**Ready for your Team-taught College Dual Credit class?**

**HIGH SCHOOL TEACHER VERSION**

**If you can check off all the below you are ready for your Team-taught Dual Credit College class!**

**If there are any of the below that you cannot check off contact us at** [**dualcredit@algonquincollege.com**](mailto:dualcredit@algonquincollege.com)**.**

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| **Check off if complete** | **Get ready items** |
|  | The Team-taught resources found here <http://www.algonquincollege.com/ap/team-taught-resources/> have been reviewed |
|  | I have connected with my College counterpart and to begin planning the intial curriculum alignment and schedule plan |
|  | I have the code needed if I am submitting for any relase time to meet with my College counterpart |
|  | An online application has been submitted for each student who should be registered in the College class |
|  | Each registered student (and parents/guardians) have signed the Dual Credit consent form |
|  | I have a plan developed for students who have to withdraw from the College course but remain in the high school course |
|  | I know how to submit a withdrawal on behalf of a student for the College course |
|  | I know the deadline for submitting a student withdrawal (both for early withdrawal and without academic penalty withdrawal) for the College course |
|  | I know what the College course materials are |
|  | The required College course materials have arrived to the high school or in the online student portal |
|  | A computer lab, laptop cart or projector has been booked if needed |
|  | I know MY Algonquin College username and password |
|  | I know how to log into Brightspace and how to guide students into logging into College technology (see instructional videos found here if not found <http://www.algonquincollege.com/ap/team-taught-resources/>) |
|  | The College instructor has added me to his/her Brightspace course |
|  | I have been given a copy of the College class list complete with student numbers |
|  | I have communicated all student accommodations to the College instructor |
|  | ONSIS reflects that students are in a Team-taught Dual Credit |
|  | Discussion has occurred regarding how the College instructor will be sharing assessment/evaluation information with me |
|  | I have booked the Dual Credit Coordinator for a visit to the Algonquin College campus |
|  | I have chosen a date or timeframe to bring the students to a class on the College campus |
|  | I have asked the transportation company to bill the Office of Academic Partnerships attn: Dual Credit Coordinator for transportation costs related to the College campus visit |
|  | I am aware of how students can access their final grade and how they can request a transcript (free of charge) |
|  | I am aware of how the final College Grade Reports arrive to the High School and the requirement to file in student’s OSR |