Southwest Wisconsin TECHNICAL COLLEGE

Transcripted Credit Instructor Playbook

2025-2026
Academic Year

Quick Reference: Key Dates & Tasks

Date	Task
August 13	**Instructor Summit** (Attend, Submit Syllabi, Course Section Information, etc.)
September 15	**Fall/Full-Year Course Roster Due**
October 1	**Fall/Full Year Beginning of Semester Assessment Due**
October 15	- **Fall/Full-Year Take Attendance/Verify Student Enrollment** - **Electronic Application to SWTC Due**
November 15	**Spring Course Section Information Due**
December 5	**Fall Withdrawal Date**
December – January	**Fall Final Grades Due** (final grades must be posted no later than 3 business days after the end of the course)
January 7	**Fall SPOT Surveys Due**
January 9	**Fall End-of-Term Assessment Due**
February 1	**Spring Beginning-of-Semester Assessment Due**
February 15	**Spring Course Roster Due**
March 15	**Spring Take Attendance/Verify Student Enrollment**
April 8	**Full-Year Withdrawal Date**
April 28	**Spring Withdrawal Date**
May 15	**Spring/Full-Year SPOT Surveys Due**
May 29	**Spring/Full-Year End-of-Term Assessment Due**
May - June	**Spring/Full-Year Final Grades Due** (final grades must be posted no later than 3 business days after the end of the course)

Instructor Responsibilities At-a-Glance

Before Classes Start:
- Attend Instructor Summit
- Submit syllabus (SWTC template)
- Submit course section info via Smartsheet

Each Semester:
- Provide course roster to Brianna
- Take attendance and verify enrollment via Faculty Portal
- Submit SPOT surveys before course end
- Complete Instructor Course Assessments (beginning & end of semester)
- Submit final grades via Faculty Portal

Withdrawals:
- Submit Course Drop Forms for withdraw or dropping the course (see below to access form)

How-To Instructions & Links

Take Attendance / Verify Enrollment:
Use [Faculty Portal](#)
- [Video Instructions](#)
- [Written Instructions](#)

Submit Grades:
Use [Faculty Portal](#)
- [Video Instructions](#)
- [Written Instructions](#)

Complete Course Assessment:
Go to [Charger Hub](#) > "Assessment" > "My Current Assessments"

SPOT Surveys (Student Feedback)

- Administer 2 weeks before course ends
- Use link sent by SWTC
- Survey should be administered by someone other than the instructor

Course Drop Form (Withdrawals)

- Download form from Schoology: *Transcripted Credit Instructor 101 Group > Resources > Roster Verification Folder*
- Email completed form to: **records@swtc.edu**

Southwest Tech Contacts

- **Course Assessment Support**: Natalie Volberding – nvolberding@swtc.edu
- **Registration & Roster Support**: Brianna Fortney – bfortney@swtc.edu
- **General Records**: records@swtc.edu
- **IT Help Desk:** 608-822-4357

This guide is designed for easy updates each year. Dates, links, and processes can be changed in this central document without restructuring.