

# VTDE: College Coordinator Guide to Entering Student Grades

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Part 1: Entering Student Grades

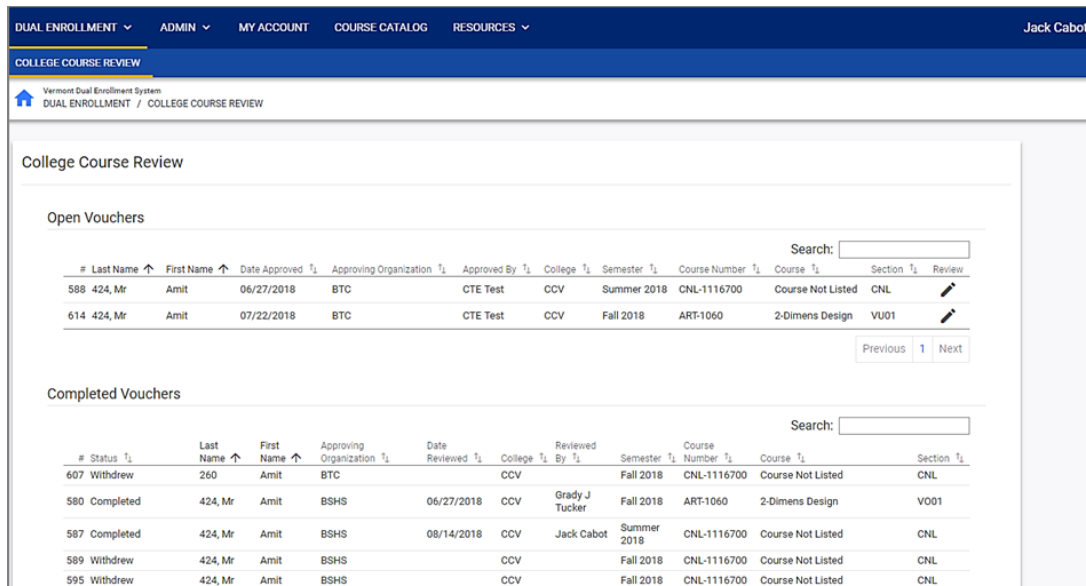
Part 2: Updating Student Grades via an Import

## Part 1: Entering Student Grades

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. 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.



**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	Withdraw	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	VO01
587	Completed	424, Mr	Amit	BSHS	08/14/2018	Jack Cabot	CCV	Summer 2018	CNL-1116700	Course Not Listed	CNL
589	Withdraw	424, Mr	Amit	BSHS			CCV	Fall 2018	CNL-1116700	Course Not Listed	CNL
595	Withdraw	424, Mr	Amit	BSHS			CCV	Fall 2018	CNL-1116700	Course Not Listed	CNL

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

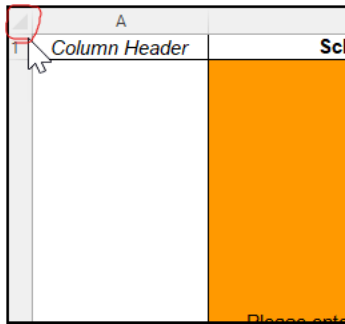


7. Review the information in the *Voucher Number* panel to confirm the student's information.
8. If the student enrolled and did not drop the course, use the dropdown menu to select the Letter Grade or the Numeric Grade earned by the student.
9. The Course Credits automatically populate. Enter the Credits Earned.
10. The End Date of Registration will populate from when the voucher was claimed.

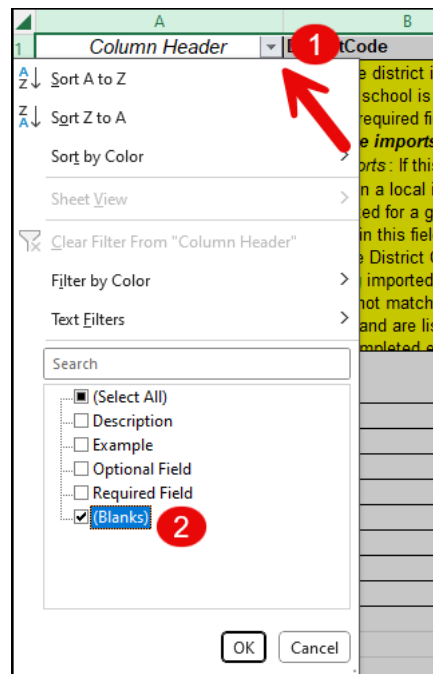
11. Once all required components have been completed, click **SAVE CHANGES** to confirm the entries without submitting the Voucher Review. Click **CLOSE** to return to the screen without saving the entries. Click **FINALIZE VOUCHER** to complete the process.
12. After clicking **FINALIZE VOUCHER**, the student's voucher will appear in the *Completed Vouchers* panel.
13. To search for a specific voucher, use the *Search* textbox in the upper right corner of the *Open Vouchers* or *Completed Vouchers* panels.

## Part 2: Updating Student Grades via an Import

1. Scroll to the Resources widget and select the desired import stub.
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 NumericGrade field for each desired voucher.
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.

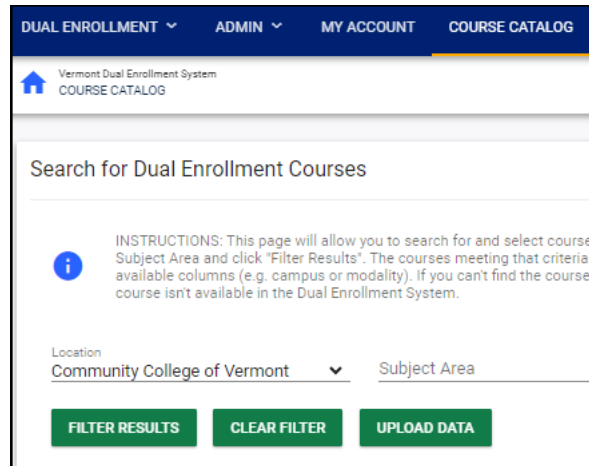


- e. Click **OK**.
- f. The sheet will populate with only the blanks and will indicate in the column farthest to left in blue which rows are blanks.
- g. Click on the first blue number and drag the cursor to highlight all of the columns and rows with a blue number.
- h. Right click to delete all of the 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**.

**NOTE:** For each header, make sure there are no extra spaces before the column header, no spaces after the header, and no spaces in between the words in the header (ex: StudentCode NOT Student Code)

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**.



The screenshot shows the 'COURSE CATALOG' page of the Vermont Dual Enrollment System. The navigation bar at the top includes 'DUAL ENROLLMENT', 'ADMIN', 'MY ACCOUNT', and 'COURSE CATALOG'. Below the navigation bar, the page title is 'Vermont Dual Enrollment System COURSE CATALOG'. The main heading is 'Search for Dual Enrollment Courses'. An information icon (i) is followed by instructions: 'INSTRUCTIONS: This page will allow you to search for and select courses by Subject Area and click "Filter Results". The courses meeting that criteria will be displayed in the table below. You can filter by available columns (e.g. campus or modality). If you can't find the course you are looking for, the course isn't available in the Dual Enrollment System.' Below the instructions, there is a 'Location' dropdown menu set to 'Community College of Vermont' and a 'Subject Area' input field. At the bottom, there are three green buttons: 'FILTER RESULTS', 'CLEAR FILTER', and '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.