

How-to Enroll a Student

A GUIDE FOR SCHOOLS:



1

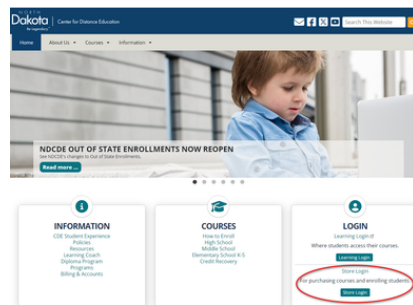
ENSURE STUDENT EMAIL COMPATABILITY:



Before enrolling students, confirm that their email can communicate with the North Dakota K12 Office 365 (k12.nd.us). Check with your tech coordinator to see if your school manages its own G-Suite or Office 365.

2

SET UP YOUR ACCOUNT (ONE-TIME REQUIREMENT):



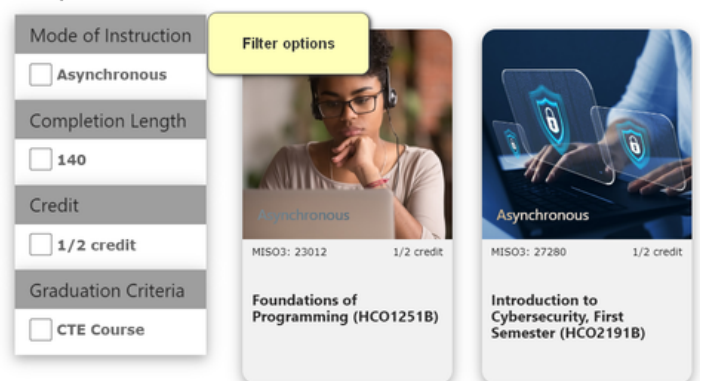
To set up an account, visit <https://www.cde.nd.gov/> and click "Store Login." Select the North Dakota login, and complete the short form, choosing the "school official/staff" or, if applicable, the "k12.nd.us" (ND schools using Edutech only) option. Account setup typically takes one business day, and you will receive an email notification once it's complete, allowing you to proceed with course purchases.

3

BEGIN BROWSING:



Computer Education



NDCDE courses are organized by grade band and by subject. Within some subject areas, you can filter courses. NDCDE store link: <https://store.cde.nd.gov/>

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ADD COURSES TO YOUR CART

Language Arts 11, First Semester (HENS491B)
Acquire the language, reading, writing, and speaking/listening skills necessary for success in college, career, and beyond. Become a critical reader and thinker as you dive deeply into the texts presented throughout this course. You will learn how to effectively research and integrate your findings, as well as citing your sources.
All students will read one of the following short stories in First Semester:
• A Family Supper by Kazuo Ishiguro
• There Will Come Soft Rains by Ray Bradbury
• What I Have Been Doing Lately by Jamaica Kincaid

Course Syllabus
This computer generated PDF syllabus provides an exact outline of all topics and assignments presented to the student.
North Dakota State Course Codes (MIS03)
This is a single semester (0.5 credit) course. The MIS03 code for this course is: 05073
Course Duration and Extension
Credit Recovery courses are available for [20 week enrollments only](#). No extensions to 40 weeks are allowed.
Computer Requirements for Online Courses
This is an online course. Click here to view minimum computer requirements. Phones, tablets, and other computing devices, while they may work for some NDCDE services, are not supported for submitting assignments, posting discussions, or taking assessments.

MIS03 Code: 05073
Mode of Instruction: Asynchronous
Course Maximum Completion Length: 140 Days (20 Weeks, 0 Days)
Course Syllabus: [LMS Generated PDF File](#)
North Dakota Price: \$259.00
Out-of-State Price: \$349.00

Choose Options

MIS03 Code: 05073
Mode of Instruction: Asynchronous
Course Maximum Completion Length: 140 Days (20 Weeks, 0 Days)
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Student Residency*
Select

Request Extension to Current Course Enrollment
 No Yes

Start Date
10/17/2024

End Date
3/6/2025

Add To Cart

When selecting a course, click the Choose Options button. Then, select the student's state of residency and the start and end dates for the course. The default setting is 20 weeks. If you are a Small Organized School member, your discount will be applied at the point of sale or reflected on your invoice if purchasing on account.

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ENROLL STUDENT(S) IN COURSES

Who is Responsible for Paying for NDCDE Courses?
If you are a student enrolled in a North Dakota (ND) public school or a parent of a ND public school student, and would like your school to pay the costs of NDCDE course(s), [your school/district must enroll you](#). Please contact your school or district office for information on their process for enrolling in NDCDE courses.
Note: Parents are responsible for paying for dual credit courses.

Please complete the form below for this product to be added to your cart.
Language Arts 11, First Semester (HENS491B)
- Student Residency: North Dakota
- Enrollment Start Date: 10/17/2024
- Enrollment End Date: 03/06/2025

Enrolling a Returning Student?
We store enrollment forms you have created in the past year. To re-enroll a returning student and auto populate form fields, please make a selection from the dropdown list below and press the next button.
No enrollments found.

Enrolling a New Student?
To enroll a new student, press the Enroll New Student button.

1 Student 2 Affiliation & Learning Coach 3 Additional Information

Click "Enroll New Student" or type a returning student's name in "Enrolling a Returning Student" to assign them to a course. For multiple students, complete the form for each one. If enrolling more than 10, contact NDCDE's Director of Learning, Kirstin Girard, kirstin.girard@k12.nd.us.

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DESIGNATE A LEARNING COACH



Learning Coach
Expectations

After entering basic student and parent information, you will be prompted to provide information about the student's school and designate a learning coach to proctor exams and assist the student. The learning coach must meet NDCDE standards and expectations.

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COMPLETING
YOUR
PURCHASE

Shopping Cart

Who is Responsible for Paying for NDCDE Courses?

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Note: Parents are responsible for paying for dual credit courses.

Item	Description	Qty	Price	Sub Total	
Named Entity: Test Test - [View Enrollment Form]					
HENS491B	Language Arts 11, First Semester (HENS491B) - Student Residency: North Dakota - Enrollment Start Date: 10/17/2024 - Enrollment End Date: 03/06/2025	1	\$259.00	\$259.00	Delete
TOTAL				\$259.00	

< Continue Shopping

Account Pay Pay \$

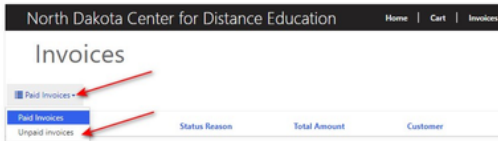
At check out, you can pay by invoice (Account Pay button) or by credit card (Pay \$ button). Please check all the information to verify that the correct students are enrolled in the correct courses.

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ACCESSING
YOUR
INVOICES



Select the Paid and Unpaid drop down filter for filtering invoices.



Upon logging into our online store, users with invoice access will see an invoice option in the upper right-hand corner of the navigation bar. Click on this and then toggle whether you want to see paid or unpaid invoices. NDCDE also sends invoices electronically to the school designee every 30 days.

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WHAT
HAPPENS
NEXT?

NDCDE will typically enroll students in courses within one business day of receiving your order (during peak times, this timeframe is 2-3 business days). The student, learning coach, and parent will receive a welcome email with instructions on logging into the course. This group will receive regular communication from NDCDE regarding student course progress and teacher feedback.