

# Harmony 3

## Assigning Dual Credit



1. To mark student classes as dual credit, go to Guidance...Class List. Checkmark the student classes that should be dual credit and then touch the "Assign Dual Credit" button.
2. Select "Yes" for Dual Credit and then enter the post-secondary institution code, post-secondary course title, post-secondary credits and the Indiana course transfer library. Then touch "Apply Changes".

**Mark as dual credit**

Values you choose here will be updated on all selected student class documents. If you don't choose a value that field will not be updated.

Dual credit:  No  Yes

Post secondary institution code for DC:

Post secondary course title:

Post secondary course credits:

Indiana Course Transfer Library:

**apply changes** **cancel**

3. The student class documents will then be listed in Guidance...Dual Credit Student Classes. In this view, the dual credit fields are listed in separate columns.

Expand All
Collapse All
Assign Dual Credit

show filters

**Guidance**

- classes by student
- current year
- class list
- classes by period
- by counselor
- class rank/gpa
- weighted student classes
- dual credit student classes
- all dual credit classes
- standardized tests
- schedules


**dual credit**

name search:  Search    category search: - none selected -

<input type="checkbox"/> Student	Grade	Letter Gr	Sec Inst	Course Title	Credits	CTL	
<span style="font-weight: bold;">Term 1</span> <span style="float: right;"><input type="checkbox"/> select group 0</span>							
<span style="font-weight: bold;">1008-02 English 12 - Hill, Laura S</span> <span style="float: right;">3</span>							
<input type="checkbox"/> Brewer, Emma E	11	A-	88	DC Title	secondar credits	ICL Code	>
<input type="checkbox"/> Brown, Sandi	9	B	88	DC Title	secondar credits	ICL Code	>
<input type="checkbox"/> Call, Chad A	11	I	88	DC Title	secondar credits	ICL Code	>

- Use the "Assign Dual Credit" button to assign any additional codes. In addition, you can use the "Category Search" or the "Show Filters" to filter the view.
- To update dual credit codes from prior year student class documents, go to Guidance...All Dual Credit Classes.

Somewhere Central High School Sandi Brown Oct 28, 2015 [=change pwd](#) [=home](#) [=logout](#)

 [Expand All](#) [Collapse All](#) [Assign Dual Credit](#)

**Guidance** **dual credit** [show filters](#)

category search: - none selected -

<input type="checkbox"/>	Type	Student	Instituti CTL	
>	<b>2009-2010</b>		<input type="checkbox"/> select group	0
>	<b>2011-2012</b>		<input type="checkbox"/> select group	0
>	<b>2012-2013</b>		<input type="checkbox"/> select group	0
∨	<b>2013-2014</b>		<input type="checkbox"/> select group	0
∨	<b>Term 1 1004 English 10</b>			1
<input type="checkbox"/>		Bryant, Duane A		>
∨	<b>Term 1 1006 English 11</b>			1
<input type="checkbox"/>		Brown, Sandi	99	>
∨	<b>2014-2015</b>		<input type="checkbox"/> select group	0
∨	<b>Term 1 1006 English 11</b>			2
<input type="checkbox"/>		Brown, Sandi	99	>

Navigation menu (left):

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