

## User Guide for ACMin Dual Credit Website

<https://www.dualcreditatacmin.org/login>

### Update School Profile

Once a school has registered as an ACMin Dual Credit School, there are times when updating the school profile is necessary. Examples include:

- Change of school personnel, website, or other basic school information.
- Refreshing the dates of the academic calendar each year. This is especially important prior to student registration. The student registration fields sync with the semesters when a particular course is offered at your school.
- To reset a user password for the individuals who access the Dual Credit website from the school administration team.

To update the School Profile:

1. Log in using your: a) school's AI Code; b) account administrator's email; and c) user password.
2. In the upper right corner of the screen, click once on the small circle that looks like a person.
3. Click on "Profile" in the drop-down menu.
4. From the School Profile page you can:
  - a. Update school information.
  - b. Update Registrar Information (see left banner).
  - c. Update teacher and class information (see left banner).
5. Click on "Update Profile" once the desired changes have been made.

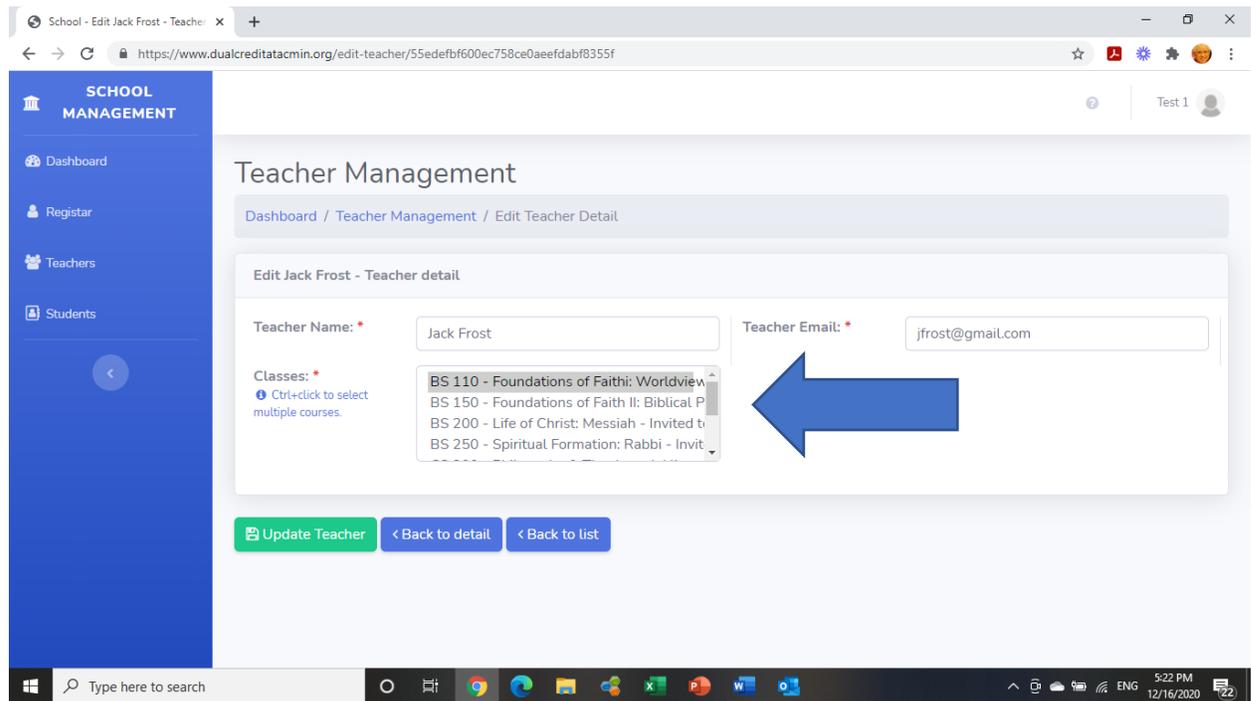
### Add a Class or Teacher

The Dual Credit courses you offer at your school are always associated with the teacher assigned to the course. To add course information each semester:

1. Log into your School Profile page (see above).
2. Click on "Teachers" in the left banner.
3. From this screen, you can "Add a New Teacher" or "Edit" an existing Teacher.
4. Once in the Teacher screen, click on the course(s) that the selected teacher will offer. Note that if the same teacher teaches more than one of the Dual Credit courses, simply hold down the "Control" key and click on as many courses as he or she will offer. (See below.)
5. Click on "Update Teacher."

**IMPORTANT NOTE:** Schools must ensure that: a) their semester dates are correct on the School Profile; and b) the teacher and course(s) have been selected in order for students to effectively register to receive dual credit in subsequent courses. The semester dates and teacher/course

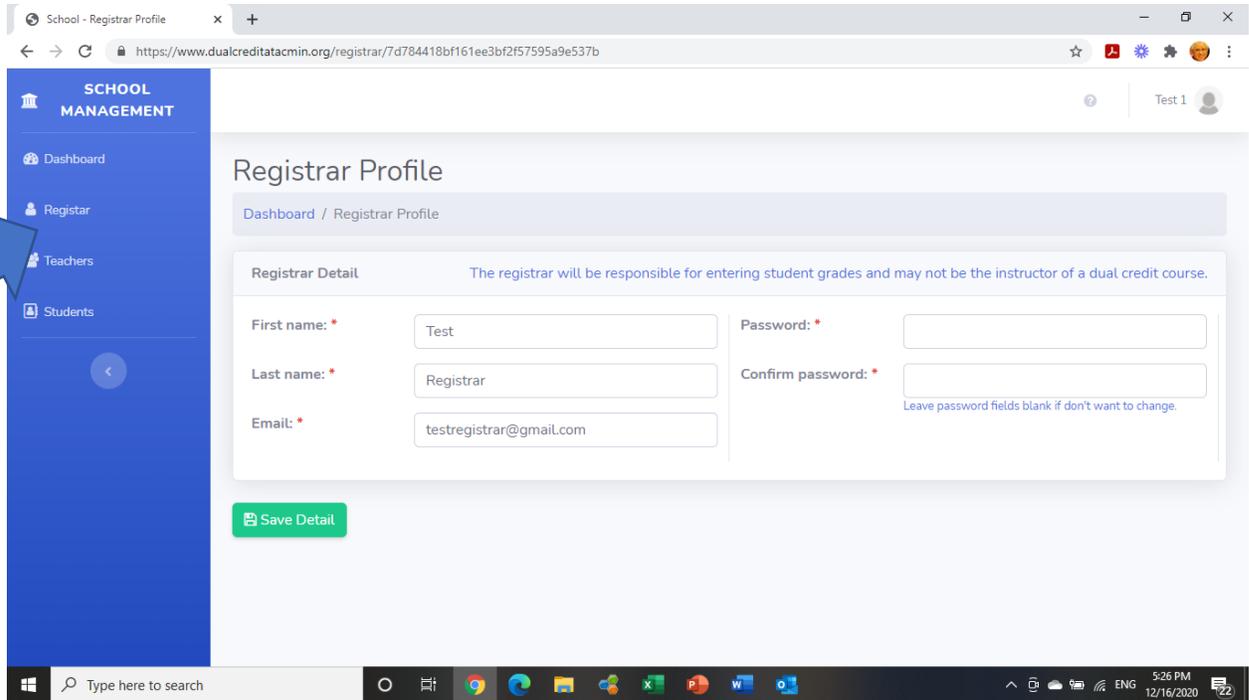
selections may be established at the start of the academic year (e.g. in early fall) for the entire year to most effectively allow students' seamless course registration from one semester to the next.



## Entering Grades

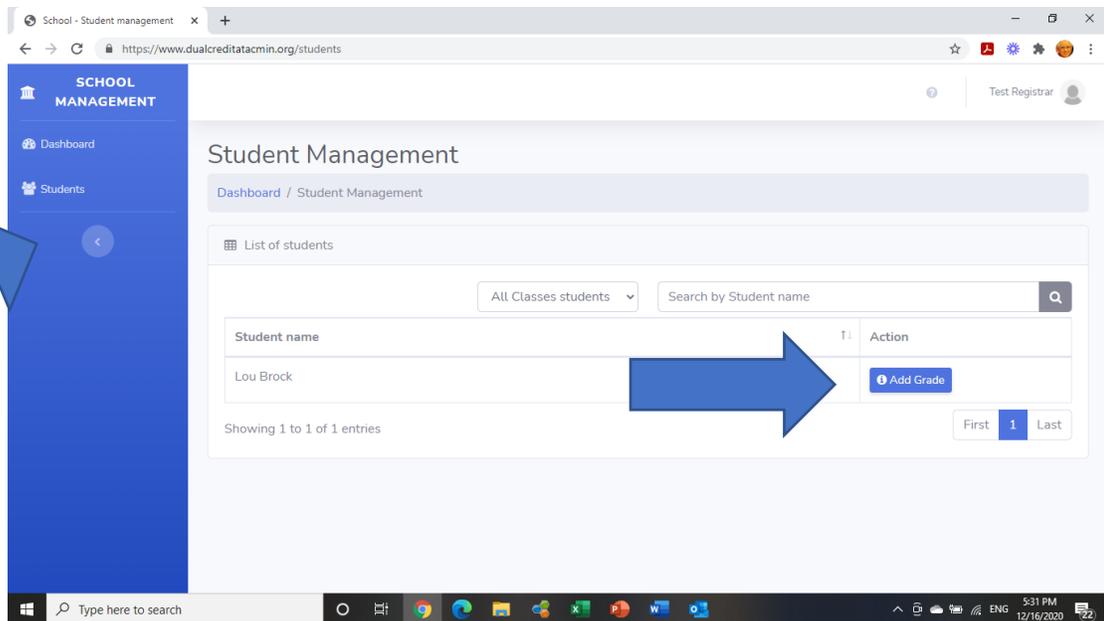
Only the Registrar, (designated from the School Profile), who is not the teacher of the Dual Credit course, may enter student grades. Student grades should be posted no more than 14 days after the end-of-semester date indicated on the School Profile.

To designate your School Registrar, from the School Profile page, click on the “Registrar” on the left banner. Enter the Registrar’s email and password. (If the registrar’s password is forgotten, the School Administrator can reset it via the School Profile page.)

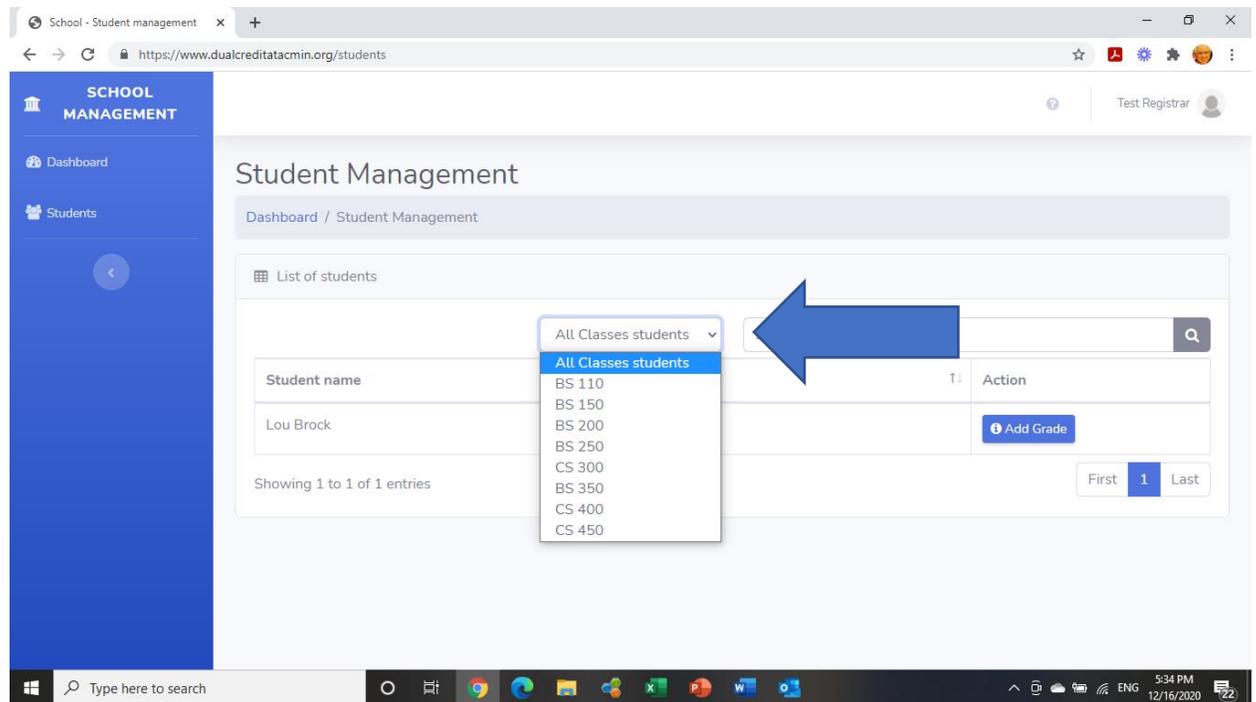


At the close of the semester:

1. The Registrar logs into the system using: the School's AI Code; his/her email address; and his/her password.
2. Click on "Students" in the left banner. "
3. Click on "Add Grade" for each enrolled student.
4. From the drop-down menu, select each student's grade and click "Save."



For schools that offer more than one Dual Credit course per semester, click on “All Classes Students” and select the course for which grades are being entered from the drop-down menu. Proceed per above to enter individual student grades.



**Important Note:** The Athens College of Ministry’s recommended grading scale for student’s end-of course grades for their *college* transcript is as follows:

- A 93% - 100%
- A - 90% - 92%
- B+ 87% - 89%
- B 83% - 86%
- B- 80% - 82%
- C+ 77% - 79%
- C 73% - 76%
- C- 70% - 72%
- D 65% - 69%
- F Below 65%

Schools may certainly use their own desired grading scale for students’ grades on the *high school* transcript.