



Dear Student,

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. In order to be as successful as possible in your online course, we require that you read through the entire “OpenSIS/Moodle tutorial” located on nfcloonline.com (right side of page, under login portals.) This tutorial will give you detailed instructions on 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!

*Thank You,
Ms. Arnold*

Denise Arnold, Ed.S.
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“When you expect more, students achieve more!”



Student Course Guidelines/Rules

- Once you receive access to your course, it must be completed by the close date 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. Their contact information is listed below. Please make note of this and feel free to contact him/her. You may also submit a Trouble Ticket.
- 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; however, you can request from your teacher to still complete the assignment after the due date and they will allow you to do so. The “0” will then be replaced with the grade you earn with no penalty.
- If you want to drop this course, you **must** do so within the first 10 days that you are enrolled in the course. You will need to submit your drop request to your School Online Liaison and have it approved by him/her who will drop you from the course and notify your teacher. 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.
- 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 may 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/> (more detailed directions also available on nflconline.com under “Online/Moodle tutorial”)
2. Click on the right side of the page on “Student Log-in”
3. You will see a log-in box.
4. 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”
5. Your password will initially be set to “P@55word” Once you login, you will see a note that tells you how to change your password, please do so immediately. If you have previously taken a Niswonger online course, you will use whatever password you created the last time you accessed your account.

Note: We will not be able to see or retrieve your password once you change it so you will have to contact your School Online Liaison or submit a Trouble Ticket located at <http://www.nflconline.com/> to have in order to have it reset.

6. Once you have changed your password and saved it, then click on the “Moodle” tab on the top right of the page.
7. A new window will open and you should click on the “Go to Moodle” tab at the bottom which will take you to the Niswonger Moodle page where you will login to your course.
8. Once on this page in the top right corner under the black tool bar, you will see a small tab that says “My courses.”
9. Click directly on your course (es) and begin working.
10. 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>
11. If for any reason, you cannot get logged into your account or have any other issues, please see your School Online Liaison (listed on page 3) or submit a Trouble Ticket.



Cherokee High School	Kenner, Amy	amy.kenner@hck12.net
Chuckey Doak High School	McKnight, Mary	mcknightm@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
Daniel Boone High School	Anderson, Jamie	andersonj@wcde.org
David Crockett High School	Dykes, Janine	dykesj@wcde.org
Dobyns-Bennett High School	Osborne, Rebecca	rosborne@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	Holdren, Ginger	ginger.holdren@k12.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	mcpersonj@jcschools.org
South Greene High School	Laposki, Mike	laposkym@greenek12tn.org
Sullivan Central High School	Rains, Allyson	allyson.raines@sullivank12.net
Sullivan East High School	Buckles, Angela	angela.buckles@sullivank12.net
Sullivan North High School	TBA	
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
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.