

# *SERS – Statewide Enrollment and Reporting System for Tech Prep*

## Teacher Module

### Overview

Tech Prep is a national educational initiative. It includes a rigorous and focused course of study which provides students with essential academic and technical foundations which prepare students with necessary workplace skills.

Under Carl Perkins Title II legislation, Tech Prep must:

- ✚ Lead to an associate degree, two-year certificate, or apprenticeship.
- ✚ Provide technical preparation in at least one field of engineering technology; applied science; mechanical, industrial, or practical art or trade; or agriculture, health, or business.
- ✚ Build student competencies in mathematics, science, technology, and communications through a sequential course of study.
- ✚ Lead to employment or further education.

The Statewide Enrollment and Reporting System (SERS) is used to collect and report Tech Prep student enrollments at high schools throughout Washington State.

### SERS Home Page

The SERS home page URL is <http://sers.techprepwa.org/>

The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the general public. It provides log-in functions as well as access to other information.

### Logging into SERS

To log in to SERS:

1. From the SERS home page, click on Teacher Log In, the Log In screen appears.
2. Log in using the user name and password provided to you by Tech Prep staff.  
If you don't have or have forgotten this information, enter your email into the **Forgot Your Log In Information** field and click the **Submit** button. The information will be sent to the email address in your User Profile. Note that your user name is generated by SERS and cannot be changed; however, you can change your password at any time. If you need help, email us at [techprep@bellevuecollege.edu](mailto:techprep@bellevuecollege.edu).
3. Click the **Login** button.

The Tech Prep Teacher Home Page appears. The navigation menu on the left lists the SERS functions.

### Using Maintain My Account



The Maintain My Account screen allows you to update your contact information and change your password.

To change your password:

1. From the Home Page, click on **Maintain My Account**.  
The Maintain My Account screen appears.
2. Click the **Change Password** button.  
The Select New Password screen appears.
3. Enter your current and new password.
4. Click the **Save Changes** button.

## Finding Your Class

The two most common functions you will perform in SERS are:

-  Assigning grades.
-  Tracking a student's status in a class.

To perform these functions, you must first find your class. To do so:

1. From the Home Page, click on **Class Roster/Assign Grades**.

The Search for Classes screen appears. The default **Academic Year** is the current academic year. The **High School** drop-down field includes all the high schools associated with the articulations you are associated with.

2. Select the information you want to search on. To include inactive classes in your search, check the Include Inactive checkbox.
3. Click the **Go Search!** button.

The results appear below the search form.

4. To sort your results, click on the column title.
5. To view a class's details, click on **Details** for that class. The articulations the class is associated with appear. To hide the details, click on **Close**.
6. To view a class roster, click on the class's name.

The Class Roster screen appears. You can now assign grades and manage class status.

## Class Roster and Grading

You can't modify a student's grade or status unless the grading window is open. Tech Prep staff will establish the dates for when a grading window will be open or closed.

From the **Search for Classes** screen, click on a class name.

The **Class Roster** screen appears. The grading window's status appears under the class roster title.

By default, only students needing grades are shown in the list. By clicking on the **Include Graded Students** checkbox, you can see all students registered for that class, graded or not.

When a student registers for your class, the student's class status appears as "In Progress." You can manually change the status. Alternatively, when you assign a grade to the student, the status will automatically change to "Completed."

The Transcribed column indicates whether the college registrar has transcribed the student's completed articulation. Registrars cannot transcribe a student's completed articulation until you have entered a grade for the student, and, if necessary, assigned variable credits.

The printer icon shifts the screen into a printer-friendly display. Click the **return** link to go back to the screen version. The icons on the left side of each student row shows if any comments have been entered for that student. If the icon is blank, there's no comment, and if it's populated there is a comment. The comment can be viewed by hovering over the icon, and can be edited by clicking on the icon. **Comments are visible only to the teacher and tech prep staff.**

To record student grades:

1. Select the appropriate grade from the drop down list.
2. If you do not have a grade for the student, leave the **Grade** field blank and select the appropriate **Student Class Status**.
3. When done, click the **Save Changes** button in the top left navigation bar. **No grades are recorded until this button is clicked.**

## Assigning Variable Credits

Some consortiums allow students to earn a range of credits for a college course. If your class is in an articulation with a course that has variable credits, you must indicate how many credits a student earned before the student can be transcribed at the college.

If your consortium does not use variable credits, you will not see the Assign Variable Credits link on the Home Page. To assign variable credits:

1. From the Home Page, click on **Assign Variable Credits**.  
The Credits Assignments screen appears.
2. Select the information you want to search on and click the **Go Search!** button.  
The results appear below the search form.
3. Enter a number in the **Credits Earned** field for a student or students and click the **Save Changes** button.

## Viewing a Student's Profile and Registration History

To view a student's profile and registration history:

1. From the Home Page, click on **Search For Students**.

The Search For Students screen appears.

2. To search for students within only your consortium, leave the **Search Statewide** checkbox unchecked.

To search for all students, leave the fields blank and check the **Search Statewide** checkbox.

To narrow your search results, enter information in one or more fields. **Note: You will get the best results by searching for just a first or last name.** This function also has a wild card function so if you are not sure of the spelling of a student's name, you can simply add the first few letters.

3. Click the **Go Search!** button.

The results appear below the search form.

4. To sort your results, click on a column title.
5. To see details about the student, click on **View** next to a student's last name.

The View Student Profile screen appears, displaying the student's information and registration history.

6. To view a student's articulation's details, click on **Details** for that articulation. The results appear at the bottom of the screen. This includes the student's grade and credits

## Resetting a Student's Password

To reset a student's password:

1. Search for the student and open his or her profile.
2. Click the **Reset Password** button.

The password is reset to the student's birth date in **mm/dd/yyyy** format and sent to the student's email address. The student can change the password the next time he or she logs in.

## Searching Articulations

To search for an articulation:

1. From the Home Page, click on **Search Articulations**.

The Search for Articulations screen appears.

2. Select the information you want to search on. To view all articulations in your consortium, use the default settings. To narrow your search, select a School District, High School, College or Career Cluster.
3. Click the **Go Search!** button.

The results appear below the search form.

4. To sort the columns, click on a column title.
5. To view an articulation's details, click on **Details** for that articulation. To hide the details, click on **Close**. This feature is useful for advising students about articulations they might consider. If Tech Prep staff entered the information, the college's name links to the college's web site and the courses link to the course descriptions on the college's web site.



**TECH PREP**  
**COLLEGE CONNECTIONS**

Questions? Contact us!

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