WTCS 	<ul style="list-style-type: none"> Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer 	<ul style="list-style-type: none"> Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer 	<ul style="list-style-type: none"> Credits may transfer to other colleges Student must request NWTC transcript to be submitted to other colleges for consideration of credit transfer

*See your school district policy for more information.

Transcribed Credit

Courses are delivered at the high school, duplicating NWTC competencies, curriculum, assessments and resources. Students can earn dual credit at the secondary and post-secondary levels but must earn a “C” or better for the transcribed course to become part of the student’s official college record. High school instructors are trained and mentored by NWTC faculty. Transcribed credit agreements are transferable to other Wisconsin technical colleges and may transfer to four-year universities.

Advanced Standing

Advanced standing courses are taught by high school teachers using high school curriculum determined to be a close match to an NWTC course. A student must earn a “B” or better to receive advanced standing and be a matriculated Wisconsin Technical College System (WTCS) program student and enrolled in coursework to claim the credit(s). Advanced standing courses may earn a student the opportunity to skip an introductory level course in their program and advance to the next level. Advanced standing agreements are transferable to all schools within the WTCS.

Advanced standing agreements are on a three-year cycle. All NWTC school districts will be notified in August of the year prior to the start of the new cycle so that they can meet the high school curriculum deadlines. NWTC’s three-year cycle began in August 2022 and runs through June 2025. School districts can submit requests for curriculum review mid cycle. Please reach out to earlycollege@nwtc.edu to request the paperwork for submission, along with your high school curriculum. Once NWTC faculty review this information, we can let you know if we can engage into an agreement.

Start College Now

Start College Now allows qualified high school juniors and seniors to take post-secondary (college-level) classes at NWTC. District school boards determine approval of Start College Now coursework if a comparable course is not offered within the student’s school district. A student can work with his or her high school counselor to select coursework to be reviewed by the student’s district school board. Students who successfully complete coursework will receive both high school and post-secondary credit. In our K-12 partnerships and the building of career pathways, districts have identified large cohorts of students who might be interested in NWTC coursework not available at the high school due to limitations with workload, resources, etc.

Youth Apprenticeship

Youth Apprenticeship allows high school juniors and seniors an opportunity to enroll in occupational course work and, at the same time, practice skills and competencies learned on the job, with a mentor as an on-site teacher. Students attend industry-related courses offered at NWTC and have the potential of being placed at a jobsite related to their youth apprenticeship program area. Students are paid for the time they spend on the job. The Youth Apprenticeship program is coordinated by different consortiums; its availability differs by school district.

Contract for Services

Local high schools contract with NWTC to offer NWTC courses (taught by NWTC instructors) at the high school or at NWTC in a closed section for high school students only.

How to Develop Dual Credit Agreements

In fall of each year, NWTC sends regional and workforce data to each of the 39 K-12 school districts. After districts review the information, NWTC and each district superintendent, principal, and other appropriate parties meet to discuss partnership development and enhancements, with a focus on career pathway development.

This pathway development can encompass a variety of curriculum products and dual credit approaches that support the pathway. For instance, a pathway can include all or just one form of dual credit: advanced standing, transcribed credit, Start College Now and Youth Apprenticeship.

Once districts agree upon a career pathway focus, both the district and NWTC will prepare for the implementation of the pathway. This may include lab assessments and recommendations, further advisory or consultation from business/industry and additional connections with NWTC and high school faculty and counseling staff.

Meanwhile, the school district administration is responsible for continuing to drive, promote and support the launch and/or maintenance of the K-12 partnership. NWTC's K-12 Relations Team and the college community also provide support and resources to further enhance opportunities.

See *Logistics and Deadlines With Initiating Transcribed Credit Agreements*, page 22.

This example pathway shows how students can earn as many as 18 college credits toward a Cybersecurity associate degree – while still in high school!

How Dual Credits Fit Into Career Pathways

FIELD OF INTEREST: **Information Technology**
 CAREER PATHWAY: **Cybersecurity**

ASSOCIATE DEGREE

CYBERSECURITY
ASSOCIATE DEGREE

61-106-2
Total Credits: 65

K12

DUAL CREDIT COURSES

Catalog Number	Course Title	Credit Value
10-801-136	English Composition 1	3
10-809-172	Intro to Diversity Studies	3
10-107-117	Careers in IT	1
10-809-198	Intro to Psychology	3
10-150-177	IT: Network: Network Essentials	2
10-804-133	Math & Logic	3
10-801-196	Oral/Interpersonal Comm	3

TOTAL CREDITS: 18

NWTC views dual credit courses as a means to develop deeper curriculum programming and career pathways with high school partners. Credits earned through dual enrollment can be applied simultaneously toward high school and NWTC, and may also be transferred to other colleges. Career pathways can be defined as a way of organizing education into a sequence of credentials that lead students in attainable steps toward credential completion and high quality jobs. Each step of the path improves the learner's career and earning opportunities and provides a skillset needed by an industry. With a focus between education and workforce, and an emphasis on attainment of a higher education credential, NWTC can work with K-12 districts to develop and build pathway opportunities.



TRANSCRIPTED CREDIT

INFORMATION/RESOURCES FOR HIGH SCHOOL TEACHERS

Faculty Qualifications

NWTC K-12 Relations and Talent and Culture staff collaborate to align transcribed credit instructors with the preferred level and credentials outlined by the Higher Learning Commission (HLC) and college requirements. NWTC supports these high school instructors with professional development, a dedicated faculty mentor, and other resources.

Requirements for Teaching Transcribed Credit

We are excited that you would like to teach transcribed credit courses for NWTC. Courses are delivered at the high school, duplicating NWTC competencies, curriculum, assessments and resources. Students can earn dual credit at the secondary and post-secondary levels but must earn a "C" or better for the transcribed course to become part of the student's official college record. High school instructors are trained and mentored by NWTC faculty. Transcribed credits are transferable to other Wisconsin technical colleges and may transfer to four-year universities.

Long-Term Substitute Teachers of Dual Credit Courses

In cases of long-term substitute teaching for dual credit courses, the substitute must meet the same qualifications as the originating high school teacher. This includes a current DPI license in the appropriate area, other required coursework or credentials, as well as meeting with NWTC faculty and K-12 staff to ensure that approval has been granted. NWTC defines long-term substitution as any time longer than a two-week consecutive time period. The district is responsible for contacting NWTC K-12 Relations if this situation occurs.

Requirements to Teach Transcribed Credit Coursework

Visit *Requirements for Teaching Transcribed Credit* at nwtc.edu/K12-Educators

STEP 1

Create or update your NWTC ID#/Username.

Special Note: Email addresses for transcribed credit instructors must be work email only.

Example: tblank@ashwaubenon.k12.wi.us.

You will receive a security code to activate your NWTC ID/Username via your work email address.

Unsure if you have an existing NWTC ID#/Username? Email earlycollege@nwtc.edu.

STEP 2

Complete and submit the following documentation:

- Qualification application
- Copy of DPI license(s)
- Unofficial transcripts (undergraduate & graduate)
- Experienced based licensure documentation (resume with articulated experience noted)

Email documents to earlycollege@nwtc.edu.

STEP 3

Meet annually with NWTC faculty.

High school teachers are required to meet annually with NWTC faculty to ensure curriculum and course content standards are met.

- Spring Summit attendance (Required)
- Train the trainer course(s) (Required for some courses)
- Separate meeting with NWTC faculty. Additionally, there are other resources and lab criteria that are required for transcribed credit. Review the Transcribed Credit Policy & Procedures within this guide for more information.

STEP 4

Create and email a class syllabus for your transcribed credit class.

A syllabus template associated with the area you teach will be provided for you to add and update content. Email a copy of the completed syllabus to the identified NWTC department before the first day of your class. Be sure to distribute and review the syllabus with your students. (This is standard procedure for all classes taught at NWTC.)

If you run into any difficulties with this process, email earlycollege@nwtc.edu.

Frequently Asked Questions about HLC and Transcribed Credit Teacher Requirements

1. What is the HLC?

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of seven regional institutional accreditors in the United States. HLC accredits degree-granting, post-secondary educational institutions in the United States.

2. Why is accreditation important?

An HLC peer review of college operations ensures quality programming, which qualifies post-secondary institutions to grant federal financial aid to students and allows potential credit transferability to four-year partners.

3. What programs are connected to HLC requirements?

Because the HLC grants accreditation at the institutional level, all credit-bearing educational programming at NWTC is connected to the HLC.

4. How do HLC requirements impact transcribed credit specifically?

Transcribed credit is defined as a duplication of an NWTC course delivered by a secondary teacher who is trained in post-secondary curriculum delivery. Because the transcribed dual credit course is an extension of NWTC coursework, high school instructors must meet the same HLC credential guidelines as other NWTC faculty. For more information, visit nwtc.edu/K12HLC.

5. What are the HLC credential requirements for transcribed credit instructors?

It depends.

For general studies courses, a master's degree or higher in the discipline being taught or a master's degree in another discipline along with a minimum of 18 credits in the discipline being taught is required. For example, a teacher who teaches Intro to Psychology would meet requirements with the following:

- Master's degree in educational leadership plus 18 graduate credits in psychology.

OR

- Master's degree in psychology.

For career and technical education/occupational courses, the core requirement is the completion of a degree in the discipline or subfield in which they teach, with coursework at least one level above that of the courses being taught or developed, unless an occupational license or credential is required for a specific course. For example, a teacher who teaches Automation 1 would meet the HLC requirements with the following:

- Bachelor's degree in education with teaching licensure in technology education.

OR

- Bachelor's degree in engineering.

6. How does the HLC define "general studies" and "career and technical education/occupational" coursework?

General studies includes communication, math, English, foreign language, social sciences, natural sciences, and writing.

Career and technical education/occupational includes agriculture, art, auto, business, culinary, early childhood, engineering, marketing, family and consumer education, health sciences, information technology, para-educator, and welding.

For more information on courses available through Wisconsin universities and private colleges, visit NEWERA Graduate Credential Quest (graduatecreditquest.org).

DID YOU KNOW?

NWTC understands that a master's degree requirement can be difficult for K-12 school districts. Currently, we have an exemption, valid through September 2025, that allows transcribed credit instructors to meet credentialing requirements without a master's degree. It is uncertain what the credentialing requirement will be after September 2025, but we are committed to keeping our K-12 partners engaged and informed.

Faculty Training

Annual Curriculum Sharing Event: NWTC/K-12 Spring Summit

The NWTC/K-12 Spring Summit is a required curriculum sharing event for high school instructors who are planning to offer transcribed credit for the following academic year. The Summit provides professional development to new and existing high school teachers who offer NWTC coursework at their high school. NWTC faculty offer curriculum sharing sessions, and broader professional development is provided to update high school instructors on curriculum, labor market, assessments, NWTC curriculum products, career pathways, etc. This event helps in creating the mentorship between NWTC faculty and high school instructors.

K-12 Train the Trainer Courses

Purpose

The purpose of this program is to prepare high school instructors to duplicate the NWTC coursework in transcribed credit agreements at their respective high schools. NWTC wants to provide more in depth training to best prepare our high school teachers in our content areas. This will then reinforce the rigor of NWTC curriculum as well as student preparedness.

Training Levels

NWTC faculty will evaluate the current level of knowledge of the high school instructor and determine how much training is required. Training could include auditing the entire NWTC class, attending an accelerated version, or passing a skills evaluation.

Grading & Assessments

In order to teach the coursework as transcribed credit, the high school instructor will successfully complete the course or a Train the Trainer session. Completion of the course/session will be documented in the high school instructor's file at NWTC as a college credit, a course audit, or as a document showing completion of training. This will reinforce our instructor preparedness and also give the instructor an understanding of student assessments included in the transcribed coursework. Additionally, maintaining the course specific assessment tools will provide evidence of our instructor training for our HLC expectations.

Mentorship/Relationship Building

Through the Train the Trainer coursework, relationships naturally develop between NWTC faculty and high school instructors. That mentor/mentee relationship is a springboard for further connectivity. For example, high school instructors can significantly influence student career planning. When students ask their high school instructor for help with marketable career choices for their future and with post-secondary transitions, the high school instructor can, in turn, reach out to their NWTC faculty connection for assistance.

Tuition & Textbooks

With support of K-12 grants and NWTC leadership, NWTC has been able to waive the tuition of the Train the Trainer programming. Any resource or textbooks required for this training would be the responsibility of the high school instructor's school district.

Teacher Checklist

The Year Prior to Teaching the Course:

- Complete paperwork; create an account.
- Attend the NWTC/K-12 Spring Summit to meet the curriculum sharing requirement.
- Attend any required Train the Trainer coursework.
- Attend any additional Canvas training needed.
- Work on your syllabus for your course(s) using the NWTC template which can be found at nwtc.edu/K12syllabus.
- Connect with NWTC or your district liaison to be sure NWTC knows your course will be offered as transcribed credit with NWTC in the future academic year.

In Preparation for Your Course:

- If you haven't already, connect with NWTC or your district liaison to be sure NWTC knows your course will be offered as transcribed credit with NWTC.
- Submit your syllabus to the identified NWTC department.
 - **General Studies** – generalstudies@nwtc.edu
 - **College of Business** – collegeofbusiness@nwtc.edu
 - **Health Sciences** – healthsciences@nwtc.edu
 - **Trades** – trades@nwtc.edu
- Compare your district roster with the NWTC Canvas roster to be sure the correct students are enrolled in your course. This will allow your students to view and participate in the Canvas learning management system. Contact your district liaison with any additions.
- Connect with NWTC K-12 Relations to schedule a lab visit to ensure your lab meets the equipment expectations for delivering coursework (as applicable).
- Before NWTC/K-12 Spring Summit attendance, work with your high school to share any textbooks, software, or equipment needs to deliver coursework. Be sure the resources are approved by your district's budgetary supervisor.

The Semester You are Teaching a Transcribed Credit course:

- ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW course syllabus; best practice is to have student and parent sign this document and return.
- ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW Student/NWTC Dual Credit Student Handbook.
- ORIENTATION DAY 1 of CLASS: SHARE AND REVIEW NWTC career coach role and/or invite career coach in for any further support or presentations.
- Refer the class to District Special Education Department to set up any approved accommodations at the onset of the course (see syllabus).
- Deliver your NWTC transcribed credit course according to the identified competencies, grading rubric and using approved resources (including textbooks).
- Reach out to NWTC faculty with any questions related to course content or delivery.
- Reach out to NWTC's Help Desk, help.desk@nwtc.edu, with questions related to Canvas.
- Continue to monitor any new additions or withdraws/drops to your class through your district roster and Canvas. For withdraw/drops within the first two weeks, submit a "W" in the PS grade column in Canvas.
- Any students who withdrew from your course will be graded a "W" at the end of the course and do not require any immediate notification.
- Contact your district liaison so that any new students can be added to the course (within 2 weeks of course start).
- FINAL student grades should be entered in Canvas within 72 hours of course completion.

Syllabus, Academic Integrity and Grading

As stated in the Transcribed Credit Policy, high school instructors are required to meet the same face-to-face instructional time as our NWTC faculty. This means transcribed credit courses are meant to be delivered in person/traditional lecture format. Please consult with NWTC faculty and/or the course syllabus to reference the required face-to-face time for each transcribed course. Based upon the above, we cannot allow transcribed credit courses to be set up as independent study in the high school setting.

Syllabus Development and Requirements

NWTC instructors, including transcribed credit instructors, are required to create and distribute a class syllabus to students. The syllabus serves two purposes:

- Aligns transcribed credit classes with the same expectations of NWTC classes. The use of the syllabus creates a college atmosphere and communicates clear expectations for an NWTC college class.
- Aligns transcribed classes with the same requirements of NWTC courses, ensuring the same course outcomes are instructed across all offerings. This alignment ensures consistency of instruction and enhances quality of dual credit programming.

Name your syllabus document using the naming conventions provided to you by the department. Reach out to the appropriate NWTC department with any questions.

- **General Studies** – generalstudies@nwtc.edu
- **College of Business** – collegeofbusiness@nwtc.edu
- **Health Sciences** – healthsciences@nwtc.edu
- **Trades** – trades@nwtc.edu

Templates

A syllabus template can be found on our website nwtc.edu/K12-Educators. The template contains:

- NWTC policies and resources
- Class outcomes (competencies and employability skills)
- Class grading requirements
- Class resources, if needed

The above are the minimum required elements for your class syllabus. Certain portions of the text must remain the same in your syllabus as these elements apply to all NWTC students, including high school students taking NWTC transcribed courses.

You can add syllabus elements as they relate to your classroom. Do not remove required elements from the template, unless the template specifies that you can.

For more information go to, nwtc.edu/K12Syllabus.

Academic Integrity

Lack of academic integrity can be defined as academic dishonesty, including cheating, plagiarizing or furnishing false information on such forms as transcripts or applications for admission. Failure to report knowledge of academic dishonesty to a College official may be considered a violation of the Student Code of Conduct. NWTC students, including transcribed credit students, are expected to maintain personal and professional honesty in all of their actions at the College. Students must do their own work and take steps to avoid plagiarism, collusion or cheating. Student work includes tests, papers, projects, speeches or any other assigned work that will be evaluated for a grade.

Transcribed credit teachers should reach out to their NWTC faculty mentor to explain the concern and seek guidance on the best response that would align with NWTC Student Code of Conduct. There is a possibility the violation may have to be further investigated and/or documented in our internal system.

Examples:

A student is guilty of dishonesty if the student does any of the following:

- Uses unapproved resources on tests (e.g., internet, class notes, artificial intelligence).
- Reproduces tests (e.g., takes photos of test and shares).
- Submits a paper, examination, computer program, project, speech, or assignment as his or her own work if someone else prepared it.
- Copies verbatim (word-for-word) the written materials of others without putting such words in quotation marks and/or without documenting the sources of those words.
- Submits the same assignment for more than one course without the permission of all the instructors.
- Performs and/or accesses any work for another student, regardless of delivery mode.

Grading

- GRADES ARE DUE 72 hours from the last date of the class.
- Enter grades in the “Publish Grades” tool found in the left-hand course navigation of your Canvas course.
- From the drop-down menu, choose only:
 - A, B, C, D, F
 - WITHDRAW: W
Withdrawal grades should be issued for those students who had schedule changes or school enrollment changes which impacted their transcribed credit enrollment.
- For more information on the Canvas Publish Grades tool, visit <https://helpdesk.nwtc.edu/app/itdesk/ui/solutions/141453000011411685/details> (NWTC authentication required).



- Once grades are posted to Canvas, they will transfer to PeopleSoft, which is NWTC’s student information system.
- This process can only be used once per student. If a student grade needs to be updated, contact sherry.olive@nwtc.edu.
- Student grades of A-C will be posted to student transcripts.
- Students grades of D-F will be posted to student transcripts as AU=Audit grades. Audit grades will not transfer to other institutions and will not count toward NWTC credentials.
- Withdrawal grades will be removed and not posted to the student transcript.

Connecting with NWTC Faculty and Staff

NWTC Faculty

NWTC faculty begin and/or enhance their connection with high school transcribed credit instructors through the NWTC/K-12 Spring Summit. This mentorship relationship continues throughout the entire academic year. High school instructors are provided mechanisms to contact their NWTC faculty with inquiries on curriculum, course delivery, resources, NWTC programming, etc. NWTC recognizes our K-12 relations as a significant strategic direction of the college and encourages this continued relationship building. High school instructors are encouraged to reach out to faculty when there are questions or concerns. The K-12 Relations manager and staff are also resources when needed.

Teaching and Learning Center (TLC)

The purpose of the NWTC Teaching and Learning Center (TLC) is to ensure student success by improving instruction, services, and student centered instructional practices through education, application, and coaching. The TLC is a consultative body, inspiring continuous professional development leading to improvement in

curriculum design, delivery, technology application, and assessment practices. The TLC promotes a culture of lifelong learning and commitment to effectiveness in teaching and learning. In addition, the TLC is guided by the college principles of diversity, accessibility, and academic integrity. We invite our transcribed credit teachers to join us in this learning environment. Please reach out to the TLC at tlc@nwtc.edu or in Room SC215U on the NWTC Green Bay campus (adjacent to the NWTC Library).

Career Coaches

Discover the incredible support of NWTC career coaches! NWTC career coaches provide students with personalized career guidance and assistance with NWTC admissions, the FAFSA, and scholarship applications. NWTC career coaches can even visit your classroom to educate students about the significance of earning college credits during high school. Our captivating presentations cover a wide range of topics including field specific careers, the importance of college, transfer agreements, college readiness, and so much more.

Find your career coach at nwtc.edu/CareerCoach.

Library Resources

Transcribed credit instructors and students have the same level of access to NWTC learning resources (libraries, laboratories, databases, etc.) as post-secondary students and instructors.

How to Find Library Materials

If you are teaching NWTC coursework in high school, you and your students have access to NWTC Library resources.

- Use Library Search (located at nwtc.edu/Library) to search all of the NWTC Library's resources at once or to just search the Catalog (no articles) or the online Journal List.

The NWTC Library has created a series of short Technology 101 videos to help students learn the software skills needed to succeed at the College (using the student portal, email, Canvas, Microsoft 365, printing, finding and citing sources, accessing help, and saving files). Learn more: nwtc.edu/Tech101

- After searching, you will see a resource list that allows you to filter the results. You can filter by resource type, location, date, subject, and more. You can even filter right away to our online video or e-book collections.
- The Catalog Only search is useful when you do not want to see all of the journal articles in your results. It provides results for anything that the Library has cataloged (books, ebooks, videos, online videos, audio, and journals).

How to Access Online Videos

- The NWTC Library has many online video collections that you can use to find resources for your classes.
- Start at nwtc.edu/Library, select the Choose Resources to Search option, filter by the type of Online Videos, and click Search. You will see links to the online video collections as well as the user guides.
- You can log in with your NWTC credentials to search these resources to find videos and video clips to share using the embed or link options provided (never use the URL at the top of your browser since it will not work off-campus). Follow the instructions at nwtc.libguides.com/Canvas to learn how to add videos to Canvas.
- You are also often able to create playlists or save videos in folders (you may be asked to create a free account first).

How to Access Ebooks

- Start at nwtc.edu/Library, select the Choose Resources to Search option, filter by the type of Ebooks, and click Search. You will see links to the e-book collections and user guides.
- You can log in with your NWTC ID and password to find e-books to share using the links provided (never use the URL at the top of your browser since it will not work off-campus).
- Check the resource's guide for specific faculty instructions on how to share the e-books with your students.

To link to ebooks, follow the instructions at nwtc.libguides.com/Ebrary.

How to Use the Resources

In the Classroom

- Project an online video or segments of a video for your class to view together.
- Project part of an ebook for your class to view together. You can even sign in to some resources in advance and take notes. Then you can bring up those pages and show both the ebook and your notes.

- Ask your students to use Library Search to find articles on a topic and report out to the rest of the class as part of an assignment. Students would just need to log in using their NWTC ID and password.

Out of the Classroom

- Send a link to your students to review a video that was shown in class or to watch a video outside of class. Students would just need to log in using their NWTC ID and password.
- Create a free account in some video resources to make a playlist of several videos or clips. Then send the playlist URL to your students to watch after they log in. This makes it easier to keep track of which videos you want everyone in the class to watch.
- Share articles or pages from ebooks you have downloaded or link to the ebooks or sections of the books.
- Tell students to use Library Search to research topics in journals or ebooks for assignments or homework. Students would just need to log in using their NWTC ID and password.

Professional Development

- Find information that helps you with lesson plans or notes.
- Keep up-to-date in your field by reading from professional journals through the Journal List.

Contact the NWTC Library with questions.

Call: **920-498-5493**
 Email: ask@nwtc.libanswers.com
 Chat: nwtc.edu/Library

See all of the NWTC FAQs: nwtc.libanswers.com

View our high school instructor guide:
nwtc.libguides.com/HSCredit

NWTC Canvas Overview Training for K-12 Educators

Canvas is NWTC's Learning Management System

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Canvas includes a variety of built-in course construction and management tools that can be customized to create unique and accessible teaching and learning experiences.

NWTC has created a 90-minute NWTC Part-Time Faculty Self-Paced Canvas Training that can be accessed by logging into Workday.

A more comprehensive self-paced training and resource guide can be found by going to <https://nwtc.instructure.com/courses/7182>.

Canvas Features and Tools

Modules: Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course. Each module can contain files, discussions, assignments, quizzes, and other learning materials.

Assignments and Quizzes: Assignments and Quizzes in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. Assignments and Quizzes can be assigned to everyone in the course or differentiated by section or user.

SpeedGrader: SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

Edit Assignment Dates: Hidden under the three-dots in the Assignments Index, Edit Assignment Dates allows you to set all due dates, available from dates, and available until dates all on one screen.

How to Enter Final Grades In Canvas?

1. Log into your Canvas class shell and select Publish Grades in the left-hand course navigation.
2. Enter grades in the Grade to Submit column using the drop-down menu. Choose only the following options:
 - a. Letter Grades = A, B, C, D, or F
 - b. Withdraw = W
3. If you do not see the Publish Grades tool in the course navigation, visit <https://helpdesk.nwtc.edu/app/itdesk/ui/solutions/141453000015383203/details> to enable it, or contact earlycollege@nwtc.edu.



For more information regarding the publish grades tool, see page 13.

Where to Find Your Roster

Log into your Canvas class shell and click on People in the left-hand course navigation. This screen will give you a list of students along with their Login IDs (NWTC IDs).

What to Do if Roster Isn't Correct

For incorrect rosters, please contact your high school liaison for NWTC. Your high school liaison will add any missing enrollments and then work with your IT department to send us an updated enrollment file. Once we receive this file, we will post the enrollment. This may take up to two business days to see the student added to your Canvas roster.

If student **CANNOT** log into Canvas:

- 1 Confirm student is on the Canvas roster.
- 2 If on roster, student can reset password.
- 3 If password reset doesn't work, but the student is on the roster, contact NWTC Help Desk.

Canvas Class Shell Content

The term “Canvas Class Shell” refers to the space that houses information and learning modules for each class. Your Canvas Class Shell(s) will start out empty. It is your responsibility to import the proper class content into your Canvas Class Shell(s) as designated by your NWTC faculty mentors and Early College staff.

Finding Your Class in Canvas

Sometimes you can't see your class because:

- The class is not yet available.
- The class is not appearing on your Canvas Dashboard because you have other classes marked as “favorites.”

To find your past, present, and future classes:

- Click on Courses in the global navigation bar. Then select All Courses. Current classes will appear in the top section. Scroll down the page to find Past Enrollments and Future Enrollments.

What to Do if Students Can't See Some of the Class Content

If your students are unable to see some content in the class shell, below are some possibilities:

- The class itself is unpublished. Publish the class from the home page.
- The content is in a module that is unpublished. Publish the module.
- The content itself is unpublished. Publish the content.
- The content is assigned to only a specific student or section of students. Edit the content and assign it accordingly.

Use Student View to view the class from a student point-of-view.

BEFORE Contacting the NWTC Help Desk....

- Try another browser. Google Chrome is recommended, but Canvas is also supported on Microsoft Edge, Mozilla Firefox, and Safari.
- Clear the cache, cookies, and history, and restart the browser.
- Close other applications that may be affecting connectivity.
- If able, work on a machine that is wired to the internet.
- Use the Help Center Knowledge Base by clicking the question mark on the right.

If Canvas is not working like you expect:

- 1 Use Google Chrome.
- 2 Clear cache, cookies, and history on web browser.
- 3 Close other applications and restart browser.

When Contacting the Help Desk, Call **920-498-6800**.

Identify yourself as a high school transcribed credit instructor.

Provide your:

- > NWTC Employee ID (username)
- > Full name
- > High school
- > The class number (example: 25644)
- > Type of machine you are using
- > The problem you are encountering, including any student and assignment names.

NWTC HELP DESK HOURS:

Monday-Thursday: 7:00 a.m. – 8:00 p.m.

Friday: 7:00 a.m. – 4:30 p.m.

Saturday: 8:00 a.m. – 2:00 p.m.

To get the help you need, state that you are a “**Transcribed Credit Teacher**.”

Accommodations for Students with Disabilities in Dual Credit Courses

Students who receive high school accommodations/modifications may also receive accommodations for dual credit courses while taking NWTC courses. The school district is required to provide the student's IEP, while NWTC Disability Services staff determines the type, level and duration of the accommodation.

Once notified of a need for accommodations, our disability case managers will work directly with the identified special education teacher and student to ensure reasonable college accommodations are put in place.

Any questions should be directed to Disability Services via email at disability.services@nwtc.edu or call to make an appointment at 920-498-6904.

Accommodations that may be approved depending upon the student need and disability include:

1. Extended test time (2.0X), taking the test in a reduced distraction area, utilizing speech software, or the use of a calculator (math disability).
2. Instructors are not allowed to eliminate answers on a test or provide a word bank as these are not approved post-secondary accommodations.
3. Test questions can be read by a screen reader, but NOT explained.
4. Students are not allowed to use notes on tests unless this is something is being provided to the entire class.
5. NWTC Sign-language interpreter services will be provided. Disability Services will coordinate and determine fee structure/billing.

Frequently Asked Questions

1. When does the qualification process take place for transcribed credit instructors?

The qualification process takes place at the time you are considering teaching a transcribed credit course; preferably before the annual NWTC/K-12 Spring Summit. To start the qualification process, go to our NWTC.edu webpage and search for transcribed credit. Click on Requirements for Teaching Transcribed Credit. Read and complete tasks required. Then complete the Qualification Application and send a copy of your unofficial graduate and undergraduate transcripts as well as your DPI licensures to earlycollege@nwtc.edu. You only need to do this one time initially, but we will need to qualify you for each course you teach. Also, if you have gained additional education/credentials since your initial qualification, forward the credentials to earlycollege@nwtc.edu.

2. What other requirements are expected of a transcribed credit instructor?

You are obligated to teach all NWTC competencies of the course and utilize the same grading criteria. Your attendance at the NWTC/K-12 Spring Summit and work with the NWTC faculty mentor is mandatory. Some coursework will require additional training such as a course enrollment or summer Train the Trainer. NWTC mentors will review the syllabi requirement, curriculum, resources, and any other training expectations for you to duplicate the NWTC course at your high school. You will also need to utilize the same resources, including textbooks and lab assessment approval, to deliver the course competencies. Review the Transcribed Credit Policy , on page 21, for more information.

3. What if my school runs on a semester, yearlong, trimester or block schedule? Does that change the enrollment process?

Students enrollment information and class start and end dates must be submitted at least two weeks before the start of the class or sooner. This allows students and instructors to fully access and utilize NWTC resources such as Canvas. We realize rosters may change throughout the process. Grades are expected to be submitted in the Canvas shell within 72 hours of class completion.

4. Why are start/end dates so important?

We ask you to provide accurate start and end dates for your transcribed credit courses to assist us in keeping accurate records for grading purposes and allow Canvas access in a timely manner. NWTC will create one class per subject per teacher no matter how many sections or periods the teacher is teaching. In doing this, the teacher has one Canvas shell with all transcribed credit students within it.

5. What is the best way to send enrollment information? To whom should it be sent?

We moved all transcribed credit student enrollment to an automated process. Please see page 20 for more details.

6. When do I send in my students' grades?

When you have your student's FINAL grade for the class, enter it directly into the Canvas shell within 72 hours. You are required to enter FINAL student grades into your Canvas shell in the PSGRADE column for the course.

7. What happens if students are enrolled and then drop?

When you enter your FINAL grades into Canvas, enter a "W" for students who have withdrawn or dropped a transcribed credit course. When NWTC queries the FINAL grades for the transcribed credit classes, credit will not be issued to students who are identified as withdrawn/dropped. "W", Withdrawal grades are reserved for students with a schedule change or those who have moved school/district enrollments.

8. How can high school students request an NWTC transcript?

Once students successfully complete their transcribed credit course and grades have been posted to their NWTC accounts, students can request official or unofficial transcripts at the following link: nwtc.edu/Transcript, or students can call NWTC Enrollment Services, 920-498-5444, for assistance. Make sure students check their My.NWTC account for final grades posted before ordering official transcripts.

9. How can a student's credentials be requested?

Request for transcripts/credentials and enrollment verification should be directed to admissions@nwtc.edu. Before requesting this information, please confirm that the student's grades have been submitted and processed. Include the student's name (first, last, middle initial), date of birth, year credential completed, name of credential requesting and district contact information for NWTC to submit response. Allow twelve business days to process the request.

10. Where do I find syllabus information and/or submit my transcribed credit syllabus?

Visit this site to learn more about syllabus creation and submission: nwtc.edu/TeachTranscribed.

11. Which classes will transfer to other educational institutions?

If your students are planning to transfer to a Wisconsin Technical College System (WTCS) campus or a University of Wisconsin (UW) school, use this website to explore transfer options: wisconsin.edu/Transfer.

12. What is a Canvas shell?

Canvas shells are automatically created when a class is generated in the NWTC PeopleSoft system. A transcribed credit instructor will see their Canvas shell when they are assigned to the class. See page 16 of this publication for additional information.

13. Library questions?

Call: 920-498-5493
Email: ask.library@nwtc.edu
Chat: nwtc.edu/Library

See all of the NWTC FAQs: nwtc.libanswers.com

Visit our high school instructor guide: nwtc.libguides.com/HSCredit.

NWTC Transcribed Credit Student Course Enrollment Overview

As of spring 2021, NWTC's transcribed credit student enrollment process with participating high schools is fully automated. The automation process provides increased accuracy of student demographic information, increases security in the relay of student information and enables efficiency and ability to grow dual credit enrollment.

NWTC K-12 Relations team will work with a designated high school liaison who partners with your IT/technology team. The high school will submit a CSV file of a query/report from your student information system (SIS) each semester. This information will be used to set up classes in our system and also enroll students. The cadence of this submission will depend upon your high school schedule, but the great majority of schools will follow this timeline:

Class Set Up

File is due in June for fall, spring and year-long classes.

Student Enrollment File

File is due two weeks prior to the semester start.

High school teacher is to verify the roster and confirm any student additions or deletions once the semester has started.

We will not add students unless there is a specific request to do so by your District. This will reinforce that students are meeting the identified face-to-face time of the NWTC course.

Our K-12 Relations team will provide any updates or additional support to further explain and assist with this process.



POLICIES AND STANDARDS

HIGH SCHOOL TRANSCRIPTED CREDIT POLICY

To standardize consistency and quality in delivery of transcribed credit courses with NWTC, the following policy has been established.

Transcribed Credit Is Defined As

NWTC course curriculum taught at a high school by a high school teacher or technical college instructor certified by NWTC in accordance with technical college system standards. Any qualified and approved transcribed credit course for NWTC credit is subject to the following conditions and limitations:

Curriculum Requirements/Sharing

- A transcribed credit course, taught at the high school, will be an exact match of the NWTC program course including course title, course competencies, contact hours, standards, and assessments. Transcribed credit courses must use the same final assessment/assignment that is used in the NWTC class or that is approved by NWTC.
- The same textbooks must be used for the high school transcribed credit course as is used in the NWTC class, or an acceptable, agreed-upon equivalent as designated in the articulation agreement.
- The transcribed credit course will be reviewed annually by designated NWTC staff to ensure the required course content identified above meets the standards. An annual spring summit will be scheduled as a curriculum sharing event between NWTC and K-12 faculty. Exceptions to these expectations may be made at the discretion of the appropriate NWTC academic department. Other curriculum sharing meetings can be facilitated with assistance of NWTC K-12 Relations, with the high school instructor completing documentation to demonstrate compliance.
- Equipment and facilities at the high school must be approved by NWTC.
- Curricula sanctioned by NWTC as available for transcribed credit may not be offered through any delivery mode by one high school to another high school without prior permission from NWTC Executive Leadership Team designee.

Instructor Requirements

- The instructor of record for the high school course must file an application with the NWTC Talent and Culture Department. A current copy of the DPI license(s) and all unofficial transcripts must also be provided with the application. No substitution of high school instructors will be allowed unless they are trained and approved on NWTC curriculum and meet teaching requirements (long term substitutes would also need to be trained and approved).

All transcribed credit courses must be fully approved prior to the start of the term. The teacher assigned to the course must be fully qualified prior to the start of the class. This includes a meeting with the NWTC course mentor, all paper work submitted, and any required Train the Trainer classes successfully completed in full.

Any change to the assigned transcribed credit instructor will require an additional round of credential review. This may result in a course no longer being approved for transcribed credit.

- NWTC reserves the right to assess high school instructor knowledge and skills through classroom observations (in person or recorded), sharing of mid-term grades, or other appropriate assessment means. This assessment is a means to ensure college rigor and student preparedness, providing recommendations for any additional training needs to equip the instructor to deliver a replication of NWTC curriculum.

Student Requirements

- Enrollees in the high school transcribed credit course must meet the grade level identified on the most updated transcribed credit menu.
- Students taking a high school transcribed credit course will also be enrolled in the course at NWTC, and will receive a grade based on the NWTC agreed-upon grading scale for that course. Final grade will be posted on the students' high school and NWTC transcripts. Students must earn a final grade of "C" or better to receive college credit.

NWTC Support

- The NWTC course is offered at the high school, with no cost or billing associated with NWTC course tuition.
- NWTC course mentor will share syllabus, grading rubrics, instructional resources, and final test or assignments with high school instructors to allow

for replication of curriculum/content in transcribed courses. These materials should be accessible through the NWTC Learning Management System (Canvas) and updated annually. The instructor will also use Canvas to post the grades.

- Through curriculum sharing events, meetings, and other correspondence, NWTC faculty will provide mentoring and coaching to the high school instructor as needed.
- NWTC retains the right to determine which courses will be transcribed. The transcribed course menu is subject to change.
- NWTC reserves the right to cancel any transcribed credit agreements if there is a concern related to non-compliance with high school transcribed credit (non-participation in professional development/ curriculum sharing, failure to maintain course alignment, utilization of inappropriate resources, etc.).

Logistics and Deadlines with Initiating Transcribed Credit Agreements

Final agreements and policy for the current academic year are sent to school districts in May with request for signature. This allows a true capture of courses offered and agreements in place for the year, eliminating any canceled courses due to low enrollment or other mitigating circumstances. This is an annual procedure, and the information remains on file with NWTC and the WTCS (Wisconsin Technical College System). Visit this site to see any historical dual credit agreements: <https://mywtcs.wtcsystem.edu/educational-services/career-prep-dual-enrollment/dual-enrollment/>.



Curriculum Standards

Expectations for Student Learning Outcomes

Per NWTC Transcribed Credit Policy, duplicated rigor and competency is standard with transcribed credit, using the same or NWTC approved grading rubrics or assessments. Students are required to meet the same course competencies and grading with the same rubric as our program level offerings.

Recommended Text for High School Course Description Guides

Many high schools advertise dual credit courses in their course description guides or handbooks. Please keep in mind that transcribed credit agreements are reviewed annually. Instructor training requirements and quality assurance must be met, along with other policy requirements for courses to continue to be offered from one year to the next. NWTC recommends that the following information be included in course description guides for courses that are eligible for transcribed credit:

1. NWTC course title.
2. NWTC catalog number.
3. Number of NWTC credits students are eligible to earn.
4. A statement similar to the following: "NWTC dual credit may be awarded for this course pending NWTC's transcribed credit approval process. Students who meet the grade level requirements of NWTC, who complete all NWTC course requirements, and earn a grade of a "C" or better on NWTC's grading scale can be awarded NWTC credit. NWTC course requirements and grading scale may be different from the high school course requirements scale. Students should consult with their high school teacher on their eligibility to earn NWTC college credit for the course at the end of the semester or school year."

Related Costs/Expenses of Transcribed Credit

Transcribed coursework is a cost neutral agreement in which the course tuition for the student is waived. Costs are still associated with these offerings and responsibilities are identified below.

High schools are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, training related to the course, teaching the course, registering and grading students and for the district's purchase of required textbooks/software and/or other resources required to meet the course competencies.

NWTC is responsible for the expenses related to the college instructor's time and labor to train teachers, identify courses and provide instructional support. The college also covers the expenses related to NWTC K-12 staff to coordinate high school teacher dual credit requirement; to establish, write and maintain the service agreements; to enter the NWTC high school courses into NWTC system; to assist high schools with registrations and grading; and to submit final agreements to Wisconsin Technical College System (WTCS).

Course Oversight

Proper monitoring and oversight of transcribed credit is provided by NWTC's academic departments and recruitment, academic advising, and K-12 relations

teams. This oversight ensures that coursework meets higher education standards and that students understand the potential use of their earned credits.

Quality Assurance Program

In transcribed credit agreements, high school instructors are trained by NWTC instructors to ensure that course outcomes and competencies are comparable when taught by the high school instructors. This training includes required attendance at curriculum sharing events (NWTC/K-12 Spring Summit) and train-the-trainer courses for certain identified coursework. In addition, high school teachers are provided with course curriculum, common assessment, projects and learning plans through a learning management system. These tools along with use of duplicative or approved textbooks and resources help ensure course rigor.

The purpose of this quality assurance program is to validate that course outcomes and competencies taught by the high school instructors are directly aligned with those for the same courses taught by NWTC instructors. Quality assurance will be achieved through reviews with high school instructors who are teaching transcribed credit courses. An NWTC representative will utilize a course checklist to validate the attainment of course outcomes and competencies with the associated evidence provided by the high school instructor. These quality check-ups will provide opportunities for additional collaboration and continuous improvement in which the high school instructors share what is working

and what is not working with the designated NWTC representative. The NWTC representative will work with the necessary NWTC and high school personnel to answer questions, provide information and clarifications necessary to assist the high school instructor in closing any gaps identified. The completed checklist along with any necessary corrective action plans will be retained by both NWTC and the high school instructor.

The above process has been piloted with a desire to scale the implementation throughout all courses and divisions, however; this has been challenging due to capacity, region size and the amount of dual credit courses offered. We will continue to blend the above model while incorporating some transcribed credit courses into our assessment plan efforts. Essentially, our faculty teams will work with high school teachers to assess the outcomes of learners through assessments. The team will assess data to identify student performance and determine if issues arise in the findings that warrant conversations around alignment. NWTC views assessment as an ongoing, interactive process used to modify courses and programs as necessary, and to promote the continuous quality improvement of teaching and services the college offers to students.

Sharing Offerings Between Districts

NWTC allows and recommends that high school districts collaborate to share transcribed credit offerings when appropriate, however:

1. Schools must have permission from the NWTC K-12 Relations staff prior to listing the course in the course catalogs/online listings.
2. High school instructors must inform the NWTC K-12 Relations staff which high schools will be receiving the course and include these students on the enrollment and grading course workbooks/rosters.
3. The NWTC Transcribed Credit policy must be met.
4. School districts need to collaborate to address any instructor overloads through use of special services agreements, and/or other related programming.

Offering NWTC Transcribed Credit Courses via Distance Education Networks

Because transcribed courses are cost neutral agreements, NWTC does not allow high schools to offer transcribed credit courses over distance education networks (see policy). Distance education networks often exchange funds between the school district delivering and receiving the course offering, which negates the cost neutrality of the agreement.

NWTC continues to offer coursework through distance learning statewide. Through use of technology, schools have the capability to receive NWTC credit coursework that may not normally be available at their school. These courses are taught by NWTC faculty and the offerings are run through the Start College Now programming.

Transfer of Credit

Courses offered by NWTC for transcribed credit apply directly to programs offered at NWTC. These credits will also be recognized at other Wisconsin Technical Colleges, but may apply differently to program areas, as each college may offer different academic programs, diplomas and/or certificates. NWTC also offers formalized articulation or transfer agreements with many four-year college partners.

Information on these opportunities can be found at nwtc.edu/4Year.

Students are also able to take technical college transcripts to a four year college to determine transferability. Students will need to advocate for themselves with their college advisor, registrar, and/or records staff.

Use the UW System Course transfer wizard as a preliminary tool in researching course transferability: transferology.com.

A follow up conversation with the receiving institution on the use of the transfer credit for the major of study is also recommended. It is always up to the receiving institution how they will accept transfer credits.



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NWTC does not discriminate on the basis of political affiliation, age, race, creed, marital status, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, disability, veteran status, genetic testing or other applicable legislated categories (each a "protected class"). Inquiries regarding the College's nondiscrimination policies may be directed to the Vice President for Diversity, Equity and Inclusion at 920-498-6826 or equity@nwtc.edu. 1013844 sv 12.23