

DualEnroll for Instructors

Our new software system, DualEnroll (slu.dualenroll.com), enables the SLU 1818 Program to manage the following tasks for all SLU 1818 high school instructors:

- intent-to-teach
- syllabus upload and review

Each Instructor will have a unique log on to the system. You should have already completed the log in process last semester. If you are a new instructor and have not completed the process yet, check your spam for the email that allows you to log in.

If you have not received your log-on information contact 1818@slu.edu

Step 1: Log into DualEnroll using your credentials. <https://slu.dualenroll.com>

Your landing page will look like this:

The screenshot shows the DualEnroll interface for an instructor. At the top left is the Saint Louis University logo. At the top right is a 'Help Desk' button and the 'DualEnroll' logo. Below the header is a navigation bar with 'Profile', 'Students', 'Status', and 'Ongoing Reqs'. A 'Logout' button is in the top right corner. A yellow box contains the message 'Signed in successfully.' Below this is a section titled 'Your course reviews are shown below.' with instructions and a bulleted list: 'Highlighted steps need to be completed by you. Click on the text link for detailed instructions.', 'Other (non-highlighted) steps need to be completed by others.', and 'You may review or modify your information at any time, even after completing the step, by selecting on the appropriate Profile Option. Profile Options are located on the right side of your Profile page.' Below this is a 'Course Reviews' table with columns: Participants, Course, Initial Term, and Next Steps. Two rows are shown, both for 'Saint Louis University - 1818 Advanced College Credit Program' reviewing 'HIST 1600 History of the U.S. to 1865' and 'HIST 1610 Hist of the U.S. Since 1865'.

Step 2: Click on Ongoing Requirements:

The screenshot shows the 'Ongoing Requirements' page. At the top is a navigation bar with 'Profile', 'Students', 'Status', and 'Ongoing Reqs'. A blue arrow points to the 'Ongoing Reqs' button. Below the navigation bar is a search and filter section with dropdowns for 'Term' (set to '> All Terms'), 'Type' (set to 'All Types'), and 'Step' (set to 'All Steps'), and a 'Search' input field. Below this are dropdowns for 'Document Type' (set to 'All Document Types') and 'Due Date (range):' with date pickers. Below the filters is a table with columns: 'Course/Description', 'Type', 'Term or Due Date', and 'Next Steps'. Two rows are shown, both for 'HIST 1600 History of the U.S. to 1865' and 'HIST 1610 Hist of the U.S. Since 1865', both with 'Syllabus Update' type and 'July 26, 2024' term. The 'Next Steps' column for both rows is highlighted in yellow and contains the text 'Instructor: Upload Syllabus'.

Step 3: In our example, the instructor has been asked for items, you will notice that the “next steps” are highlighted to prompt you as the instructor to complete a task:

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms | Type: All Types | Step: All Steps | Search:

Document Type: All Document Types | Due Date (range): yyyy-mm-dd - yyyy-mm-dd

Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus ⋮
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course ⋮
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus ⋮
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course ⋮

Step 4: Click on the “Intention to Teach Course” individually for both the Fall and Spring semester courses. Click on the drop down and reply whether you will be teaching the listed course for the stated semester.

Finish by clicking on the “Complete Step” button.

If you will be teaching a course that is different from that listed on the Ongoing Requirements, select no, and please contact us at 1818@slu.edu

Instructor: Indicate Intention to Teach Course

Saint Louis University - 1818 Advanced College Credit Program has requested that you indicate your intention to teach the course HIST 1600 History of the U.S. to 1865 for the term Fall 2024. Please indicate your intention below.

My intention with regard to this course is:

[COMPLETE STEP](#)

- yes
- no
- unsure

Step 5: Click on the “Upload Syllabus” by the required due date. On this screen you will do one of two things:

1. If you are teaching the course-click on the choose file right below the Term.
Select “Syllabus.”
Upload the syllabus for the course from your computer.
If you need to enter any communication for the liaison, you can type it in the comment box or attach a file below the comment box by clicking on “Choose File.”
Click “Complete Step.”
2. If you are NOT teaching the course-click on the small box “I’m not teaching this course this term” and “Complete Step.”

Brandon T Hentze | Help | Logout

Profile Students Status **Ongoing Reqts**

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements

Term: > All Terms Type: All Types Step: All Steps Search:

Document Type: All Document Types Due Date (range): yyyy-mm-dd – yyyy-mm-dd

Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus ⋮
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course ⋮
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	Instructor: Upload Syllabus ⋮
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course ⋮

Instructor: Upload Syllabus

Please provide an updated syllabus and any other course materials you deem appropriate for the course listed below. If you will not be teaching the course for the indicated term, please check the box "I am not teaching this course this term" rather than uploading any documents.

Course Information

Instructor: [Redacted]
Course: [HIST 1600 History of the U.S. to 1865](#)
Term: Fall 2024

Document	Size	Date	Filename	
Syllabus Template	341960	2024-04-17	[Redacted]	DELETE

[Choose File](#) No file chosen Kind of Document: [syllabus](#) ▾

I'm not teaching this course this term

Comments

Note: comments entered here will be communicated to the college and will be visible to other participants.

Or upload a comments file (PDF only): [Choose File](#) No file chosen

[COMPLETE STEP](#)

Please note that any time you enter a response via this system, it will initiate a comment to the liaison that will be visible via their DualEnroll log in and in the email notification that they receive from DualEnroll.

Also, note that once you complete a step, it will then move to the appropriate Liaison or College personnel for review and will no longer be highlighted yellow for the instructor to complete.

You can see the history of the step by clicking on the ellipsis next to the step.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements			
Term:	Type:	Step:	Search:
> All Terms	All Types	All Steps	
Document Type:	Due Date (range):		
All Document Types	yyyy-mm-dd — yyyy-mm-dd		
Course/Description	Type	Term or Due Date	Next Steps
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Instructor: Indicate Intention to Teach Course
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus

Step 6: The Review Syllabus will now be sent to the departmental liaison. They will provide their assessment of the syllabus, using the radio buttons below. Several things could happen:

1. The Liaison and the College review the syllabus and approve. This makes the step complete.

BELLEVILLE HIGH SCHOOL-WEST: Ongoing Requirements			
Term:	Type:	Step:	Search:
> All Terms	All Types	All Steps	
Document Type:	Due Date (range):		
All Document Types	yyyy-mm-dd — yyyy-mm-dd		
Course/Description	Type	Term or Due Date	Next Steps
HIST 1610 Hist of the U.S. Since 1865 [±]	Syllabus Update	July 26, 2024	College: Review Syllabus Liaison: Review Syllabus
HIST 1600 History of the U.S. to 1865 [±]	Intention To Teach	May 15, 2024	Complete
HIST 1600 History of the U.S. to 1865 [±]	Syllabus Update	July 26, 2024	Complete
HIST 1610 Hist of the U.S. Since 1865 [±]	Intention To Teach	May 15, 2024	Complete

2. If necessary, they will select the second option “Request additional information or a different document,” and they will be required to supply comments as to why they are asking for revisions to your syllabus. Any time your liaison submits a comment you will receive an email notification. Click on the “History” when looking for the comments. They may even attach an additional document if necessary.

Approval Decision

Please indicate your approval below:

- Syllabus approved as aligned with college curriculum.
- Request additional information or a different document (comments required below).
- Confirmed instructor is not teaching course this term.
- Syllabus not satisfactory (please provide feedback in comments box below).

Comments (mandatory)

Note: comments entered here will be communicated to the instructor and will be visible to other participants.

Please add the 2024-2025 academic calendar to your document. I have attached it here.

Or upload a comments file (PDF only): Academic S... AY23-24.pdf

[\[hide history\]](#)

You will continue this back-and-forth until the syllabus is approved. At that time, it will go to the 1818 office for approval. Once approved by the office it will indicate as “complete.”

Every week the 1818 Office will send reminders through DualEnroll to Liaisons and Instructors about which syllabi are pending completion by the due date.