

**Maricopa County Community College District (MCCCD)
Dual Enrollment (DE) High School Instructor Process for
Enrollment in DE Canvas Course to fulfill the EDU 250 Requirement
(Instructions for DE Coordinators)**

- ➡ STEP 1. The college DE Coordinator will inform DE high school instructors that the DE Course is designed to fulfill the EDU 250 requirement for high school teachers who teach DE. The DE Canvas course is titled: Dual Enrollment Program in the Maricopa County Community College District (MCCCD)

The DE Canvas course is designed to fulfill the EDU 250 requirements for high school instructors who teach dual enrollment. Maricopa adjunct faculty are required to fulfill the EDU 250 requirement per MCCCD Guidelines (<http://www.maricopa.edu/employees/divisions/hr/managing/policies>)

- ➡ STEP 2. The college DE Coordinator will provide the DE high school instructor instruction (written process) to the DE high school instructors. The high school instructor will self-enroll using the URL:

<https://maricopa.instructure.com/enroll/M6XR4R>

- ➡ STEP 3. The DE high school instructor will enroll in the DE course, complete the module and quizzes. After the quizzes, the instructor will click the grades button in the navigation menu and print out a copy of their grade. DE high school instructors must earn a minimum of 80% on the module quizzes.

The course must be completed by the end of the first semester of teaching a Dual Enrollment Course.

- ➡ STEP 4. The high school DE instructor will submit the grade printout to the college DE Coordinator to verify completion of the course.

- ➡ STEP 5. The DE Coordinator will file the copy of the grade sheet in the DE high school instructor's file.

- ➡ STEP 6. The District Office Director of DE will notify the college DE Coordinators when the DE Module will be updated. The DO Director will be contacted for questions regarding enrollment of DE High School instructors.



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The DE course must be completed by the end of the first semester of teaching a Dual Enrollment Course.

- ➡ STEP 1: Self enroll in the DE course via Canvas using the URL address:
<https://maricopa.instructure.com/enroll/M6XR4R>
- ➡ STEP 2: *Type* your MEID and password to self-enroll in the modules. The DE Canvas course is titled: Dual Enrollment Program in the Maricopa County Community College District (MCCCD)
- ➡ STEP 3: After completing all the quizzes, *click* the grades button in left navigation menu. Print a copy of your grade (DE high school instructors must earn a minimum of 80% on the module quizzes) and submit the copy to the college Dual Enrollment Coordinator to verify completion of the course.

Please note:

The course may be accessed by individuals who have already enrolled in the course and need to go back to complete the course or re-take the quizzes using the URL address: <https://maricopa.instructure.com/login>

