

Technology Tips for High School Dual Credit Instructors

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?

How

- 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

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• Enter the grade for the student under the Roster Grade column heading

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 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.