

Dual Credit Handbook

Jacksonville College

2018-2019



Faculty Addendum

WHAT ARE YOUR RESPONSIBILITIES AS DUAL CREDIT FACULTY?

WHERE DO YOU GET LOGIN INFORMATION FOR YOUR EMPOWER, MOODLE AND JAGMAIL ACCOUNTS?

WHERE DO YOU GO TO ACCESS THE EMPOWER PORTAL FOR JACKSONVILLE COLLEGE?

HOW DO YOU ENTER GRADES FOR DUAL CREDIT COURSES AT JACKSONVILLE COLLEGE?

WHERE DO YOU GO TO ACCESS MOODLE?

HOW DO YOU ACCESS JAGMAIL?

ADJUNCT FACULTY

WHAT ARE YOUR RESPONSIBILITIES AS DUAL CREDIT FACULTY?

The Jacksonville College Academic Dean is the official contact for all matters concerning instructional content in college courses that are taught for dual credit. Dual credit course content, learning objectives, and procedural policy will be consistent with courses taught on the Jacksonville College campus.

Dual Credit Faculty are required to adhere to the following:

- Submit electronically, a course syllabus to the Office of the Academic Dean and to the appropriate Department Chair associated with the course.
- Post the following information on Moodle, the course management system for Jacksonville College:
 - A course syllabus in PDF format
 - A welcome letter introducing yourself and your course
 - A link to the JC Honor Code. Require students to sign the Honor Code pledge
 - Other pertinent course information on Moodle.(Moodle Courses will be open and available for student viewing on the dates listed on the academic calendar, which may be accessed on the College website under Academics.)
- Maintain correspondence with, and follow the guidelines of the Department Chair for the course being taught.
- Daily attendance check in EMPOWER is not required. However, an initial EMPOWER roster must be checked to determine accuracy of the student roster. If a student's name is not on the EMPOWER roster for the course, the student may not attend class. No credit for the class will be given. The student should contact the Office of the Registrar if he or she believes the EMPOWER roster is in error.
- Sign and return the Official Roster Verification form(s) to the Registrar's Office.
- Adhere to JC deadlines for submitting student grade reports and other required documentation.
- Maintain a copy of grade books and instructional materials for JC administrative and departmental review.
- Follow local campus procedure to arrange for a substitute if you are unable to meet a class.
- Check JC email regularly. This will be the path of official communication from the college.
- Direct students with disabilities to the Office of the Disability Services at Jacksonville College. counselor.504@jacksonville-college.edu 903-586-2518 ext. 7232 (Accommodations are allowed for the student, but not modifications.)

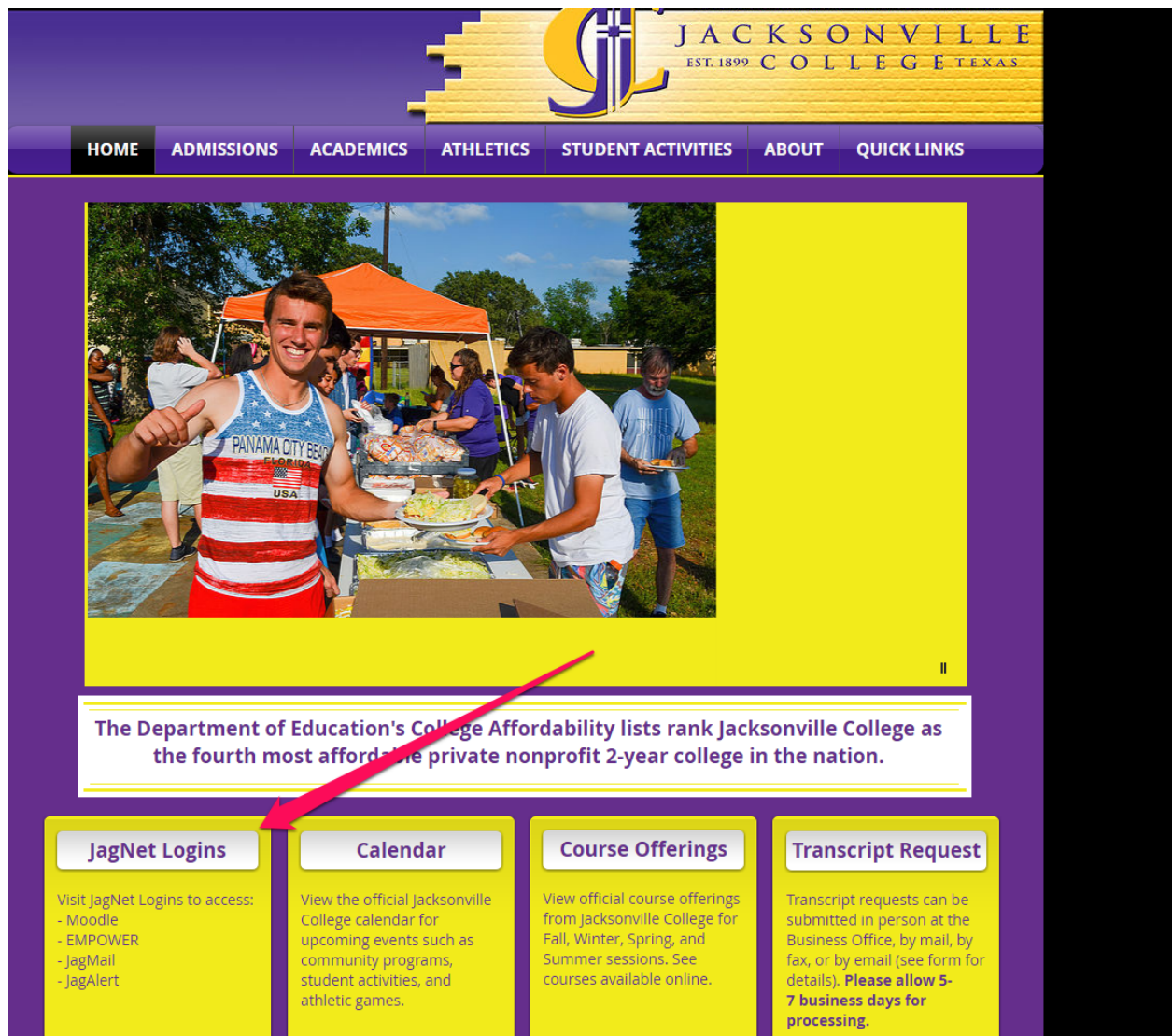
- Provide an updated resume, which includes updated educational history, to the Office of the Academic Dean.
- Sign Statement of FERPA Understanding.
- Provide appropriate employment documents to the JC Business Office. (See Employment section on the JC website.)
- Inform the Academic Dean of matters that could affect the welfare of students, faculty, and the institution.
- Participate in dual credit instructor evaluations/observations. The Academic Dean will evaluate the performance of dual credit instructors according to criteria stated in the Faculty Observation Report:
 - Explains Objectives for the lesson presentation
 - Provides learning situations to meet the objectives of the lesson presentation
 - Varies instructional methods
 - Encourages relevant student participation
 - Responds appropriately to student questions and comments
 - Encourages critical thinking and analysis
 - Uses class time effectively
 - Exhibits enthusiasm for the subject matter
 - Communicates content clearly and effectively
 - Demonstrates knowledge of subject matter.

WHERE DO YOU GET LOGIN INFORMATION FOR YOUR EMPOWER, MOODLE AND JAGMAIL ACCOUNTS?

Information Technology (IT) will send your username and initial password to you when your employee file is complete.

WHERE DO YOU GO TO ACCESS THE EMPOWER PORTAL FOR JACKSONVILLE COLLEGE?

Go to www.jacksonville-college.edu and click **JagNet Logins**.



JACKSONVILLE
EST. 1899 COLLEGE TEXAS

HOME ADMISSIONS ACADEMICS ATHLETICS STUDENT ACTIVITIES ABOUT QUICK LINKS

The Department of Education's College Affordability lists rank Jacksonville College as the fourth most affordable private nonprofit 2-year college in the nation.


JagNet Logins
Visit JagNet Logins to access:
- Moodle
- EMPOWER
- JagMail
- JagAlert

Calendar
View the official Jacksonville College calendar for upcoming events such as community programs, student activities, and athletic games.

Course Offerings
View official course offerings from Jacksonville College for Fall, Winter, Spring, and Summer sessions. See courses available online.

Transcript Request
Transcript requests can be submitted in person at the Business Office, by mail, by fax, or by email (see form for details). **Please allow 5-7 business days for processing.**

Then click on the **EMPOWER** link.



JACKSONVILLE
EST. 1899 COLLEGE TEXAS


HOMEADMISSIONSACADEMICSATHLETICSSTUDENT ACTIVITIESABOUTQUICK LINKS

JAGNET LOGINS


Mike Creech, Chief Information Officer - 903.589.7118 - mcreech@jacksonville-college.edu

The Information Technology (IT) Department oversees all aspects of technology at Jacksonville College, including phone service, email, and computer hardware and software. For questions about access to these resources or to report issues of logging in, please send a help ticket to help@jacksonville-college.edu.


Instructions for Logging into your JagNet Accounts




Moodle
Online learning management system used for viewing class resources, submitting class assignments, and communicating with instructors and classmates.



EMPOWER
Self-service portal for accessing class schedules and viewing grade reports, transcripts, and account and billing information.



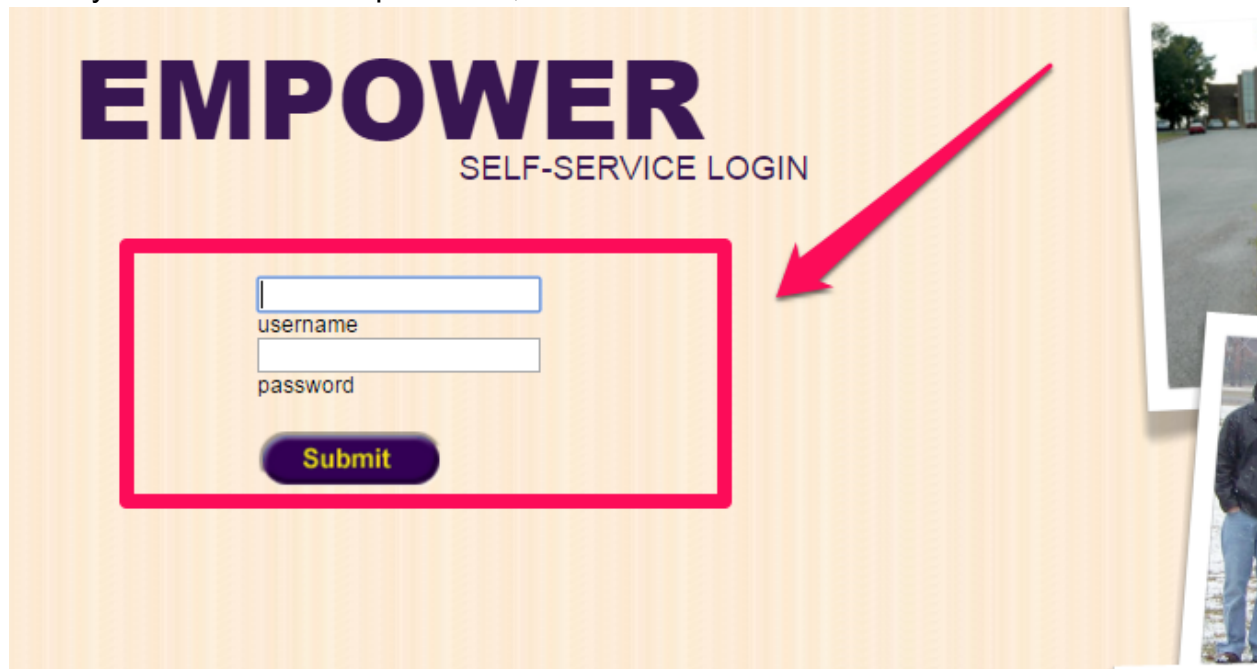
JagMail
The official communication channel of Jacksonville College used for accessing student email through Google.



JagAlert
Emergency notification system that quickly sends emergency notifications and important announcements, such as campus closures, via text message and email.

Contact Information Technology - help@jacksonville-college.edu

Enter your username and password, then submit.



The image shows a login interface for 'EMPOWER SELF-SERVICE LOGIN'. The background is a light beige color with a subtle wood-grain texture. At the top, the word 'EMPOWER' is written in large, bold, dark blue capital letters, and 'SELF-SERVICE LOGIN' is written in smaller, dark blue capital letters below it. In the center, there is a login form enclosed in a thick red rectangular border. The form contains two white input fields: the top one is labeled 'username' and the bottom one is labeled 'password'. Below these fields is a dark blue oval button with the word 'Submit' in yellow text. A large red arrow points from the top right towards the login form. On the right side of the image, there are two small, white-bordered photographs: the top one shows a street scene with trees and a building, and the bottom one shows a person standing outdoors.

HOW DO YOU ENTER GRADES FOR DUAL CREDIT COURSES AT JACKSONVILLE COLLEGE?

Follow the sequence for accessing the instructor portal, then choose **Grading Roster**.

The screenshot displays the Jacksonville College instructor portal interface. At the top, a 'WELCOME' banner identifies the user as Michael Creech, with a 'What is my ID?' link and two status icons (a blue one with a document and a green one with a checkmark). The main content area is divided into three columns. The left column contains 'Current Filter Settings' (listing Person, Term, Department, Course, Section, and Application Year), 'Campus Events' (with links for Event Summary, My Events, and Upcoming Events), 'Holds' (showing no holds), and 'Schedule' (showing no scheduled events for the current and upcoming days). The middle column has 'Notes' (listing FA Rollover), 'Advisors' (showing no advisors), and a large empty space. The right column, titled 'Faculty Classes', features a dropdown menu set to 'Summer 2 2016' and a list of 12 courses. A red arrow points to the 'Grading Roster' link for the first course, BIOL-1322-1 Nutrition. Each course entry includes links for 'Class Roster', 'Grading Roster', 'Student Attendance', and 'Grading Elements'.

WELCOME Michael Creech [What is my ID?](#)

Current Filter Settings

- Person: Michael P Creech
- Term: 2016S2
- Department:
- Course:
- Section:
- Application Year: 2016

[Change](#)

Campus Events

[Event Summary](#)
[My Events](#)
[Upcoming Events](#)

Holds

No Holds to Display.

Schedule

Click on a day to display/hide schedule.

Today, 07.29.2016

- No Scheduled events.

Tomorrow, 07.30.2016

Sunday, 07.31.2016

[Schedule Query...](#)

Notes

- FA Rollover
- FA Rollover

[Show/Hide non-open notes](#)

Advisors

You have no advisors for the currently set Term.

[Advisor Query...](#)

Faculty Classes

Faculty Class List:

Summer 2 2016

- BIOL-1322-1 Nutrition
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- BIOL-1407-1 Intro to Biology II
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- BIOL-2402-1 Human Anat/Phys II
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- BIOL-2420-1 Microbiology
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- CHEM-1412-1 General Chem II
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- COSC-1301-1 Microcomputer App
(No students registered at this time.)
- DRAM-1310-1 Theater Appreciation
(No students registered at this time.)
- ENGL-1301-1 Comp & Rhetoric I
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- ENGL-1302-1 Comp & Rhetoric II
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)
- ENGL-2308-1 Creative Writing II
(No students registered at this time.)
- ENGL-2323-1 Survey of Eng Lit II
[Class Roster](#) [Grading Roster](#)
[Student Attendance](#) [Grading Elements](#)

Final grades for dual credit students must be entered by December 15 for fall terms and May 25 for spring terms.

To enter grades, select **Final** for final grades.

Input Grade will appear.

Choose the letter grade from the drop-down arrow.

Click on **Submit Grades** when finished.

Be advised that once you click **Submit Grades**, you may not make any changes. All changes will have to be requested from the Registrar at JC by emailing registrar@jacksonville-college.edu.

Class Grade List

Change Current filter settings: Person: Mrs. Jodye Jay Term: 2016FA Fall 2016 Dept: ACCT Crse: 2401 Sect: 1 App. Year: 2016

Faculty Class List
Student Attendance Summary
Competency Grading
Preliminary Grading

There are 1 students (Final Grade) not Graded

- Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Dept	Crse	Sec	Descr	Crtirs	Instr	Days	Start	End	Location	Bldg	Room
JACK	1	ACCT	2401	1	Prin of Acct I	4	KCHEN	T	05:30PM	08:30PM	Jacksonville College Campus	MEAD	M-5

Select type of grading, then enter grades
Type of Grading: Select Interim / Final ***

Printable Version

Type	Class/Div	Degree Expected Date	ID	Name	Interim Grade	Final Grade	Last Date Attendance	Submit Grades
1	CR	Freshman	1097679	Guzman, Amanda Rochelle				Submit Grades

Signatures

Professor: _____ Dean: _____ (If Required)

Date: _____

Competency Grading

This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this Website through a

11:01 AM 7/8/2016

WHERE DO YOU GO TO ACCESS MOODLE?

Go to www.jacksonville-college.edu and click **JagNet Logins**.

The screenshot shows the Jacksonville College website. At the top is a purple navigation bar with the college logo and name, and a menu with links: HOME, ADMISSIONS, ACADEMICS, ATHLETICS, STUDENT ACTIVITIES, ABOUT, and QUICK LINKS. Below the navigation bar is a large banner area. On the left, there is a photo of a campus scene with a yellow box labeled "Summer 2016" and text: "For course offerings, term dates, admission requirements, and registration details, click this box." A red arrow points from this text to the "JagNet Logins" button in the footer. On the right, a yellow box says "Summer Registration Now Open". Below the banner is a white box with text: "The Department of Education's College Affordability lists rank Jacksonville College as the fourth most affordable private nonprofit 2-year college in the nation." The footer consists of four yellow boxes: "JagNet Logins" (with a list of services: Moodle, EMPOWER, JagMail, JagAlert), "Calendar" (with text about the official college calendar), "Course Offerings" (with text about viewing official course offerings), and "Transcript Request" (with text about submitting requests).

Summer 2016

For course offerings, term dates, admission requirements, and registration details, click this box.

Summer Registration Now Open

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JagNet Logins

Visit JagNet Logins to access:

- Moodle
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View the official Jacksonville College calendar for upcoming events such as community programs, student activities, and

Course Offerings

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Click the **Moodle** link.







JAGNET LOGINS

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Instructions for Logging into your JagNet Accounts

 Moodle Online learning management system used for viewing class resources, submitting class assignments, and communicating with instructors and classmates.	 EMPOWER Self-service portal for accessing class schedules and viewing grade reports, transcripts, and account and billing information.
 JagMail The official communication channel of Jacksonville College used for accessing student email through Google.	 JagAlert Emergency notification system that quickly sends emergency notifications and important announcements, such as campus closures, via text message and email.

Contact Information Technology - help@jacksonville-college.edu

Enter username and password, then click the **Log in** button.

Moodle

You are not logged

Home ► Log in to the site

Log in

⚠ Your session has timed out. Please log in again.

Username

Password

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Is this your first time here?

Your *username* takes the form of: [first 6 letters of last name][first letter of first name]
[two digit day of birth]

NOTE: Last names of fewer than six letters will just be the complete last name

Your *password* takes the form of: [last 4 digits of social security number][4 digit birth year]

Examples:

Fred Thompson born 01/22/1990 with social security ending in 2234:
MOODLE username: thompsf22
MOODLE password: 22341990

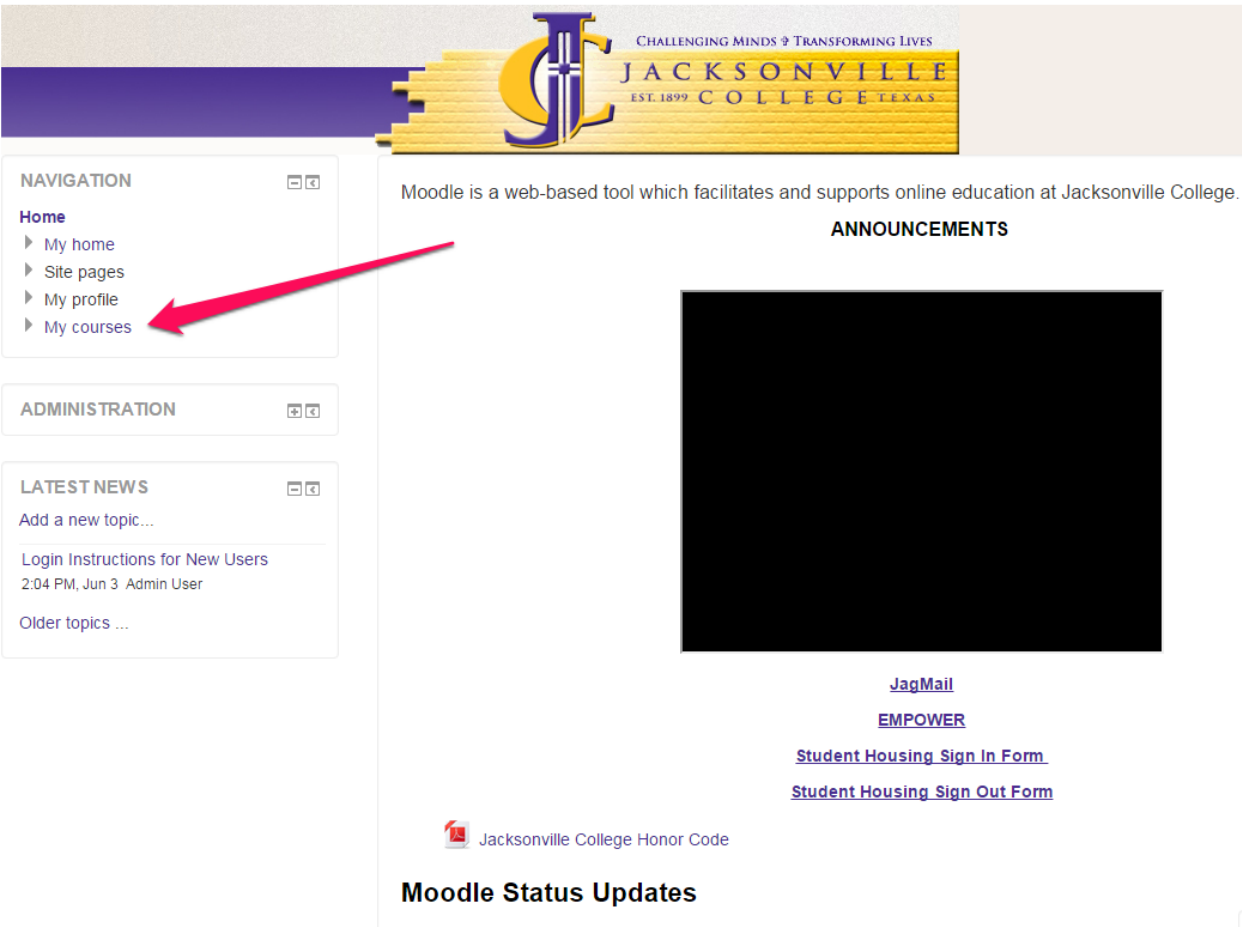
Joshua Day born 10/07/1993 with social security ending in 0317:
MOODLE username: dayj07
MOODLE password: 01371993

If you have any problems logging in, please email help@jacksonville-college.edu

Enter your username.

To view your courses, click on the **My courses** link.

Moodle



NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - My courses

ADMINISTRATION

LATEST NEWS

Add a new topic...

Login Instructions for New Users
2:04 PM, Jun 3 Admin User

Older topics ...

Moodle is a web-based tool which facilitates and supports online education at Jacksonville College.


ANNOUNCEMENTS

[JagMail](#)

EMPOWER

[Student Housing Sign In Form](#)

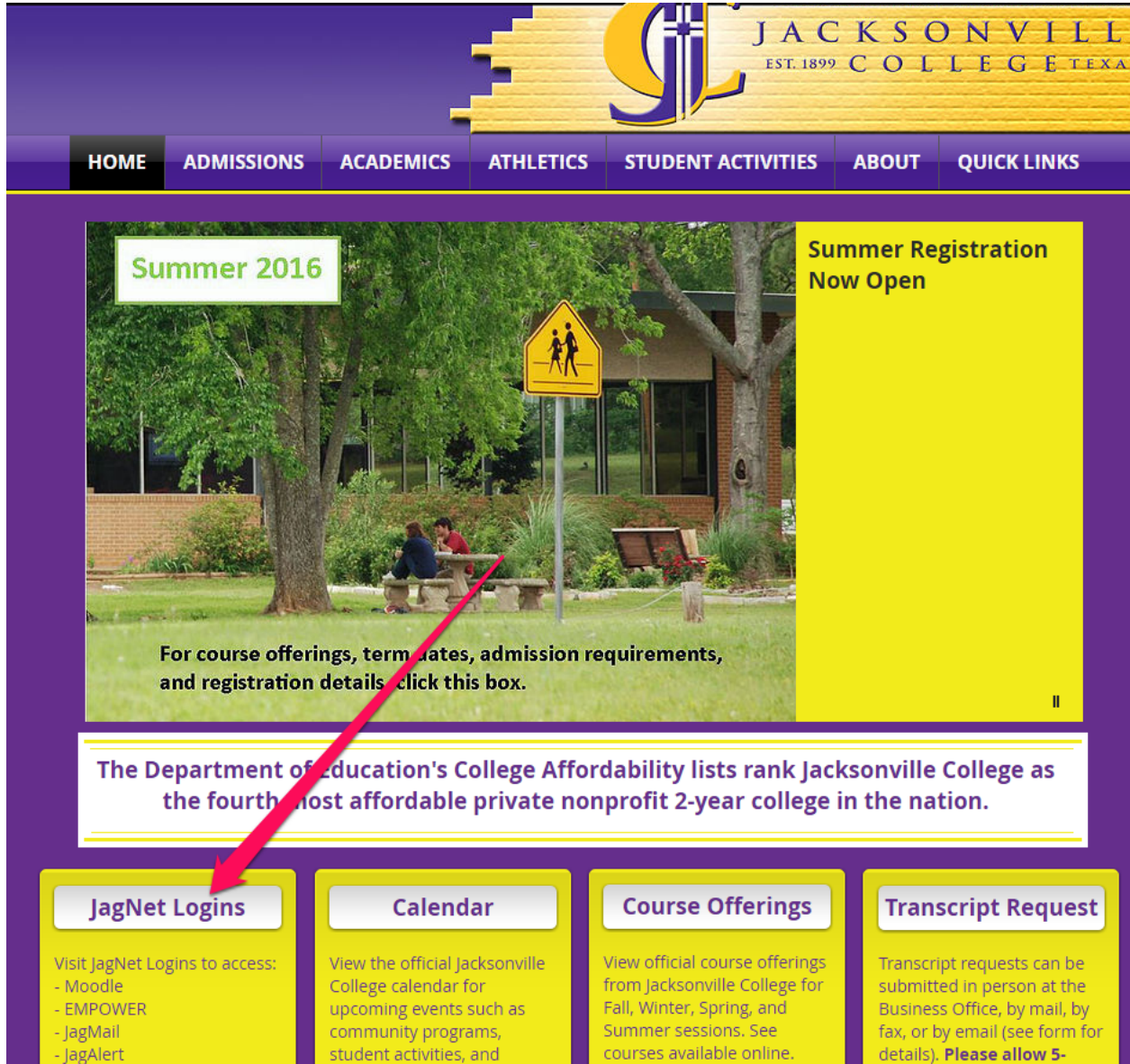
[Student Housing Sign Out Form](#)

 Jacksonville College Honor Code

Moodle Status Updates

HOW DO YOU ACCESS JAGMAIL?

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The screenshot shows the Jacksonville College website. The header features the college's logo and name, "JACKSONVILLE COLLEGE TEXAS", established in 1899. Below the header is a navigation menu with links: HOME, ADMISSIONS, ACADEMICS, ATHLETICS, STUDENT ACTIVITIES, ABOUT, and QUICK LINKS. The main content area includes a "Summer 2016" banner with a photo of students on a bench and a yellow box stating "Summer Registration Now Open". A red arrow points from the text "click this box" in the banner to the "JagNet Logins" button in the footer. The footer also contains buttons for "Calendar", "Course Offerings", and "Transcript Request".

Summer 2016

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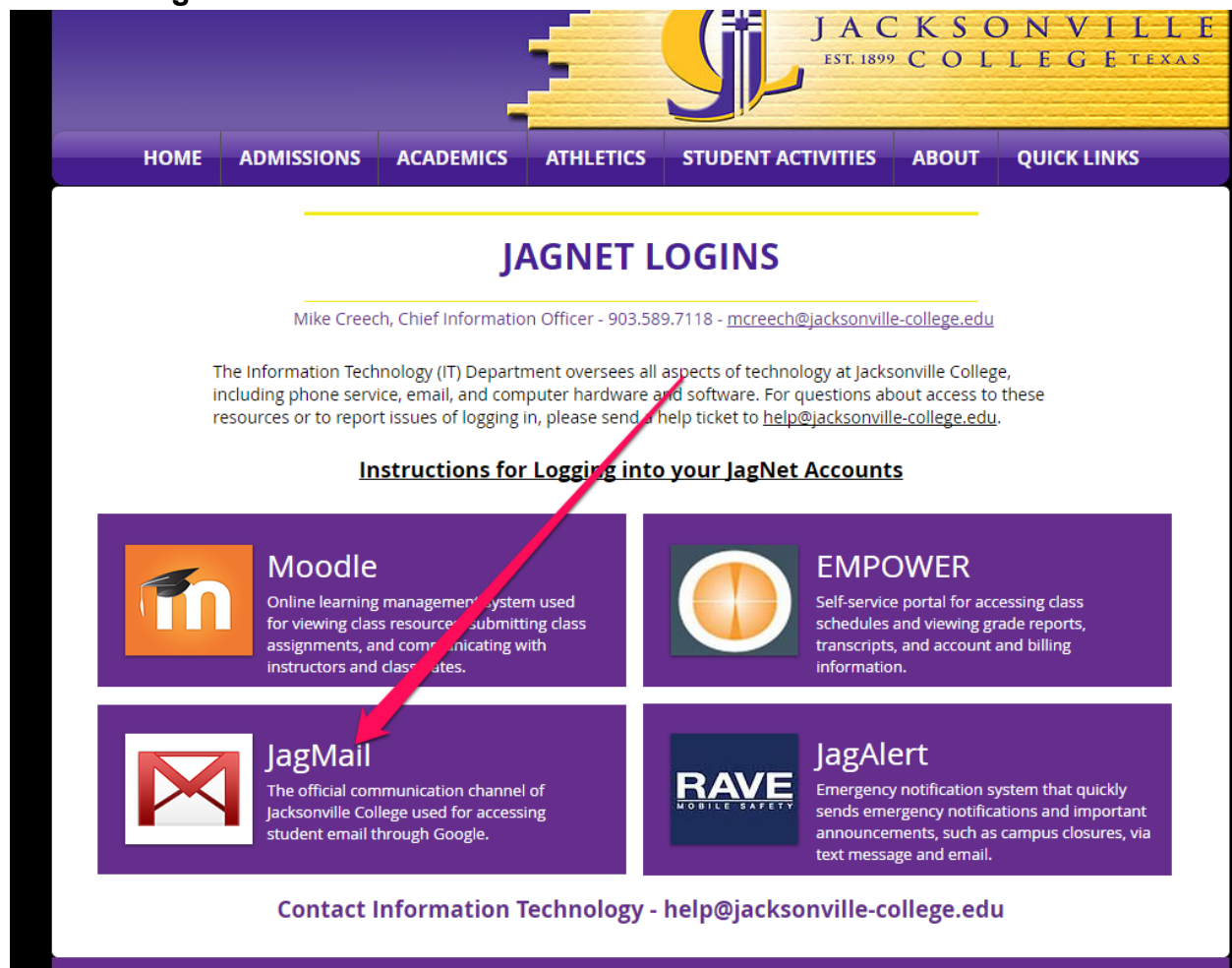
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HOME ADMISSIONS ACADEMICS ATHLETICS STUDENT ACTIVITIES ABOUT QUICK LINKS

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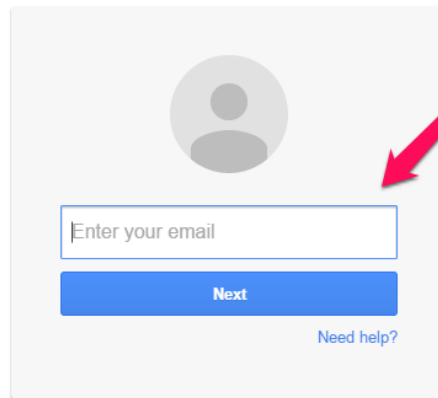
Contact Information Technology - help@jacksonville-college.edu

Enter your complete Jacksonville College email address for your username.



One account. All of Google.

Sign in to continue to Gmail



A sign-in form with a grey background. At the top is a grey circular profile picture placeholder. Below it is a text input field with the placeholder text "Enter your email". Under the input field is a blue button with the text "Next". To the right of the "Next" button is a link that says "Need help?". A large red arrow points from the top right towards the "Next" button.

[Create account](#)

One Google Account for everything Google



Click the **Next** button.
Enter your password.
Click the **Sign in** button.