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Discover **Online Learning**



Online Learning Student Handbook

1533 Highway 19 South • Thomaston, GA 30286 • 706.646.6148 • www.flintrivertech.edu

A Unit of the Technical College System of Georgia

Revised Summer 2008

TABLE OF CONTENTS

Basic Skills Needed for Online Learning	5
Basic Hardware/Software Needed for Online Learning	5
FRTC’s Online Student Orientation and READI Assessment.....	7
FRTC’s Online Agreement.....	8
FRTC Student Email Accounts.....	9
FRTC’s Online Student Attendance Verification	13
Proctored Exam Policy for Online Courses	14
Students Using Off Campus Proctors	14
Students Using On Campus Proctors.....	15
Approved On-campus Proctors	15
Getting Connected	16
Logging into ANGEL.....	16
Properly Configuring Browser Settings for ANGEL	18
Work Ethics	19
Flint River Technical College Learning Resources	19
GALILEO (Georgia Library Learning Online)	19
NetLibrary	19
Library Catalog.....	19
Additional Information	19
Trouble Shooting Advice.....	20
Course/Grade/Assignment Questions	20
ANGEL Log-in Problems	20
Frequently Asked Questions.....	22
ANGEL 7.3 Student QuickStart Guide	
Introduction.....	4
Special Features Used in This Manual	4
ANGEL Home	5
Navigation Tools	5
Public Resources.....	6
Search and Help.....	6
Personal Home	7
Navigation Tools	7
<i>Help</i>	9
<i>Preferences</i>	10
<i>Instant Messenger</i>	11
Courses	12
Community Groups	12
Toolbox.....	13
Course Mail	13
Course Overview	15
Navigation Tabs.....	15
Course Guide	15
Course Tab.....	17
Calendar Tab.....	18
Lessons Tab	19
Resources Tab.....	20
Communicate Tab.....	21
Course Mail	21
<i>How to Send Course Mail</i>	22

<i>How to Read Course Mail</i>	23
Report Tab	26
Common Tasks	27
How to Log into ANGEL	27
How to Forward Course Mail.....	27
How to Take an Assessment.....	29
How to Post a Message to a Discussion Forum.....	31
How to Post to Live Chat	32
How to Submit an Assignment to a Drop Box	33
How to Use the Inline HTML Editor.....	36
Accessing Menus.....	36

Welcome to the Online World of Education at Flint River Technical College!

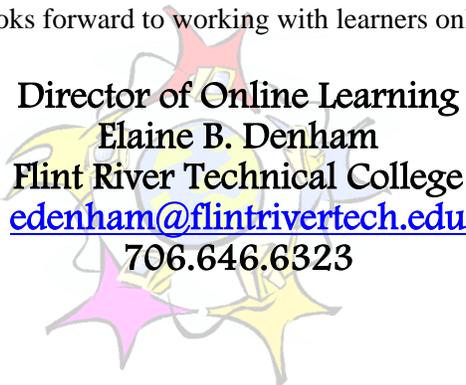
Flint River Technical College's (FRTC) online courses free students from the requirement to be in a specific classroom at a specific time. Students log on and work on the course weekly at the time and place of the student's choosing! The course number credits earned, and content covered are the same as in a face-to-face classroom. The difference is that content is delivered via the Internet (using the ANGEL Learning System) and students learn on computer at home!

Online classes are not easier or watered down versions of the face-to-face course. They are as rigorous and in some cases a better learning environment for the working student. Online learning courses are not for everyone. Some people learn best by interacting face to face with the instructor and other students. To be successful in an online course, students should be self-motivated and work well independently.

Online courses can give learners access to courses on required scheduled courses, connect learning with real life, offer access to massive amounts of information, allow tailored instruction, allow retrieval of previously covered material, and provide experimenting in a safe environment.

Flint River Technical College offers many courses online and web-enhanced. FRTC's vision is to provide both the local and the global community with access to an affordable, diverse, and relevant variety of high quality online training and educational opportunities.

Flint River Technical College looks forward to working with learners online!



**Director of Online Learning
Elaine B. Denham
Flint River Technical College
edenham@flintrivertech.edu
706.646.6323**

Basic Skills Needed for Online Learning

The following questions assess the basic skills and capabilities that are needed in order to be successful in an online course:

- ✓ Comfortable using computers?
- ✓ Personal access to technical support if technical difficulties with hardware/software arise?
- ✓ Access to the Internet at home or access easily on a regular basis?
- ✓ Good reading skills?
- ✓ Self-disciplined, independent learner?
- ✓ Use email regularly and know how to send attachments with email?
- ✓ Fairly comfortable using word processing software?
- ✓ Use the Internet regularly at home or at work?
- ✓ Have enough time to work on and be successful in an online course considering professional and personal schedule?
- ✓ Comfortable with asking questions online?
- ✓ Willing to actively interact with classmates and instructors through an electronic environment?

Basic Skills

- Familiar with the operating system of the computer being used to access the Internet course
- Understand terms such as mouse, drag, open, select, file, choose, double-click, download, upload, send, etc.
- Save, copy and find files/folders on floppy and hard drives
- Navigate between two or more applications without closing and re-opening (multitasking)
- Minimize/maximize Windows



Email Skills

- Send, open, reply to, and forward a message
- Enter a message subject
- Send an attachment
- Open and/or save an attachment

Web Browser Skills

- Go to a specific URL
- Print a page
- Follow a hypertext link
- Conduct a basic search using a search engine
- Download and install plug-ins

Word Processor Skills

- Open a new file
- Open an existing file
- Save a file
- Rename a file (Save As)
- Cut, paste, format text
- Print a document

Basic Hardware/Software Needed for Online Learning

Easy access to computer at home, or wherever course work will be completed, and a direct connection to the Internet will be needed to complete an online course.

1. Check your browser and download software that is needed: [Browser](#). Make sure you are using Internet Explorer 7.

2. Download media so that you can hear and see all content: [Media Downloads](#)

3. On your computer, go to

Start > Control Panel > Internet Options > Security > Use Pop Up Blocker > Disable

Start > Control Panel > Internet Options > Security > Trusted Sites > type in <https://gvtc.angellearning.com> > Uncheck the Require Server Verification (https:) for all sites in this zone option.

Start > Control Panel > Internet Options > Security Tab > Custom Level > Scripting > Allow status bar updates via script > Enable.

Start > Control Panel > Internet Options > Delete Browsing History. Do this daily.

Internet Service Provider

An ISP is a company that provides the software necessary for getting onto the Internet. Students should contact a local ISP to set up a personal account. Without an ISP, it is impossible to take online courses. Students have reported numerous problems when using AOL to access online courses. If you use AOL, you must be able to access Firefox or Internet Explorer. **Do not use the AOL browser!**

- ❖ Specific software requirements may be necessary for certain courses. Check with the online facilitator as to what software might be needed to be successful in that course.

FRTC's Online Student Orientation and READI Assessment

Beginning Summer Quarter 2007 (200801), all students who are interested in taking online or hybrid courses and have not successfully completed an online or hybrid course or SCT 100 must complete the non-credit/non-cost Online Orientation course and READI assessment before they will be allowed to register for an online or hybrid course.

FRTC's Online Agreement

Once students have decided that online learning is for them, they should contact their advisor to register for the course and read and sign Flint River Technical College's Online Course Agreement.

Online Course Agreement 2008-2009

Student Name _____ Student ID _____

Quarter: Su Fa Wi Sp 20 _____ Program _____

CRN	Course Number	Course Name

You have enrolled in one or more on-line courses at Flint River Technical College (FRTC). This means that you will not attend class on the campus of FRTC for this course. The course requirements can be completed anywhere you have access to the Internet. The FRTC main campus library in Thomaston provides access to computers during the day and evening. FRTC also has computer labs in Butler and Talbotton. Public libraries have access to the Internet.

If you have not successfully completed an online course or SCT 100, you must complete the OLO 099 - Online Learning Orientation (CRN 20212).

You must email your instructor every day for the first 4 days of the quarter. Use your FRTC student email account to email your instructor and participate in this course. If you have not set up your FRTC email account, please use the instructions that follow this form to do so. Your online instructor will communicate with you using this email account, so make sure to check it on a regular basis.

Some courses such as SCT 100 require additional software on your home computer to complete the course. Currently, the Microsoft Office 2007 versions of Word, Excel, and Access are required for SCT 100, BUS 101, BUS 108, BUS 201, BUS 105, BUS 202, CIS 127, CIS 2228, and CIS 2229.

In order to remain active in a course and not be dropped, students must check the online course classroom at least 3 times weekly to receive updates to the schedule and to be considered active. Students must complete and submit the required work to the instructor by the due date.

Please indicate your understanding of the requirements of this course below.

I am capable of completing the following tasks on a computer.

- 1) Using a search engine for research
- 2) Using a word processing application to submit assignments
- 3) Using the Windows cut and paste functions to copy information from one document to another
- 4) Downloading and installing Internet components such as Macromedia or Windows, Media Player or Adobe Acrobat
- 5) I have access to the required software for the course.

You must access this course on the first day of the quarter. You must message or email your instructor by the 3rd day of the quarter!

From your Internet browser software, enter the following URL, website address and click the GO button or press enter, <https://gvtc.angellearning.com/>. The first screen that you are presented with is a logon screen. A logon user identification and password have been set up for you.

The ANGEL USERID and Password is 47_XXXXXXXXXX (X=9-digit Flint River Technical College ID)

If you have questions, please call your instructor at the number listed on your syllabus. If you decide to drop this course, you must initiate paperwork, notify your advisor and contact Student Affairs at 1-800-752-9681.

If you are unable to successfully login to our course, please call our Director of Online Learning, Mrs. Elaine Denham, at 706-646-6323 or email her at edenham@flinrivertech.edu.

Drop/Add Policy	
Instructional Day	Policy Applied
<i>Before Day 1 of Quarter</i>	All fees must be paid or student will be purged from system
<i>Days 1 – 3</i>	<p>Drop Course(s) Only:</p> <p>No Harm No Foul Period</p> <ul style="list-style-type: none"> ➤ Must officially withdraw from course(s) ➤ No grade issued ➤ 100% refund of applicable tuition and refundable fees <p>Drop/Add Course(s):</p> <p>If credit-hour total does not change</p> <ul style="list-style-type: none"> ➤ No grade for dropped course ➤ No additional tuition paid
<i>Days 4 – 7</i>	<p>May add open sections of course(s)</p> <p>If dropping course(s):</p> <ul style="list-style-type: none"> ➤ Must officially withdraw from course(s) ➤ Grade of W issued ➤ No refund of tuition or fees
<i>Days 8 – midpoint of quarter</i>	<p>Can no longer add course(s)</p> <p>If dropping course(s):</p> <ul style="list-style-type: none"> ➤ Must officially withdraw from course(s) (WF issued if not officially withdrawn) ➤ Grade of W issued ➤ No refund of tuition or fees
<i>Midpoint – 30th Day</i>	<p>WP – Assigned when student officially drops a class after the midpoint of the quarter and through the 30th day of the course and is passing the coursework assigned thus far. Hours attempted are included in Total hours. There is no effect on GPA.</p> <p>WF – Assigned when student officially withdraws after the midpoint of the quarter or after the 30th day of the quarter and is not passing the coursework; also assigned when student is withdrawn for excessive absences. Grade carries zero (0.0) grade points and is calculated in the GPA.</p>
<p><i>It is the student's responsibility to make sure that all paperwork for official addition of or withdrawal from all courses is initiated. Please follow up with the Registrar's office to make sure all paperwork has been completed and processed. Without official withdrawal paperwork from the student grades for withdrawn courses will be an F.</i></p>	

I understand and accept the responsibility of enrolling in an online course.

_____ Date: _____

(sign name here)

FRTC Email Address: _____

Evening phone: _____

Day phone: _____

FRTC Student Email Accounts

Once students have registered for their first course at FRTC they are assigned an FRTC student email account. The following instructions tell how to access and set up FRTC student email accounts. Flint River Technical College Student Email is the official communication method adopted by the College and will be used for any email communication with and from advisor/instructors/FRTC personnel. This account should be checked on a regular basis.

Accessing FRTC Student Email

1. To login to student email, visit <https://exchangelabs.com/owa>
2. You should now see a login screen similar to **Figure 1**.
3. a. In the Windows Live ID field, enter your Live ID (this should have been provided to you by your advisor). The format of the ID should be ***firstname.lastname@student.flintrivertech.edu*** (e.g., Jane Doe's Live ID would be ***jane.doe@student.flintrivertech.edu***).

b. In the password field, enter the default password "student". Unless the PC on which you are checking your email belongs to you it is recommended that you **do not** select either "Remember me on this computer" or "Remember my password".
4. Upon your first login you will be prompted to enter account information (see **Figure 2**).
5. Complete the requested information and click "I accept" to proceed.
6. Reenter your login information, this time using the new password that you setup in the previous step. When **Figure 3** appears, click the dropdown and select "Eastern Time" as your time zone. Click OK.
7. Congratulations! You have successfully setup your Flint River Technical College student email address. If you have any questions contact the Live@edu Technical Support at LiveEduAdmin@student.flintrivertech.edu

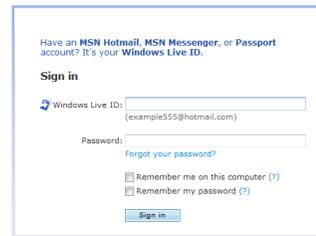


Figure 1

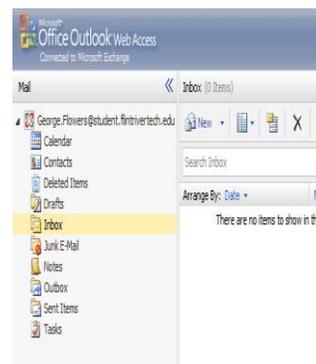


Figure 2



Figure 3

Where do I check my e-mail? Sign in at <http://exchangelabs.com/owa> with your new e-mail address, e.g. ***firstname.lastname@student.flintrivertech.edu***



Please contact George Flowers (gflowers@flintrivertech.edu) or Elaine Denham (edenham@flintrivertech.edu) if you have problems accessing your account.

FRTC's Online Student Attendance Verification

In order for students to be counted in attendance in an online course, they must log into that course at least three times per week. Login dates and times are what will be used to determine the amount of time a student has attended/missed or to determine the last date of attendance. Also, an instructor may choose to drop students because course work is not being submitted or is not being submitted in a timely manner. Check the online course classroom daily for announcements and postings. The same attendance policy applies to online courses as that used in on campus courses.

Attendance

The educational programs at Flint River Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each day. Likewise, Flint River Technical College expects each student to be present and to be on time for every class.

A student is considered to have an unsatisfactory attendance record if absent more than 10 percent of the scheduled contact hours for a class. If absences exceed 10 percent, the instructor will notify the student that further absences jeopardize continued enrollment in the class.

An absence rate of twenty percent or more of scheduled contact hours for a class **REGARDLESS OF THE REASON** will result in dismissal of the student from the class(es) unless the average of all grades received in the course is 80 or above. With each additional tardy or absence, the student's average will be re-evaluated. If at any point of evaluation, the average falls below 80, the student will be dismissed from the class with a grade of WF. Readmission will follow the general admission policy. A tardy is being out of the class for ten minutes or less in a scheduled contact hour. An absence is any time out of class in excess of ten minutes. Four tardies equate to one absence.

STUDENTS WHO ARE DISMISSED FOR EXCESSIVE ABSENCES WILL AUTOMATICALLY RECEIVE A GRADE OF "WF" FOR THE COURSE FROM WHICH THEY ARE DISMISSED.

(Copied from 2007-2008 Student Catalog on FRTC Website)

Proctored Exam Policy for Online Courses

(Off Campus and On Campus Proctors)

All on line courses must have proctored midterm and final exams. The dates and times for these exams will be published at the beginning of each quarter. Students using an off campus proctor must take exams on the designated dates. Students using an on campus proctor must take exams on the designated dates and at the designated times.

Students Using Off Campus Proctors

All students using off campus proctors are required to submit to the course instructor a candidate as a proctor by the second week of the quarter. Students will not be allowed to take the midterm and final exams without a qualified proctor. For students using off campus proctors, proctors **MUST** be someone with supervision over the student, such as an instructor or employer, or someone associated with an agency such as a public library or educational institution. Qualified proctors will have an email address domain associated with a place of employment (i.e., proctor@flintrivertech.edu), and the proctor's name must be reflected in the email address. Common domain names that anyone can get will **NOT** be accepted, such as Yahoo, AOL, CSV, HOTMAIL, EXCITE, ALLTEL, PEOPLEPC, NETZERO, or BLACKPLANET. The course instructor must approve the candidate for proctor. Please notify the instructor **IMMEDIATELY** if you have any problems with selecting a proctor.

All students using an off campus proctor must have a qualified proctor approved by the course instructor by the end of the third week of the quarter. ***Once all proctors are approved, the course instructor will fill out and send the form Information to be Supplied to Proctors by Online Instructors for Proctored Exams***

In order to create the best possible testing environment for students, the following policies are in effect for online midterm and final exams on the Flint River Technical College main campus or Talbot County or Taylor County centers:

1. Exams must be taken on one of the scheduled days.
2. Exams must be taken at the scheduled time.
3. Only those students who are testing will be allowed in the testing area during testing.
4. All students who will be testing must arrive at least 10 minutes before the designated time for the exam to begin.
5. All students must present their current, valid Flint River Technical College student identification badge or other valid picture identification. Students will be admitted to the testing area once the valid picture identification is shown.
6. Only resources approved by the course instructor will be allowed in the testing area. ***Flint River Technical College does not have an area to secure any items brought that are not approved.*** If students show up with any resources that are not approved, they will not be allowed into the testing area.
7. All electronic devices (cell phones, pagers, etc.) must be turned off and cannot be using during testing.
8. Students will not be allowed to leave the testing area once testing has begun. Please make sure that all personal needs are attended to before reporting for the exam.
9. Students will not be allowed to communicate with anyone during the exam. If there are any questions/problems, please raise your hand and the proctor will come to you.
10. Students who violate any of these policies will not be allowed to finish the exam and will be referred to the proper college official for disciplinary action.

Students Using On Campus Proctors

In order to create the best possible testing environment for students, the following policies are in effect for online midterm and final exams on the Flint River Technical College main campus or Talbot County or Taylor County centers:

1. Exams must be taken on one of the scheduled days.
2. Exams must be taken at one of the scheduled times.
3. On the main campus, all midterm and final exams will be delivered and proctored in the library's computer lab or in the Plato Lab. The Talbot and Taylor centers' location will be determined by the proctor at that location.
4. Only those students who are testing will be allowed in the testing area during testing.
5. All students who will be testing must arrive at least 10 minutes before the designated time for the exam to begin. The door will be closed at the designated time and no one will be admitted to the testing area after this.
6. All students must present their current, valid Flint River Technical College student identification badge. Students will be admitted to the testing area once the ID badge is shown.
7. All students must sign in giving the date, time, course number(s) and instructor's name(s) of exam(s) to be taken, and Flint River Technical College Student ID#. Student will sign and proctors will check student IDs.
8. Only resources approved by the course instructor will be allowed in the testing area. ***Flint River Technical College does not have an area to secure any items brought that are not approved.*** If students show up with any resources that are not approved, they will not be allowed into the testing area.
9. All electronic devices (cell phones, pagers, etc.) must be turned off and cannot be using during testing.
10. Students will not be allowed to leave the testing area once testing has begun. Please make sure that all personal needs are attended to before reporting for the exam.
11. Students will not be allowed to communicate with each other during the exams. If there are any questions/problems, please raise your hand and the proctor will come to you.
12. As space allows, there must be at least one desk between each student taking exams.
13. Students who violate any of these guidelines will not be allowed to finish the exam and will be referred to the proper college official for disciplinary action.

Approved On-campus Proctors

Following are the approved on campus proctors:

Director of Library/Media Services (or designee)
Director of Online Learning (or designee)
Deans for Academic Affairs (or designee)
Director of Information Services (or designee)
Learning Support Instructor

Getting Connected

Logging into ANGEL

Students will first need to access the ANGEL web site using the URL:
<https://gvtc.angellearning.com>

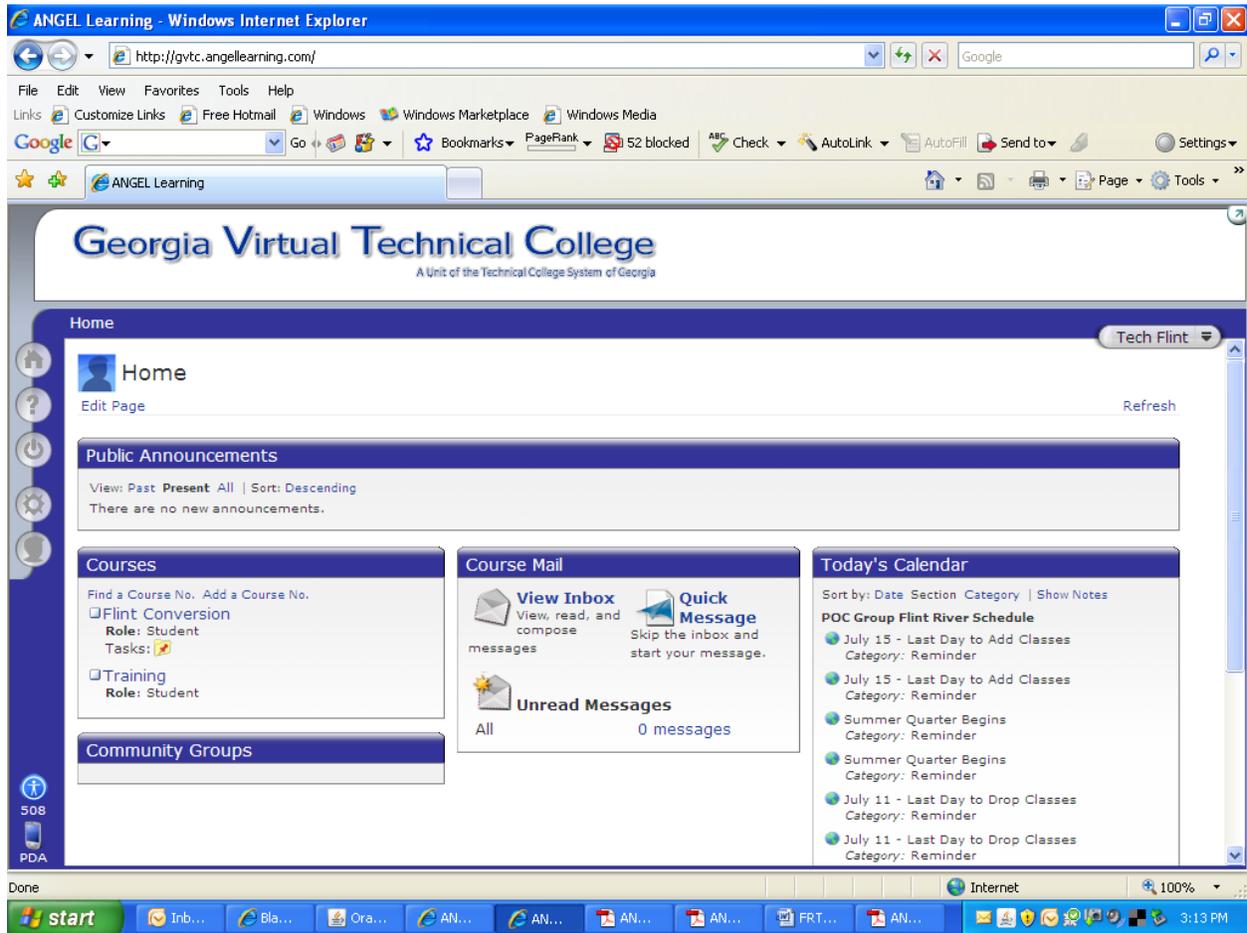


They will then need their username and password. The following information will be used to determine what their username and password will be for logging into their ANGEL account:

Username: 47_XXXXXXXXXX (FRTC 9-digit student ID)

Password: 47_XXXXXXXXXX (FRTC 9-digit student ID)

Once they have accessed the FRTC ANGEL portal, they should see a screen that looks like this:

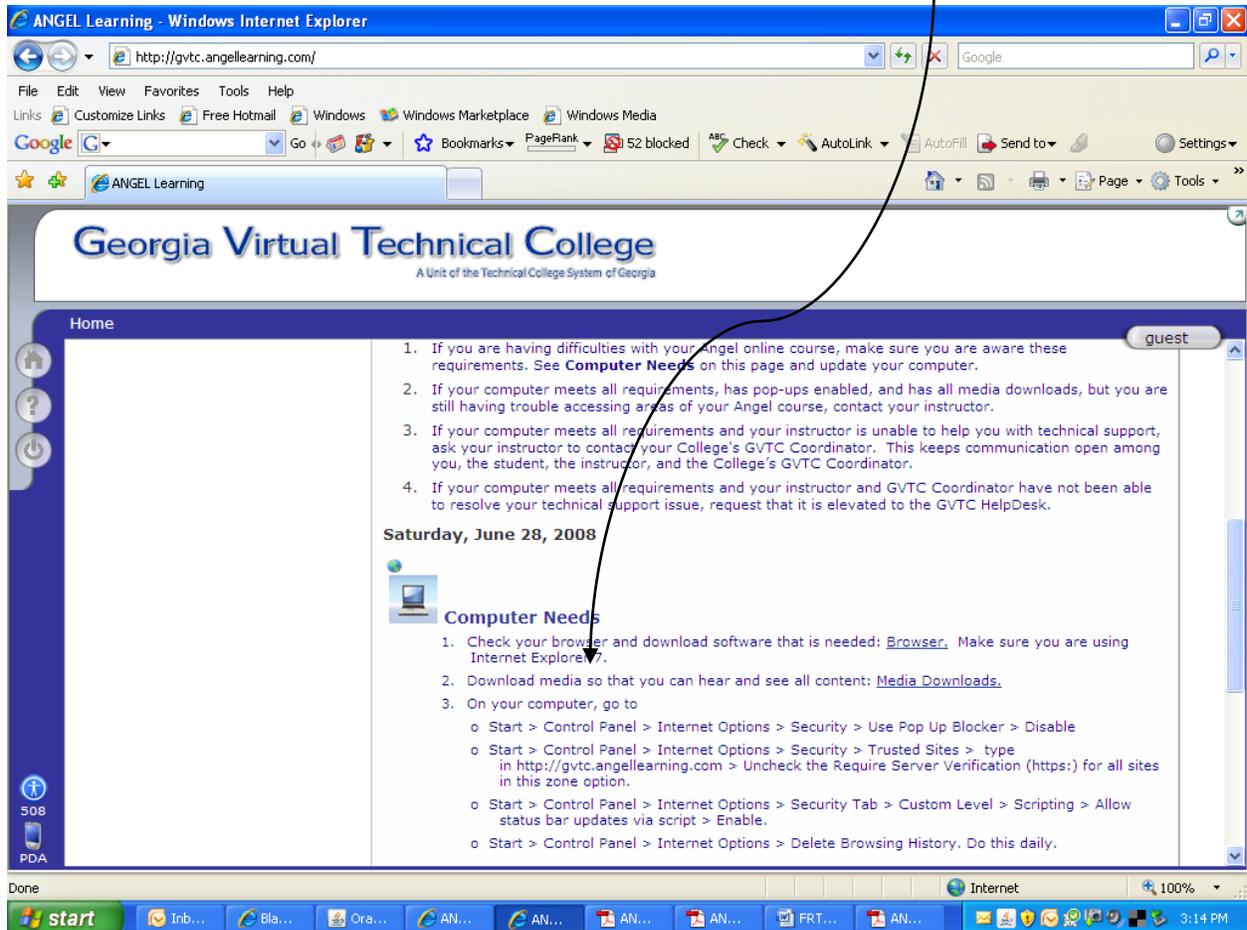


Students who have problems logging should contact the Director of Online Learning.

The courses in which students are enrolled in ANGEL are on the left. Please click on the course to enter the ANGEL classroom.

Properly Configuring Browser Settings for ANGEL

Students should always check to make sure their computer settings are properly configured for ANGEL. They can do this by using the Computer Needs on the first page of ANGEL.



ANGEL Learning - Windows Internet Explorer

http://gvtc.angellearning.com/

Georgia Virtual Technical College
A Unit of the Technical College System of Georgia

Home

1. If you are having difficulties with your Angel online course, make sure you are aware these requirements. See **Computer Needs** on this page and update your computer.

2. If your computer meets all requirements, has pop-ups enabled, and has all media downloads, but you are still having trouble accessing areas of your Angel course, contact your instructor.

3. If your computer meets all requirements and your instructor is unable to help you with technical support, ask your instructor to contact your College's GVTC Coordinator. This keeps communication open among you, the student, the instructor, and the College's GVTC Coordinator.

4. If your computer meets all requirements and your instructor and GVTC Coordinator have not been able to resolve your technical support issue, request that it is elevated to the GVTC HelpDesk.

Saturday, June 28, 2008

Computer Needs

1. Check your browser and download software that is needed: [Browser](#). Make sure you are using Internet Explorer 7.
2. Download media so that you can hear and see all content: [Media Downloads](#).
3. On your computer, go to
 - o Start > Control Panel > Internet Options > Security > Use Pop Up Blocker > Disable
 - o Start > Control Panel > Internet Options > Security > Trusted Sites > type in http://gvtc.angellearning.com > Uncheck the Require Server Verification (https:) for all sites in this zone option.
 - o Start > Control Panel > Internet Options > Security Tab > Custom Level > Scripting > Allow status bar updates via script > Enable.
 - o Start > Control Panel > Internet Options > Delete Browsing History. Do this daily.

Work Ethics

All online courses will assign a work ethics grade.

Flint River Technical College Learning Resources

Flint River Technical College offers library services to provide quality academic library resources and services in support of FRTC's Associate of Applied Science, Diploma, Certificate, Adult Literacy, Continuing Education, and Economic Development programs.

These resources consist of three online services that students may access on the College's library web page at <http://www.flintrivertech.edu/library>.

GALILEO (Georgia Library Learning Online)

The most comprehensive selection of electronic learning resources available to FRTC students is grouped into a single website referred to as Georgia Library Learning Online (GALILEO) - <http://www.galileo.usg.edu>. GALILEO is a statewide electronic library operated by the University System of Georgia, which is available to all Georgians through the internet. Presently, over 100 databases are available through GALILEO to Georgia technical colleges.

GALILEO databases provide citations and full text articles related to current events, business, general interest, popular and scholarly topics, science and technology reference sources, regional current events, and business and management topics, as well as health and social science citation, abstract, and full text articles. These resources include the following: 16,000 electronic books at netLibrary, the Encyclopedia Britannica Online, and the Newsbank Atlanta Journal-Constitution and Georgia Newspapers.

NetLibrary

FRTC provides access to over 15,000 electronic books (eBooks) through NetLibrary, including reference books, scholarly monographs, publications of many university presses, and consumer books that have been converted into digital format. It is possible to perform full-text searches of a single eBook, search thousands of volumes simultaneously, browse topic categories, or read eBooks directly online. There is no checkout period for NetLibrary eBooks.

Users can create an account in order to use personalization tools, including creating a Favorites list, but a personal account is not required for accessing eBooks through the GALILEO interface. A personal login is required when accessing through library catalogs and through the NetLibrary web site.

Library Catalog

This online service searches FRTC's collection of resources by author, title, subject, keyword, or visual navigation.

Please obtain and keep for future reference a copy of the *Student Library Handbook*.

Additional Information

Some courses such as SCT 100 require additional software on home computer to complete the course. Microsoft Office is required for several courses taught online. Please contact the instructor for that course for the version of Microsoft Office required.

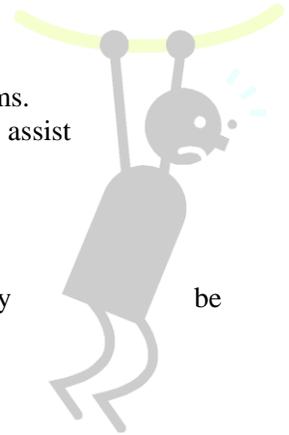
Students must check the online course classroom to receive updates to the schedule and to be considered active. Students must complete and submit the required work to your instructor by the due date.

The FRTC main campus library in Thomaston provides access to computers during the day and evening. FRTC also has computer labs in Butler and Talbotton. Public libraries have access to the Internet.

Trouble Shooting Advice

There may be times during course enrollment that students encounter technical problems. Listed below are resources to assist students. The FRTC technical support staff aims to assist students in a timely manner and is here to support them with technical problems they encounter during the quarter.

Students should visit the Frequently Asked Technical Support Questions (FAQs) beginning on page 23 section before contacting tech support. Answers to questions may be found in that section.



Course/Grade/Assignment Questions

Students should contact their instructor via email or telephone. Also, the instructor is the first point of contact for resetting any tests.

ANGEL Log-in Problems

Mrs. Elaine B. Denham, Director of Online Learning, Flint River Technical College
edenham@flintrivertech.edu or 706.646.6323

To add ANGEL to your Trusted Sites.

- While in Internet Explorer, on the menu bar, click on Tools and then click on Internet Options
- In the Internet Options dialog box click on the Security Tab.
- Click on Trusted Sites. (The green checkmark.)
- Click on Sites.
- Remove the checkmark from "Require server verification (https:) for all sites in this zone"
- Enter **gvtc.angellearning.com** in the "Add this web site to the zone:" box.
- Click Add

Frequently Asked Questions

This FAQ provides answers to commonly asked questions about using ANGEL.



1. Where is ANGEL?

ANGEL is a course management software company that provides the course “shell” for all online classes taught within the Georgia Virtual Technical College, a partnership in which Flint River Technical College is a member. You access the site by going to <https://gvtc.angellearning.com>. Questions about the Georgia Virtual Technical College can be answered at their FAQ site at <http://www.gvtc.org/faq.asp>.

2. What software do students need to access their ANGEL course?

- A web browser – Firefox 3 or higher, or Internet Explorer version 7 or higher, with JavaScript and cookies enabled. Students may check the browser's Help files for more details. Mac Netscape users will need to download a plug-in that forces Netscape to use Apple's "Macintosh Runtime Java" for use with the Virtual Classroom feature. This is available for download from: www.mozilla.org/oji/MRJPlugin.html.

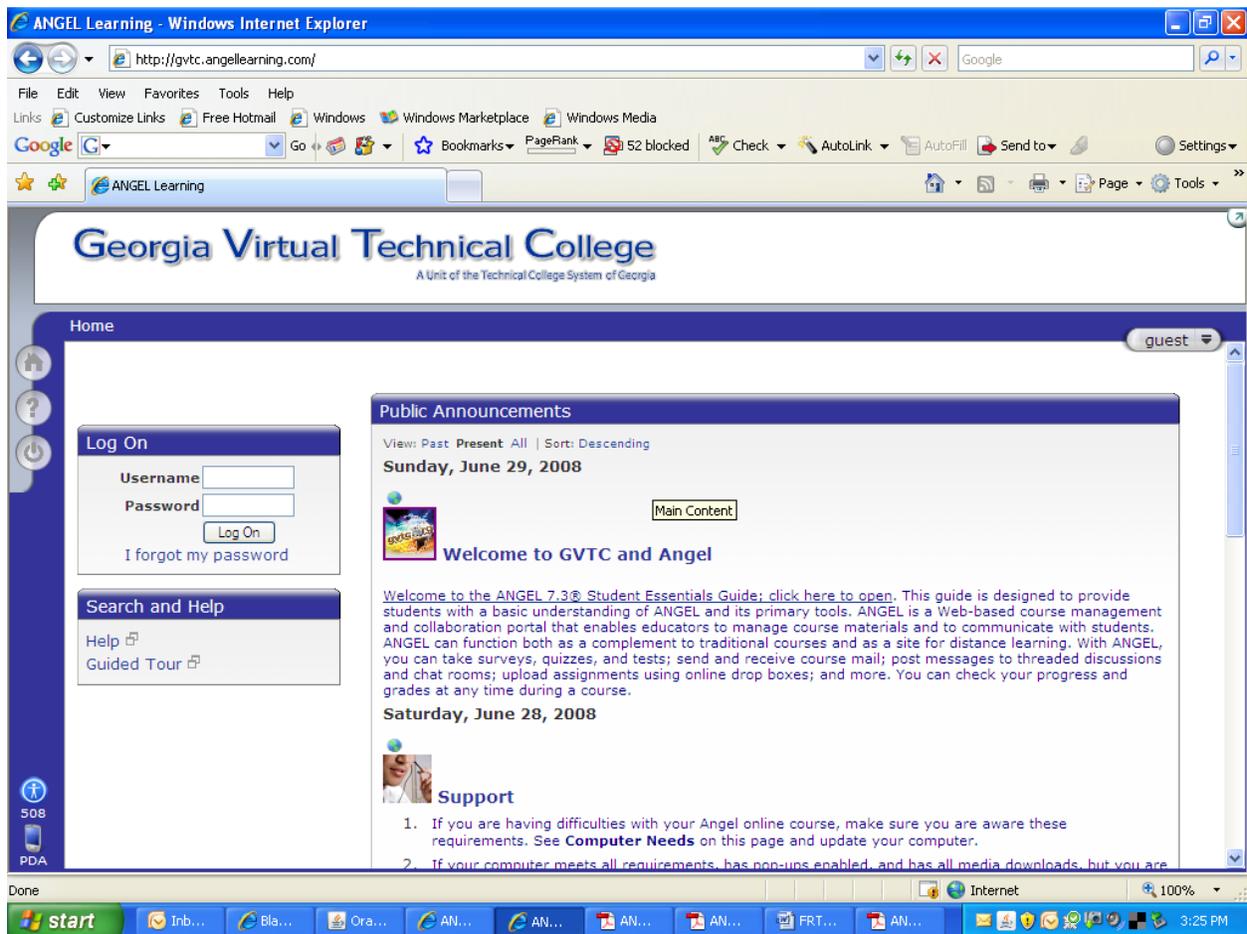
Students can download the latest version of FireFox or Internet Explorer from free downloads.

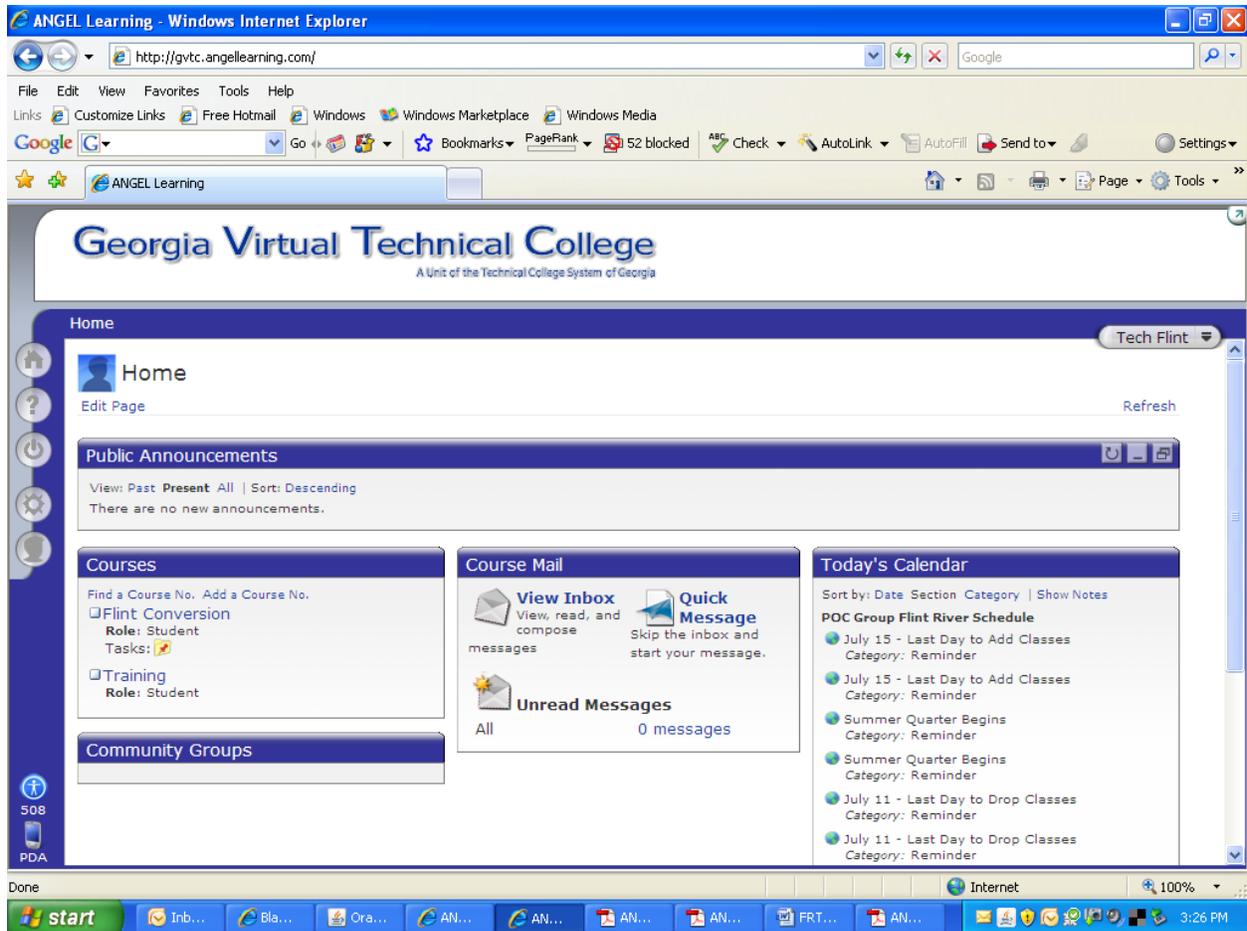
Students should not use *AOL* as their web browser. They should use either Internet Explorer or Firefox.

- Students must use their Flint River Technical College student email account. This is required to take any online course at Flint River Technical College.
- Associated programs, viewers, and plugins recommended by the course instructor (eg. Word, Excel, Acrobat Reader).
- Instructors may include links to online journals and library databases within the course, such as GALILEO.

3. How do students login to ANGEL?

- After students are registered for an online course, they will receive a copy of the Online Course Agreement they (see Appendix A) signed. This will contain login information.
- Students will then open their web browser, then type the following addresses in the *Location* box at the top of the browser's screen: <https://gvtc.angellearning.com>
- Students will then enter their username and password:
 - Username: 47_XXXXXXXXX (X = FRTC 9-digit Student ID#)
 - Password: 47_XXXXXXXXX (X = FRTC 9-digit Student ID#)
 - Select **Login**. The *Home* screen will load.





4. Students are enrolled in more than one course at a college using ANGEL. Do they need more than one ANGEL account?

Students have only one ANGEL account for each college, which is used to access all ANGEL courses in which they are enrolled at each college. If students are taking courses from multiple colleges, they will need a log in for each college.

5. ANGEL is not responding, who do students notify? How long before it is working again?

When students are sure that the problem isn't that they are trying to login with an incorrect username or password, contact the Director of Online Learning at Flint River Technical College: Mrs. Elaine Denham at 706.646.6323.

6. How do students logout of ANGEL?

- Students will select the Logout button, located in the Navigation bar to the left of the ANGEL screen.



Blank Page

Accessing FRTC Student Email

1. To login to student email, visit <https://exchangelabs.com/owa>
2. You should now see a login screen similar to **Figure 1**.
3. a. In the Windows Live ID field, enter your Live ID. The format of the ID should be ***firstname.lastname@student.flintrivertech.edu*** (e.g., Jane Doe’s Live ID would be jane.doe@student.flintrivertech.edu).

c. In the password field, enter the default password “student”. Unless the PC on which you are checking your email belongs to you it is recommended that you **do not** select either “Remember me on this computer” or “Remember my password”.
4. Upon your first login you will be prompted to enter account information (see **Figure 2**).
5. Complete the requested information and click “I accept” to proceed.
6. Reenter your login information, this time using the new password that you setup in the previous step. When **Figure 3** appears, click the dropdown and select “Eastern Time” as your time zone. Click OK.
7. Congratulations! You have successfully setup your Flint River Technical College student email address. If you have any questions contact the Live@edu Technical Support at LiveEduAdmin@student.flintrivertech.edu

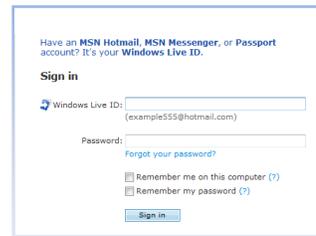


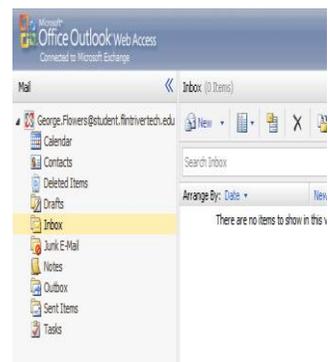
Figure 3



Figure 4



Figure 3



Where do I check my e-mail? Sign in at <http://exchangelabs.com/owa> with your new e-mail address, e.g. ***firstname.lastname@flintrivertech.edu***

Please contact George Flowers (gflowers@flintrivertech.edu) or Elaine Denham (edenham@flintrivertech.edu) if you have problems accessing your account.

ANGEL® 7.3 Student Quickstart Guide



6510 Telecom Drive, Suite 400
Indianapolis, IN 46278
www.angellearning.com

Table of Contents

Introduction	4
Special Features Used in This Manual	4
ANGEL Home	5
Navigation Tools	5
Public Resources	6
Search and Help	6
Personal Home	7
Navigation Tools	7
<i>Help</i>	9
<i>Preferences</i>	10
<i>Instant Messenger</i>	11
Courses	12
Community Groups	12
Toolbox	13
Course Mail	13
Course Overview	15
Navigation Tabs	15
Course Guide	15
Course Tab	17
Calendar Tab	18
Lessons Tab	19
Resources Tab	20
Communicate Tab	21
Course Mail	21
<i>How to Send Course Mail</i>	22
<i>How to Read Course Mail</i>	23
Report Tab	26
Common Tasks	27
How to Log into ANGEL	27
How to Forward Course Mail	27
How to Take an Assessment	29
How to Post a Message to a Discussion Forum	31
How to Post to Live Chat	32
How to Submit an Assignment to a Drop Box	33
How to Use the Inline HTML Editor	36
Accessing Menus	36

Introduction

Welcome to the ANGEL 7.3® Student Essentials Guide. This guide is designed to provide students with a basic understanding of ANGEL and its primary tools.

ANGEL is a Web-based course management and collaboration portal that enables educators to manage course materials and to communicate with students. ANGEL can function both as a complement to traditional courses and as a site for distance learning.

With ANGEL, you can take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using online drop boxes; and more. You can check your progress and grades at any time during a course. You can also create groups and teams for project or committee work.

A significant portion of ANGEL’s power lies in its ability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some parts of this guide may not apply to your use of ANGEL. Contact your institution’s support desk if you have questions regarding ANGEL administration.

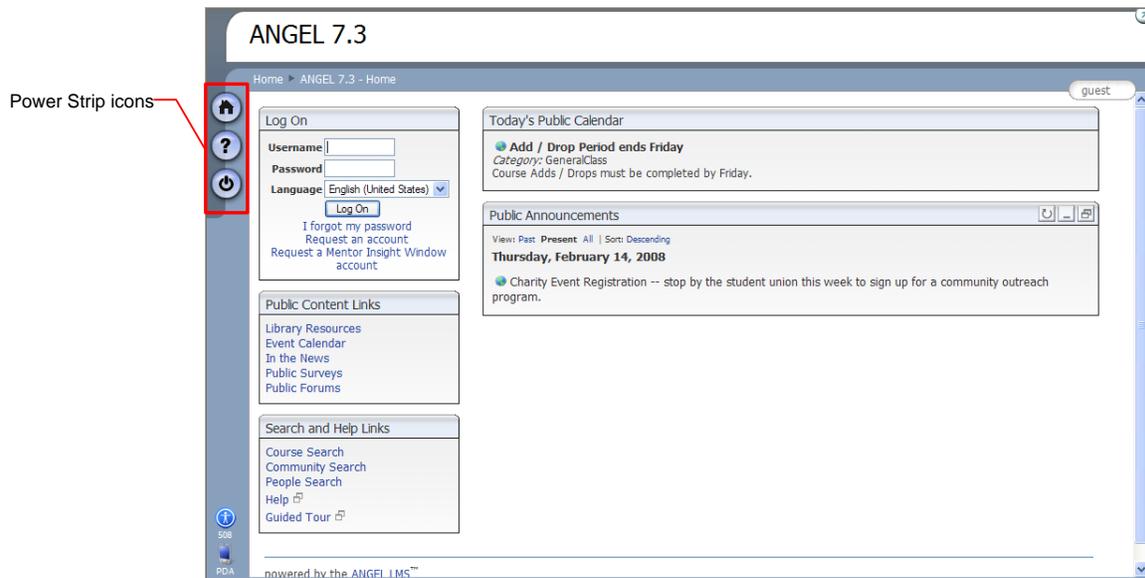
Special Features Used in This Manual

This document includes a variety of special features to help you master ANGEL’s features and capabilities. Each feature is marked with an icon for easy identification. The following table describes these features.

Icon	Name – Description
	Tip – A Tip helps you apply the procedures described in the text to your specific needs. A Tip may also suggest an alternative method for performing a task, or may explain the benefits and capabilities of a feature.
	Note – A Note calls your attention to information of special importance.
	Reference – A Reference points you to another source of information.
	Caution – A Caution alerts you when an action could cause problems.

ANGEL Home

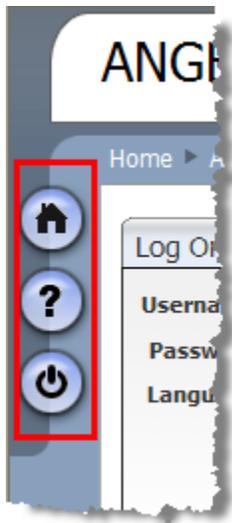
The ANGEL Home page (ANGEL Home) functions primarily as the log-in screen and starting point for each ANGEL session.



The left edge of the ANGEL Home page is called the **Power Strip**; this area contains basic system navigation tools. Other sections of the screen enable you to log into ANGEL and access various resources.

Navigation Tools

There are three system navigation tools at the top of the Power Strip. These icons are always available on the ANGEL Home page and when you are working in a course or a group.



The following table explains these navigation tools.

Icon	Name - Description
	Home – Returns you to your home page
	Help – Displays ANGEL online help, guides, and resources
	Log Off – Logs you out of the ANGEL environment

Public Resources

ANGEL Home offers a variety of public resources for instructor and students. To access a resource, simply click its hyperlinked title.

 *All these resources may not be available at your institution. Further, your institution may offer additional customized resources.*

Standard resources include the following:

- **Library Resources** provides access your institution’s library resources, such as electronic journals, catalogs, and databases.
- **Event Calendar** provides access to your institution’s public calendar, including events, significant academic or training dates, and other entries.
- **In the News** keeps you up to date on your institution’s latest news.
- **Public Surveys** enables you to participate in public surveys at your institution.
- **Public Forums** lets you join public discussions at your institution.

 *These resources are also available in the **Toolbox** section of your personal home page.*

Search and Help

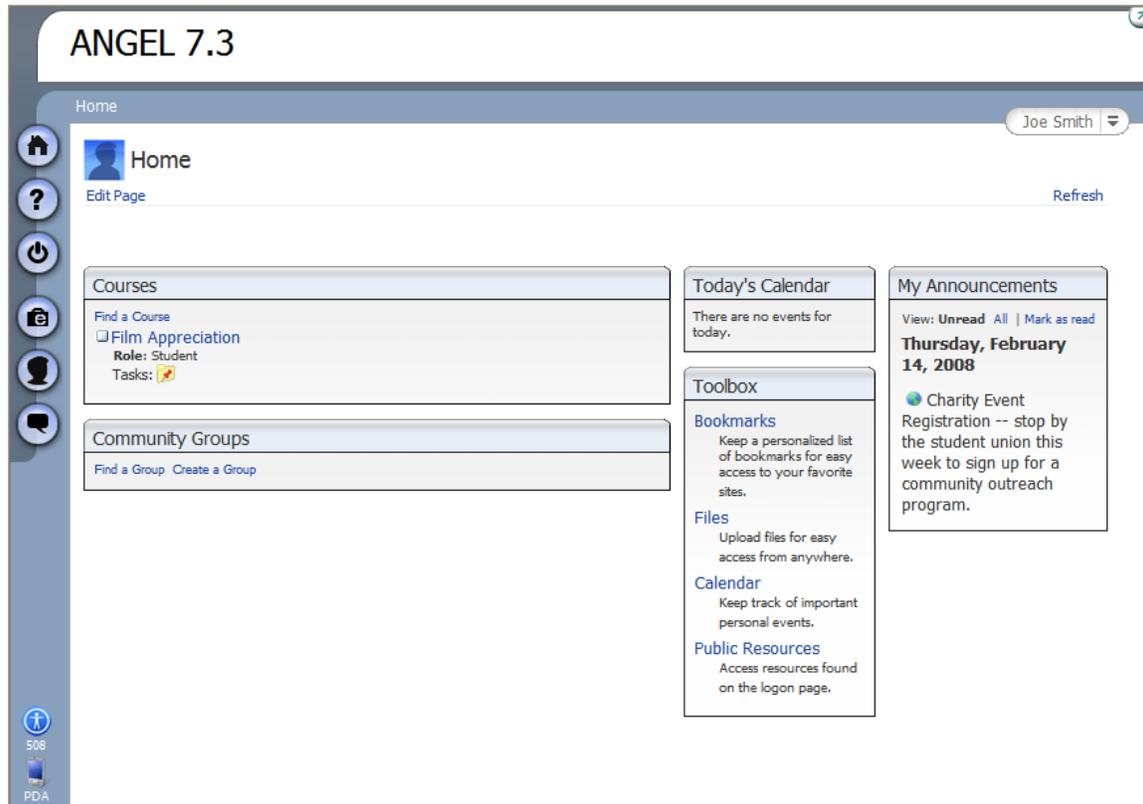
The **Course Search**, **Community Search**, and **People Search** links enable you to find and view any course, group, or user profile that is viewable by the general public.

 *Log into ANGEL before performing this search to view a larger selection of courses, groups, and profiles, including those that have been made viewable only to authenticated ANGEL users.*

Click the **Help** link to access documentation or to request help from your institution’s support desk. Take the **Guided Tour** to view highlights and features of the ANGEL application.

Personal Home

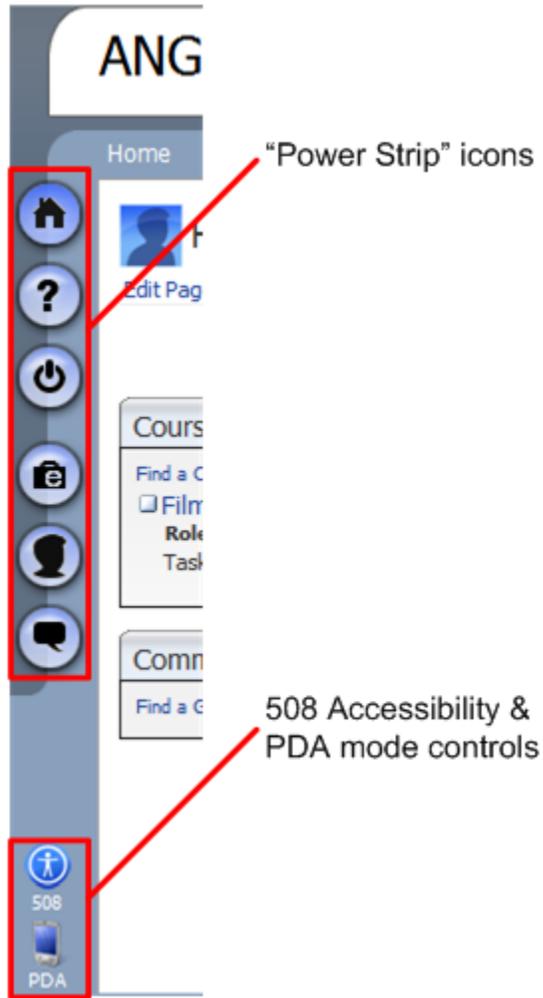
When you log into ANGEL, your personal home page (Home) appears. Home enables you to access all the courses and groups in which you are enrolled. The page also provides a variety of tools to assist you with your coursework.



 *To customize the selection and appearance of tools on your personal home page, click the **Edit Page** link in the Home menu bar.*

Navigation Tools

Your personal home page features a set of navigation tools, located in the Power Strip along the left edge of the screen. These icons are always available on your personal home page and whenever you are working in a course or group.



The following table describes these navigation tools.

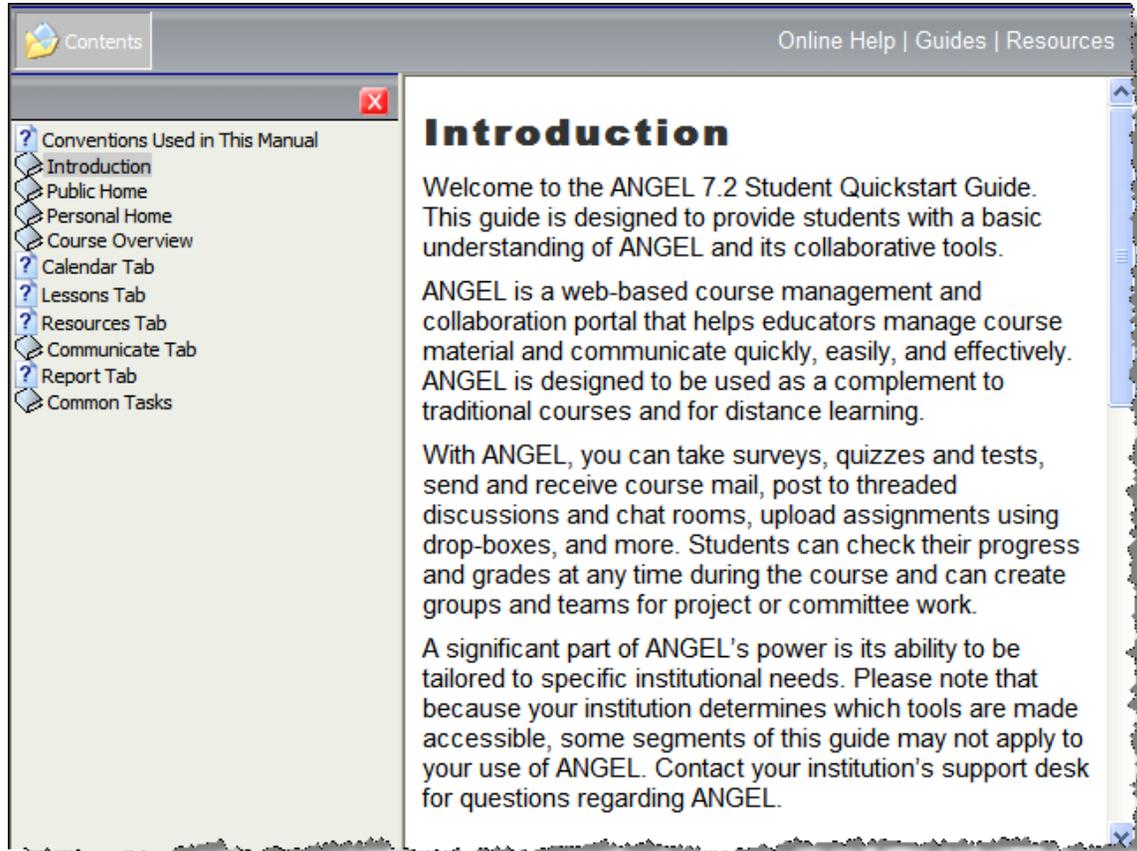
Icon	Name - Description
	Home – Returns you to your home page
	Help – Displays ANGEL online help, guides, and resources
	Log Off – Logs you out of the ANGEL environment
	ePortfolio – Launches ePortfolio (only appears if your institution has ePortfolio installed.)
	Personal Preferences – Provides access to your user settings, such as your personal information, password, theme selector, system settings, and PDA agent
	ANGEL IM – Opens the online ANGEL instant messenger

There are two additional accessibility-related icons at the bottom of the page that function as illustrated and described below.

Icon	Name - Description
	508 – Allows you to create a profile that describes your particular needs for accessing course material. If necessary, you can access an ACCLIP for use with ANGEL. The acronym ACCLIP stands for “Accessibility for Learner Information Profile.” ANGEL’s Accessibility menu allows you to create, save, or import ACCLIP profiles.
	PDA – Allows you to activate ANGEL in PDA mode. Page layout and navigation are customized to suit your selection.

Help

You can open ANGEL’s online help system by clicking the **Help** icon (). By default, ANGEL’s online help system displays a searchable copy of this Essentials guide.

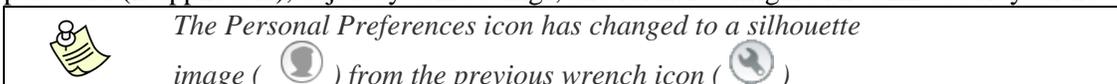


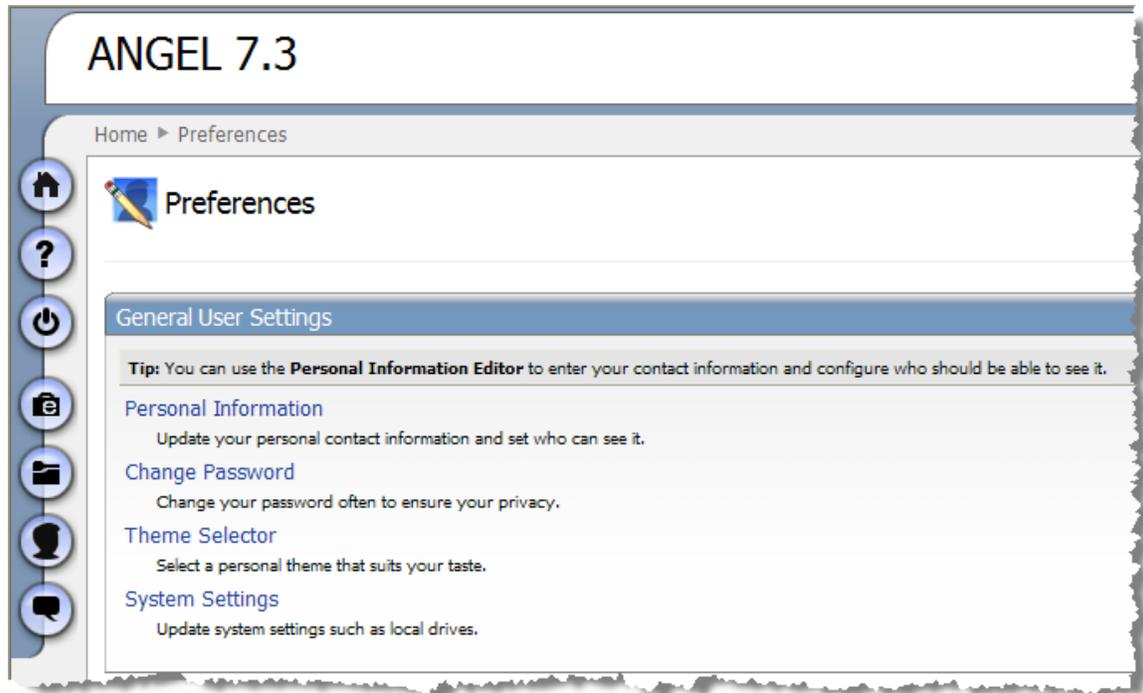
The left-hand pane of the Help window displays the Student Essentials contents. When you click a help topic's heading in the left pane, the topic's text appears in the right-hand pane. In the upper right corner of the window, three links let you access different parts of the help system:

- The **Online Help** link returns you to the searchable Essentials guide.
- The **Guides** hyperlink opens a list of guides that are available in PDF format, which you can download and print.
- The **Resources** hyperlink provides access to your institution's resources, which can be made available by your institution's ANGEL Administrator.

Preferences

Clicking the **Personal Preferences** icon () opens the Preferences window. From this window, you can customize the information about your profile and courses, change your password (if applicable), adjust system settings, and further configure ANGEL to suit your needs.



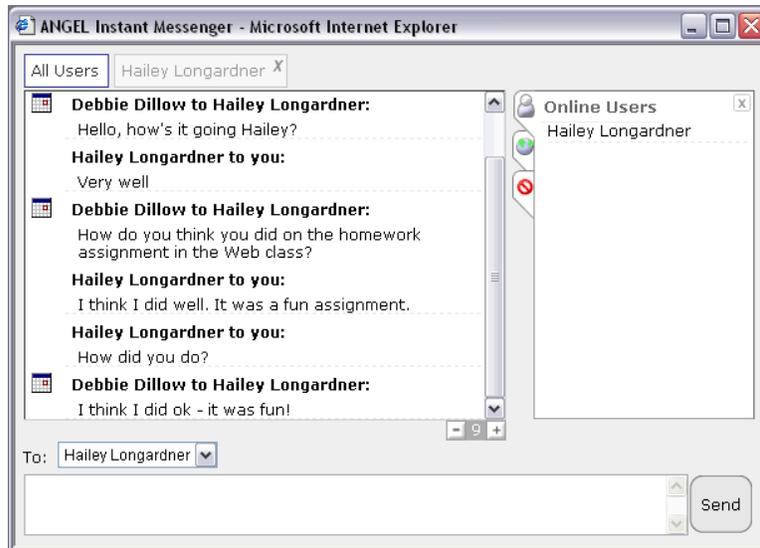


The Preferences window contains the following links:

- **Personal Information** allows you to change your personal information and determine who can view it.
- **Change Password** enables you to change your ANGEL password. As a precaution, you must provide your current password and confirm your new password before applying the change.
- **Theme Selector** allows you to select different ANGEL themes or even create your own to change how the environment looks when you log in.
- **System Settings** lets you specify local media drives to map online course material to CD-ROMs or other media for enhanced instruction. In the System Settings window, you can also configure ANGEL to send a copy of all course mail to your favorite e-mail account.

Instant Messenger

Clicking the **Instant Messenger** icon () launches ANGEL's built-in Instant Messenger (IM) utility. This convenient tool enables you to communicate with other ANGEL users online, in real time.



To converse with an online user, select a name from the *To:* drop-down list, type your message, and click the **Send** button.

Courses

The **Courses** section of your personal home page gives you access to all the courses for which you are enrolled, either as a student or instructor. To access a course, simply click its name; information about the selected course appears on a new page.



ANGEL's course-related tools are described in more detail later in this guide.

Community Groups

The **Community Groups** section of your personal home page gives you access to all the groups you have joined, either as a student or instructor.

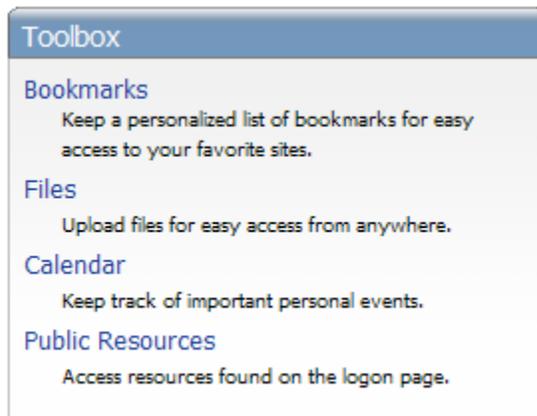


To access a group, simply click its name; information about the selected group appears on a new page.

ANGEL's group-related tools are described in more detail later in this guide.

Toolbox

The **Toolbox** section features tools that can increase your productivity and further customize your ANGEL environment.

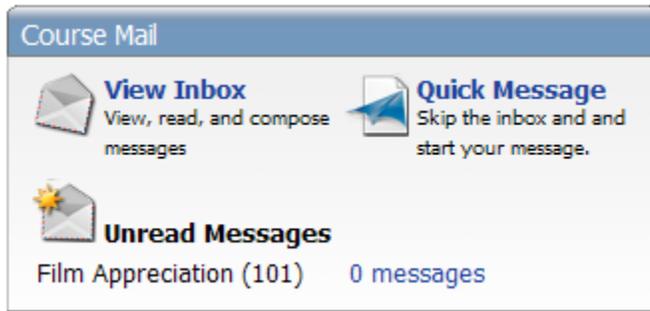


The Toolbox contains the following links:

- **Bookmarks** lets you place links to your favorite Web sites on your personal home page. You can also sort your links by category, and set permissions for individual bookmarks to make them accessible to other ANGEL users.
- **Files** enables you to set up folders and create text files, and to upload documents and images for storage. You can also use ANGEL's built-in HTML Editor to create new Web pages or edit existing ones with an easy-to-use word processor-style interface.
- **Calendar** lets you view or add personal calendar events or public institutional events.
- **Public Resources** provides the resources found on the ANGEL Home page.

Course Mail

The **Course Mail** section functions like most other e-mail programs: it enables you to exchange e-mail messages with other ANGEL users.



The Course Mail section contains the following three options:

- **View Inbox** opens the Course Mail application and shows all the messages in your inbox.
- **Quick Message** lets you bypass the inbox and start composing a message.
- **Unread Messages** displays a count of unread messages in your inbox.

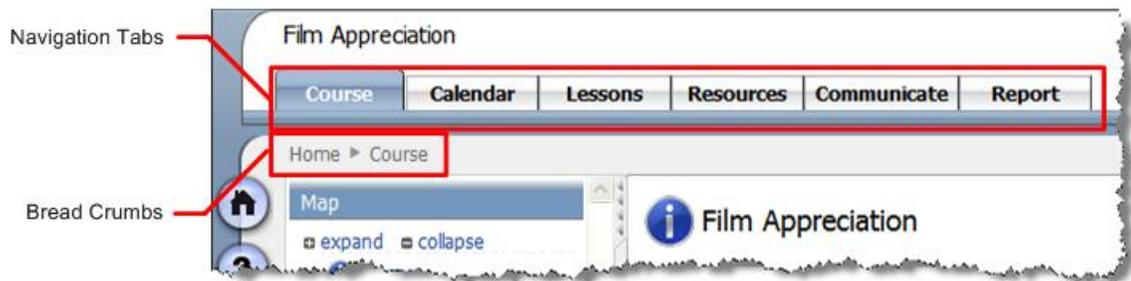
Course Overview

ANGEL's course-related tools enhance the learning and collaborative experience and make it easy to manage many aspects of your courses.

To access a course, click its name in the Courses section of your personal home page. When the course opens, you can navigate the course-related information by using two different sets of navigation tools: the navigation tabs or the course guide. These navigation tools are described briefly in the following sections.

Navigation Tabs

When you access a course, a set of **navigation tabs** appears across the top of the ANGEL window. Click a tab to view a page containing one or more specific types of information about the course. As you navigate through the tabs, the **Bread Crumb** frame updates to show your current location within the course-related information.



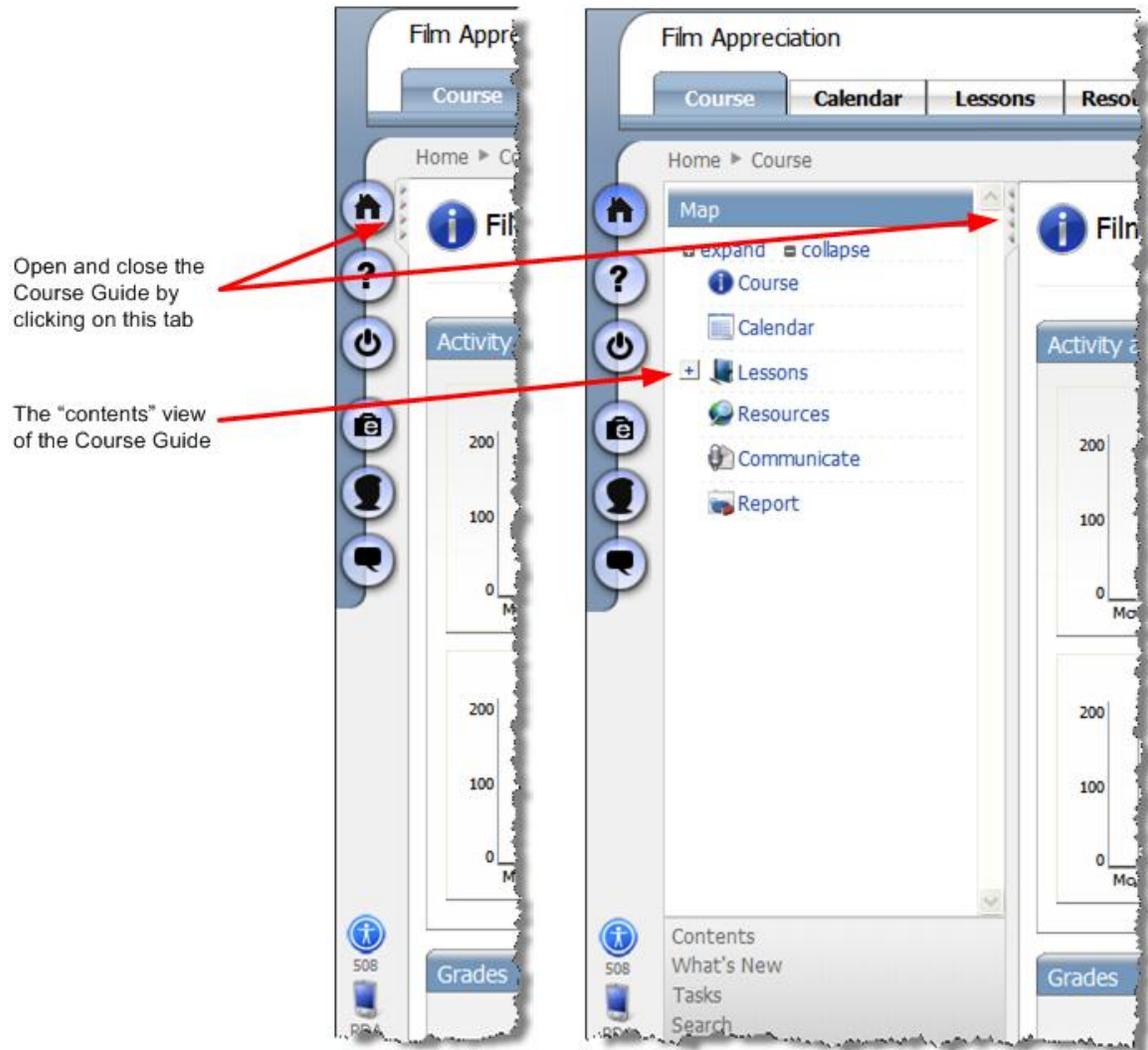
The following tabs are available for each course:

- The **Course** tab is the “dashboard” into your course. The tools on this tab let you see your level of participation in the course, check your grades, view discussions and announcements, and perform other basic tasks related to the course.
- The **Calendar** tab displays events that have been assigned or **Milestones** within the course (such as exams or assignment due dates).
- The **Lessons** tab provides access to all the lessons that have been created and posted for the course.
- The **Resources** tab provides a set of helpful resources made available by the course's instructor. These items can include a syllabus, links to Web sites related to the course, institutional resources such as library records, a Web search tool, and others.
- The **Communicate** tab displays tools that let you communicate with others in the course via e-mail and discussion groups. The tab also provides a course roster and displays any course related news, events, or announcements.
- The **Report** tab's tools enable you to generate and save various types of reports related to the course, such as reports on your grades or course milestone achievement.

These tabs and their functions are discussed in greater detail later in this guide.

Course Guide

The **Course Guide** opens the same pages as the navigation tabs, but also provides additional tools. To open and close the Course Guide, click the **Guide** bar located to the right of the Home button.



In addition to the names of the navigation tabs, the Course Guide includes the following tools:

- The **Contents** tool provides a course-at-a-glance view and one-click access to all course content.
- The **What's New** link displays a list of new mail messages, calendar items, content items, and other items for the course.
- The **Tasks** link displays Milestones, Personal Tasks, Unread Mail, and Unread Discussion Posts as task items you need to complete.
- The **Search** link lets you search calendar, content, mail, or roster entries.

Course Tab

By default, the Course tab appears when you enter a course. This page contains several sections that provide at-a-glance information about the course.

The screenshot shows the ANGEL Course Tab interface for a course titled "Film Appreciation". At the top, there is a navigation bar with tabs for "Course", "Calendar", "Lessons", "Resources", "Communicate", and "Report". Below this, the user's name "Joe Smith" is displayed in the top right corner. The main content area is divided into several sections:

- Activity at a Glance:** This section contains four bar charts showing activity over the past week (Monday to Sunday):
 - Logons:** Shows activity levels for each day, with a peak on Wednesday.
 - Mail Messages:** Shows activity levels for each day, with a peak on Wednesday.
 - Discussion Posts:** Shows activity levels for each day, with a peak on Wednesday.
 - Submissions:** Shows activity levels for each day, with a peak on Wednesday.
- Course Mail:** This section provides an entry point to Course Mail. It includes options for "View Inbox" (to view, read, and compose messages), "Quick Message" (to skip the inbox and start a message), and "Unread Messages" (showing 0 unread messages for "Film Appreciation").
- Course Polls:** This section displays a poll titled "Favorite director: Tarantino or Howard?". It has two radio button options: "Tarantino" and "Howard". A "Submit" button is located below the options.
- Course Announcements:** This section displays "There are no new announcements."
- Grades:** This section displays "Your Grade".

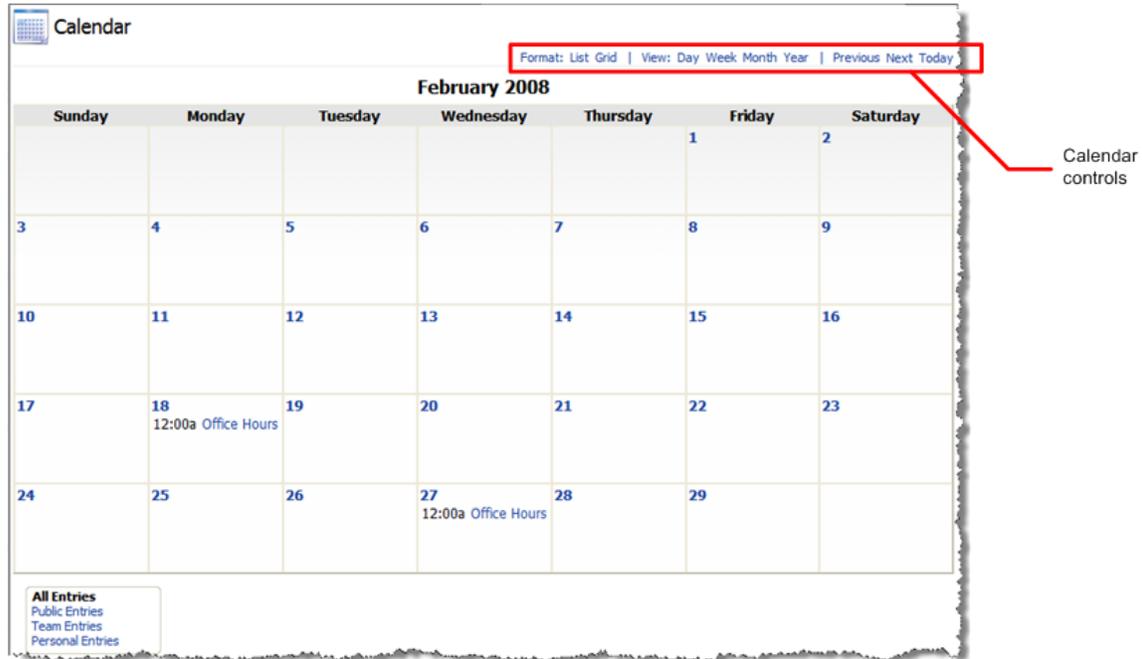
On the left side of the interface, there is a vertical navigation bar with icons for Home, Help, Power, Mail, Profile, and Chat. At the bottom left, there is a "508 PDA" icon.

By default, the Course tab includes the following sections:

- **Activity at a Glance** shows a summary of course-related activities that have occurred during the past week, including the number of log-ins, discussion posts, mail messages, and submissions.
- **Grades** displays a summary of your grades for the course.
- **Course Mail** provides an entry point to Course Mail. Use **View Inbox** to jump to your inbox; use **Quick Message** to bypass the inbox and compose a new message; and use **Unread Messages** to see a count of unread messages.
- **Course Polls** allow you to participate in any polls that are being conducted as part of the course.
- **Course Announcements** displays any recent announcements that have been posted for the course.

Calendar Tab

The **Calendar** tab allows you to view course-specific schedule items for the day, week, month, or year. To change your calendar view, click the **Day**, **Week**, **Month**, or **Year** link in the toolbar located near the top of the tab.



The Calendar tab's toolbar contains the following options:

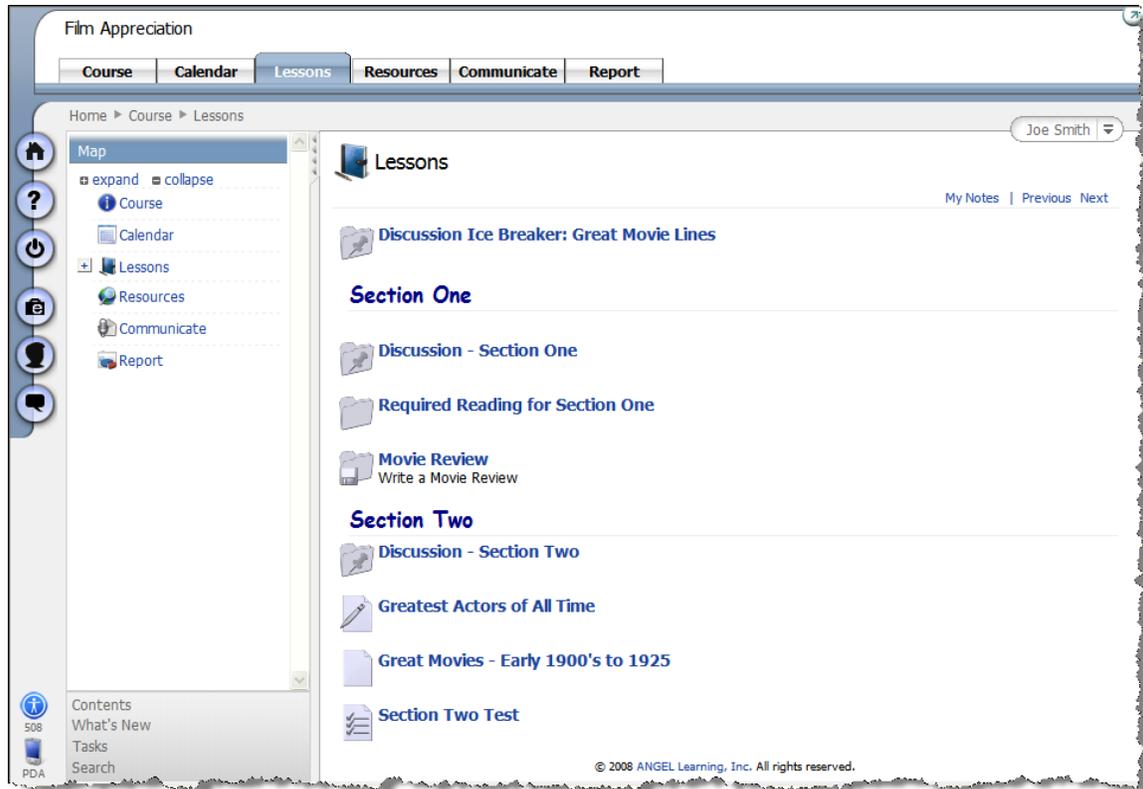
- The **List** and **Grid** links let you view calendar dates and events as a list or in standard calendar grid format. When viewing calendar entries in List format, you can choose a specific date from the small calendar navigator or choose a month and year from the drop-down menus.

 *By default, the calendar appears in Grid format.*

- The **Day**, **Week**, **Month**, and **Year** links (at the right end of the toolbar) let you change your calendar view.
- The **Next** and **Previous** links enable you to jump forward to the next day, week, month, or year, or backward to the previous time frame, depending on your current view. Click **Today** to bring up the current day's events.
- In the **All Entries** box (located below the calendar grid), there are links that let you view public entries, entries made by members of a given team, or just your personal entries.

Lessons Tab

The bulk of your instructional material is located on the **Lessons** tab. On this tab, your instructor can place create lecture notes, links, quizzes, discussion forums, drop-box assignments, and other objects. To open any content item, simply click its name on the Lessons tab.

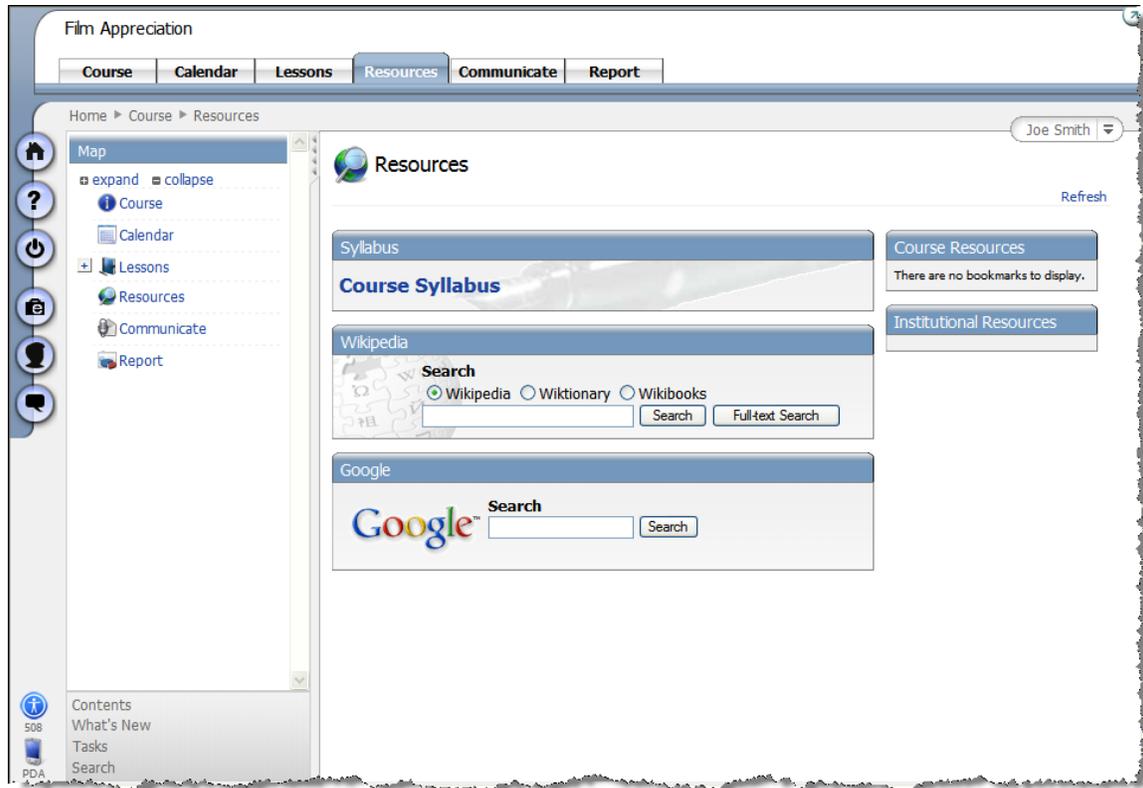


The Lessons tab's toolbar contains the following options:

- The **My Notes** link allows you to create or view personal notes for specific content items.
- The **Previous** and **Next** links let you navigate through the lesson content.

Resources Tab

The **Resources** tab provides resources that are important to your course. Your instructor and your institution's ANGEL administrator can make specific resources available. To access any resource, you can simply click the links in the appropriate section of the tab.

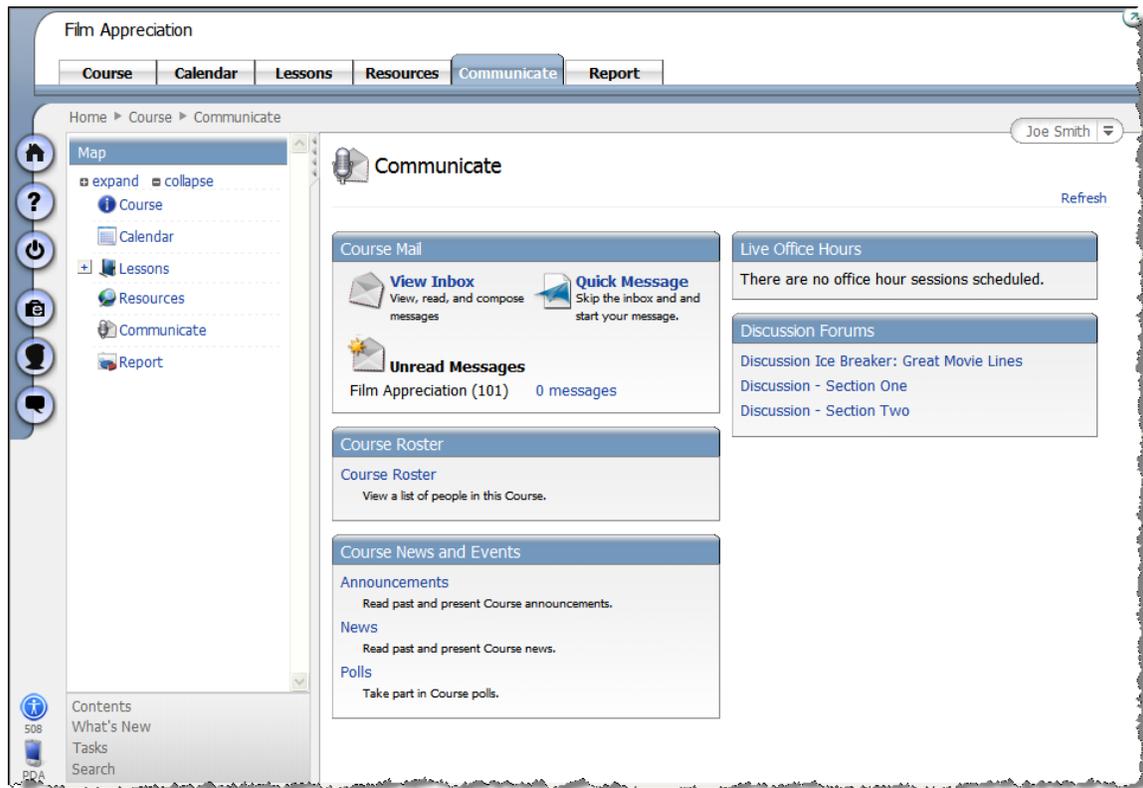


Typically, the Resources tab includes the following sections:

- **Syllabus** provides access to the course's syllabus, if one has been provided by the instructor. Click the Course Syllabus link to open the syllabus in a new window.
- **Wikipedia** includes the standard search tools found on the Wikipedia Web site. Wikipedia is an online encyclopedia that anyone can edit. The Wikipedia section also provides access to the Wiktionary (a free wiki dictionary) and Wikibooks (a collection of free texts written collaboratively on the Wikipedia Web site).
- **Google** provides the standard Web-search tools from the Google Web site.
- **Course Resources** includes links provided by your instructor that can assist you in your course studies.
- **Institutional Resources** are resources provided by your institution. These may include links to your institution's help desk, libraries, events, organizations, and others.

Communicate Tab

The **Communicate** tab provides access to the course's communication tools.



By default, the Communicate tab contains the following items:

- The **Course Mail** area provides access to ANGEL's e-mail tools, so you can exchange messages with other ANGEL users.
- **Course Roster** provides a list of people in the course.
- **Team Files** provides a space for student teams to share project files and other documents. (This item is available only if file sharing has been enabled for teams).
- The **Team Projects** section provides a page describing the requirements for any team projects. (This section is made available as needed by your instructor.)
- The **Course News and Events** area allows you to view course announcements, class news, and polls.
- **Live Office Hours** provides a virtual office, including scheduling capabilities and a queue manager to control student access.
- **Discussion Forums** are accessible through the Communicate tab, just as they are on the Lessons tab.

Course Mail

The Course Mail tool allows students and instructors to correspond with each other without the use of an Internet e-mail account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, and supports attachments. Course Mail can forward messages to Internet

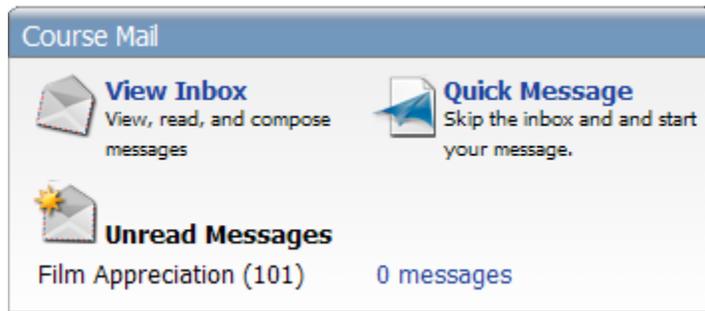
email addresses and allows the sender and recipients to monitor who has and has not read a message.

How to Send Course Mail

To send a course mail message:

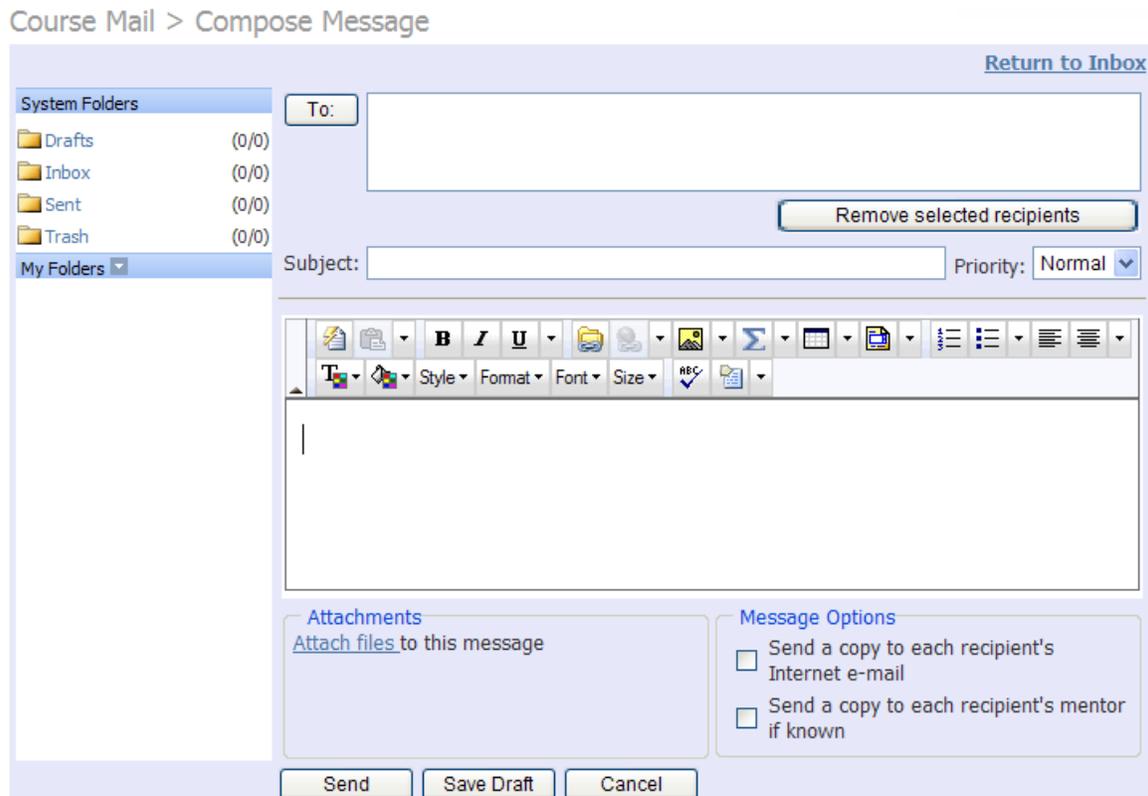
1. Log into your ANGEL course and click the **Communicate** tab.

You'll see the Course Mail section of the tab, as shown in the following figure.



2. Click the **Quick Message** link.

The Compose Message interface appears and displays the message composition window.



3. Click the **To:** button to open the **Select Message Recipients** dialog box.

 Press and hold the **Control** key on your keyboard (or the **Apple** key on a Macintosh) to select multiple recipients. You may also send the message to students in other courses by selecting a different course from the **View Section** drop-down list.

4. To select a recipient for your message, click his or her name in the left-hand pane of the dialog box, then click the **To** button to add the name to the list of recipients. (Click the **Cc** or **Bcc** button to “copy” or “blind copy” the message to the selected recipient.)
5. Click **OK** to close the dialog box and return to the message window.
6. Click in the **Subject** field and enter a subject for your message.
7. Select a priority from the **Priority** drop-down list. By default, Normal is selected.
8. Click in the large text box and type your message. Alternatively, you can use the inline HTML Editor to format your message.
9. Click the **Send** button.

 Click the **Attach files** link if you want to add an attachment to your message. Select the **Send a copy to each recipient's Internet e-mail** checkbox to send a duplicate message outside the ANGEL environment to the recipients' e-mail address. You can save a draft of your message by clicking the **Save Draft** button.

How to Read Course Mail

To read a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. In the Course Mail section of the tab, click the **View Inbox** hyperlink.

Your Course Mail Inbox appears.

Course Mail

Compose New Message [Preferences](#)

Search: Actions: Filter:

System Folders

- Drafts (0/1)
- Inbox (0/6)**
- Sent (0/5)
- Trash (0/0)
- My Folders** ▾

Drag a column header and drop it here to group by that column

<input type="checkbox"/>				From	Subject	Source	Date
<input type="checkbox"/>				Administrator, ANGEL	hi hello	ARM test (1)	1/15/2008 9:15:46 AM
<input type="checkbox"/>				Administrator, ANGEL	RE: Test Drop Box	Exec Team Code Complete Course (Section)	1/8/2008 6:43:22 PM
<input type="checkbox"/>				Weaver, Lorinda	adfasdf	denise 1 (1)	12/11/2007 2:43:59 PM
<input type="checkbox"/>				Editor, System	sdfsdfs	denise 1 (1)	12/6/2007 10:42:50 AM
<input type="checkbox"/>				Editor, System	test	denise 1 (1)	12/6/2007 10:41:28 AM
				Exec Team Code			

In the Inbox, messages have the following attributes:

- New and unread messages appear in bold. After a message has been opened, it appears non-bold.
 - If a message has an attachment, a paperclip icon appears to the left of the sender's name.
 - The message's importance is displayed in the column marked by the red exclamation point.
3. To open and read a message, click the sender's name or the message's subject.
 4. To return to your inbox, click the **Inbox** link in the list of folders that appears in the left-hand pane of the message window.
 5. You can perform the following tasks from the inbox:
 - To delete a message, select the checkbox located at the left end of the message header. Click the **Actions** drop-down arrow and select **Delete**, then click the **Go** button.



Deleted messages are moved to the Trash folder. To completely delete a message, you must delete it from the Trash folder.

- To select all your messages, select the checkbox on the **Menu** icon (). You can then move the selected messages to another folder, delete them, and perform other tasks.
- To move a message to another folder, select its checkbox, select **Send to Folder** from the **Actions** drop-down list, then click the **Go** button. Select the desired folder from the **Send to Folder** pop-up list, then click the **Continue** button. The selected message is removed from the inbox and placed in the selected folder.
- To view a different folder, select a folder from the **System Folders** or **My Folders** list located on the left side of the Course Mail window.
- Click the **Preferences** link to configure mail preferences for viewing, signatures, editing, and privacy.

Report Tab

The **Report** tab includes common course tools to help you track your course progress, grades, and more.

The screenshot displays the ANGEL Reports Console for a course titled "Film Appreciation". The interface includes a navigation menu on the left with icons for Home, Help, Power, Camera, and Chat, and a "Map" section with expand/collapse options for Course, Calendar, Lessons, Resources, Communicate, and Report. The main content area is titled "Reports Console" and features a "Report Settings" tab. Under "Choose Report", the "Category" is set to "Learner Profile", the "Report" is "Activity Logs", and the "User(s)" is "Smith, Joe". The "Configure Report" section shows "Starting" as "2 days ago" and "Ending before" as "Now". Below these settings are buttons for "Run", "Print Preview", "Send Report", "Export", and "Save". A 3D bar chart is displayed, showing "Total Activity" on the y-axis (0 to 7) and "Date" on the x-axis (2/16/2008, 2/17/2008, 2/18/2008). The chart shows a single bar for 2/18/2008 with a value of 7.

The default reports include the following:

- **Learner Profile** provides an analysis of your activity, submissions, and grades, and can compare them with the class average. Your learner profile also includes a place to store personal notes about the course.
- **Grades** allows you to check your grades for all assignments (both online and off-line assignments) and provides a cumulative grade at any point of the semester.
- **Milestones** tracks your progress on key course objectives and assignments.

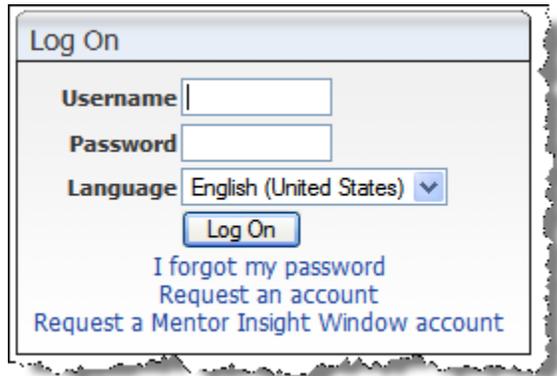
Common Tasks

The following sections explain the procedures for performing common tasks in ANGEL.

How to Log into ANGEL

To log into ANGEL:

1. On the ANGEL home page, type your username and password in the appropriate fields.



2. Click the **Log On** button.



Click the **I forgot my password** link to have an e-mail message sent to you in order to reset your password. If you don't have an account, click the **Request an account** link to request a username and password for the system. The password reminder and account request options are not available at all institutions. For information regarding how to request an ANGEL user account, contact your institution's support desk

How to Forward Course Mail

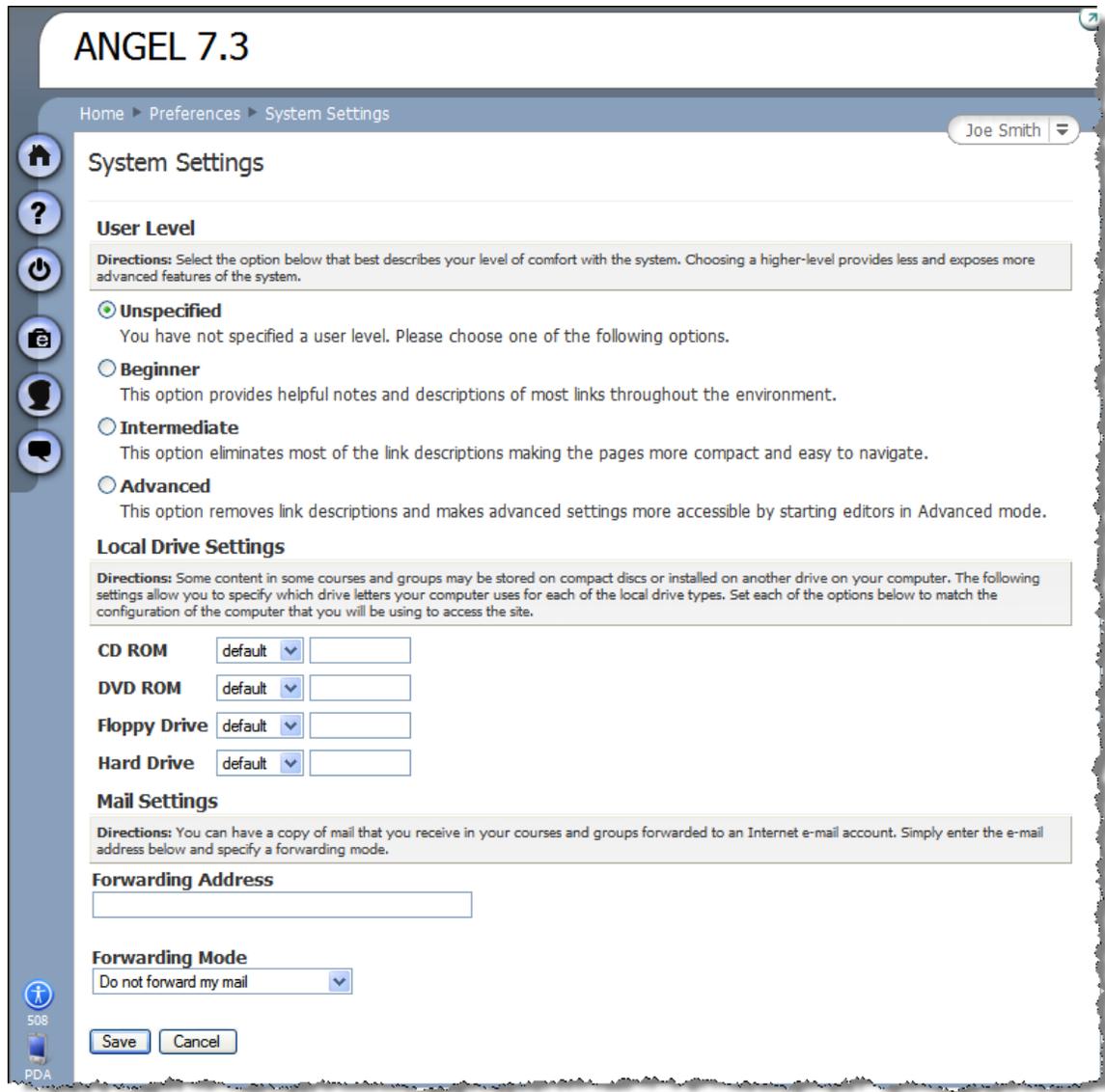
By default, users must log into ANGEL to send or read course mail messages. You can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet e-mail address.



Course mail forwarding is a global setting. Therefore, enabling course mail forwarding forwards all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet e-mail account:

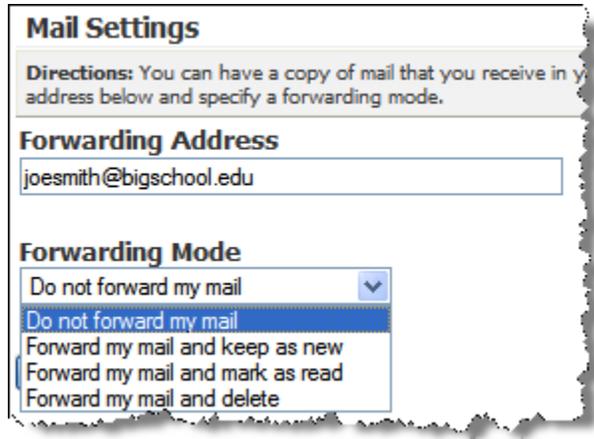
1. Log into ANGEL and click the **Personal Settings** icon () in Power Strip.
The Preferences page appears.
2. Click **System Settings** in the **General User Settings** area. The System Settings page appears.



3. Locate the **Mail Settings** area, click the **Forwarding Address** field, and type the full e-mail address where your ANGEL mail should be sent.



4. Click the **Forwarding Mode** drop-down list and select the forwarding mode of your choice.



5. Click the **Save** button.

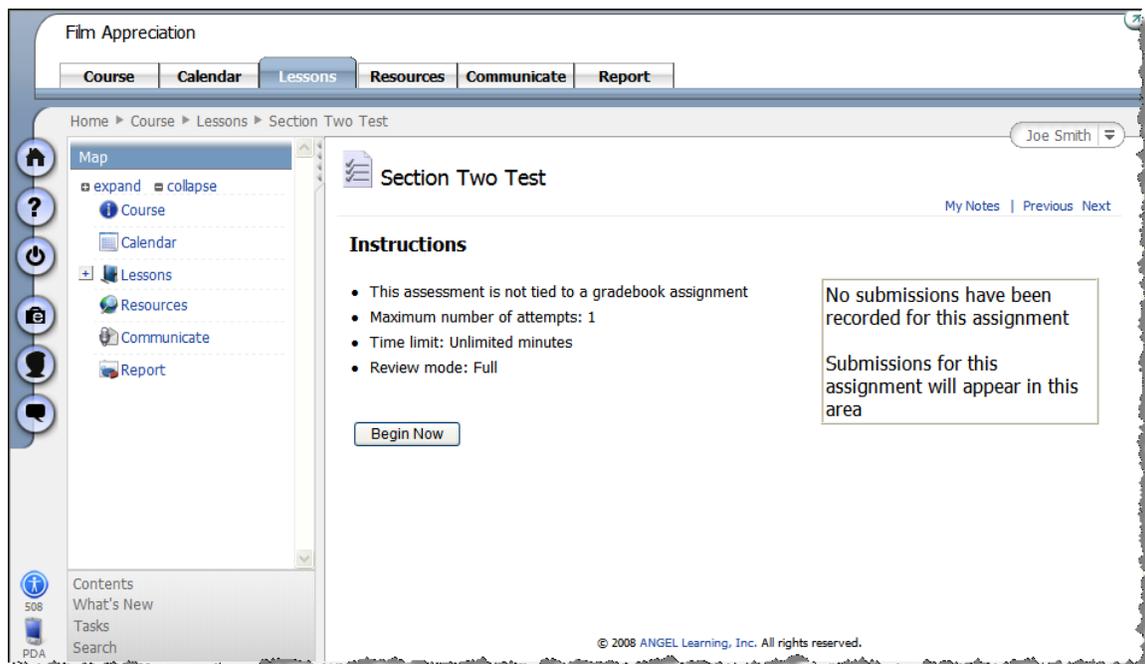
How to Take an Assessment

Your instructor can create several kinds of online assessments, including quizzes, tests, and surveys. An assessment can include images or other multimedia elements, as well as various types of questions (multiple choice, essay, fill-in-the-blank, etc.). The following steps apply to taking a quiz, test, or survey.

To take an assessment:

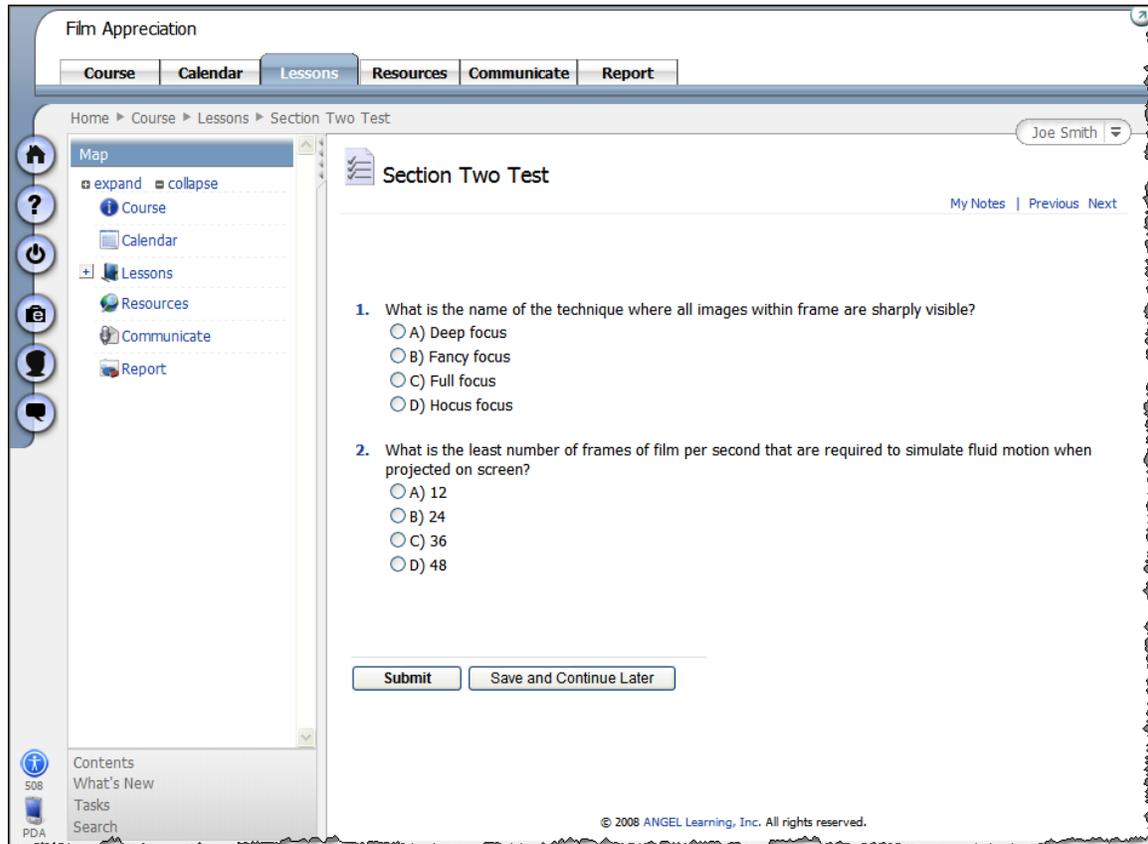
1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment you want to take and click its icon or title.

An instruction page appears.



3. Click the **Begin Now** button.

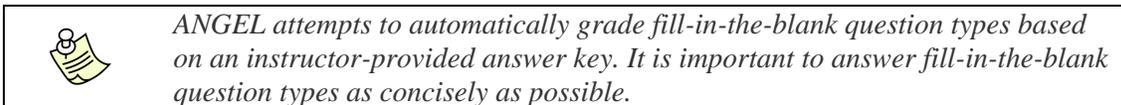
The assessment appears on the screen.



If your instructor has imposed a time limit on the assessment, the amount of time remaining is displayed in the upper right corner of the assessment.

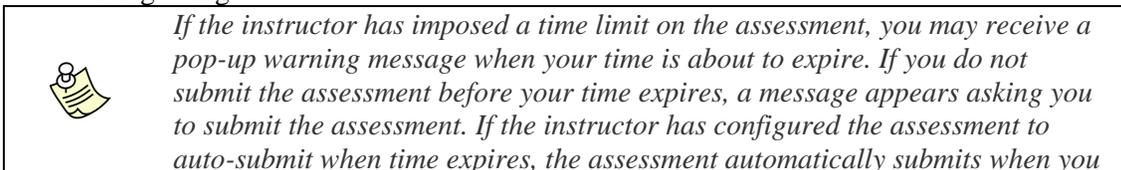


4. Select a choice or provide a response for each question.



5. When you have answered all of the questions, scroll to the bottom of the page and click the **Submit** button.

A pop-up message asks you to confirm that you're really ready to submit the assessment for grading.



*click the **OK** button.*

6. Click the **OK** button to submit the assessment.

A results/confirmation page appears on the screen.



Your instructor determines the amount of information that appears on the confirmation screen. This may include any combination of questions, responses, answers, score, instructor comments, and more.

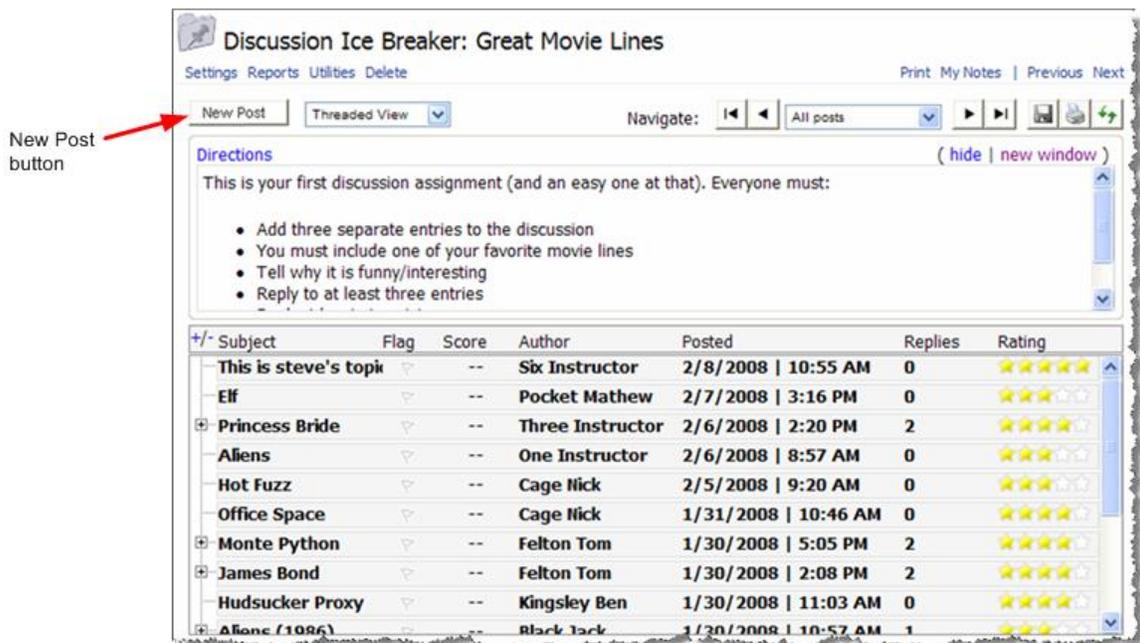
How to Post a Message to a Discussion Forum

Threaded discussion forums allow you to post, reply to, and search messages from the instructor and other students.

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** (or **Communicate**) tab.
2. Navigate to the discussion forum you want to post to and click its icon or title.

The discussion forum appears on the screen.



3. Click the **New Topic** button.

The Post a New Message window appears.

Discussion Ice Breaker: Great Movie Lines

Settings Reports Utilities Delete

Print My Notes | Previous Next

Directions: This is your first discussion assignment (and an e... (show | new window)

New Post

Post Subject

Attachments (add a file)

Advanced message options

Save Cancel

4. Click in the **Topic** field and enter a topic for your message.
5. Click in the **Message** field and type your message.

 To attach a file to your post, click the **add a file** link, which appears under the *Message field*.

6. When your message is finished, click the **Save** button.

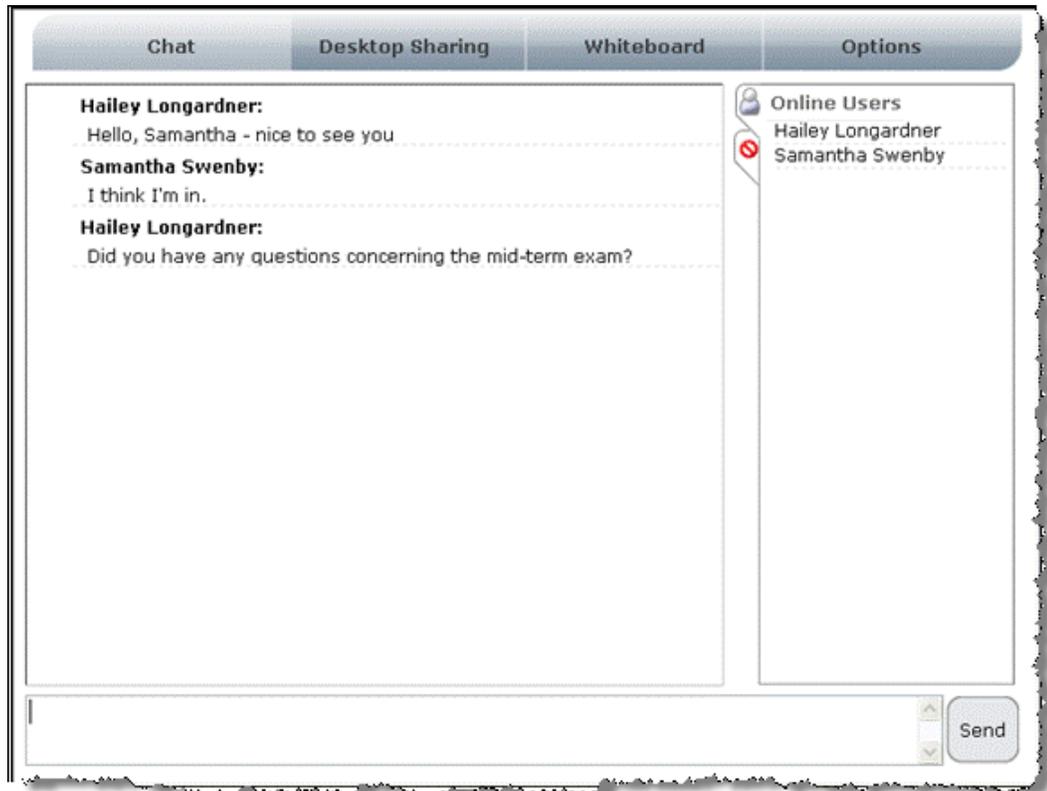
How to Post to Live Chat

Live Chat supports real-time communication between students and instructors. If the feature is enabled, users can view a log of previous chat conversations by clicking the **View Logs** link, located below the hyperlinked chat room title.

To post to Live Chat:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Navigate to the Live Chat you want to join and click its title.

The Live Chat interface appears on the screen.



3. Type a message in the empty text box (located at the bottom of the screen) and click **Send**.
4. Click the **Options** hyperlink to adjust the font color and message scroll options.
5. When complete, click the **Save Options** hyperlink.

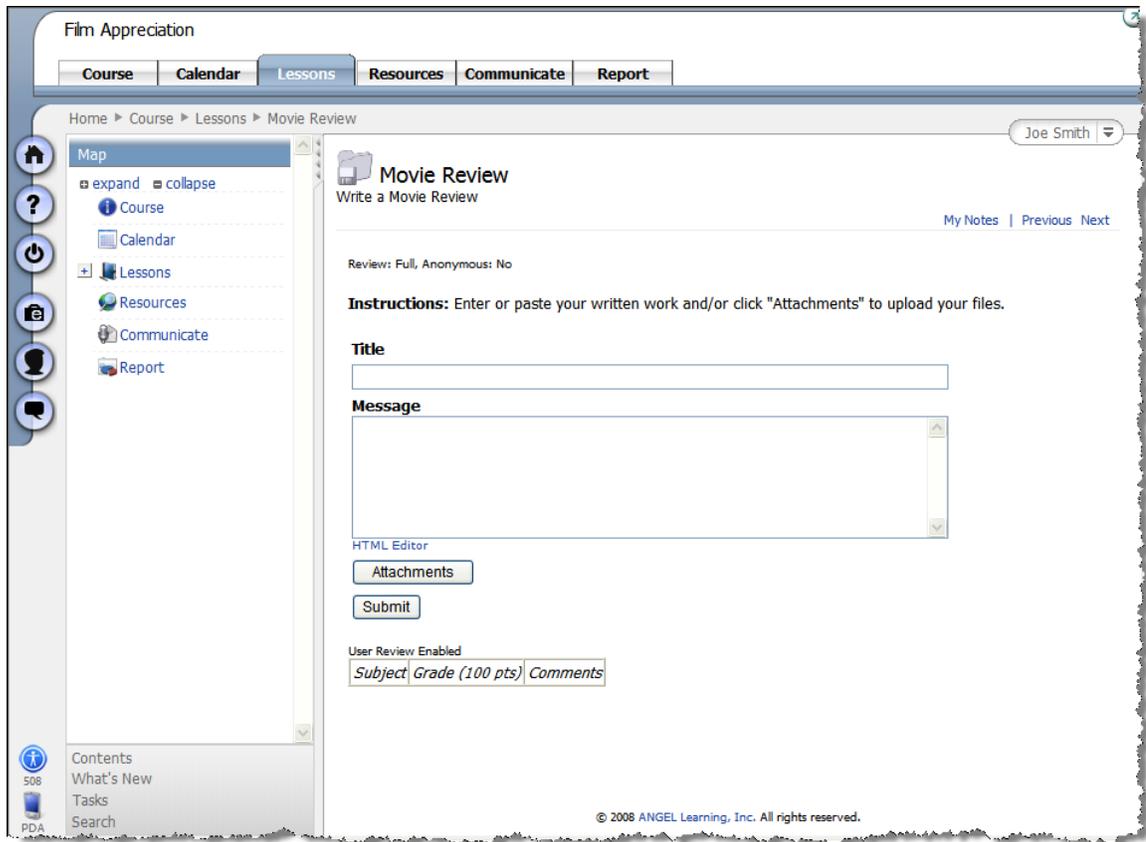
How to Submit an Assignment to a Drop Box

Uploading electronic files to a drop box is a convenient way to submit assignments to your instructor. The Drop Box accepts virtually any type of electronic file, including word processing documents, images, Web pages, and others.

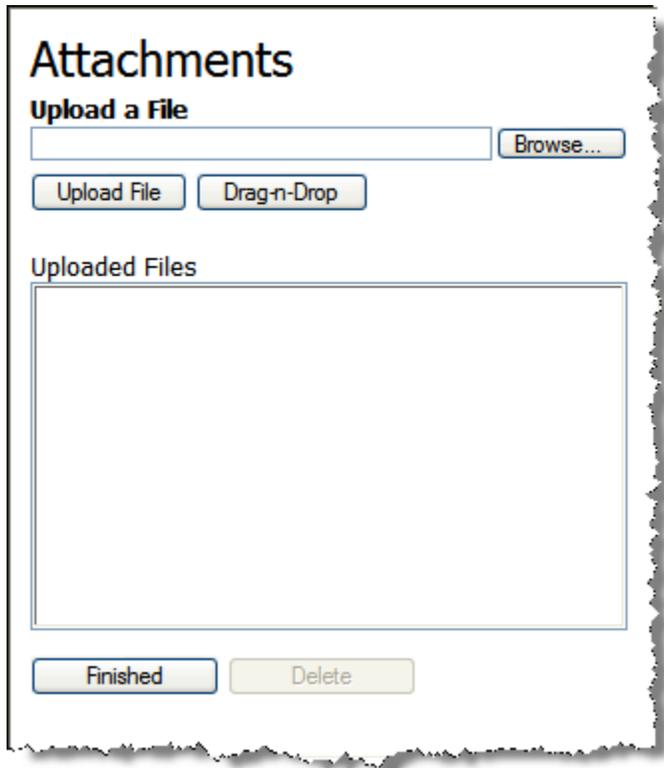
	<p><i>When uploading electronic files from a Macintosh computer, it is important to add the proper file extension to the file name (e.g. .doc, .jpg, .htm, etc.) before uploading the file.</i></p>
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To submit an assignment to a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to your drop box and click its title or icon. The dropbox page appears.



3. Enter a **Title** and **Message** for your submission.
4. Click the **Attachments** button to locate and add one or more file. The attachments window appears.



5. Click the **Browse...** button, locate the file you want to upload, and click **Open**. You are returned to the attachments window.
6. Click **Upload File**.
The file you selected is added to the Uploaded Files section. Repeat this process to upload multiple files.
7. When you've uploaded all the files you need, click the **Finished** button. You are returned to the Dropbox page; the files you uploaded are displayed.
8. From the Dropbox page, if you're ready to turn your work in, click the **Submit** button.



*If you need to delete files you've uploaded before submitting, click the **Attachments** button, select a file, and click **Delete**.*

How to Use the Inline HTML Editor

ANGEL's editor is a full WYSIWYG (*what you see is what you get*) HTML Editor specifically designed to work within the ANGEL LMS. The editor is present any place text can be formatted or edited.

Notable features include:

- Full WYSIWYG editing is available everywhere you can edit content within ANGEL.
- Simple menu options allow you find and link to any other content item within your course or the World Wide Web.
- The Insert Image tool features an integrated file/Web browser with the ability to select a graphic, seamlessly upload it to the course, and then insert the image into the document.
- Content template support allows for the creation of course content with a consistent look and feel.
- Integrated equation editor from industry-leader WebEQ
- Full table support makes it easy to present complex tabular data.
- Paste from MS Word feature allows you to paste into your HTML Editor directly from MS Word.
- Edit window automatically resizes as you enter text, allowing the window to start small and expand dynamically as you add text.

Accessing Menus

The HTML Editor is a toolbar that contains a menu of tools to help you enhance your pages within ANGEL. The editor has three modes that are implemented to best support the user's current task:

- **Full Menu** – The menu bar with all 32 menu features active.
- **Partial Menu** – The menu bar with 16 menu features active. Available in ANGEL's Announcement Editor, Page Banner, Data Management nugget, Page Folder, Institutional Resource nugget, Did You Know nugget, About This Section nugget, Course News and Events nugget, and Syllabus nugget.
- **Slim Menu** – The menu bar with 13 menu features active. Available in ANGEL's Calendar feature.

The HTML editor includes the following menus and tools:



A B C D E F G H I J K L M N

Letter	Menu/Tool	Description	Full	Partial	Slim
A	Collapse/Expand toolbar arrow	Allows you to hide the HTML Editor toolbar	✓		
B	Macro Icon	Allows you to create and edit macros.	✓	✓	✓
C	Edit menu	Allows you to cut, copy, paste, undo/redo, find, replace, select all and remove.	✓	✓	✓
D	Font Style menu	Allows you to bold, underline, italicize, strikethrough, superscript and subscript text.	✓	Bold, italic and underline only	Bold, italic and underline only
E	Link menu	Allows you to enter content and web links, remove links and create anchors.	✓	Content link, web link only	Content link, web link only
F	Media menu	Allows you to insert and format images, movies and Flash presentations.	✓	Images	
G	Insert menu	Allows you to use an HTML Widget, create and modify equations, insert special characters, use the universal keyboard, insert lines and page breaks.	✓	Equation editor and special characters only	Equation editor only
H	Table menu	Allows you to manipulate rows, columns and cells.	✓		
I	Form menu	Allows you to create forms using elements such as buttons, text fields and form parameters.	✓		
J	List menu	Allows you to add bullets, numberings and indents.	✓	Numbered and bulleted only	Numbered and bulleted only
K	Justify menu	Allows you to justify your text either left, right, center or block.	✓		
L	Text & Background color	Allows you to change your text and background colors.	✓		
M	Formatting & Styles arrow	Allows you to change your styles, fonts, font size and format your text.	✓	Font and Size only	Font and Size only
N	File Menu	Allows you to view HTML source code, spell check, preview, save or change document	✓	Spell check only	Spell check only

		<i>properties.</i>			
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 *You will need to enable pop-ups to use some tools in the HTML editor. Failing to enable pop-ups may result in loss of information in the HTML editor.*