NORTH FLORIDA COLLEGE

Dual Enrollment Facilitator Guide

Resources, Guidance, and Support for High School Dual Enrollment Facilitators

Updated August 2026

Welcome, High School Dual Enrollment Facilitator!

North Florida College recognizes and appreciates the important role you play in supporting dual enrollment student success. Your time, dedication, and commitment help students navigate the responsibilities and expectations of college coursework while still in high school.

This guide was created by NFC Dual Enrollment & Early College Programs to provide you with practical resources, helpful information, and troubleshooting tools to assist the students you serve. Whether you are facilitating a live course delivered through Zoom, monitoring students in asynchronous online courses, or providing general support and encouragement, this guide is designed to help you connect students with the resources and support services when needed.

Thank you for partnering with North Florida College to help students achieve their academic goals. Together, we can create a positive and successful dual enrollment experience for every student.

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Contact List

NFC Dual Enrollment & Early College Programs
For questions regarding dual enrollment admissions, registration, eligibility, policies, and student support.
Email: DualEnrollment@nfc.edu
Phone: 850-973-1628

NFC Academic Success Center
For tutoring, academic coaching, study skills assistance, and academic support resources.
Email: ASC@nfc.edu
Phone: 850-973-1719

NFC Library
For library services, research assistance, databases, and library resources.
Email: Library@nfc.edu
Phone: 850-973-1624

NFC IT Services Help Desk
For assistance with NFC accounts, passwords, D2L, NFC email, and technical issues.
Email: ComputerServices@nfc.edu
Phone: 850-973-1672

BibliU (Textbooks and Course Materials)
For assistance with eBooks, access codes, digital courseware, and textbook access issues.
Email: support@bibliu.com

NFC Security & Safety
Email: Security@nfc.edu
Phone: 850-973-9477

NFC Live Oak Location
Email: LiveOak@nfc.edu
Phone: 386-364-5093

NFC Perry Location
Email: dunnelld@nfc.edu
Phone: 850-223-3416

Course Instructors
Individual Instructor contact information can be found on their Course Syllabus; ALL course Syllabi are publicly available here: https://nfc.simplesyllabus.com/en-US/syllabus-library

High School Guidance Office
Contact Name: _____
Phone: _____
Email: _____

High School Technology Support
Contact Name: _____
Phone: _____
Email: _____

High School Safety & Security
Contact Name: _____
Phone: _____
Email: _____

High School Administrator
Contact Name: _____
Phone: _____
Email: _____

Key Dates Facilitators Should Know

Below are important dates that Dual Enrollment students should be aware of throughout the semester. Please note that Dual Enrollment courses follow the North Florida College academic calendar, which may differ from the high school calendar. Students are responsible for adhering to all NFC deadlines, including registration, drop/add, withdrawal, and course completion deadlines.

The NFC Academic Calendar is available online at: www.nfc.edu/admissions/academic-calendar

Beginning of the Semester

Date	Event
August 17	Fall classes begin (Full & Mini A)
August 20	Last day for students to register, add courses,
August 21	Last day to drop a course with no record
October 12	Mini B Session Begins

Facilitator Tip

During the first week of classes, encourage students to:

- Verify their schedules.
- Access all course materials.
- Log in to D2L and NFC email daily.
- Contact instructors immediately if they cannot access a course.

Holidays and Campus Closures

Date	Event
September 7	Labor Day (Campus Closed)
November 11	Veterans Day (Campus Closed)
November 25-27	Thanksgiving Holidays (Campus Closed)
December 11	Winter Break Begins

Facilitator Tip: Remind students that online coursework and assignment deadlines may still occur around holiday periods. Students should always check D2L and their NFC email.

Withdrawal Deadlines

Date	Event
September 21	Last day to withdraw from Fall Mini A with a W
October 21	Last day to withdraw from a Fall Main Term course with a W
November 13	Last day to withdraw from Fall Mini B with a W

Facilitator Tip

If a student expresses concern about failing a course, encourage them to speak with:

- Their instructor
- Their Guidance Counselor
- The NFC Academic Success Center

End of Semester

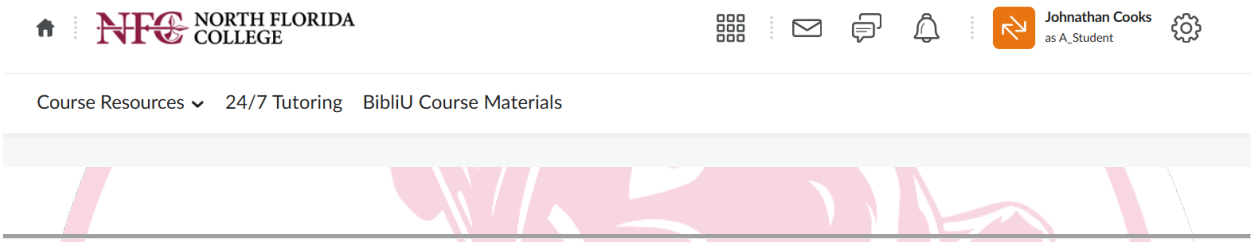
Date	Event
October 9	Fall Mini A classes end
November 30	Fall classes (Full & Mini B) end
December 1-4	Final Exams
December 8	Fall grades due
December 10	Fall grades available in MyNFC
December 10	Fall Term Ends

Textbooks and Course Materials

Where students access their instructional materials depends on the type of materials required for the course. Most courses use one of the following formats:

eBook

An eBook is a digital textbook that students access through the **BibliU Bookshelf** in D2L. The textbook will be available on the **first day of class**.

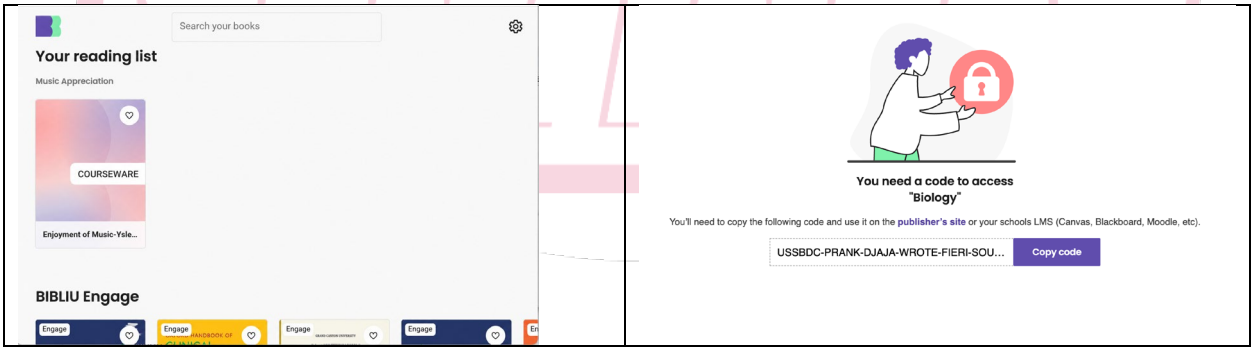


Courseware (Access Code Required)

Courseware may include a digital textbook, assignments, activities, videos, quizzes, and other learning resources. Students must retrieve an access code from the **BibliU Bookshelf** in D2L and then follow their instructor's directions to access the courseware.

To Locate an Access Code

1. Log in to D2L.
2. Open the **BibliU Bookshelf**
3. Locate the resource labeled **Courseware**.
4. Open the resource to find the access code and instructions.



Courseware (LTI Integration)

Some courseware is integrated directly into D2L through a Learning Tools Interoperability (LTI) connection. These materials may include a textbook, assignments, videos, assessments, and other resources.

Students should access these materials by:

- Selecting the link provided by the instructor in D2L, or
- Navigating to the course **Content** area and following the instructor's directions.

The link may be located:

- Under **Content**
- In an **Activity Feed** post
- In a course announcement or email

The link will connect students directly to the publisher's website and course materials.

Printed or Physical Materials

Printed textbooks, course kits, and supplies are provided directly to students by their high school. Materials may come from the school's existing inventory or may be ordered through the BibliU website.

Open Educational Resources (OER)

Some courses use **Open Educational Resources (OER)** instead of a traditional textbook. OER materials are free educational resources that may include:

- Articles
- Textbook excerpts
- Complete digital texts
- Videos
- Websites and other online resources

These materials are **not accessed through BibliU**. Students should follow their instructor's directions for locating and accessing course materials.

Materials may be found:

- Under **Content** in D2L
- In an **Activity Feed** post
- In a course announcement or email
- Within the course syllabus

Course Material Reference Guide

Note: Course material formats are subject to change. Facilitators and students should always refer to the course syllabus and instructions provided by the instructor for the most current information.

Course (Schedule Title)	Material Type	How Students Access Materials
Abnormal Psychology	Courseware (LTI)	Access through the course link provided in D2L.
Accounting for Non-Fin Majors	Courseware (LTI)	Access through the course link provided in D2L.
All English Courses	OER	Follow directions in D2L Content, announcements, or syllabus.
Amer History I	Printed	Use school-provided materials.
Amer History II	Printed	Use school-provided materials.
Business Ethics	Courseware (LTI)	Access through the course link provided in D2L.
Business Writing/Communication	Courseware (LTI)	Access through the course link provided in D2L.
Chemistry for Liberal Studies	eBook	Open the BibliU Library in D2L on the first day of class.
Child Growth & Development	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
College Algebra	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Computer Apps I	Courseware (LTI)	Access through the course link provided in D2L.
Concept/Issues CJ	eBook	Open the BibliU Library in D2L on the first day of class.
Constitution Law	eBook	Open the BibliU Library in D2L on the first day of class.
Counseling and Interviewing	Courseware (LTI)	Access through the course link provided in D2L.

Elem Spanish I	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Elem Spanish II	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Environmental Science (Course)	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
Environmental Science (Lab)	Kit	Materials provided by High School ordered from BibliU website
Fund Human Nutrition	eBook	Open the BibliU Library in D2L on the first day of class.
Gen Chem I	Courseware (LTI)	Access through the course link provided in D2L.
Gen Chemistry II	Courseware (LTI)	Access through the course link provided in D2L.
Gen Humanities I	Printed	Use school-provided materials.
Gen Physics I	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
HCAC/R Courses	Printed	Use school-provided materials.
Human A&P I	Courseware (LTI)	Access through the course link provided in D2L.
Human A&P II	Courseware (LTI)	Access through the course link provided in D2L.
Human Development	Courseware (LTI)	Access through the course link provided in D2L.
Human Resource Management	Courseware (LTI)	Access through the course link provided in D2L.
Inter Algebra	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Intro to Astronomy	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
Intro Fin Acctg	Courseware (LTI)	Access through the course link provided in D2L.
Intro to Health Professions	eBook	Open the BibliU Library in D2L on the first day of class.

Intro to Human Services	Courseware (LTI)	Access through the course link provided in D2L.
Intro Manag Acctg	Courseware (LTI)	Access through the course link provided in D2L.
Intro to Oceanography	Courseware (LTI)	Access through the course link provided in D2L.
Intro to Soil Science	Printed	Use school-provided materials.
Intro to Teaching Profession	eBook	Open the BibliU Library in D2L on the first day of class.
Intro Unman Vehic Syst (UVS)	Printed	Use school-provided materials.
Intro World Religion	eBook	Open the BibliU Library in D2L on the first day of class.
Marriage and the Family	Courseware (LTI)	Access through the course link provided in D2L.
Mathematical Thinking	Printed	Use school-provided materials.
Mathematics in Context	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Microbiology I	Courseware (LTI)	Access through the course link provided in D2L.
Payroll Accounting	Courseware (LTI)	Access through the course link provided in D2L.
Personal Finance	Courseware (LTI)	Access through the course link provided in D2L.
Precalculus	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Prin of Group Dynamics	Courseware (LTI)	Access through the course link provided in D2L.
Principles of Finance	Courseware (LTI)	Access through the course link provided in D2L.
Principles of Management	Courseware (LTI)	Access through the course link provided in D2L.
Principles of Marketing	Courseware (LTI)	Access through the course link provided in D2L.
Small Business Management	Courseware (LTI)	Access through the course link provided in D2L.
Social Psychology	Courseware (LTI)	Access through the course link provided in D2L.

Spreadsheet Apps for Business	Courseware (LTI)	Access through the course link provided in D2L.
Strat. for Academic Success	OER	Follow directions in D2L Content, announcements, or syllabus.
Survey of Chemistry	Courseware (LTI)	Access through the course link provided in D2L.
Survey of the Human Body	Courseware (LTI)	Access through the course link provided in D2L.
World History to 1600	Printed	Use school-provided materials.

Getting Help with Course Materials

Locating OER Materials

If a student cannot find an OER resource:

1. Review the course syllabus.
2. Check the Content area and course announcements in D2L.
3. Contact the course instructor for assistance.

Digital Textbooks, eBooks, Access Codes, or Courseware

If a student is having difficulty accessing a digital textbook, access code, or courseware, have them contact BibliU Support directly:

Email: support@bibliu.com

Students should include:

- Their full name
- Student ID number
- Course name
- A detailed description of the issue
- Screenshots, if available

Issues with Printed Materials or Kits

For recently ordered textbooks, kits, or supplies that are missing, damaged, or incorrect, contact the Campus Store:

Email: CampusStore.NFC@bibliu.com

Phone: 877-859-2652

Examples of issues include:

- Wrong item received
- Damaged materials
- Incomplete shipment

Troubleshooting Common Student Issues

Student Cannot Log In to D2L

Verify:

- Student is using their NFC username and password.
- Student can successfully log in to their NFC email.
- Student is accessing the correct D2L website.

Try:

- Refreshing the browser.
- Closing and reopening the browser.
- Using Google Chrome.
- Clearing the browser cache.

If the Issue Persists:

Have the student contact the NFC IT Help Desk.

Student Cannot Access Their Course

Verify:

- The student is registered for the course.
- The course has officially started (Mini B Course start 8 weeks into term).
- The student is viewing the correct semester.

Try:

- Logging out and back into D2L.
- Waiting up to 24 hours after registration changes.

If the Issue Persists:

Have the student contact the instructor or the Dual Enrollment Office.

Student Cannot Find Their Textbook

Step 1: Determine the Material Type

The course may use:

- eBook
- Courseware (Access Code)
- Courseware (LTI)
- Printed or Physical Materials
- Open Educational Resources (OER)

Step 2: Follow the Appropriate Instructions

eBook

- Access through the BibliU Library in D2L.

Courseware (Access Code)

- Retrieve the access code from the BibliU Library in D2L.

Courseware (LTI)

- Access through the instructor-provided link in D2L.

Printed or Physical Materials

- Obtain materials from high school.

OER

- Check the syllabus, D2L Content area, and course announcements.

If the Issue Persists:

Refer to the **Textbooks and Course Materials** section of this guide.

Student Cannot Find an Access Code

Verify:

- The course uses Courseware (Access Code).
- The student has opened the BibliU Bookshelf

Important:

- Access codes are not emailed.
- Access codes are not distributed on paper.
- Access codes are located within BibliU.

If the Issue Persists:

Have the student contact:

BibliU Support

support@bibliu.com

Publisher Website Is Asking for Payment

Verify:

- The student accessed the publisher platform through D2L.
- The student used the NFC-provided access code from BibliU.

Important:

Students should not purchase course materials unless specifically instructed to do so by NFC.

If the Issue Persists:

Contact BibliU Support.

Student Cannot Open Courseware or Publisher Content

Try:

- Refreshing the page.
- Using Google Chrome.
- Clearing browser cache and cookies.

- Disabling pop-up blockers.

Verify:

- The student launched the courseware from D2L.

If the Issue Persists:

Have the student contact the instructor and BibliU Support.

Student Cannot Find an Assignment

Verify:

- The assignment due date has arrived.
- The assignment is located under the correct module in D2L.
- The student has reviewed announcements and the syllabus.

Try:

- Refreshing D2L.
- Reviewing the course Content area.

If the Issue Persists:

The student should contact their instructor.

Student Does Not Understand an Assignment

Encourage the Student To:

1. Read the assignment instructions carefully.
2. Review the rubric.
3. Check the course syllabus.
4. Review any announcements related to the assignment.

If Additional Help Is Needed:

The student should contact their instructor directly using their NFC email.

Student Has a Grade Question

Remind Students:

College instructors are responsible for grades.

Encourage the Student To:

- Review assignment feedback.
- Review the course gradebook.
- Contact the instructor directly with specific questions.

Student Needs Academic Help

Available Resources:

- Virtual Tutoring (Student click 24/7 Tutoring Tab in D2L)
- Instructor Office Hours
- Academic Success Resources

- Study Skills Support

Facilitator Tip:
Encourage students to seek help early rather than waiting until they are struggling.

Student Needs to Reset Their Password

- Click on myNFC on the NFC website.
- Click on "Create/Forgot Password."
- Enter your information:
    - NFC-assigned G# (student ID)
        - If they do not know G#, click on the button to use your full social security number instead.
    - Last four digits of your SSN (social security number).
    - Date of birth.
    - Zip code used on their NFC application.
- On the next screen, on step #2, enter a password with the requirements listed.
    - Note – their school user name will show above the password box.
- Click on "Check Password." If they don't get a 2nd green check mark, carefully review the password requirements and try a different password.
- On step #3, click on "Reset Password." If they got a 3rd green check mark, they can now login to the myNFC Portal.

Student Is Not Responding to Instructor Emails

Remind Students:
They should regularly check:

- NFC Email
- D2L Announcements
- D2L Notifications

Facilitator Tip:
One of the most common causes of student difficulties is failing to check NFC email regularly. Encourage students to check both NFC email and D2L every school day.

Troubleshooting Zoom Classroom Issues

Most dual enrollment Zoom courses are delivered from an NFC classroom to a Smart Display, projector, or classroom computer at the high school. When technical issues occur, facilitators should first identify whether the issue involves:

- Audio (students cannot hear)
- Video (students cannot see)
- Connection (Zoom meeting disconnected)
- Student Participation (students cannot be seen or heard by the instructor)
- Equipment (camera, microphone, Smart Display, or computer)

Before Class Begins

Verify that:

- The Smart Display, projector, or classroom display is powered on.
- The classroom computer is powered on and connected to the internet.
- The classroom camera is working.
- The classroom microphone is connected and unmuted.
- Speakers are turned on and volume is adequate.
- The Zoom session is joined before the scheduled class start time.

Students Cannot Hear the Instructor

Verify:

- The Smart Display or projector volume is turned up.
- The computer volume is turned up.
- Zoom is not muted.
- External speakers are powered on (if used).

Try:

- Clicking the audio icon in Zoom and selecting the correct speaker.
- Leaving and rejoining the meeting.
- Restarting the Smart Display or classroom computer.

If the Issue Persists:

Contact the high school's technology support staff.

The Instructor Cannot Hear Students

Verify:

- The classroom microphone is connected.
- The microphone is not muted in Zoom.
- The microphone is selected as the active device in Zoom.

Try:

1. Select the microphone arrow next to "Mute" in Zoom.
2. Verify the correct microphone is selected.
3. Use "Test Microphone" in Zoom.
4. Ask a student to speak while monitoring the microphone level indicator.

If the Issue Persists:

Restart Zoom and reconnect the microphone.

Students Cannot See the Instructor

Verify:

- The instructor's camera is enabled.
- The Smart Display or projector is receiving video from the classroom computer.
- Zoom is not minimized on the display device.

Try:

- Switching Zoom between Speaker View and Gallery View.
- Leaving and rejoining the meeting.
- Restarting Zoom.

The Instructor Cannot See the Classroom

Verify:

- The classroom camera is connected.
- The camera lens is uncovered.
- The camera is selected as the active camera in Zoom.

Try:

1. Select the arrow next to "Start Video."
2. Choose the correct camera.
3. Turn video off and back on.

Facilitator Tip

Some instructors use the classroom camera to monitor attendance and engagement. Position the camera so students can be seen clearly when possible.

Zoom Meeting Will Not Open

Verify:

- The internet connection is active.
- Zoom is installed and updated.
- The correct Zoom link is being used.

Try:

- Reopening the meeting link.
- Closing and reopening Zoom.
- Restarting the classroom computer.

If the Issue Persists:

Contact the instructor immediately and notify your school's technology staff.

Zoom Disconnects During Class

Verify:

- The classroom computer is still connected to the internet.
- The Smart Display shows an active network connection.

Try:

- Rejoining the Zoom session.
- Restarting Zoom.
- Restarting the internet connection if local procedures allow.

Facilitator Tip

If the connection is lost, students should continue working on course assignments or review course materials while reconnection efforts are underway.

No Sound After Joining Zoom

Try:

1. Leave the meeting.
2. Rejoin and select **Join with Computer Audio**.
3. Verify the correct speaker device is selected in Zoom.

Verify:

- Speakers are connected.
- The Smart Display is not muted.
- Computer volume is turned up.

Echo, Feedback, or Loud Screeching Noise

Common Causes:

- Multiple devices joined to the same Zoom meeting in the classroom.
- A student laptop joined to Zoom with audio enabled.
- Speakers are too close to the microphone.

Try:

- Mute any additional devices.
- Leave the Zoom meeting on student devices if not needed.
- Lower speaker volume.
- Move the microphone away from speakers.

The Instructor Is Sharing a Screen but Students Cannot See It

Verify:

- The instructor is actively sharing their screen.
- Zoom is the active window on the Smart Display.

Try:

- Click **View Options** in Zoom.
- Exit full screen and re-enter.
- Ask the instructor to stop sharing and share again.

Classroom Camera, Microphone, or Display Stops Working

Try:

1. Disconnect and reconnect the device.
2. Restart Zoom.
3. Restart the classroom computer.
4. Verify all cables are securely connected.

If the Issue Persists:

Contact the school's technology support staff.

Emergency Backup Procedure

If technical issues cannot be resolved within a reasonable time:

1. Notify the instructor immediately.
2. Document the issue and time it occurred.
3. Follow local school technology support procedures.

4. Have students monitor NFC email and D2L for instructions from the instructor.
5. Continue working on course assignments if directed by the instructor.

Facilitator Best Practice

When reporting a Zoom issue, be prepared to provide:

- Course name
- Instructor name
- High school location
- Classroom number
- Description of the issue
- Any error messages displayed
- Screenshots, if available
- Actions already attempted

Providing this information up front helps NFC instructors and technology staff resolve issues more quickly.

NORTH FLORIDA COLLEGE

DUAL ENROLLMENT DAILY SUCCESS GUIDE

A Quick Reference for NFC Dual Enrollment Students

1 CHECK YOUR NFC EMAIL DAILY



Your instructors and NFC offices communicate through your NFC student email account.

- Read all new messages
- Respond when needed
- Check your email every school day

Remember: Missing an email can mean missing an assignment, deadline, or important announcement.

2 LOG INTO D2L BRIGHTSPACE EVERY DAY

Even if you do not have a class meeting today, you should still check D2L.



Review: Notification Bell
- New announcements
- Grade updates
- Assignment feedback

Campus-Wide NFC D2L Page
- Important college announcements

Each Course
- Instructor announcements
- Grades and feedback
- Upcoming assignments
- Course content and learning materials
- Discussion posts and activities

3 MANAGE YOUR TIME

College courses move quickly!



Every Week:
- Check all assignment due dates
- Use a planner, calendar, or task list
- Break large assignments into smaller steps
- Work ahead when possible
- Schedule study time each week

Successful Students:
- ✓ Start assignments early
- ✓ Review coursework regularly
- ✓ Stay organized
- ✓ Avoid last-minute work

4 HAVE A QUESTION ABOUT YOUR COURSE?

Before asking for help:

Step 1
Check the Course Syllabus

Step 2
Check D2L
- Announcements
- Instructions
- Rubrics
- Course Content

Step 3
Contact Your Instructor

Use your NFC student email and include:
- Subject Line
- Professional Greeting
- Clear Question
- Your Name
- Course Name

Example

Subject: Question About Assignment 2

Hello Professor Smith,

I have a question about Assignment 2 in College Algebra.

Thank you,
Jane Student

5 NEED HELP WITH COURSE CONTENT?

FREE VIRTUAL TUTORING IS AVAILABLE!



Math · Science · Writing · Study Skills · Course Concepts

Don't wait until you're behind. Get help early!

DAILY SUCCESS HABITS

- Check NFC Email
- Check D2L Brightspace
- Read Announcements
- Review Upcoming Due Dates
- Complete Assigned Work

WEEKLY SUCCESS HABITS

- Monitor Your Grades
- Update Your Calendar
- Contact Instructors When Needed
- Meet with a Tutor if You Need Help

TAKE CHARGE OF YOUR SUCCESS!

College Success = Communication + Organization + Time Management + Asking for Help Early

QUICK START GUIDE

for students who need help getting started

NFC NORTH FLORIDA COLLEGE LIBRARY

Having trouble? There's probably a tutorial for that!
Scan the QR codes or click the underlined text to access them.

MyNFC

The MyNFC Portal

Includes lessons on your **NFC password** and the **Microsoft Authenticator App**

NFC Email via Outlook

Course Access & Navigating D2L

Bookstore, Bibliu, Textbooks, Courseware

When you access Bibliu in your D2L course, you can also contact Bibliu support: Support

Computer issues in general? Try **troubleshooting**!

View all **NFC Tutorials** at **guides.nfc.edu/Video-Tutorials**

STILL NEED HELP?

Visit the **NFC Library**, **Perry**, or **Live Oak** location for:

Pop-in for POP-TARTS

HELPFUL CONTACTS:

Your instructor!

Computer Services
"Contact Support" at my.nfc.edu
850-973-1672

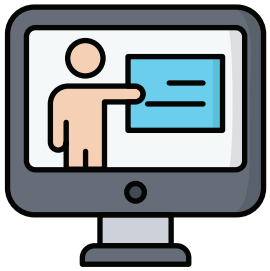
Learning Resources
Library & Academic Success Center
www.nfc.edu/learning-resources
850-973-1624
learningresources@nfc.edu

brainfuse

Online Tutoring

and so much more!

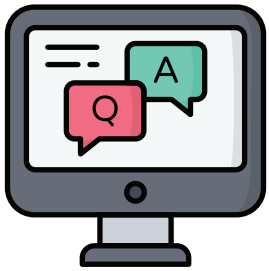
On Demand, Anytime, Anywhere eLearning



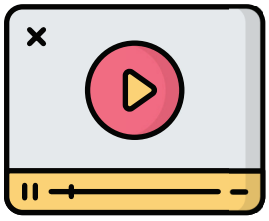
Receive Instant Tutoring and interact with a live tutor.



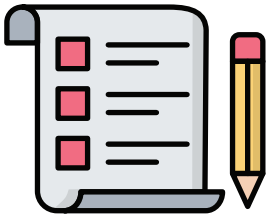
Use the **Writing Lab** for comprehensive feedback or connect with a live tutor.



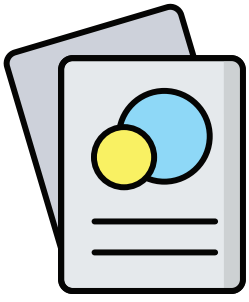
Submit a Question anytime and receive a reply from a tutor.



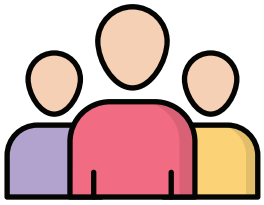
Personalized Skills Building library of lessons and videos.



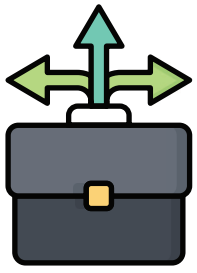
Test Prep in academic subjects and standardized tests.



Create your own flashcards and online games to reinforce classroom learning.



Form online study groups with peers, and faculty using MEET.



Use eParachute to discover your strengths and talents to map out your future career.

To access 24/7 Online Tutoring services:

1.) Sign into D2L via MyNFC.

2.) Click "24/7 Tutoring" in the Navbar.

3.) Choose the services/tools that best fit your needs.

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brainfuse online tutoring

ASC Online Writing Consultation Instructions

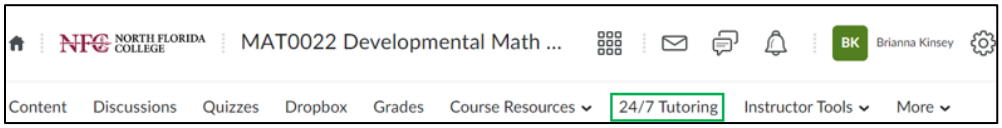
How to Submit Your Essay

Step 1: Read our Terms & Conditions.

- Go to https://guides.nfc.edu/ASC/WritingConsultation.
- Submitting an essay to an ASC Peer or Professional Tutor implies that you have read and agreed to the terms and conditions established by the ASC Tutor Lab.

Step 2: Access 24/7 Tutoring.

- Sign in to D2L.
- Open any course.
- Click “24/7 Tutoring” in the course navbar.

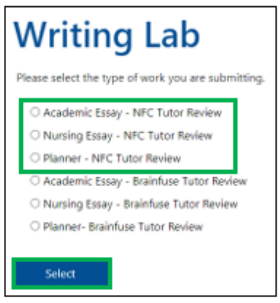


Step 3: Use the Writing Lab.

- Click “Submit Paper”



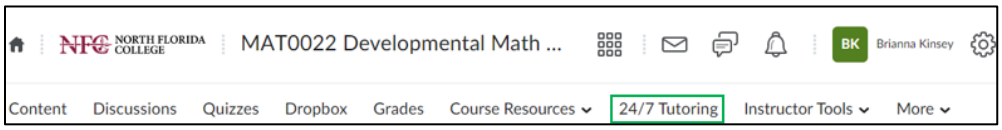
- Choose any of the options that say, “NFC Tutor Review”.
- Click “Select”.



- Fill out the form and attach your work, then click “Submit”.

How to Retrieve Your Feedback

- Repeat Step 2 from page 1.



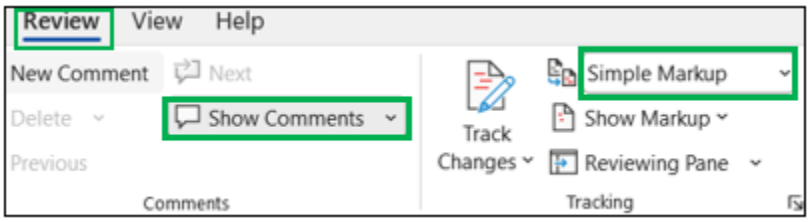
- Hover over your name (top right).



- Go to “My Message Center”.

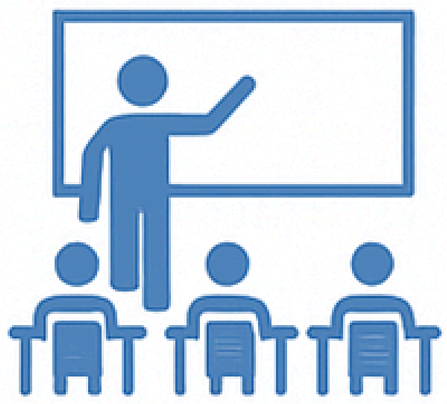


- Download the essay.
- Read the Tutor Response Form for an overview and comments about different aspects of the writing.
- Go to the "Review" tab in Word
- Make sure "show comments" and "simple markup" are chosen.
    - You will see detailed comments from the tutor about your writing.



COURSE MODALITIES

FACE TO FACE



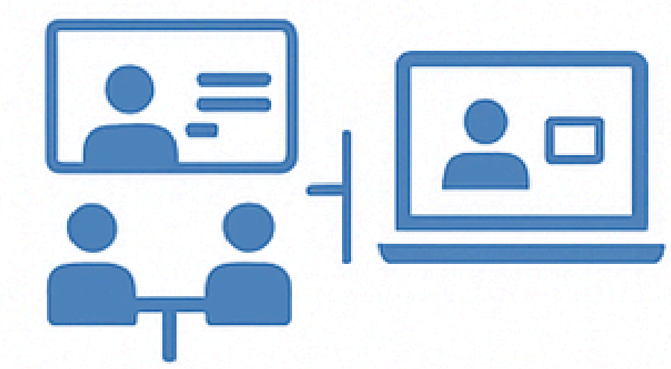
- **In-person** in an NFC classroom (Madison, Perry, or Live Oak).
- **Same days**/**times** each week.
- For remote students? **NO.**

ONLINE



- All instruction is available **online**.
- **No live meetings** or set days/times.
- For remote students? **YES!**

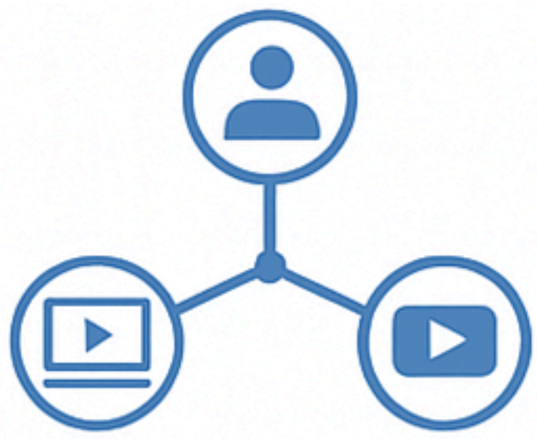
FACE TO FACE ENHANCED



- **In-person** in an NFC classroom (Madison, Perry, or Live Oak).
- **Same days**/**times** each week.
- There will be an opportunity to join virtually **some weeks**.
- For remote students? **MAYBE**. Check the syllabus!

NOTE: **Dedicated Dual Enrollment Classes** will be listed as Face to Face Enhanced if the instructor will teach the class virtually (students will be in the High School classroom, but the instructor will be on Zoom).

HYFLEX



- **Students choose** how to attend **each week**:
  - **In-person** (live)
  - **Virtually** (live)
  - **Online** (not live)
- **Same days**/**times** each week (**if attending live**).
- For remote students? **YES**, AND students needing a classroom environment too.

Dual Enrollment
DualEnrollment@nfc.edu
850.973.9474
|850.973.1628

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Sentinels stand together.