

## Pat Hudak

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**From:** Cindy Vinson  
**Sent:** Monday, February 13, 2012 12:18 PM  
**To:** All\_Mission\_users  
**Subject:** Online Fundamentals Starts Tues. Feb. 21

**Importance:** High

Hello:

Here is my announcement about the Online Fundamentals Class that will start next Tuesday, Feb. 21. Deans, division chairs, departments chairs—please forward this announcement to your associate faculty. Many of these faculty are not on distribution lists. Thanks for your assistance.

### 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.angelllearning.com/default.asp>

Log On

Username

Password

[I forgot my password](#)

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

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

Community Groups

**Find a Group** [Create a Group](#)

- Articulate Users Group  
[Delete] Role: Group Editor
- ASB  
[Delete] Role: Instructor
- Green Team  
[Delete] Role: Leader
- March's Technology Boot Camp

- 3.
4. In the Keyword Search box, type the word fundamentals, and then press the search button.

ome ► Group Search

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**Group Search**

**Category**  
Choose Group Category

**Organizational Unit**

**Name Enrollment Group ID Instructor Directory Access**

- 5.
6. Click on the Enroll (no PIN required) link, and you will automatically be added to the course.

<input type="checkbox"/>	Name	Enrollment	Group ID	Instructor	Directory	Access
<input type="checkbox"/>	Teaching Online: The Fundamentals	<b>Enroll (no PIN required)</b>	GROUP-111118-104846-CA1	<a href="#">Cindy Vinson</a>	Institution	> MC All X

**This course has a text book that will be provided to those enrolled in the course.**

Regards,

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Distance Learning Coordinator  
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