

# VTDE: College Coordinator Guide to Claiming & Modifying Vouchers

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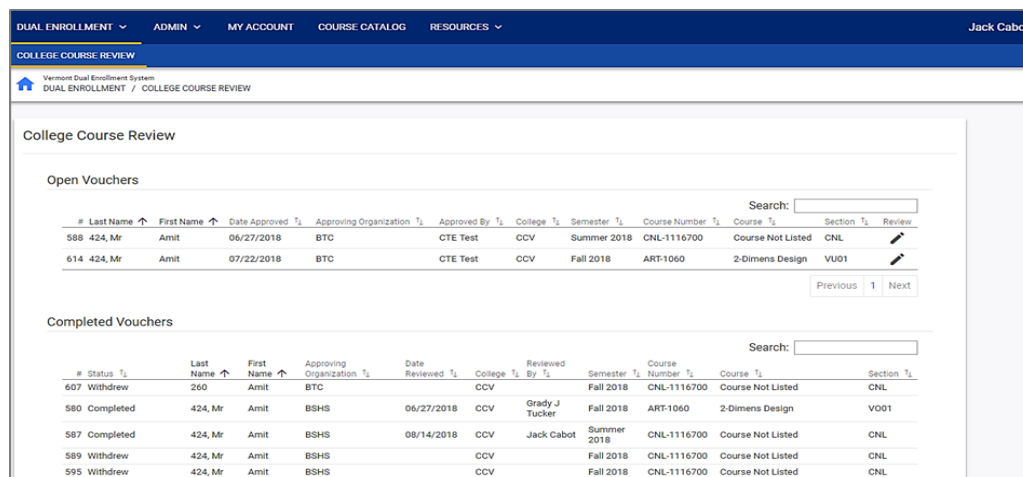
## Part 1: Claiming a Voucher

1. Login to the Dual Enrollment website (<https://dualenrollment.vermont.gov/vtde>)
2. Click **DUAL ENROLLMENT** and select **COLLEGE COURSE REVIEW**.



3. In the window, select the School Year, Semester, and College/University for the desired voucher(s).
4. Click **FILTER RESULTS** to view vouchers.
5. Both open vouchers and completed vouchers will appear in separate panels. Click the pencil icon under the *Review* column in open vouchers to view specific voucher information for a student.

**NOTE:** Prior to the invoicing deadline each semester, College Coordinators are responsible for adding registration details to each open voucher.



**Open Vouchers**

#	Last Name	First Name	Date Approved	Approving Organization	Approved By	College	Semester	Course Number	Course	Section	Review
588	424, Mr	Amit	06/27/2018	BTC	CTE Test	CCV	Summer 2018	CNL-1116700	Course Not Listed	CNL	
614	424, Mr	Amit	07/22/2018	BTC	CTE Test	CCV	Fall 2018	ART-1060	2-Dimens Design	VU01	

**Completed Vouchers**

#	Status	Last Name	First Name	Approving Organization	Date Reviewed	Reviewed By	College	Semester	Course Number	Course	Section
607	Withdrew	260	Amit	BTC			CCV	Fall 2018	CNL-1116700	Course Not Listed	CNL
580	Completed	424, Mr	Amit	BSHS	06/27/2018	Grady J Tucker	CCV	Fall 2018	ART-1060	2-Dimens Design	VU01
587	Completed	424, Mr	Amit	BSHS	08/14/2018	Jack Cabot	CCV	Summer 2018	CNL-1116700	Course Not Listed	CNL
589	Withdrew	424, Mr	Amit	BSHS			CCV	Fall 2018	CNL-1116700	Course Not Listed	CNL
595	Withdrew	424, Mr	Amit	BSHS			CCV	Fall 2018	CNL-1116700	Course Not Listed	CNL

6. In the pop-up window the student's Voucher information including their Registration Details will populate.



7. Review the information in the *Voucher Number* panel to confirm the student's information.
8. In the *Registration Details* panel, review the details. If the student did not register for the course, select the corresponding checkbox.
9. If the student dropped the course prior to the Drop Date, select the corresponding checkbox and indicate the date the student dropped the course.

**NOTE:** For the system to recognize a voucher has been claimed, colleges must add the *College ID, Date Student Registered, and End Date of Registration.*

The screenshot shows a 'Voucher Review' window with the following fields and options:

- Registration Details:**
  - College ID: C123
  - Student Did Not Register
  - Date Student Registered: 05/01/2018
  - Section CRN Student Enrolled: VU01
  - Student Dropped Course Prior to Drop Date
  - Date Student Dropped: mm/dd/yyyy
- Final Grade:**
  - Letter Grade: (dropdown menu)
  - Numeric Grade: (dropdown menu)
  - Course Credits: 3.0
  - Credits Earned (Required):
  - End Date of Registration: 07/11/2018

10. Upon completion of these requirements, click **SAVE CHANGES** to confirm the entries and to be automatically returned to the Open and Completed Vouchers screen. Click **CLOSE** to be returned to the screen without confirming the entries.

## Part 2: Modifying a Voucher

1. Navigate to the Dual Enrollment website (<https://dualenrollment.vermont.gov/vtde>)
2. Click **DUAL ENROLLMENT** tab and select **MODIFY VOUCHER**.

**NOTE:** If a voucher that has been completed needs to be modified, please reach out to PCG for assistance.

3. In the panel, copy and paste or type in the Voucher/Ticket Number.
4. Click **LOOK UP VOUCHER/TICKET** to view the search results for the Number entered.
5. A panel will populate below with the voucher information that was previously entered.
  - a. Edits can be made to all dropdown items besides the College/Tech Center.
6. To edit the course, click **EDIT COURSE**.

Edit/Update Voucher 35069

First Name Katarina	Middle Name Anna	Last Name Adams
College/Tech Center Community College of Vermont	Course Section Drawing I	Section Number VU01
<b>EDIT COURSE</b>		
Free and Reduced Lunch No	Will incur out-of-pocket expenses? No	
Student is an ELL Student No	Student is Special Ed No	

7. In the pop-up window, select the Location.
  - a. Optional: complete the Subject Area and Semester filters. The Subject Area and Semester filter criteria are optional.
8. Click **FILTER RESULTS** to view the Courses. Click **CLEAR FILTER** to reset the search criteria. Click **UPLOAD DATA** to upload new course data.
9. If **FILTER RESULTS** is selected, the available courses that meet the filter criteria will appear.
10. Click **SELECT SECTION** next to a course to update the course information for the selected voucher. The selected course will populate in the Course Section of the Voucher.

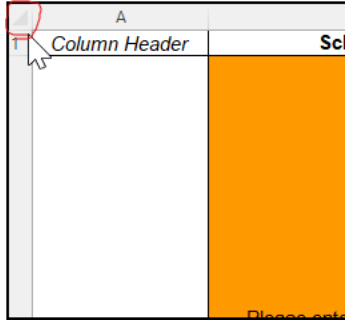
Test Course -- 12985	DD-123 / DD01	CCV	CCV Middlebury, Alumni Hall, 203B	MWF	<b>SELECT SECTION</b>
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11. Click **UPDATE VOUCHER** to confirm the entries and to be automatically returned to the *Search for Voucher/Ticket to Edit* panel.

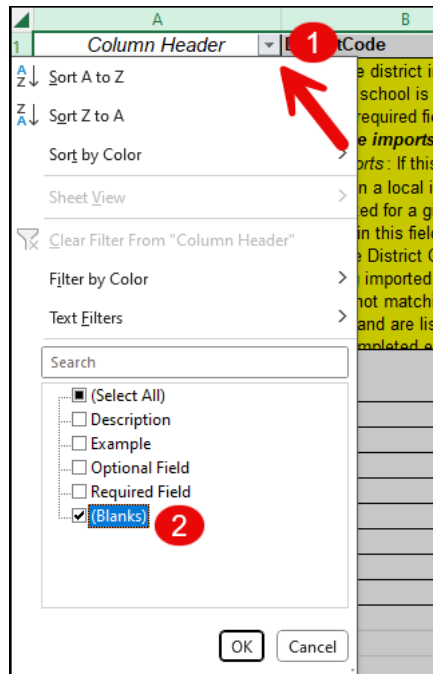
### Part 3: Bulk Updating Vouchers

1. Using the Voucher Data Import Stub located under the Resources tab, complete all required fields for the import.
 

**NOTE:** *The StudentCode must have 8 digits. If it is less than 8 digits, begin it with 0's to achieve 8 digits. Additionally, spacing for the column headers should not be changed.*
2. Complete all required fields for the import.
3. Ensure there is only one tab for the file. Delete all other tabs.
4. Complete the "Optional Fields" noted in yellow, if desired.
5. Delete the "Description" row upon completion.
6. Delete column A upon completion.
7. Keep all other columns, even if no information is added to them.
8. All empty rows must be deleted to avoid an error in the importing results. If there are empty rows, filter them out to delete them.
  - a. Navigate to the upper left corner and click the arrow to highlight all rows and columns in the sheet (circled below in red).

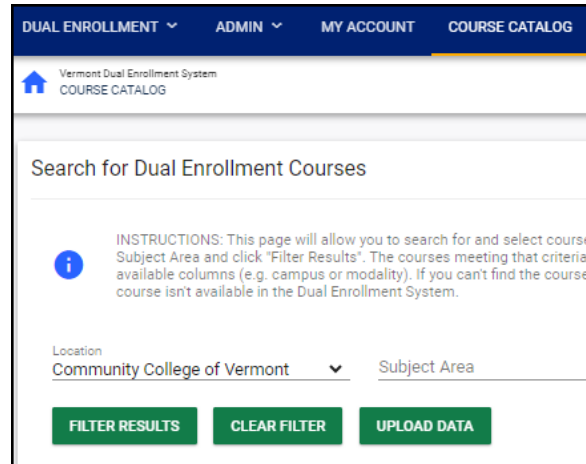


- b. At the top of the screen, select the option to Sort & Filter.
- c. In the first column, click the dropdown next to the Column Header.
- d. If there is an option listed as “Blanks”, deselect the other checked options so that is the only option checked. If there is no option of “Blanks”, there are no blanks. Move to step 9.



- e. Click **OK**.
  - f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.
  - g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
  - h. Right click to delete all of the rows.
  - i. Return to the dropdown menu in the column and click Select All to repopulate the columns and rows that have information in them. Click **OK**.
9. Title the tab for the stub as “Specification – Voucher Data”
  10. Save the file in the format of “VoucherData-Upload-SchoolName-Date” as a text file (\*.txt)
  11. Navigate to the **COURSE CATALOG** tab on the main navigation bar.
  12. Select the Location from the dropdown menu.

13. Upon selecting a Location, the filter, clear, and upload buttons appear. Click **UPLOAD DATA**.



14. Click the Choose File button to upload the Voucher Data import stub.
15. Leave the other fields blank but ensure the correct e-mail address for notification is entered.
16. Click **UPLOAD THE FILE**.
17. An email will be sent to the e-mail address that was entered when the import is complete, along with any error messages.
18. Go to **IMPORT HISTORY** on the main navigation bar to view the import details and any identified errors.