

What is my user name (or User ID)?

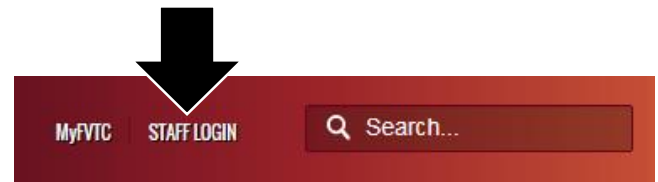
- Your user name is a combination of the letters “ext” (stands for external) & eight characters of your last name.
- For example, John Van Handel might use: ext.vanhande for his user name.

What is my password? How do I set it?

- Currently, you need to **call the FVTC Helpdesk** to set your password: **920-735-5644**.
- We are working on future functionality to let you reset your own password via the web.

How do I find where to go for stuff for FVTC?

- Go to our main website: **fvtc.edu**.
- Click on the **Staff Login** link in the top right corner.
- Under that you’ll see links for **MyFVTC Account** and for **Blackboard**.



What is MyFVTC Account?

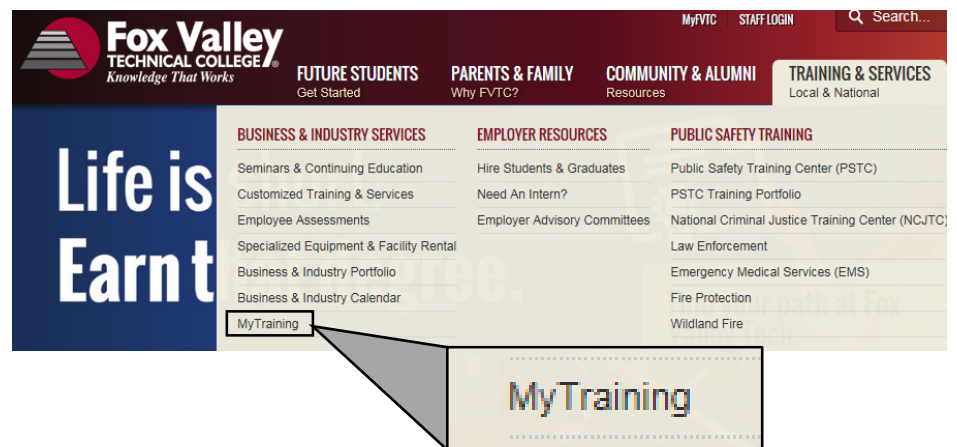
- **MyFVTC Account** is mostly used by you to enter grades in our system.
- You sign in with your user name and password (see above).

What is Blackboard?

- **Blackboard** is our online learning system, where class content is stored (not all class have access). Both students and teachers are able to access this content and communicate via the system.
- It is similar to PowerSchool or Infinite Campus which you may have at your district.
- You sign in with your user name and password (see above).

What is MyTraining?

- **MyTraining** is where your students sign up for Transcribed Credit Classes.
- It is found by going to our website: **fvtc.edu**.
- Hover over the **Training & Services** tab.
- Find **MyTraining** in the lower corner of the flare out menu.



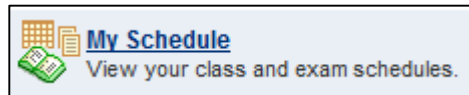
How do my students reset passwords for his/her student ID?

- If your student does **NOT** know his/her student id: **Call the Helpdesk: 920-735-5644.**
- If your student **DOES** know his/her student id:
 - Go to **MyTraining**.
 - Click on **Identify Your Account** and reset the password.

Identify Your Account

How do I enter grades?

- Go to the **MyFVTC Account** button.
- Log in with your user name and password.
- Then click on the **My Schedule** link.
- Look for the **Grade Roster** icon.



NOTE: That is a legend at the top! **Use the icons on the right side of the page.**

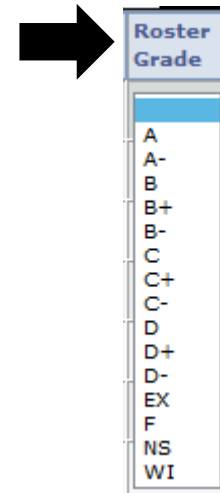
Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2015 Fall > Fox Valley Technical College

View All | | First 1 of 1 Last

	Class	Class Title	Graded	Enrolled	Days & Times	Room	Class Dates (Penalty Date)
	COMMUNIC 10801195-20 (51432)	Written Communication (A-Classroom Lecture/Demo/Disc)	No	20	Mo 3:30PM - 6:20PM	Collaborative Classroom	Aug 31, 2015- Dec 21, 2015 (11/2/2015)

- Enter the grade for the student under the **Roster Grade** column heading.
- Make sure to click **Save** at the bottom of the page when complete.



View All | | Rows 1 - 20 of 20

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

Key Numbers

Tess Woods	920-735-2563	Roster, Access, Enrollment, Grading Issues
FVTC Helpdesk	920-735-5644	Passwords, Account Issues, Access Issues
<i>(Press "1" and identify yourself as a "High School Dual Credit Teacher")</i>		
FVTC Enrollment Services	920-735-5645	MyTraining, Grading Issues