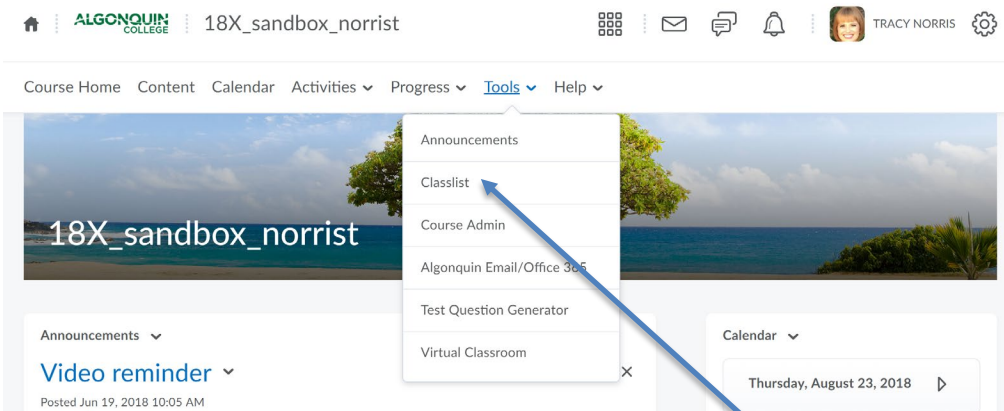


## ADDING A DUAL CREDIT SUPPORT TEACHER TO YOUR BRIGHTSPACE A guide for College Faculty

### Steps:

- 1.) The Office of Academic Partnerships will request a Contractor College IT account for each Dual Credit Support Teacher (DCT) – for Team-taught sites, the DCT is your partner High School Teacher.
- 2.) The Office of Academic Partnerships will forward an email to the DCT containing their College username and password (contact [dualcredit@algonquincollege.com](mailto:dualcredit@algonquincollege.com) if this email has not been received). Within 48 hours of the account generation, the DCT should be searchable to add on Brightspace.

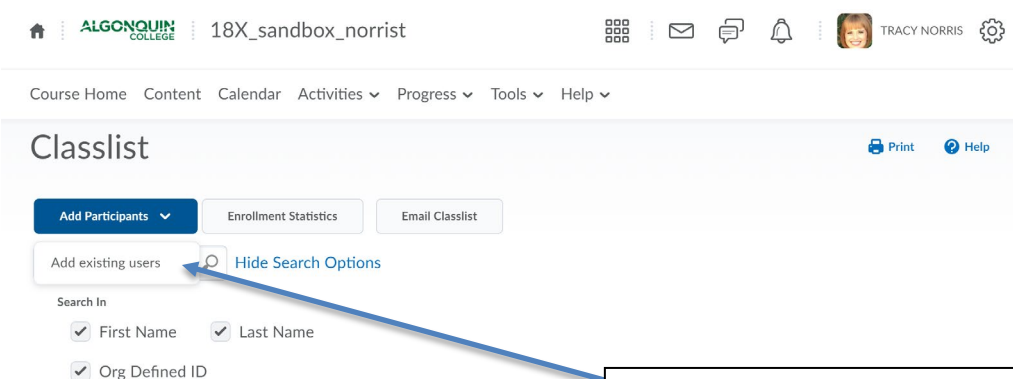
3.)



The screenshot shows the Brightspace interface for a course titled '18X\_sandbox\_norrist'. The user is Tracy Norris. The 'Tools' dropdown menu is open, showing options: Announcements, Classlist, Course Admin, Algonquin Email/Office 365, Test Question Generator, and Virtual Classroom. A blue arrow points to the 'Classlist' option.

On the *Course Home* page click on *Classlist* under *Tools*

4.)



The screenshot shows the 'Classlist' page. Under the 'Add Participants' dropdown, the 'Add existing users' button is highlighted with a blue arrow. Other options include 'Enrollment Statistics' and 'Email Classlist'. Below, there are search filters for 'Search In' with checkboxes for 'First Name', 'Last Name', and 'Org Defined ID'.

Select *Add existing users* under *Add Participants*

5.)

Enrollment Options

Set all roles to: -- Select a Role --

Send:  Send Enrollment email

Add Existing Users

Kathy Deugo  [Hide Search Options](#)

Search In

- First Name
- Last Name
- Org Defined ID

1 Search Result

Email

<input type="checkbox"/>	Last Name, First Name	Org Defined ID
<input type="checkbox"/>	DEUGO, KATHY	051037

- Select a Role --
- Observer/SSS
- Teacher Assistant
- CCOL SSS
- View Only including Grades
- Designer
- Instructor
- Learner
- Guest
- Select a Role --

20 per page

a.) Type in the name of the DCT and click on the magnifying glass to search

b.) When their name appears under results, you can *Select a Role* for them – we actually have a **Dual Credit Teacher role** so they can see all the information to support the student

c.) Then click on *Enroll Selected Users*

6.) After this is done, the next time the DCT logs into Brightspace, they should see your class and have access based on the role you selected for them!

Questions? Problems? Issues?

Email [dualcredit@algonquincollege.com](mailto:dualcredit@algonquincollege.com)