High School Site Rep Tasks

Welcome to the University of Connecticut Early College Experience concurrent enrollment program! UConn ECE provides a convenient online registration process using DualEnroll.com. Here's how to complete the **High School** tasks associated with student registrations.

The Primary Site Representative will receive an email notification when a task has been assigned to you. Tasks include **Confirm Course Assignment, Confirm Waiver Status, or Approve Drop**. Click on the blue link in the email to log into the system. *Be sure to check your Junk/SPAM folder if you are not receiving emails.*

You can also **login directly** by going to the URL listed below and entering your login credentials: https://uconn.dualenroll.com

Click on the **Student** tab at the top of your dashboard to access the list of students attending your high school who have initiated a registration with the system. The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list

Term can be used to narrow the search to a specific term, or you can select **All Active Terms** to see all active registrations.

By clicking on the **Ellipses (⋮)** you can access Enrollment **forms,** registrations **history, notifications** that have been sent, **abandon** a non-completed registration, and **change a course section**.

Abandon is used to cancel a registration that is not yet complete.

Site Rep: Confirm Course Assignment

Click on the blue underlined link highlighted in yellow, under the Steps column, to execute the task. Select if the student is eligible for the listed course and enter any needed comment.

Click on **Complete Step** when done

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Tasks assigned to the Site Representative can be completed in batch mode. This means you can complete the same step for multiple students/registrations as a single step as opposed to one at a time. To activate batch mode you must first be on the **Student** tab.

Profile	Students	Courses	Reports

BLOOMFIELD HIGH SCHOOL: Registration Activity   All Student Accounts

Course: All Courses	Counselor: bloomfield site re	Term: > All Terms	Step: Site Rep: Confirm	Abandoned: show	Search:

☑ **Student**	**Course**	**Status**	**Step Action** ⌄
☑ Bolt, Barry[+]	Tasks for the term: Spring 2024 (University of Connecticut Early College Experience)		Step Actions / complete in batch mode
☑ Stark, Todd[+]	Tasks for the term: Full Year 2023-2024 (University of Connecticut Early College Experience)		Site Rep: Confirm Waiver Status
☑ Stark, Tony[+]	Tasks for the term: Fall 2023 (University of Connecticut Early College Experience)		Site Rep: Confirm Waiver Status

Activate Batch mode

1) Select the step to be batched from the **Step Action filter**
2) Select **complete in batch mode** from the Step Action filter.

Since the Site Representative steps are stackable, the screen display in batch mode will show all the students who need the step completed on the same screen. Each student on the task is displayed and you can complete the step for all students on the same screen. If there are more students than can fit onto the screen, you will have a next button to view the additional students.

Site Rep: Confirm Waiver Status

Select if a student qualifies for a program fee waiver utilizing the CSDE Direct Certification List as referenced in the ECE Waiver Policy and click **COMPLETE STEP.**

Profile	Students	Courses	Reports

Site Rep: Confirm Waiver Status

Student	Term	Qualify
Barry Bolt	Spring 2024	Yes ⌄
Todd Stark	Full Year 2023-2024	Yes ⌄
Tony Stark	Fall 2023	No ⌄

COMPLETE STEP

Site Rep: Approve Drop Request

Student	**Course**	**Status**	**Steps**
Bolt, Barry[+]	ANSC 1602 Behavior and Training of Domestic Animals 800[+] University of Connecticut Early College Experience		High School: Approve Drop ⋮

If a completed registration has a request to be dropped, the HS Site Rep will be asked to approve the drop.

High School: Approve Drop

Drop Approval Decision
Your approval is required for each of the students below to Drop the listed course.

Approve?	Student	Course / College
○ **Yes, the Drop is Approved** ○ **No, I Do Not Approve the Drop** ○ **Decide Later**	Barry Bolt	HIST 1501 United States History to 1877815 University of Connecticut Early College Experience

COMPLETE STEP

Registration Reports

Registration reports are a helpful tool to track the progress of your students and get a full picture of how they are moving through the registration process. Below are instructions on how to run and utilize the available reports in UConn.DualEnroll.com. Reports can be run as often as necessary.

Login to UConn.DualEnroll.com with your username and password.

You can click the **Students** tab to see each student registration request and the current step they are in of the registration process or use the **Reports** tab to view the data in CSV/Excel format.

To view the data in CSV/Excel format, click **Reports** on the top of your homepage.

Under *Choose Report:* select **Registrations with Status- Abbreviated (with per term).** Select **All Active Terms** to get a report of all your classes and the registration requests from each student. Your high school will autofill.

Click **Generate**.

Once the report generates the button will update to **Download**. Click

Once open, filter for needed fields/columns. If you manipulate the data, be sure to change the file type to Excel Workbook before saving, as CSV files will not keep the edits.

Reference the **Workflow Guide** for definitions of each step and status.