

What is my user name (or User ID)?

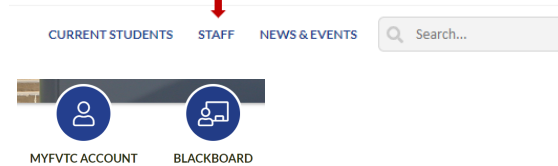
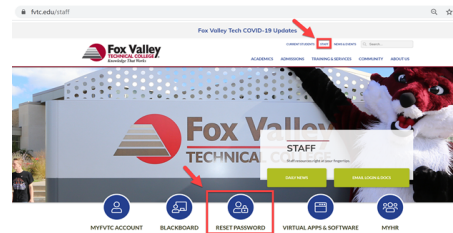
- Your user name is a combination of the letters “ext” (stands for external) & eight characters of your last name
- For example, John Van Handel might use: ext.vanhande for his user name
- FVTC assigns your User ID after you have submitted a Dual Credit Account Request

What is my password? How do I set it?

- Go to the FVTC website: <https://www.fvtc.edu>
- Click on “Staff” then “Reset Password”

How to access Dual Credit Applications FVTC?

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



What is MyFVTC Account?

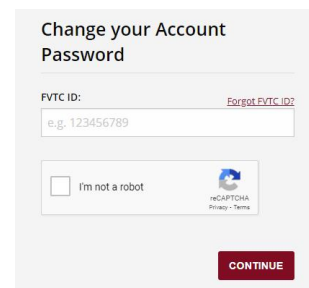
- **MYFVTC Account** is mostly used by you to enter grades in our system
- You can also check your class rosters to make sure your students are registered
- You sign in with your user name and password (see above)

What is Blackboard?

- **Blackboard** is our online learning management system, where class content is stored (not all classes have access)
- It is similar to PowerSchool, Canvas, or Infinite Campus which you may have at your district
- You sign in with your user name and password (see above)

How do my students find their FVTC ID and reset their password?

- If your student does **NOT know** their ID or password:
 - Go to **MyFVTC** (www.fvtc.edu/myfvtcaccount)
 - Select “**Forgot ID?**” or “**Forgot Password?**” to use the account look-up and/or password reset tool.
- If your student can’t access the phone number or email listed:
Call Helpdesk: 920-735-5644



Key Numbers

Enrollment Services 920-735-5645 Enrollment & Grading

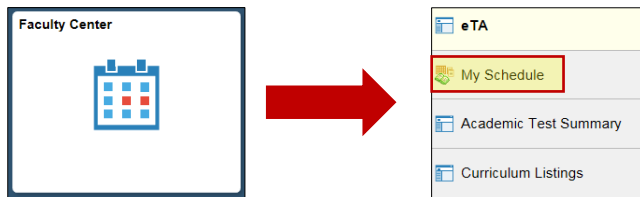
Alexandra Mischler 920-735-2563 Access, Course Information & Dual Enroll

FVTC Helpdesk 920-735-5644 Passwords, Account Issues

(Identify yourself as “High School Dual Credit Instructor”)

How do I enter grades?

- Go to www.fvtc.edu/myfvtc. Click on **MYFVTC Account** and log in with your user name and password
- Click on the **Faculty Center** tile, then click on **My Schedule** folder



- Look for the **Grade Roster** icon. NOTE: That is a legend at the top! Use the icons on the left side of the page

The screenshot shows the 'My Schedule' page. A red box highlights the 'Change Term' button. A callout box explains: "If you do not see classes listed, or it is showing the incorrect classes, you will need to click **Change Term** and select the appropriate term." Below this, a 'Select Term' dropdown menu is shown with '2017 Fall' selected. Another red box highlights the 'Graded' column in the class list, with a callout box stating: "This column will show if all grades have been entered. If **\"No\"** is listed, you still have grades you need to enter."

- Enter the grade for the student under the **Roster Grade** column heading

The screenshot shows the 'Student Grade' entry form. A red box highlights the 'Roster Grade' dropdown menu, which is currently set to 'EX'. A callout box shows a list of possible grades: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, LF, NS, S, U, W, WF, WI.

- Make sure to click **Save** at the bottom of the page when complete

How do I change grades?

- Click **Request Grade Change** button located under Grade Roster Action

The screenshot shows the 'Grade Roster Action' form. A red box highlights the 'Request Grade Change' button. The 'Approval Status' is 'Not Reviewed' and there is a 'Save' button.

- Click the arrow next to the Official Grade and select the correct grade

The screenshot shows the 'Student Grade' table. A red box highlights the 'Official Grade' column, which currently shows 'S' with a dropdown arrow next to it.

- Click **Submit** if you've made a grade change or click **Return to Grade Roster** if you did not. Click **Save** if you made a grade change.