

Angel Orientation

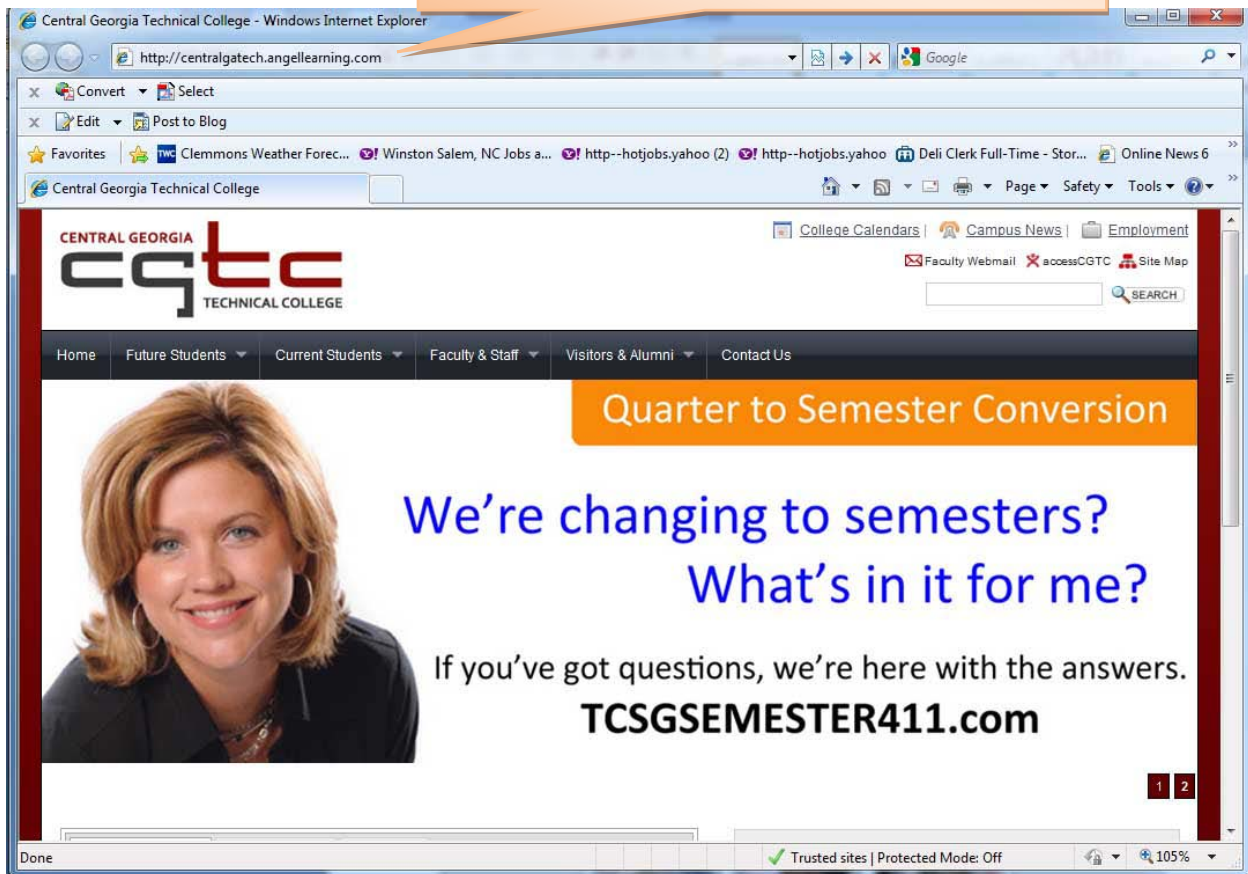
Getting Started Guide for Students

STEP 1: Open a browser – either Internet Explorer or Mozilla Firefox (sample icons shown below)



NOTE: ANGEL works best with Mozilla Firefox. If you don't have a Mozilla Firefox icon on your computer and you would prefer to use Mozilla Firefox, you will need to download and install the software at <http://www.mozilla.com/en-US/firefox/>. Otherwise, use Internet Explorer.

STEP 2: Once the browser opens, locate the address bar. In the address bar, type: <http://centralgatech.angellearning.com>, then press ENTER.

A screenshot of a Windows Internet Explorer browser window. The address bar shows the URL 'http://centralgatech.angellearning.com'. The page content includes the Central Georgia Technical College logo, a navigation menu with items like 'Home', 'Future Students', and 'Current Students', and a large banner for 'Quarter to Semester Conversion'. The banner features a photo of a woman and the text 'We're changing to semesters? What's in it for me? If you've got questions, we're here with the answers. TCSGSEMESTER411.com'. The browser's status bar at the bottom shows 'Trusted sites | Protected Mode: Off' and a zoom level of 105%.

STEP 3: In this section type your username and password. If you have not logged in to Angel, your username and password will be 35_Student ID (35_91000000). If you logged in and changed your password in a previous quarter, your password will be what you changed it to when logging in the first time.

STEP 4: The System Check shows if your computer meets the software and configuration requirements to run ANGEL. See tutorial at http://www.gvtc.org/training/howto/system_check/system_check2.htm for more information.

The screenshot shows the ANGEL Learning Home Page in a Mozilla Firefox browser. The page is divided into several sections: Course Mail, Courses, Public Announcements, and a Toolbox. Callout boxes provide instructions on how to use these sections.

STEP 5: Look around your Angel Home Page

Your Angel course mail messages are listed here. Please check your messages each time you login to Angel.

Your course(s) links are located here. Click the course name to enter your course.

STEP 6: Click on the name of a course to enter the course.

School-wide announcements are located in this section on the Angel Home page.

FREQUENTLY ASKED QUESTIONS – ANGEL HOME PAGE

WHY DON'T I SEE MY COURSE(S)?

- 1) Please check the date, you will NOT be able to see your course(s) until a week before quarter begins. Check the school calendar for start dates. The calendar is located at <http://www.centralgatech.edu/publications/SchoolCalendar1011.pdf>.
- 2) Please verify you are registered for an online course using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>.
- 3) If you recently enrolled in an online course, there is up to a 24-hr delay between the time you register for an online course and the time you will be able to view the course in ANGEL.
- 4) Still don't see your course? Please contact your COURSE INSTRUCTOR. Contact information is located at <http://www.centralgatech.edu/general/staff/staff.html>

Don't know your instructor's name? Instructor information is available on your course schedule. You can view your course schedule using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>.

ANGEL Learning - Mozilla Firefox
http://centralgatech.angellearning.com/default.asp

Central Georgia Technical College ANGEL Learning

Home

Jody Dixon

Home
Edit Page

Course Mail

View Inbox
View, read, and compose messages

Quick Message
Skip to the Inbox and start your message.

Unread Messages
All 1 messages

Help and Resources

Searchable Help Document
Angel Tour
Support & FAQs
Find your College Point of Contact
Helpdesk Request Form

Community Groups
Find a Group Load Tasks

Courses

Load Tasks

- 201103
CIS2211-WEB SITE DESIGN TOOLS (31002)
Role: Faculty
- 201104
CIS2221-WEB GRAPHICS AND MULTIMEDIA (31004)
Role: Faculty
- All
 - CIS 2211 - Web Site Design Tools - MASTER - JDixon
Role: Instructor
 - CIS2221-WEB GRAPHICS AND MULTIMEDIA - MASTER - JDixon
Role: Instructor
 - SANDBOX COURSE_Jody Dixon
Role: Faculty

View Post: Present All | Sort: Descending
Monday, February 28, 2011

Student Opinion Survey

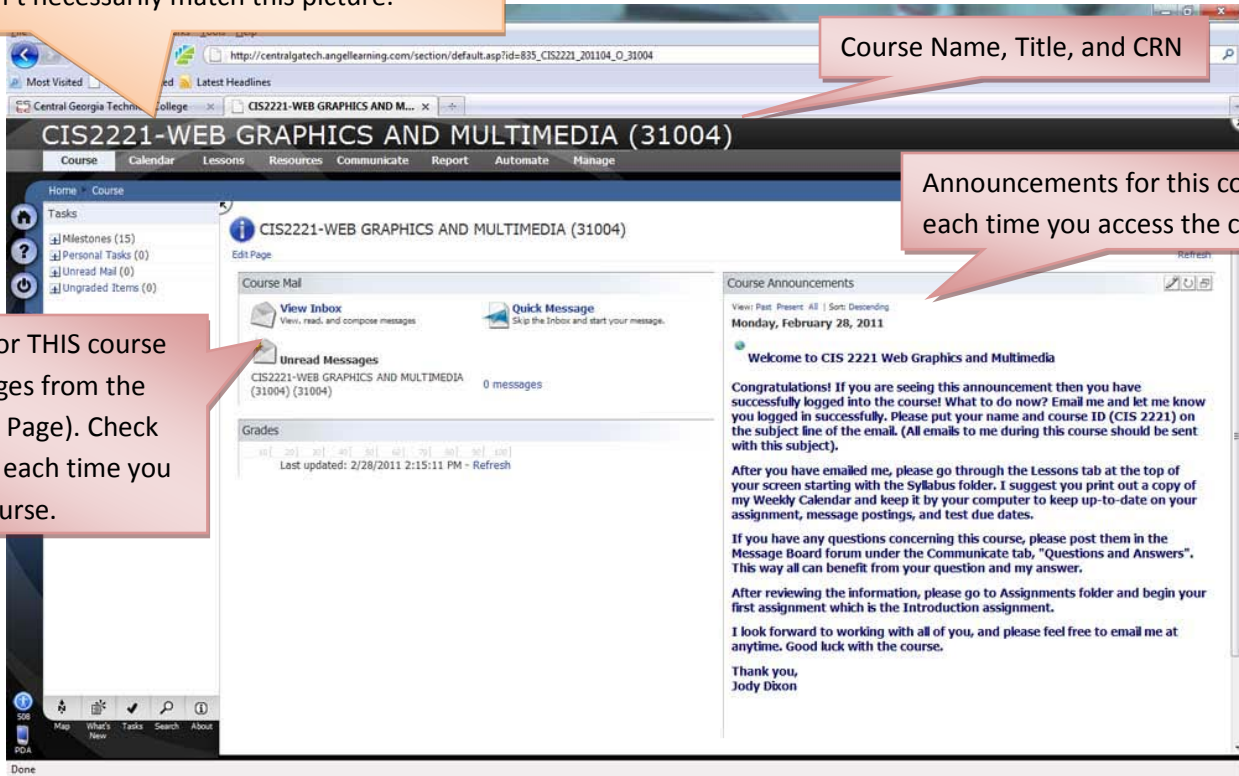
It's time for all students to complete the Student Opinion Survey for each of your courses. Please login using your BannerWeb ID and pin number. You should complete a survey for each of your courses.

Tutorials for how to post in a Discussion Board, submit an assignment, how to view your grades, and several other helpful tutorials can be found under the Help and Resources > Angel Tour.

Supported by Georgia Virtual Technical College

Done

STEP 7: Look around your **COURSE Home Page** to see what is available. The “look” of this page will differ based on course and won’t necessarily match this picture.

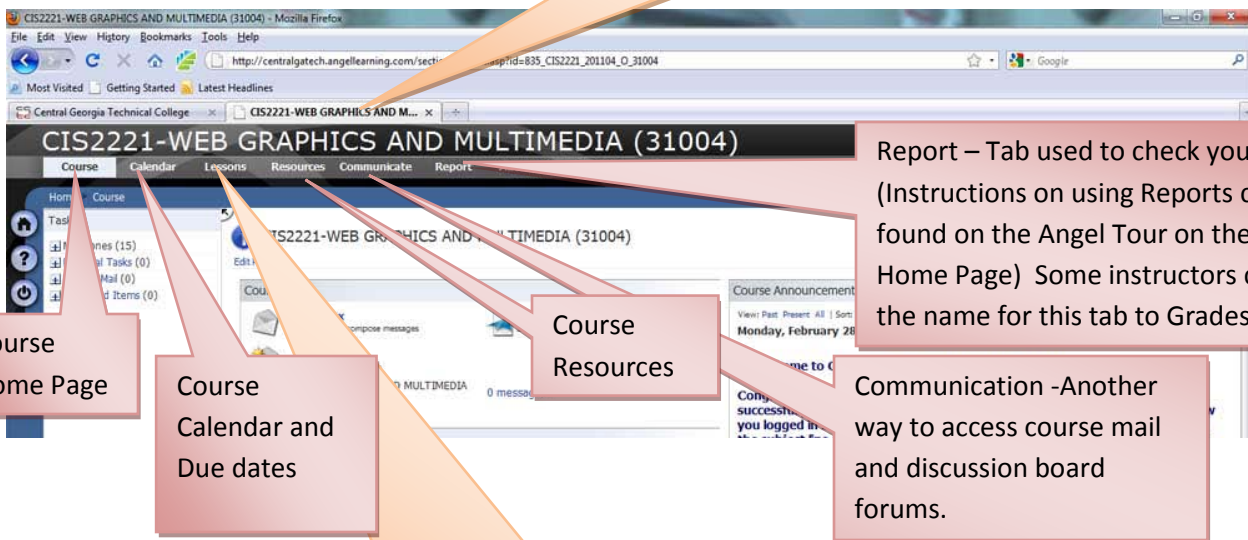


Course Name, Title, and CRN

Announcements for this course, read each time you access the course.

ANGEL mail for THIS course (same messages from the ANGEL Home Page). Check for messages each time you access the course.

STEP 8: Review the navigation tabs on your **COURSE Home Page** (Course, Calendar, Lessons, Resources, etc.)



Course Home Page

Course Calendar and Due dates

Course Resources

Report – Tab used to check your grades. (Instructions on using Reports can be found on the Angel Tour on the Angel Home Page) Some instructors change the name for this tab to Grades.

Communication - Another way to access course mail and discussion board forums.

STEP 9: Click on the **LESSONS** tab to view the majority of the content for your course

STEP 10: Review the LESSONS tab for your course – Not all courses have the same folders. Please click on all folders to get familiar with the course. If you have questions about the course, please email your instructor for help.

Course Syllabus – some courses may actually put the Course Syllabus under the Resources tab instead. If syllabus not found here, please look under Resources tab.

Instructor name and contact info – Can also be found on syllabus.

Course Assignments – different courses will organize assignments differently. Some courses organize by WEEK, some by MODULE, some by TYPE of assignment (i.e. “Homework,” “Quizzes,” “Tests”)

STEP 11: Click on the ASSIGNMENTS folder

FIRST COMMUNICATION REQUIRED

All online courses require students to email their instructor to let them know they have accessed their course and have read the syllabus. If you do not email your instructor, you will be dropped from the course as a no show. This email must be sent from your accessCGTC email account.

STEP 12: Review the ASSIGNMENTS folder

For this course, assignments are organized by chapters of the book. Click on each section to view and complete assignments



Folder Icon – All folders should have content in them. Click all folders to view other content.



File Icon – File icons contain an uploaded file such as a Word document, PowerPoint presentation or image, etc.



Dropbox Icon – Most assignments are submitted in Angel in a Dropbox.



Discussion/Message Board Icon – Not all courses use Discussion/Message Board forums.



Link Icon – This icon is a link to a website outside of Angel.



Assessment Icon – This icon represents a test. All Angel tests should be using this icon.

Now that you have the ANGEL "Basics," explore the remaining course tabs to see the available content.

For additional assistance with accessing discussion boards, submitting assignments, using course email, and taking exams, please take the ANGEL TOUR located on the Homepage after you login to Angel.

If you have any trouble with your course, please contact your COURSE INSTRUCTOR for assistance.

ANGEL FREQUENTLY ASKED QUESTIONS

How do I contact my instructor?

Please refer to the class syllabus for contact information including name, office number, office hours, phone number, and email address. You can also view your course schedule via BannerWeb for your Instructor name. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>

Should I use ANGEL email or school email to contact my instructor?

How to contact your instructor is based on situation. For class related messages that are NOT time-sensitive, please contact your instructor via ANGEL mail message. For time-sensitive messages and messages pertaining to items outside the course, please send an email to the instructor's school email account. For example, when you can't access a test that is due; when you would like to schedule a time for tutoring; when you have questions about advisement and registration -- these messages should be sent in an email to the instructor's school address. Please remember to include your name and course in emails to the instructor. And always use your CGTC Student email address. **Do not use your personal email account.**

I've called my instructor several times with no answer. Where's my instructor?

Please remember, most instructors teach class during the day. Your best method for contacting your instructor is via email. If you wish to speak with an instructor, email to schedule a time to call.

How are assignments submitted?

Written tests are generally taken online within ANGEL. Most class and lab assignments are submitted using a digital dropbox. Directions on how to submit will be provided by your instructor with each assignment.

I submitted my assignments --but never received a grade. What happened?

If you've submitted an assignment that has not been graded (or has received a "0"), please verify the due date for the assignment. Late assignments may be automatically assigned a grade of "0" at the time of grading. While ANGEL may still allow you to upload an assignment after the due date, the grade will remain a "0."

I don't see my test! Where is it?

Review your course schedule for the dates the test will be available --during these dates may be the only time you will see tests. Tests will be located under Assignments for the week due or in a folder called "Tests." If you still cannot locate your test, contact your course instructor.

How do I see my grades?

Viewing grades depends on the course and the instructor. You will be able to view grades in ANGEL.

To view grades in ANGEL:

- 1 Click on the "REPORT" tab
- 2 Under "Category" select "GRADES"
- 3 Wait for screen to refresh
- 4 Click "RUN"
- 5 Screen should refresh and grade report should appear
- 6 If grades aren't available in ANGEL, then use Gateway

Still don't see your grade? Contact your instructor.

I have a grade missing. What do I do?

Make sure you submitted the assignment on time (return to the dropbox, for example, and check the date submitted, then compare to the due dates on the course schedule). If the assignment was submitted on time, contact the instructor via ANGEL email.

ANGEL TROUBLESHOOTING

FIRST TIME USERS --UNABLE TO LOG INTO ANGEL

- 1) Please verify you are using the correct ANGEL site: <http://centralgatech.angellearning.com>
- 2) Please make sure you are using 35_9100##### (where ##### = the last 5 digits of your student ID number) for your username. For example, a student with a 900# that is 900012345 would login with the username: 35_900012345.
- 3) Please verify you are registered for an online course using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>.
- 4) Please check the date --ANGEL access for new online students is NOT available until approximately 1 week prior to the start of classes.
- 5) Have you recently enrolled in an online course? There is up to a 24-hr delay between the time you register for an online course and the time you will be able to access ANGEL.

Still can't log into ANGEL? Please contact your COURSE INSTRUCTOR. Contact information is provided on the CGTC Employee Information page located at <http://www.centralgatech.edu/general/staff/staff.html>.

Don't know your instructor's name? Instructor information is available on your course schedule. You can view your course schedule using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>.

RETURNING USERS --UNABLE TO LOG INTO ANGEL

- 1) The first time you logged into ANGEL you were asked to change your password. Please be sure you are using the NEW password (no longer your birth date).
- 2) Please verify you are using the correct ANGEL site: <http://centralgatech.angellearning.com>
- 3) Please make sure you are using 36_9000##### (where ##### = the last 5 digits of your student ID number) for your username. For example, a student with a 900# that is 900012345 would login with the username: 36_900012345.

Still can't login? On the ANGEL login page, click the "I forgot my password" link and follow the steps.

When prompted for your email address, please enter your SCHOOL email address.

COURSE NOT AVAILABLE

If you are able to login to ANGEL but do NOT see your course(s) listed under "Courses:"

- 1) Please check the date, you will NOT be able to see your course(s) until one week before the quarter begins. Check the school calendar for start dates. The calendar is located at <http://www.centralgatech.edu/publications/SchoolCalendar1011.pdf>.
- 2) Please verify you are registered for an online course using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/student/login.html>.
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Don't know your instructor's name? Instructor information is available on your course schedule. You can view your course schedule using BannerWeb. Directions for accessing BannerWeb are located at <http://www.centralgatech.edu/general/staff/staff.html>.

STILL NEED ASSISTANCE?

Please contact your course instructor or another instructor in your program for assistance. Instructor contact information is available at <http://www.centralgatech.edu/general/staff/staff.html>

Please visit <http://www.centralgatech.edu/disted/> for information on the CGTC Distance Education Program.

The site contains:

ANGEL Information

Application and Registration Process

Other Angel Information can be found at <http://www.centralgatech.edu/disted/angel.htm>.

accessCGTC Information

Campus Portal and Login

accessCGTC Tutorials

CourseCompass Information

Links for MyMathLab, MySpeechLab, MyReadingLab, MyWritingLab

CGTC Contact Information

GVTC Information