



Instructor Approver Registration Tasks

Welcome to the dual enrollment program at CSI!

The college provides a convenient online registration process using DualEnroll.com.

Here's how to complete the **Instructor Approver** tasks associated with student registrations.

As a high school instructor, you will be asked to confirm the student's enrollment in your class. You may also download a real-time roster report. To login, go to the URL shown below and enter user Login name and password.

Please log in. Need a login? [Click here to create one.](#)

LOGIN:

PASSWORD:

REMEMBER ME:

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

<https://csi.dualenroll.com>

The courses your students are currently registering for are shown below. The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (the student, their parent/guardian, or their high school counselor).

TWIN FALLS HIGH SCHOOL: Dual Enrollment Students

View As: List | View By: Student | Term: All Active Terms | Step: All Steps | Search:

| Student | Course | Status | Step |
|----------------------------------|---|--------|---|
| Student Jane [x] | ALLH-100 Introduction to Allied Health ALLH-100-M63D [x] Trimester 3 (18-19) | | High School Instructor Confirm Student Enrollment |

The toolbar at the top of the student list allows you to search, filter and batch process. The default view presents a list of all students assigned to you with steps(tasks) highlighted in yellow.

The HS Instructor is only responsible for one step: **High School Instructor: Confirm Student Enrollment**. This step can be completed by **clicking on the link highlighted in yellow**.

Philip Sorensen | Help | Logout

Profile Students Status

High School Instructor: Confirm Student Enrollment

One or more students have indicated their enrollment in a course you are teaching for College of Southern Idaho. For each student below, please confirm their enrollment in the course and section indicated or update to the appropriate section. If the student is not enrolled in this course at all, please select "Cannot Confirm".

| | Student Name | Course Number | Section(s) | Meets | Instructor |
|--|--------------|---------------|--|-------|-----------------|
| <input type="radio"/> Confirm <input type="radio"/> Defer <input type="radio"/> Cannot Confirm | Jane Student | ALLH-100 | <input checked="" type="radio"/> ALLH-100-M63D | | Philip Sorensen |

If the student is enrolled in your class, select "Confirm". "Defer" will close the step but allow you to revisit at a later time. "Cannot Confirm" should be selected if the student is not enrolled in your class.

If multiple classes are being taught at your high school, and the student is actually enrolled in a different class, select the correct section by looking at the instructor on the right.



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TWIN FALLS HIGH SCHOOL: Dual Enrollment Students

View As: List | View By: Step | Term: All Active Terms | Step: All Steps | Search:

| Student | Course | Status |
|---|--|--------|
| High School Instructor: Confirm Student Enrollment (3 remaining steps) | | |
| Student, Jane [+] | ALLH-100 Introduction to Allied Health ALLH-100-M630(+) Trimester 3 (18-19) | |
| Student, Jerry [+] | ALLH-100 Introduction to Allied Health ALLH-100-M630(+) Trimester 3 (18-19) | |
| Student, Joe [+] | ALLH-100 Introduction to Allied Health ALLH-100-M630(+) Trimester 3 (18-19) | |

Batch Process allows you to complete a group of registrations assigned to the same task/step – all at once (as opposed to individually).

To activate batch process, change the **View By** filter to **Step**. Then click on the **step highlighted in yellow** to complete that task for all students listed under that step.

High School Instructor: Confirm Student Enrollment

For each student and course, confirm enrollment by clicking on the appropriate **radio button**.

If the student is not enrolled in your class, select “Cannot Confirm”

After indicating decision(s), click **COMPLETE STEP**.

High School Instructor: Confirm Student Enrollment

One or more students have indicated their enrollment in a course you are teaching for College of Southern Idaho. For each student below, please confirm their enrollment in the course and section indicated or update to the appropriate section. If the student is not enrolled in this course at all, please select “Cannot Confirm”.

| | Student Name | Course Number | Section(s) | Meets | Instructor |
|--|---------------|---------------|---------------|-------|-----------------|
| <input type="radio"/> Confirm <input type="radio"/> Defer <input type="radio"/> Cannot Confirm | Jane Student | ALLH-100 | ALLH-100-M630 | | Philip Sorenson |
| <input type="radio"/> Confirm <input type="radio"/> Defer <input type="radio"/> Cannot Confirm | Jerry Student | ALLH-100 | ALLH-100-M630 | | Philip Sorenson |
| <input type="radio"/> Confirm <input type="radio"/> Defer <input type="radio"/> Cannot Confirm | Joe Student | ALLH-100 | ALLH-100-M630 | | Philip Sorenson |

COMPLETE STEP

Philip Sorenson: Reviews

View As: List | View By: Step | Term: All Active Terms | Step: All Steps | Search:

You do not have any Course Reviews yet.

Philip Sorenson: Credential Reviews

College: Next Steps

College of Southern Idaho

Philip Sorenson: Course Rosters

| College | Course |
|---------------------------|---|
| College of Southern Idaho | ALLH-100 Introduction to Allied Health roster report |

Course Rosters

You can always download a real-time roster report for any classes you are teaching by clicking on the [roster report](#) link on the Status tab.

If you need help or have any questions, just send an email to support@dualenroll.com.