

Dear Student,

We are excited that you chose to enroll in an Online Course this Fall. It is very important that you carefully read over the “Rules and Policies for Niswonger Online” posted below. As you read through the information you will find answers to many of your questions including the following:

- What is my username and password?
- What should I do if I am having an issue with my course/teacher?
- How do I drop the course if necessary to insure it does not negatively impact my GPA?
- Who is the contact at my school if I need to discuss my online course with someone in my building?
- Can I make up work if I miss a due date?
- How do I contact my teacher?

Some of your teachers are still making some updates to your courses, so you will see new information over the next few days. Also, be aware that the due date for your first assignments will not be before August 29. That gives you some time to learn to navigate your course and email your teacher with any concerns or questions that you may have. As you explore the information in your course, **be very careful not to click on anything that is a quiz or test since most of those are set for you to only attempt them once.**

The most important thing that you can do to insure your success in online learning is to communicate with your teacher. If you do not understand something or are having trouble with your technology, email your teacher immediately or submit a trouble ticket! Don't wait until the last minute to complete something so you have time to ask for help if you are having issues with an assignment.

We are very excited that you have chosen to earn high school credit through online learning. Not only will you learn about an important subject, but you will learn a skill that will help prepare you to succeed in college and beyond. The ability to learn online and discipline yourself to meet deadlines is a necessity in preparing for your future!

Thank you,

Denise Arnold, Ed.S.
Director of Learning Resources
Niswonger Foundation I3 Grant
darnold@tusculum.edu

Rules and Policies for Niswonger Online

Please read through the information below and try to log-in to your class as soon as possible. **After you log-in please email your teacher immediately** and let them know that you were added to the course. (You will see your teacher's contact information at the top of the course page) If you have any trouble logging in please reply to this email and I will help you.

Make sure you read through the information below for all of the information and rules of taking an online course with NFLC.

Again, we are excited that you are taking an online course(s)! Below you will see Course Guidelines/Rules, your login instructions to your Niswonger Learning Center account, and a list of the School Online Liaisons for each high school. Please read over these instructions carefully as they contain important information about your user name and password, accessing your course and using many of the other features on the site.

An online course is an exciting way to learn and offers you a great deal of flexibility by working at home and at your own pace; however, we must stress that the course you are taking may be required for graduation. Final grades are sent to your school, placed on your transcript, and averaged into your GPA.

Just as you would ask questions or ask for help in the traditional classroom, you should do the same thing in your online course. There are many people who want to see you do well! In order to help you prepare to successfully navigate and complete your course, please read over the all the items below.

Your success is important to us and we are here to help you!

Keep up with important updates and reminders!

Follow us on Twitter <https://twitter.com/NiswongerOnline> and
Like us on Facebook: <https://www.facebook.com/pages/Niswonger-Foundation-Learning-Center/229743937179803>

Student Course Guidelines/Rules

- Once you receive access to your course, it must be completed by the close date. For Fall 2014, you will have until December 12, 2014 at 11:59 pm to submit your assignments based on the due dates your teacher will provide to you. This means that you must pace yourself to have all work completed during this time frame. We do **not** allow Incompletes.
- If you have any issues, concerns, or trouble logging into your course, your School Online Liaison is there to help you. The contact for the liaison at each of the schools is listed at the bottom. Please make note of this and feel free to contact him/her. You may also submit a Trouble Ticket located at <https://www.nflconline.com/ticket.php>
- Once you start your course, your teacher will give you his/her contact information and will be available to help you with any concerns or questions related to your course work.
- Each teacher will provide you with a pacing guide that will give you due dates for your assignments. You will receive a "0" on each assignment that is not completed by the due date. **New rule: You will not be allowed to make up missed assignments unless you notify your teacher BEFORE the missed date so pay careful attention to the due dates your teacher posts to the site;** however, you may work ahead if you choose to do so.
- If you want to drop this course, you **must** make that request directly to the online liaison for your school whose email is listed at the bottom. Once you are registered for a course, your online teacher **cannot** drop you, only your School Online Liaison can do this. As long as you use this process within the first 10 days of enrolling in the course, there is no penalty for dropping. Note: **Some of your schools may have stricter policies regarding dropping your online course, which overrides the policies of Niswonger Foundation. Be sure to pay attention to any additional policies they may have.**
- If you do not complete the course and do not go through the procedure above to drop the course, we will send the final grade of "F" to your school which will negatively impact your GPA.
- If you have a drop request approved by your Online School Liaison and you have been in the class for more than 10 days, you will not be eligible to take another Niswonger Online Course unless you have your Online School Liaison submit an appeal on your behalf.
- It is important to frequently check the email address that you provided on your application. Please notify your School Online Liaison immediately if your email addresses changes.

Login Instructions

1. Go to <http://www.nflconline.com/>
2. Click on the right side of the page on “Student Log-in,” and you will see a login box to enter your user name and password.
3. Your user name is your first name and last name that you provided on your application, all lowercase and no spaces. For example, John Doe’s user name would be “johndoe” If you are unable to login, please submit a Trouble Ticket at <http://www.nflconline.com/>. Your password is initially be set to P@55word **(make sure you use the uppercase P)** If you took a class this summer, then you should use the password you created this summer.
4. If you forget your password, click on the link in the login box that says, “Forgot your login and/or password?” The system will send a new temporary password to the email address we have on file for you.
5. Once you login, you will need to change your password to something that you can easily remember. You do this by scrolling down the menu on the left, near the bottom on the page and clicking on “Edit Account.” Then go to field labeled, “New Password” and enter a new password and re-enter it in the “Confirm Password” field. Remember to save. You may also update your email address and phone number if needed.
6. Once you have changed your password and saved it, then click on “Dashboard” at the top of the menu on the left.
7. You will see a box called “Academic Snapshot” where your course(s) is listed. Click directly on your course and you will be taken to the Moodle site. Once you are on the Moodle site, look for the menu on the left called “Navigation” and under that click on “My Courses.” Click on the course abbreviation listed there, and it will take you to your online classroom.
8. Sometimes when you first try to login, your computer will tell you that you need to enable cookies.
 - If you are using Mozilla Firefox as your browser, <http://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
 - If you are using Internet Explorer, <http://windows.microsoft.com/en-GB/windows7/How-to-manage-cookies-in-Internet-Explorer-9>
9. If for any reason, you cannot get logged into your account or have any other issues, please see your School Online Liaison listed below or submit a Trouble Ticket at <https://www.nflconline.com/ticket.php>

School Name	Liaison Name	Email Address
Cherokee High School	Kenner, Amy	amy.kenner@hck12.net
Chuckey Doak High School	Fillers, Jenny	fillersj3@greenek12.org
Clinch School	Harville, Kim	kimberly.harville@hck12.net
Cloudland High School	Mareck, Barbara	barbarakucan@k12tn.net
Cocke County High School	Pratt, Vera	prattv@cc-boe.net
Cosby High School	Coggins, Eric	cogginse@mail.cocke.k12.tn.us
David Crockett High School	Anderson, Jamie	andersonj@wcde.org
Daniel Boone High School	Campbell, Tim	campbellt@wcde.org
Dobyns-Bennett High School	Norris, Laurie	lnorris@k12k.com
Elizabethton High School	Fletcher, Judy	fletcherj11@k12tn.net
Greeneville High School	Page, Lana	pagel@gcschools.net
Hampton High School	Orr, Joanna	joannaorr@k12tn.net
Hancock County High School	Yount, Jennifer	jennifery@k12tn.net
Happy Valley High School	Burchett, Jennifer	jenniferburchett@k12tn.net
Johnson County High School	Davis, Priscilla	pdavis3@k12tn.net
Morristown East High School	Wheatley, Amy	AWheatley@hcboe.net
Morristown West High School	Szatkowski, Wendy	WSzatkowski@hcboe.net
North Greene High School	Wagner, Amy	wagnera@greenek12.org
Science Hill High School	McPherson, Joe	mcphersonj@jcschools.org
South Greene High School	Laposki, Mike	laposkym@greenek12tn.org
Sullivan Central High School	Raines, Allyson	allyson.raines@sullivank12.net
Sullivan East High School	Corwin, Charles	charles.corwin@sullivank12.net
Sullivan North High School	Palmer, Brent	brent.palmer@sullivank12tn.net
Sullivan South High School	Lane, Brandy	brandi.lane@sullivank12.net
Tennessee High School	Collins, Dave	collinsd@btcs.org
Unaka High School	Garland, Stephen	sgarland@k12tn.net
Unicoi High School	Edwards, Dr. Catherine	edwardsc@unicoischools.com
University High School	Jungkeit, Patricia	JUNGKEIT@mail.etsu.edu
Volunteer High School	Taylor, Beth	beth.taylor@hck12.net
West Greene High School	Ripley, Richard	ripleyr@greenek12.org

Note: If you have not yet registered and are interested in taking an online course, please discuss this opportunity with your school counselor who has all of the necessary information and forms to get you registered.