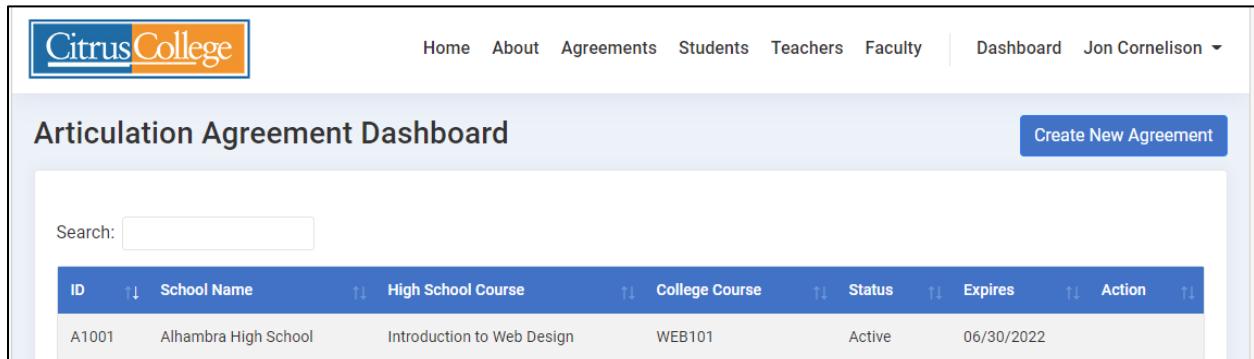


## CTE Articulation: High School Instructor Reference Guide

# 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.



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

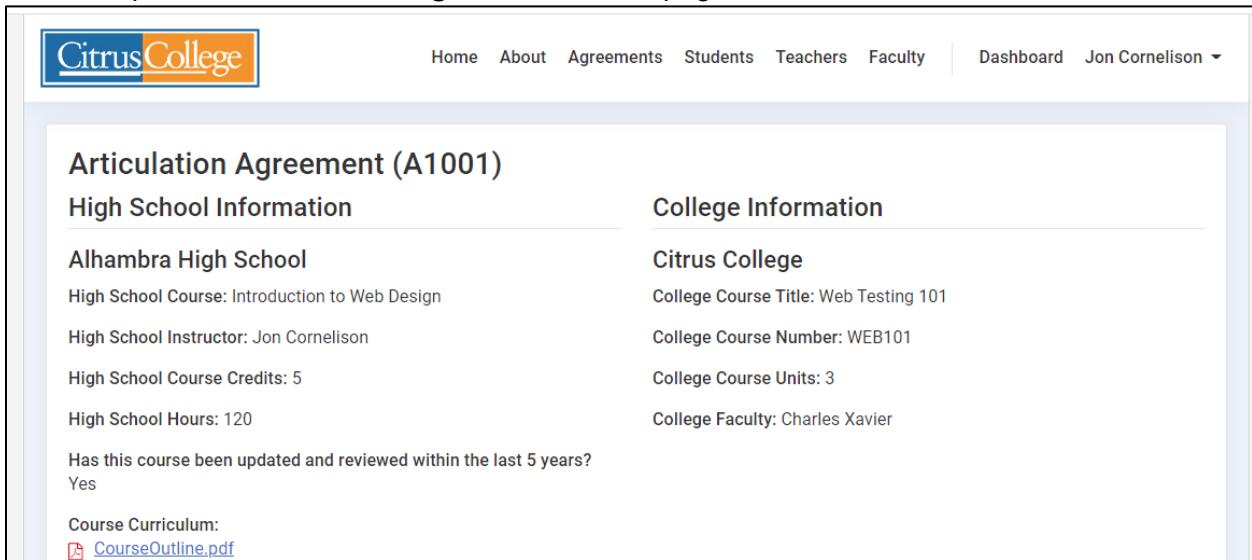
*Note: If it is the first time you have signed-on with CTE Articulation, your Dashboard will not have any requests listed. Click **Create New Agreement** to start the process (see below).*

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 CitrusCollege website with a blue header bar. The header includes the CitrusCollege logo, a navigation menu with links to Home, About, Agreements, Students, Teachers, Faculty, a Dashboard button, and a user profile for Jon Cornelison. The main content area has a light gray background. It displays the title "Articulation Agreement (A1001)" in bold. Below the title, there are two sections: "High School Information" and "College Information". The "High School Information" section contains the following details: Alhambra High School, High School Course: Introduction to Web Design, High School Instructor: Jon Cornelison, High School Course Credits: 5, High School Hours: 120, and a question "Has this course been updated and reviewed within the last 5 years?" with the answer "Yes". The "College Information" section contains the following details: Citrus College, College Course Title: Web Testing 101, College Course Number: WEB101, College Course Units: 3, and College Faculty: Charles Xavier. At the bottom of the page, there is a link to a PDF file named "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.



The screenshot shows the CitrusCollege website with a blue header bar. The header includes the CitrusCollege logo, a navigation menu with links to Home, About, Agreements, Students, Teachers, Faculty, a Dashboard button (which is highlighted with a red box), and a user profile for Jon Cornelison. The main content area is currently empty, showing only the header and a thin vertical gray sidebar.