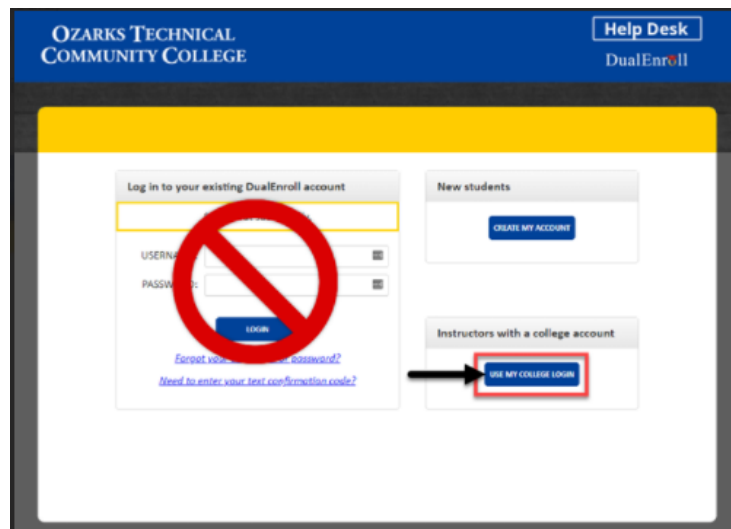


## Ongoing Requirements User Guide

Ongoing requirements allows the college to track training, verify enrollment rosters, collect course syllabi, and build courses for you after you complete the intention to teach process. Follow the steps below to submit your Ongoing Requirement forms for the coming semester.

### Getting Started

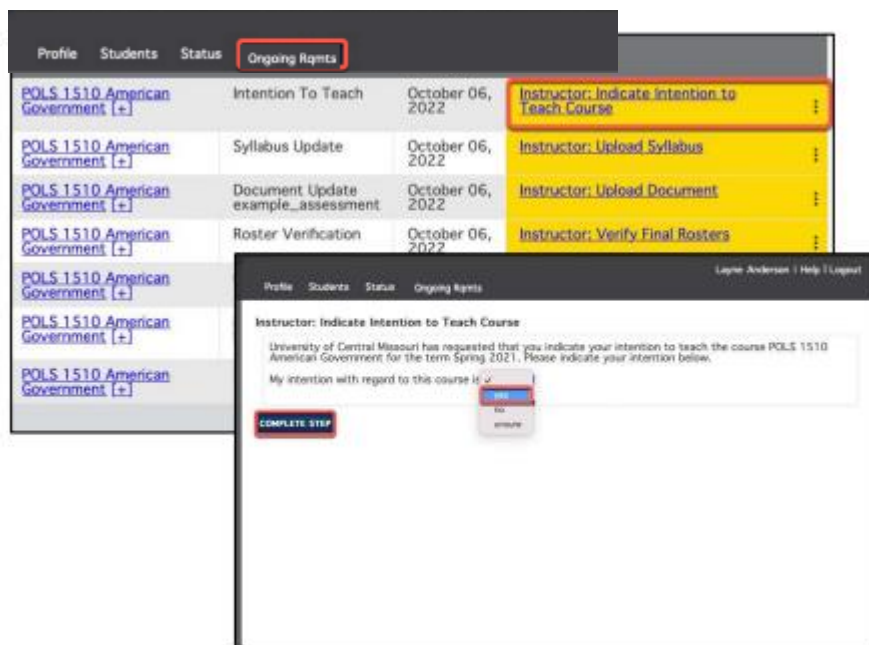
1. Only instructors can complete this process.
2. Navigate to <https://otc.dualenroll.com/login>
3. Only login to DualEnroll *using your OTC credentials*.
  - a. **NOTE:** *You must sign in to your OTC account at least once per year to keep it active. If your OTC credentials are not working and it has been more than a year since your last login on MyOTC, please contact [HR@otc.edu](mailto:HR@otc.edu) to have your account restored.*
4. Click the 'Ongoing Requirements' tab at the top of the page.
  - a. There you will see a list of your pending ongoing requirement forms assigned to you by the college. Please ensure that your filters at the top of the 'Ongoing Requirements' list are set to 'all.'



### Intention to Teach

1. Click the "Instructor: Indicate Intention to Teach Course" text.
2. Click the dropdown box and select one of the options:
  - **Yes-** select YES *only if you intend to teach the listed course in the listed term.*
  - **No-** select NO *only if you do not intend to teach the listed course in the listed term.*

- i. **NOTE:** *If you are teaching a year-long course only, and do not need a spring section of the course built for semester-only, you should select "no". The intent to teach*



form is to verify which courses need to be newly built for the upcoming semester.

- ii. *If you are teaching a year-long course, students must enroll in the fall and will not need to enroll again, unless you are teaching an additional class with different enrollments.*
  - iii. *Year-long course intent to teach forms will be completed before you leave for summer break and will indicate the term as 'year-long' rather than fall or spring terms.*
  - **Unsure-** Please do not select UNSURE. If you need to check your schedule, you can complete your forms later.
    - i. **NOTE:** After selecting Yes or No you can only edit the term (by utilizing the three ellipses). For example, if the course you are reviewing is set to be offered in the fall, but it is a spring course, you can change the intention to teach to reflect the correct term and still approve the course.
    - ii. **NOTE:** If you select No indicate a reason in the comment box.
    - iii. **NOTE:** If you don't see a course listed or if you made a mistake in your selection, contact the dual credit office at [dualcredit@otc.edu](mailto:dualcredit@otc.edu).
3. Click 'Complete Step' to submit your Intent to Teach form.

## Syllabus Upload

1. Click the 'Instructor: Upload Syllabus' text from your ongoing requirements list.

POLS 1510 American Government [+]	Syllabus Update	October 06, 2022	Instructor: Upload Syllabus
POLS 1510 American Government [+]	Document Update example...assessment	October 06, 2022	Instructor: Upload Document
POLS 1510 American	Roster Verification	October 06	Instructor: Verify Final Rosters

2. When you're ready to upload your syllabus, click 'Choose File'.

- a. **NOTE:** Pay close attention to the course and term listed for the syllabus upload request you are completing.

If you are not teaching the course listed on the syllabus form, please check the 'I'm not teaching this course this term,' box and then click, 'submit.'

3. Once you've selected a file, you should see the document name, the date of upload, and file size reflected on the 'Instructor: Upload Syllabus Page.' If you uploaded the incorrect

**Instructor: Upload Syllabus**

Please provide an updated syllabus and any other course materials you deem appropriate for the course listed below. If you will not be teaching the course for the indicated term, please check the box "I am not teaching this course this term" rather than uploading any documents.

**Course Information**

Instructor: [REDACTED]

Course: [CST-170 MASONRY I](#)

Term: Spring 2024

No file chosen      Kind of Document:

☐ I'm not teaching this course this term

**Comments**

*Note: comments entered here will be communicated to the college and will be visible to other participants.*

Or upload a comments file (PDF only):  No file chosen

**Instructor:** [REDACTED]

**Course:** [CST-170 MASONRY I](#)

**Term:** Spring 2024

Document	Size	Date	Filename	
Syllabus	270534	2025-05-13	<a href="#">why_dual_credit.png</a>	<input type="button" value="DELETE"/>

No file chosen      Kind of Document:

☐ I'm not teaching this course this term

**Comments**

file, you can remove it by clicking ‘delete.’

4. Once you’ve verified the correct file has been uploaded for the corresponding form, click ‘Complete Step’ to submit your document.
5. Complete this process for all outstanding syllabus upload forms assigned to you on your Ongoing Requirements page.

## Batch Mode

You can complete your outstanding Ongoing Requirements forms via Batch Mode. This feature will allow you to move through all your incomplete Ongoing Requirement forms for the filter category you select, without having to return to the main Ongoing Requirements page.

1. Filter your ongoing requirements list by task.
2. Click the “Step Action” button on the gray bar above your ongoing requirements list.
3. Click “Complete in Batch Mode.”
4. Once selected, you

will be redirected to your first ongoing requirement form in your pending list. There, you should complete the form as directed on page 1-2 of this guide using the drop-down menu provided on the form.

- a. **NOTE:** Pay close attention to the term and course listed in the text on each of the forms you complete.

5. Click ‘Next’ to move to your next form. When you have completed all your outstanding forms, you will be re-directed back to your main ‘Ongoing Requirements’ page.