Instructions for Faculty approval for DualEnrol student applications:

1) Login to *Kenyon.app.dualenroll.com*
2) Go to the Student tab, and View by High school. Be sure to select the appropriate semester.
3) You should only be able to see the type of class that you should be approving.
4) To approve an application, click on the text "College: Review Forms"
5) This opens a page showing a link to the student transcript, and below shows the High School teacher recommendation. You may click on the link to view the transcript. To approve the student, you need to select the radial buttons corresponding to the "Yes" for the transcript and the recommendation, then push the "Complete step" button at the bottom of the page. This action will return you to the list of students. If you are returned back to an earlier page, simply click the back arrow at the top of the page to return to the correct place in the list.
6) If by chance a student does not meet the department's academic criteria to be in a KAP class, simply do not mark the step as complete and notify Bonnie or Dudley that some students were not approved when you are finished with the class as a whole.