

CTE Articulation: High School Instructor Reference Guide

Using the High School Instructor Dashboard

1. Sign-on to the CTE Articulation site.
2. Once signed-on you will see your **Articulation Agreement Dashboard**. The Dashboard will list all current and pending articulation requests you have submitted.

Citrus College Home About Agreements Students Teachers Faculty Dashboard Jon Cornelison

Articulation Agreement Dashboard

Search:

Create New Agreement

ID	School Name	High School Course	College Course	Status	Expires	Action
A1001	Alhambra High School	Introduction to Web Design	WEB101	Active	06/30/2022	

*Note: If it is the first time you have signed-on with CTE Articulation, your Dashboard will not have any requests listed. Click **Create New Agreement** to start the process (see below).*

3. If you have submitted requests already, you can view the request details by clicking anywhere on the request item row to open the request details:

A1000	Pioneer High School	Digital Design II	GDSN 178	Pending Review By College Faculty	N/A	
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4. This will open the **Articulation Agreement** details page.

The screenshot shows the Citrus College website header with the logo on the left and a navigation menu on the right containing 'Home', 'About', 'Agreements', 'Students', 'Teachers', 'Faculty', 'Dashboard', and 'Jon Cornelison'. The main content area is titled 'Articulation Agreement (A1001)' and is divided into two columns: 'High School Information' and 'College Information'. Under 'High School Information', it lists 'Alhambra High School', 'High School Course: Introduction to Web Design', 'High School Instructor: Jon Cornelison', 'High School Course Credits: 5', and 'High School Hours: 120'. Under 'College Information', it lists 'Citrus College', 'College Course Title: Web Testing 101', 'College Course Number: WEB101', and 'College Course Units: 3'. Below the college information, it states 'College Faculty: Charles Xavier'. At the bottom of the high school information, there is a question 'Has this course been updated and reviewed within the last 5 years?' with the answer 'Yes'. A link for 'Course Curriculum' is provided as 'CourseOutline.pdf'.

5. You can return to the Dashboard by clicking the **Back** button or clicking **Dashboard** from the main menu at the top of the page.

This screenshot shows the same Citrus College website header as the previous one. The 'Dashboard' link in the navigation menu is highlighted with a red rectangular box.