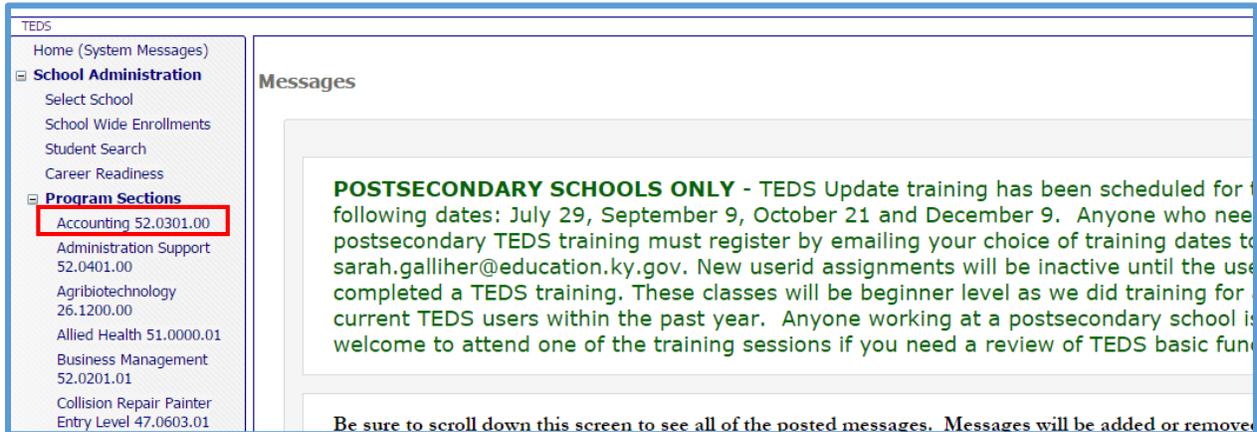


Completing Dual Credit Entry

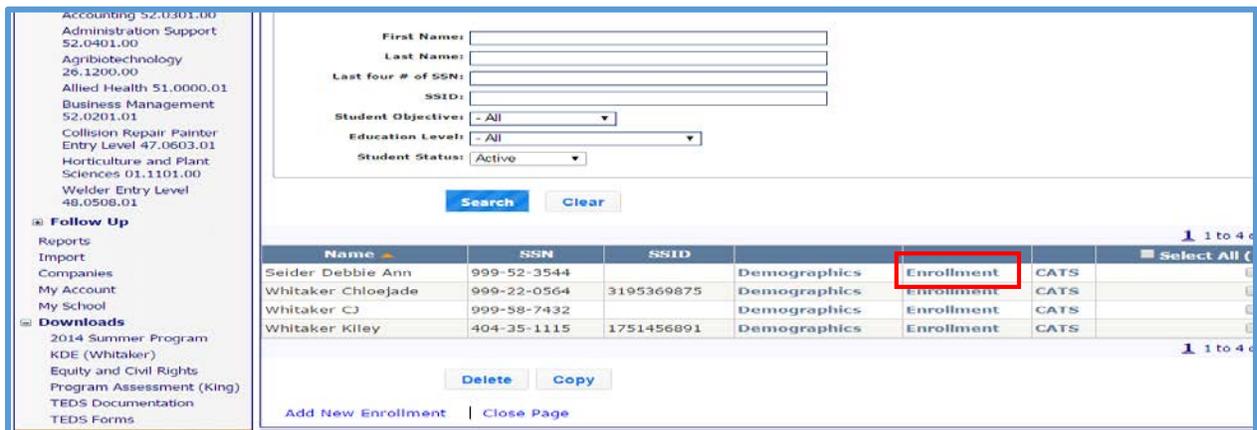
1. Log into TEDS for your school and click on the Program Section for which you want to add Dual Credit Information



2. Click on the Class List link next to the name of the Program Section



3. Click on Enrollment next to the Student that took the KOSSA



4. Scroll down to the Dual Credit Hours and Dual Credit School fields...

Enrollment Details

Student Objective: * PREPARATORY ▼

Education Level: * 12TH GRADE ▼

Attend Hours Term 1: * 0.93

Attend Hours Term 2: 0

Attend Hours Term 3: 0

Home High School: - Select One ▼

Enrollment Date: * 9/25/2012

Credit Hours: 1.00

Disability: - Select One ▼

Disadvantaged Condition: - Select One ▼

Special Pops: - Select One ▼

Dual Credit Hours: - Select One ▼

Dual Credit School: - Select One ▼

Termination Status: COMPLETER AND HS GRADUATE ▼

Termination Date: 6/30/2015

Accumulated GPA: 0.0000

FederalReport:

LEP:

Inactive:

PellGrant:

WIA:

Tech Prep:

IEP:

Plan504:

Took Program Assessment:

[Save](#) [Reset](#)

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5. Using the dropdown menus, select the correct number of credit hours earned and the name of the postsecondary school where the dual credit was earned.

6. Click the Save Button.