

## Pat Hudak

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**From:** Cindy Vinson  
**Sent:** Tuesday, January 31, 2012 2:22 PM  
**To:** All\_Mission\_users  
**Subject:** Distance Learning Student and Faculty Orientations

Hello,

Here is another reminder about the distance learning course, hands on training sessions, and student orientation. Please forward this e-mail to associate faculty.

I will be holding several hands on Angel training for faculty and students to “jumpstart” the semester. Please share this information with students and others who may benefit from the trainings.

### **Orientation to Angel for Students**

**Wed. Feb. 1 from 4:30 to 5:30 PM in TC1** (lab in Technology Center above the Bookstore on the 2<sup>nd</sup> floor of the Student Center)

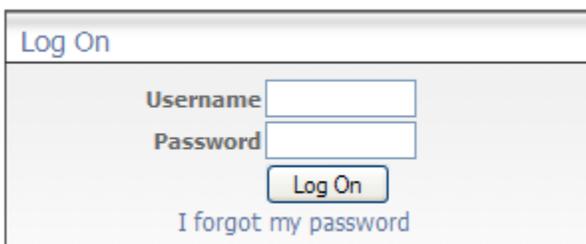
This orientation will enable students to log into Angel and learn the basics of navigation in the system. This training is open to any student who may benefit from the hands on practice.

### **Basic Angel for Faculty**

**Thurs. Feb. 2 3:30 to 4:30 in TC1**

This course is for those who have limited experience in using Angel or have not used the system for several semesters. This will include the basics of uploading documents into the system, sending e-mails, creating announcements, and creating online discussion forums. This orientation will be very helpful for faculty who are planning on taking the Fundamentals to Online Teaching. Please know how to log into Angel prior to coming to class. If you are unsure how to log into Angel, contact me by e-mail [cindy.vinson@wvm.edu](mailto:cindy.vinson@wvm.edu) or phone (408) 855-5541 for assistance. As a review to log into Angel do this:

Go to this URL: <http://wvmccd.angellearning.com/default.asp>



Your username is your seven digit college ID number.

Your default password is you 6 digit birthdate in this form: mmddyy for example, if you were born on March 1, 1976, your password would be 030176

### **Angel Gradebook for Faculty**

**Fri. Feb. 3 10:30 to 11:30 in TC1**

Start using the gradebook in Angel. This course will help you configure the gradebook that is available for all of your classes. This orientation will be very helpful for faculty who are planning on taking the Fundamentals to Online Teaching.

### Online Fundamentals:

**Online Fundamentals** is open to all faculty and staff at Mission College. This course is a professional development course that is designed to be similar to a 1 unit course with approximately 16 hours of instruction and 32 hours of assignments. This course has been approved by the college's Distance Learning Committee and the Mission Academic Senate to serve as a professional development course for those faculty wanting to teach distance learning courses at Mission, to develop online materials for their face-to-face course, or are interested in learning more about the online environment and instructional design. This course is pending approval for Professional Development Growth credit or as meeting full-time faculty institutional requirement.

This course has no on-campus requirements. **This course will start on Feb. 21, 2012 and run for 6 weeks.**

### Course Advisory:

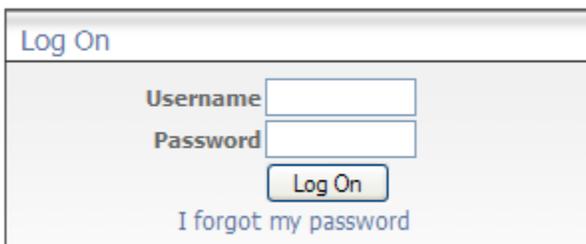
You will need access to a computer and the internet to complete this course. Basic computer literacy skills are required to enroll in the course. If you are unable to meet the basic computer literacy requirements, please complete a computer literacy class prior to enrolling into this course. By enrolling in this course, you are confirming that you are able to meet these requirements:

1. Know how to use a mouse
2. Know how to send and receive e-mail
3. Can upload an attachment to an e-mail
4. Can download an attachment from an e-mail and print the document
5. Can independently log into WebAdvisor and Angel from directions provided in an e-mail
6. Can conduct a basic Google search to locate a topic on the internet and connect to the topic on the internet.
7. Can use help menus in software programs to perform basic tasks.
8. Have basic file management skills including the following:
  1. Create a file (in Word, PowerPoint, or excel)
  2. Save the file onto a specified location on the computer
  3. Retrieve the file to add or make changes to the file
  4. Can browse for a file to upload the file to a server
9. Experience using a course management system is advised but not required.

### How to Enroll into the Course:

To sign up for the course, please do the following:

1. Log into Angel To log into Angel go to this URL: <http://wvmccd.angellearning.com/default.asp>



Your username is your seven digit college ID number.

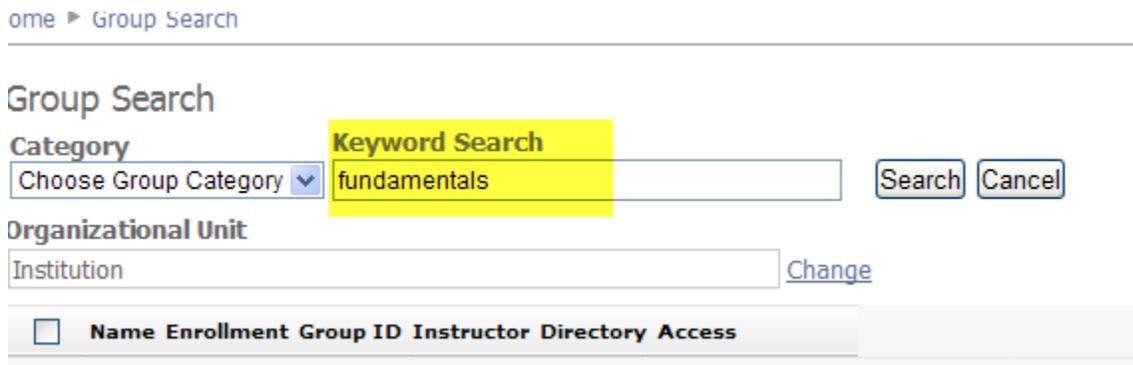
Your default password is you 6 digit birthdate in this form: mmddy for example, if you were born on March 1, 1976, your password would be 030176

2. On your home page, click on the find a group link under Community Groups.



3.

4. In the Keyword Search box, type the word fundamentals, and then press the search button.



5.

6. Click on the Enroll (no PIN required) link, and you will automatically be added to the course.



If you haven't taught a course at Mission or at West Valley, you might not have an account in Angel. Please send me an e-mail. I will create an account in Angel for you, so you can sign up for the course.

Regards,

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Distance Learning Coordinator  
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