

What is my user name (or User ID)?

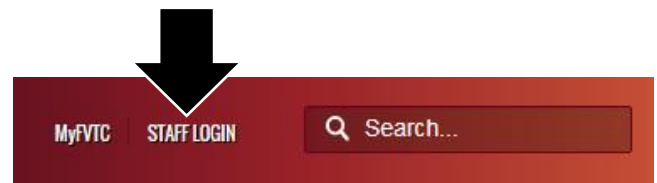
- Your user name is a combination of the letters “ext” (stands for external) & eight characters of your last name.
- For example, John Van Handel might use: ext.vanhande for his user name.
- FVTC assigns your User Id after you have submitted a new Dual Credit course request.

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: **www.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?

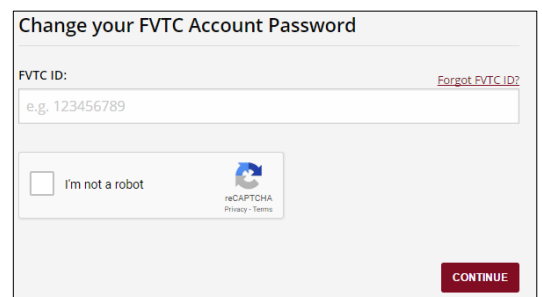
- **MyFVTC Account** is mostly used by you to enter grades in our system.
- You can also check your class rosters to make sure your students are registered.
- You sign in with your user name and password (see above).

What is Blackboard?

- **Blackboard** is our online learning system, where class content is stored (not all classes have access).
- 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).

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

- If your student does **NOT know** his/her student id or password:
 - Go to **MyFVTC** (www.fvtc.edu/myfvaccaccount)
 - 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 Help Desk: 920-735-5644



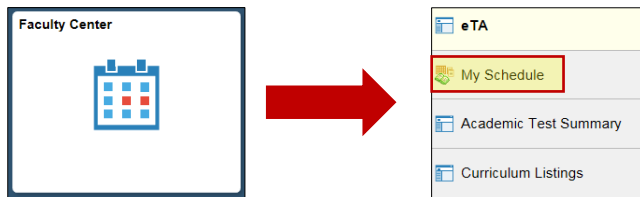
A screenshot of the 'Change your FVTC Account Password' form. The form has a title bar and a text input field for 'FVTC ID:' with a 'Forgot FVTC ID?' link. Below the input field is a checkbox labeled 'I'm not a robot' and a reCAPTCHA widget. A red 'CONTINUE' button is located at the bottom right of the form.

Key Numbers

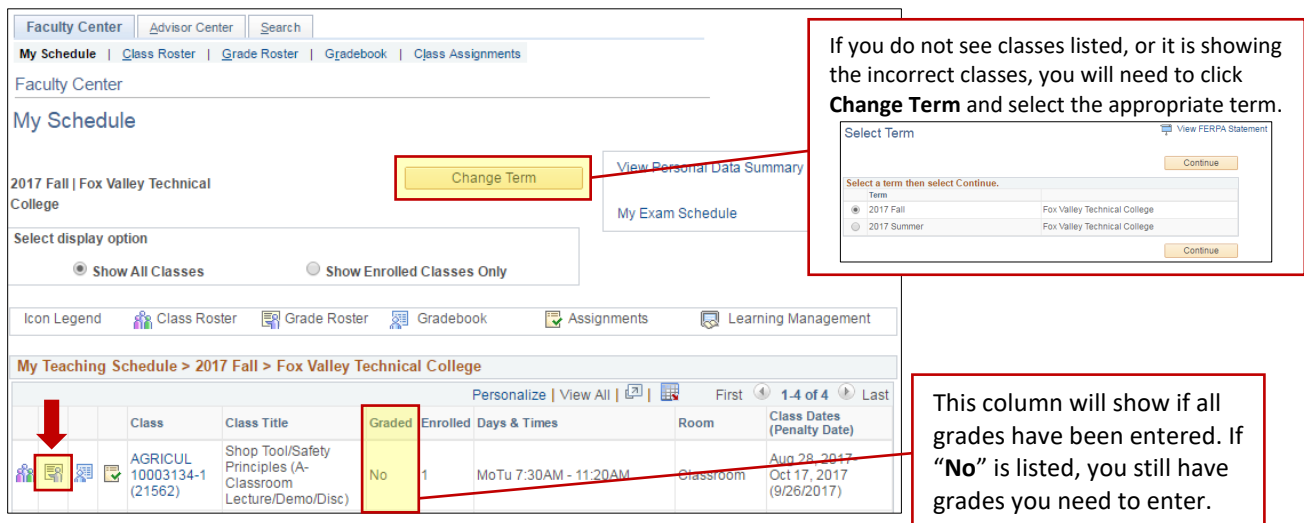
Enrollment Services	920-735-5645	MyFVTC, Grading Issues
Tess Woods	920-735-2563	Roster, Access, Enrollment, Grading Issues
FVTC Helpdesk	920-735-5644	Passwords, Account Issues (<i>Identify yourself as a “High School Dual Credit Teacher”</i>)

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.

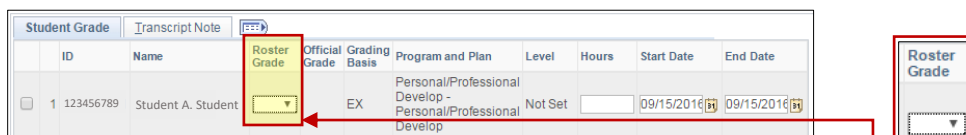


- Look for the **Grade Roster** icon. NOTE: That is a legend at the top! Use the icons on the left side of the page.



The screenshot shows the 'My Schedule' page. A 'Change Term' button is highlighted with a red box. 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 callout box points to the 'Graded' column in the class list, stating: "This column will show if all grades have been entered. If 'No' is listed, you still have grades you need to enter." The class list includes a row for 'AGRICUL 10003134-1 (21562)' with a 'No' in the 'Graded' column.

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

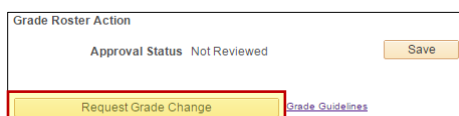


The screenshot shows the 'Student Grade' entry form. A dropdown menu for 'Roster Grade' is highlighted with a red box. To the right, a separate dropdown menu for 'Official Grade' is shown with a list of grades: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, LF, NS, S, U, W, WF, WI.

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

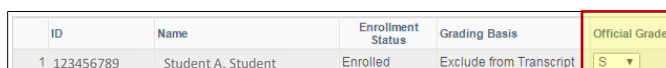
How do I change grades?

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



The screenshot shows the 'Grade Roster Action' form. The 'Request Grade Change' button is highlighted with a red box. 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. The 'Official Grade' column for 'Student A. Student' is highlighted with a red box, showing a dropdown menu with 'S' selected.

- 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.