

DUAL CREDIT PORTFOLIO INSTRUCTIONS

General Information

Dual Credit instructors need to submit a teaching Portfolio on Canvas during the spring semester. Submission is required the first year you dual credit for Lake Land College. If you meet expectations, then resubmission is required three years after that.

- The portfolio is out of 30 pts possible (17 or below is not meeting expectations). If you did not meet expectations, you must resubmit an updated portfolio the following year.
- The portfolio must include the last three years material from all courses that you have taught (not just the courses you taught the year of submission).
- It is irrelevant if you do not teach dual credit the year your submission is due.

This portfolio is reviewed by a Lake Land College faculty instructor.

Required Components of Portfolio Submission

Your portfolio must include all of the following:

1. Course syllabi (academic polices, attendance requirements, academic integrity, assignments, due dates, learning outcomes, etc.).
 - a. Your software can be one version behind Lake Land College's
 - b. Your attendance policy and grading policy should be that of the high school's (i.e. you do not have to follow LLC's drop dates and the grade receive for high school should be the same as for what you report as college credit)
 - c. Make sure you are using an up-to-date textbook. High school instructors are allowed to be one version of software behind Lake Land College. The Dual Credit Specialist will contact instructors when there is a new textbook available.
2. A graded assignments with a high student score.
3. The same graded assignment as above with a low student score.
4. A graded assessment with a high student score.
5. The same graded assessment as above with a low student score.
6. An instructional document.
7. A "yes/no" response on College Assessment.
8. Student evaluations of the course (done through the Support Specialist on Survey Monkey)

Due Dates

Submit portfolio items from October 1- April 30.

- The reviewer will have results in Canvas by June 30.

DIVISION CHAIRS

If you are looking for guidance with your class, please contact the Director of Dual Credit and he can put you in touch with the division chair and possibly your evaluator. Below is the list of current division chairs.

Division	Chair	Phone Number	Office Location
Agriculture	Ryan Orrick	234-5360	West-026
Allied Health	Karla Hardiek	234-5453	Neal-001
Business	Kathy Black	234-5348	Webb-005
Humanities	Salisa Olmsted	234-5271	NW-015
Technology	Joe Tillman	234-5073	West-006
Math & Science	Ike Nwosu	234-5309	NE-057
Social Science & Education	Charlie Jarrell	234-5331	NE-059

HOW TO SUBMIT YOUR PORTFOLIO IN CANVAS

Thank you for taking the time to complete the Lake Land College (LLC) Dual Credit Program's (DCP) teaching portfolio. Policy dictates that in addition to annual college assessment inquiries and student course evaluations (i.e. Survey Monkey), this portfolio is a requirement for dual credit instructors. This helps LLC maintain consistent standards in the content of each course, whether it be taught on campus or in the comfort of the high school classroom. The DCP will contact first year dual credit instructors, as well as seasoned instructors every 3 years thereafter if it is their year to submit. The portfolio is due April 30 with the intent to receive feedback from LLC reviewers no later than June 30. Thank you for your participation and partnership with the DCP. Please call the Director of Dual Credit at 217-234-5044 or the Dual Credit Support Specialist at 217-234-5227 if you have any questions.

Canvas Software Requirements

Supported Browsers:

As a general rule Canvas will support the latest two version of any browser listed below. Be sure to keep your browser updated. View the [latest requirements](#) in the Canvas Community. Download at least one other browser so there are two browsers on your computer.

- **Firefox** – download <http://www.mozilla.org/en-US/firefox/new/>
- **Chrome** - download <https://www.google.com/chrome>
- **Safari** – download <http://www.apple.com/safari/>
- **Internet Explorer** - download <http://windows.microsoft.com/en-us/internet-explorer/download-ie>
- **Microsoft Edge** – Comes with Windows 10 and is supported but is not recommended when submitting assignments.

WEB SERVICES AVAILABLE AT LLC

You will be submitting your portfolio in a Canvas course. Please note there are several LLC services that use the same user ID and password. These includes the following:

- **Laker HUB** - This is the faculty/student portal that gives you access to important Lake Land College information as well as links to other Lake Land College services such as IRIS, Canvas, and your Lake Land College email account.
- **IRIS** - This is student Internet Registration & Information System (IRIS) and gives students access to their registration information and faculty can view course rosters and other information related to the courses they teach.
- **Canvas** - This is the learning management system used by Lake Land College and this is where you will submit your portfolio. You can go directly to Canvas login page using the following URL: <https://lakeland.instructure.com> . You can also access Canvas in the Laker HUB and on the Lake College home page in upper top menu.
- **Email** – All LLC employees and students have a Lake Land College email account. Your email address will be your IRIS ID@lakelandcollege.edu.

What is My IRIS ID and Password?

Your user ID will be your IRIS ID and if you have never logged in before, the default password will be your six digit date of birth. It is important to note if you are logging on for the first time, only IRIS will force you to reset your password. If you cannot remember your password, please contact the Information Systems & Services Help Desk at 217-234-5439 for a password reset.

How to Find Your IRIS ID

On the HUB login page (<https://lakerhub.lakelandcollege.edu>) click **What's My User ID?** This link will take you directly to IRIS in a new browser tab. In the form that appears type your last name and either your SSI number or your seven digit Lake Land College ID number (located on your Lake Land College ID Card). This will return your IRIS user ID. Your default password will be your six digit date of birth (mmddyy). This will login you directly to IRIS and you will be forced to change your password. Please note the new password must be six to nine characters and include numbers and letters. You cannot use special symbols and the password will be case sensitive.

Once you have successfully changed your password you will see the main screen of IRIS with your name in the upper left. Once you change your password in IRIS, your password will also update for your HUB, Lake Land College email account and Canvas. Please note if you login into your HUB, email, or Canvas account first you will NOT be forced to change your password. You can change your password in the HUB by using the upper left menu. From the menu select **Change Password**.

How to Login to Canvas

Go to www.lakelandcollege.edu and click on the **Canvas Login** link in upper menu.

Figure 1



On the Canvas login screen type your IRIS ID and password. If you cannot remember your IRIS ID, Please review the information on the previous page for assistance on locating your user ID. If you cannot remember your password, please contact the Information Systems & Services Help Desk at 217-234-5439 for a password reset.

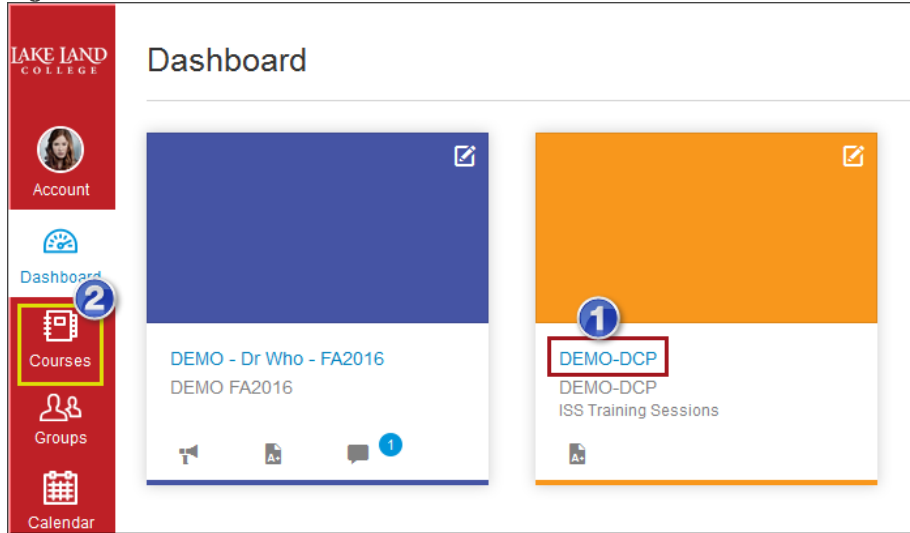
Figure 2

A screenshot of the Canvas login screen for Lake Land College. The background is red. At the top, the Lake Land College logo is displayed. Below the logo, there is a link for 'Online Learning Support' with an external link icon. A message states: 'You may be able to login to Canvas before the semester begins but your courses may not show until the first day of the semester even though you have already registered.' Below this message is another Lake Land College logo. There are two input fields: 'IRIS ID' and 'Password'. Below the 'IRIS ID' field is a checkbox labeled 'Stay signed in'. At the bottom left, there is a link: 'I don't know my username or password'. At the bottom right, there is a blue 'Log In' button.

How to Navigate Canvas

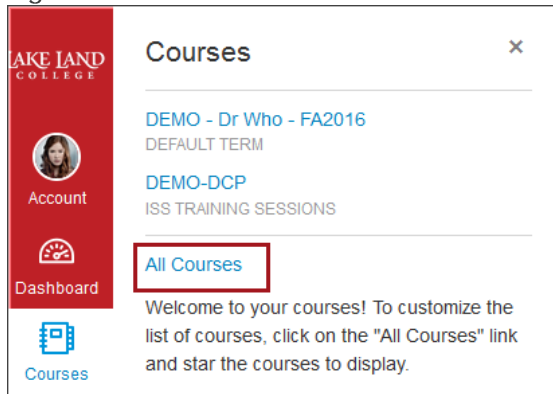
The Canvas Dashboard will load. On the dashboard select the DCP title to view the course. If you don't see the DCP course on your dashboard, click **Courses** in the global menu.

Figure 3



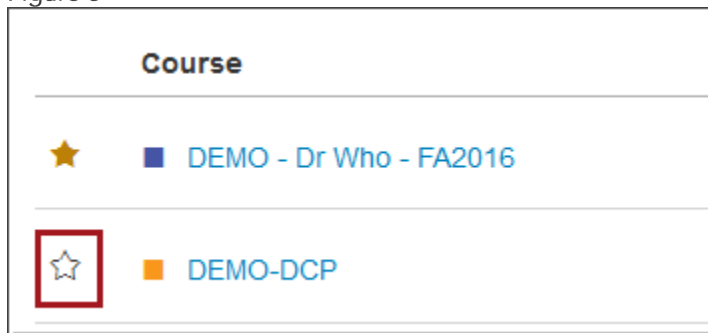
A pop-up menu will display. Select **All Courses**.

Figure 4



On the course list page select the star next to the DCP course to mark the course as a favorite. All favorite courses will display on the dashboard.

Figure 5



The course screen will appear. (1) In Canvas the global menu will always appear on the left side of the screen. From here you can access your account, dashboard, course list, calendar, and inbox. If you are having difficulties using Canvas, click **Help** and report a problem. (2) The course menu will appear next to the global menu. In the menu click **Syllabus** to review the requirements. On the assignment page review the assignments. Assignment 1-6 will need a document upload. Assignment 7 is a yes/no question. Assignment 8 is your evaluation results. (3) Read the welcome message in the middle content area.

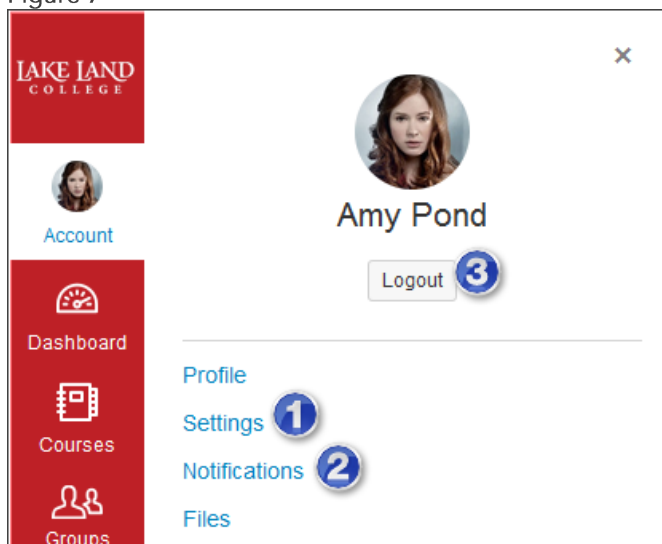
Figure 6



Tip

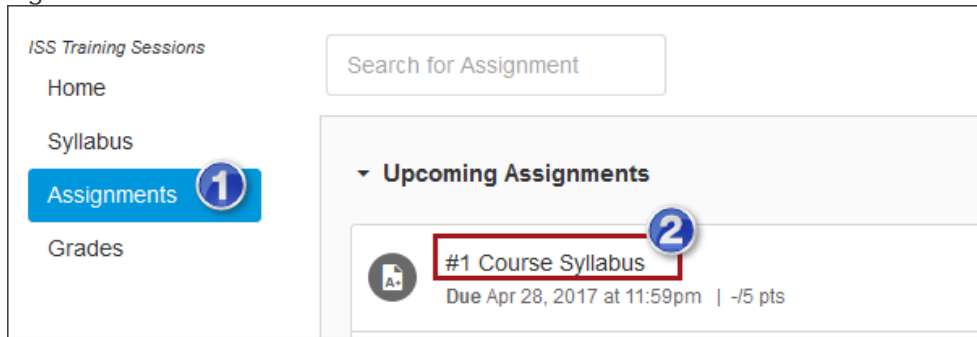
Click **Account** to customize your Canvas profile. (1) Click **Settings** to add more ways of contact for notification purposes. You can also add a profile picture. (2) Click **Notifications** to make adjustments to your notifications for each way of contact. (3) When you are done using Canvas click **Logout**.

Figure 7



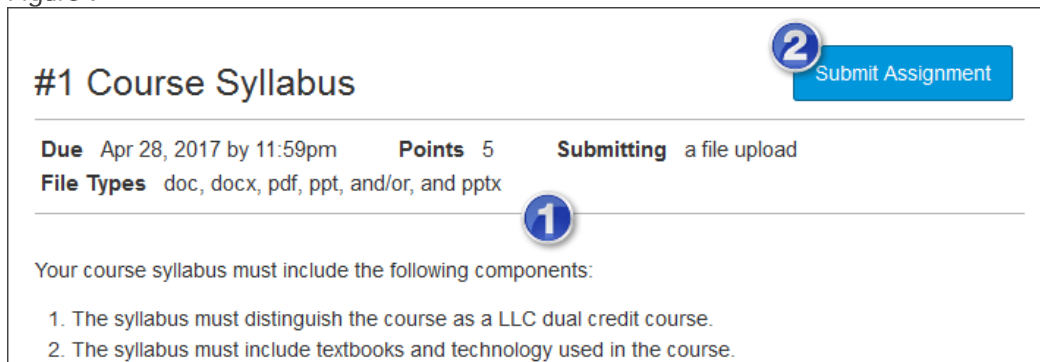
To start the submission process (1) click **Assignments** in the course menu. (2) Then click the **assignment title**.

Figure 8



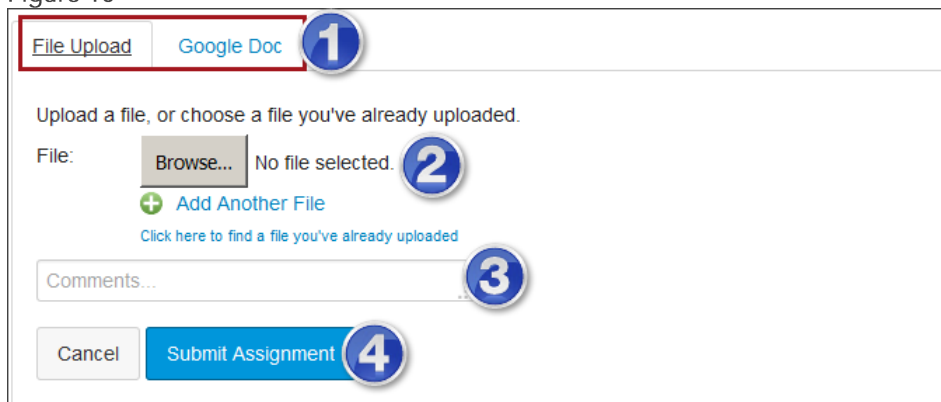
On the assignment page (1) read the instructions and then (2) click **Submit Assignment**.

Figure 9



Below the assignment instructions the file upload options will appear. (1) The file upload option will be the default. You can also submit documents from your Google Drive; however, you must first authorize access to your Google account in Canvas. (2) Click **Browse (Choose File)** and locate the document on computer's local drive. If the submission requires multiple document submission click **Add Another File**. (3) Add any comments for the reviewer. (4) Click **Submit Assignment**.

Figure 10



Wait patiently until the submission is uploaded. (1) Once the file is successfully uploaded, your submission will display in the right sidebar of the assignment page. To view feedback you can return back to the assignment page and click **Submission Details**. (2) You can also view feedback from the grades page. (3) If you need to resubmit your documents, click **Re-submit Assignment**. Please note you will only see the last submission but the reviewer will see all submissions. Be sure to leave a comment on which documents you want to be accessed if you re-submit. Repeat this same process for assignments 2-6.

Figure 11

ISS Training Sessions

Home

Syllabus

Assignments

Grades

#1 Course Syllabus

Re-submit Assignment

Due Apr 28, 2017 by 11:59pm Points 5 Submitting a file upload

File Types doc, docx, pdf, ppt, and/or, and pptx

Your course syllabus must include the following components:

1. The syllabus must distinguish the course as a LLC dual credit course.
2. The syllabus must include textbooks and technology used in the course.
3. The syllabus must list prerequisite requirements for the course.

Submission

✓ Turned In!

Sep 13 at 1:03pm

Submission Details

Download example-syllabus-document.docx

Comments:

No Comments

Note: If you are having difficulty submitting assignments, try using a different web browser.

For assignment 7 click the assignment title to view the assignment page and then click **Submit Assignment**. (1) In the textbox simply type yes or no, depending on whether you have been asked by a Lake Land College lead instructor about College Assessment. (2) Then click **Submit Assignment** again.

Figure 12

Text Entry

Copy and paste or type your submission right here.

HTML Editor

B I U A A Ix [List Bulleted] [List Numbered] [List Disc] [List Square] x² x₂ [List Bulleted] [List Numbered]

[Table] [Link] [Unlink] [Image] [Pi] [Text Color] [Background Color] [Video] [Link] [Unlink] Font Sizes Paragraph

1

p

Comments...

Cancel Submit Assignment 2

Once you have complete assignments 1-7 you are done. Be sure to complete all the assignments by the due date. After you have submitted all your documents, the Dual Credit Program will upload assignment 8 survey results for you. May 1-June 30, LLC reviewers will use the assignment rubrics to review your submitted materials and then you can check your portfolio status anytime for the results.

Remember, Assignments 1-6 are worth points. Those 6 assignments can receive 0, 3, 5 pts each. The total portfolio will be out of 30. Please read the notes below on resubmission.

- **24-30** – You are exceeding expectations. You are not required to resubmit another portfolio for three years.
- **18-23** – You are meeting expectations. You are not required to resubmit another portfolio for three years, but you are expected to incorporate suggestions for improvement.
- **0-17** – You are not meeting expectations and must resubmit another portfolio next year after all revisions have been made.