

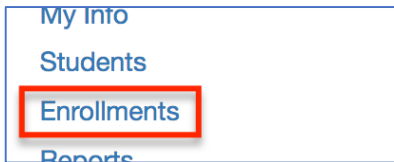
NCVPS QUICK REGISTRATION GUIDE FOR OCS & CO-TEACHING

Note: By registering students into the NCVPS OCS or Co-Taught Learning program, schools and their teachers are agreeing to teach the courses in the Blended Learning environment. See our OCS web page for complete details: <https://ncvps.org/ocs-blended-learning>. To enroll, follow the steps below.

✓LOG IN TO THE NCVPS REGISTRATION SYSTEM

at <https://registration.ncvps.org/>. Be sure to update the “My Info” section with your correct contact information.

✓CLICK ON THE ENROLLMENTS BUTTON



✓SELECT CORRECT SEMESTER & DURATION

Each course will have offerings for different semesters and different durations. For our co-taught courses, we have fall and spring block courses and a few yearlong options. We also have some Early Start options, as well. Be sure you select the one you need.

✓FIND THE “DYNAMIC” SECTION

For your first enrollment each semester in an OCS/Co-Taught course, you will need to initially register in the “Dynamic” section. Find the “Dynamic” section in the Teachers column. The Section column will be blank. The Dynamic section is often the last section listed for a course.

Semester	Department	Teachers	Section
Academic year 2016-2017	OCS-ENG	Woodard, Laura	Dynamic Richmond Nint
Academic year 2016-2017	OCS-ENG	Jenkins, Amy	Dynamic Charlotte Lear
Academic year 2016-2017	OCS-ENG	Dynamic	
Academic year 2016-2017	OCS-ENG	Richards, Ronald	Dynamic Haliwa-Saponi
Academic year 2016-2017	OCS-ENG	White, Hilda	Dynamic Mountain Islai

Once you enroll students into the “Dynamic” section, the system will create a section for your school, and you will then see your school’s name in the Section column. At that point, enroll any additional students for that course in the section identified by your school’s name.

✓CLICK ENROLL

Click the “enroll” option next to either the “Dynamic” section or the section labeled with your school’s name.

	Course	Semester	Department	Teachers
enroll view	Early Start: OCS American History 1	Academic year 2018-2019	OCS-SS	Miller, Jenn
enroll view	Early Start: OCS American History 1	Academic year 2018-2019	OCS-SS	Dynamic

✓IDENTIFY YOUR CO-TEACHER

Schools must identify who their classroom teacher will be. You will see the Teacher Identification screen when you initially enroll into an OCS or co-taught course each semester.

The course "Early Start: OCS American History 1" is a

Please enter or update information about the F2F teachers who will be teaching at RC School.

Teacher 1

F2F Teacher:

F2F Teacher Email:

F2F Teacher Primary Phone:

F2F Teacher Optional Phone:

F2F Teacher Completed NCVPS OCS Training?

(continued on next page)

☑TWO COLUMNS

After you click the “enroll” option and complete the Teacher Identification screen, you will see two columns: “enrolled” and “not enrolled.” The “enrolled” column will show students who are already enrolled in the course. Look in the “not enrolled” column to select students to register.

Name	Status
<input type="checkbox"/> Adams, Roberto (12) 5585111	
<input type="checkbox"/> Ames, Harlen (9) 5859510	

Click on the box next to the student’s name. Then click the “Enroll” button at the top of the column.

If a student does not have a box next to his or her name, double click on the student’s name. A box will open to add missing student information.

Phone *:
Email *:
IEP *: yes
504 *:
OCS *:
LEP *: Close Save changes

Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (*Be sure to always use the student’s email address and not your own.) Click “Save changes” and you will see the check box next to the student’s name.

☑CHECK BOX AND CLICK ENROLL

Name	Status
<input type="checkbox"/> Adams, Roberto (12) 5585111	
<input checked="" type="checkbox"/> Ames, Harlen (9) 5859510	

☑ENROLLMENT STATUS

You will now see the student in the “enrolled” column.

Name	Status	Section
<input type="checkbox"/> Ames, Harlen (9) 5859510	enrollment pending	1

*Be sure to check the status. *Enrolled*, *enrollment pending*, and *enrollment in progress* all indicate the student has a seat in the course. *Waitlisted* means the student is waiting for a seat or new section to open. You will need to periodically check back to see if the student is enrolled.

☑DROPPING STUDENTS

The process is reversed to drop a student. Find the student in the “enrolled” column, check the box next to their name, and click the “Remove” button.

Name	Status	Section
<input checked="" type="checkbox"/> Ames, Harlen (9) 5859510	enrollment pending	1