



**Southwest Wisconsin
TECHNICAL COLLEGE**

Transcribed Credit: Instructor Playbook

2026-2027 Academic Year

*A practical guide for approved high school instructors delivering
transcribed credit courses through Southwest Tech*

Contact:

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Key Dates and Academic Timeline

Transcripted credit courses may be offered as fall-only, spring-only, or full-year courses. Please refer to the notes column to determine which tasks apply to your specific course(s).

Before the Year Begins

Timeframe	Task	Notes
ASAP (before August 12)	Submit course section information	Submit the fall-only & full-year course section form
August 12	Attend Instructor Summit	Meet with mentor, submit syllabus, & finalize course details

Early Fall Semester (Fall & Full-Year Courses)

Timeframe	Task	Notes
September 15	Submit course roster	For Fall & Full-Year courses, include student name, date of birth, & grade level
October 1	Beginning-of-semester assessment	Complete assessment on the Charger Hub
October 15	Verify roster & take attendance	For Fall & Full-Year courses, verify roster and record minimum 60 minutes of attendance per student in the Faculty Portal
October 15	Confirm student applications	Review email communication from Brianna

Mid to Late Fall Semester (Fall & Full-Year Courses)

Timeframe	Task	Notes
November 15	Submit spring course section info	Complete the course section form
December 1	Fall withdrawal deadline	For Fall courses beginning in Sept. and ending in January, submit the course withdrawal form to records@swtc.edu <i>**If your course starts/ends outside this window, please reach out to records@swtc.edu to determine your course drop deadline.</i>

End of Fall Semester (Fall Only Courses)

Timeframe	Task	Notes
December - January	Submit final grades	For Fall Only courses, submit final grades in the Faculty Portal within 3 business days
January 7	Administer SPOT surveys	For Fall Only courses, administer the SPOT survey before the course ends

Timeframe	Task	Notes
January 9	End-of-term assessment	For Fall Only courses, complete the assessment on the Charger Hub

Early Spring Semester (Spring & Full-Year Courses)

Timeframe	Task	Notes
February 1	Beginning-of-semester assessment	Complete beginning-of-semester assessment in Charger Hub
February 1	Submit course roster	For Spring courses, include student name, date of birth, & grade level. Email to bfortney@swtc.edu
March 1	Verify roster & take attendance	For Spring courses, verify roster and record minimum 60 minutes of attendance per student in the Faculty Portal
March 1	Confirm student applications	Review email communication from Brianna

End of Spring Semester (Spring & Full-Year Courses)

Timeframe	Task	Notes
March 1	Full-Year withdrawal deadline	For Full-Year courses beginning in Sept. and ending in May, submit the course withdrawal form to records@swtc.edu <i>**If your course starts/ends outside this window, please reach out to records@swtc.edu to determine your course drop deadline.</i>
April 1	Spring withdrawal deadline	For Spring courses beginning in January and ending in May, submit the course withdrawal form to records@swtc.edu <i>**If your course starts/ends outside this window, please reach out to records@swtc.edu to determine your course drop deadline.</i>
May 15	Administer SPOT surveys	Administer SPOT survey before the course ends
May 29	End-of-term assessment	Complete assessment on the Charger Hub
May – June	Submit final grades	Submit final grades in the Faculty Portal within 3 business days

Instructor Responsibilities & Key Processes

Before the Course Begins

- Submit course section information as early as possible
- Ensure course details (start and end dates, time) are accurate
- Attend instructor summit on August 12

During the Semester

- Submit course roster
- Verify roster accuracy
- Record attendance (minimum of 60 minutes per student)
- Assist with electronic Southwest Tech application

End of Course Responsibilities

- Administer SPOT survey (student feedback)
- Complete required course assessments
- Submit final grades within 3 business days of course ending

Key Processes

Attendance & Grades

- Verify roster and record attendance in the [Faculty Portal](#) (minimum 60 minutes per student)
- Submit final grades via [Faculty Portal](#) within 3 business days of course completion

Assessments

- Complete assessments on the [Charger Hub](#) (beginning and end of course)

SPOT Surveys (Student Feedback)

- Administer before course ends (instructions shared via email)

Withdrawals

- Submit [course withdrawal form](#) to Records Office before deadline

Systems, Resources and Support

Systems Overview

- **Faculty Portal:** attendance, roster verification, grade submission
- **Charger Hub:** Course assessments
- **Schoology:** Course resources and materials

Step-by-step guides and videos will be shared via email when needed.

Support Contacts

- **Course Assessments:** Christina Winch, cwinch@swtc.edu
- **SPOT Surveys:** Leonor Chavis, lchavis@swtc.edu
- **Registration/Rosters:** Brianna Fortney, bfortney@swtc.edu
- **Records Office:** records@swtc.edu
- **IT Help Desk:** 608-822-4357