



SEMINOLE COMMUNITY COLLEGE
DISTANCE LEARNING DEPARTMENT
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Using ANGEL @ SCC

SCC is currently running the ANGEL course management system. If you have taken other courses in WebCT or another platform, you will note that there are many new features and product enhancements ANGEL. Please read through this document carefully, as the recommended user hardware and software has changed.

ANGEL is a course development platform which allows instructors to deliver course material over the Internet. ANGEL utilizes private bulletin boards, chat rooms, online testing and many other innovative features all within ANGEL course web sites. Most online courses at SCC use ANGEL. In addition, many video courses and regularly scheduled on-campus courses may choose to use some of the interactive features of ANGEL as course enhancement tools. If you are taking on online course, or a web enhanced course, your instructor will give you more information about which ANGEL features you will be using in your class, as well as how much of the course is conducted in an online form.

Doing coursework online can be a little like taking classes in a foreign country. Most of us are still learning the norms and expectations of the online environment. This information sheet explains how to make the most of your online opportunity. Some of the information included here is intended for students taking classes which are conducted completely online. However, the majority of the details are helpful to both students in online classes as well as students in web enhanced classes.

Logging into ANGEL – <http://ecampus.scc-fl.edu>

ANGEL course sites are password protected. You will need a valid login id and password in order to enter your the site. Your id and default password for ANGEL are the same as your initial id and password for student email and network access.

- ◆ **ANGEL Login ID:** Your ANGEL id is the same as the username that you created on MySCC.
- ◆ **ANGEL Password:** Your Password is your first and last initial, followed by the six digits of your birth date in the YYMMDD format, where YY is the two digit year (no 19 in the 19YY format) MM is the two digit month (Jan.-Sept. months must use a leading zero) DD is the two digit day (1st -9th must use a leading zero). Make sure that there are no spaces between the items and the letters are UPPERCASE. *Example: If your name is John Doe and you were born on March 1, 1977 your password would be: JD770301*

You will not be able to log in to the course until the first day of classes. If you register during the add-drop period, there may be a slight delay in the activation of your id and password; however, you should be granted access to the course by the end of add-drop. Contact the DL office if you are unable to log in to ANGEL, or fill out our online problem form at:

<https://www.scc-fl.edu/dl/students/problem-form.php>

Please Note: You may have trouble accessing ANGEL if you try to connect from a location that has a firewall. If you plan to connect to ANGEL from your place of employment, you may have difficulty with your company's network security system. In this case, you will need to contact the IT department within your company to resolve the issue.

Be sure to check both Spectrum and the DL online term schedules for instructor web addresses, as many of them have important course information available outside of ANGEL. If your instructor has not provided you with an internet address for the course, you may go directly to the ANGEL login page at <http://ecampus.scc-fl.edu> when you are ready to log in.

Technical Setup

Hardware and Software Recommendations:

In order to take a ANGEL course, you will need to have access to computer and software with which you can access the Internet. This means that your computer must either be on a network or have a modem. While there is no true requirement for the modem speed, you will need at least a 56K modem. Most students find that high-speed cable or DSL internet access is preferable for taking courses online. A PC running Windows 98 or higher, or a Mac running OS 9 or higher is recommended. (If you do not have a computer at home, or if you have trouble with your system during the semester, you can come to the computer labs or the library on campus to complete your coursework.)

Internet Service:

In order to access the Internet you will have to have an Internet Service Provider (ISP). An ISP is a company to which you pay a monthly fee to give you access to the Internet. As a general guideline unlimited access runs from about \$20.00 to \$40.00 a month. There are many different ISPs. Many companies offer high speed DSL or cable modem access to the Internet. Once you have selected and Internet Service Provider, they will be able to assist you in getting the appropriate software for connection to the Internet as well as configuring the software.

Web Browsers:

ANGEL requires a browser that is both Java and Javascript enabled. Also, your browser should be set to accept cookies, enable cascading style sheets (.css), turn off anonymous login, and update cached pages automatically. For additional information on setting up your web browser, visit the following url: http://www.ANGEL.com/exchange/viewpage?name=exchange_browser_tuneup

ANGEL is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While ANGEL products generally function well in many browsers, the following are formally supported and tested. For additional information on browser support please visit <http://support.angellearning.com>.

- PCs running Windows OS: Internet Explorer, Firefox and Mozilla
- Macs running OS X: Firefox and Mozilla
- Check your browser at the following link: <http://www2.scc-fl.edu/dl/angel/browsercheck/>

Pop-Up Windows:

ANGEL uses pop-up windows as part of the quizzing, email, and discussion tools. If you have software on your computer which prevents pop-up ads from appearing, **you will need to disable or turn off the pop-up killer** in order to access these portions of the course successfully.

Other Course-Specific Software:

Often, courses will have specific recommendations about software. Check with your instructor regarding individual software requirements for your course. SCC instructors generally recommend that students use MSWord or WordPerfect for papers and assignments. These programs offer the greatest common denominator in terms of sending documents across different computer platforms. However, you will need to verify the program of choice with your instructor.

Tips on Time and Participation

We know from experience that there is usually an adjustment period for most students as they learn the rhythm and patterns of online communication. Here are some tips for getting comfortable:

- ◆ Take time to review all the help files your instructor makes available.
- ◆ Get to know your browser. If you are very new to the Internet spend some time surfing and getting comfortable.
- ◆ Spend some time just navigating your way through the class. Figure out what tools are being used and what the buttons do.
- ◆ Manage your time. You'll find that your time management skills will be critical in an online environment. Why? Because it's very easy to spend either far too little time or far too much time online. Set designated blocks of time to work on the class. This will help you stay up with the assignments and with the interaction required.
- ◆ Download or print out pages for reference and review when you're offline.
- ◆ Set priorities and pay close attention to what your instructor says about priorities.
- ◆ Ask right away for help if something isn't going right, whether it's a technical issue or something to do with the class environment. If you are unsure about something, communicate it! It is very important that you be proactive in communicating with your instructor and classmates. Don't waste time trying to solve a problem that has you stumped for days; just call or send an email to your instructor or post a message to the class for help.
- ◆ Be persistent!
- ◆ Keep your instructor contact information handy and use it. If you have trouble with the technology, use the phone.
- ◆ Learn the terminology of the Internet and emoticons. :)
- ◆ Read what you are going to send before you click on the send button. In online communication it is important to say things carefully, since you can not use body language as you do with verbal communication. Be thoughtful! We will not be able to see the grin on your face if you make a sarcastic comment, so it could be misinterpreted!
- ◆ Once you click the send button, you can not get a message back.
- ◆ Typing in ALL CAPS is the equivalent of YELLING! Please do not yell at people.
- ◆ Share information, tips and questions with your classmates and instructor. You may have the answer someone needs.
- ◆ Become part of the online community by participating. Join in and let your thoughts and ideas be heard.
- ◆ Enjoy your time in this new learning environment!

Communication

Remember you won't have all those non-verbal cues you get in the physical classroom and neither will your instructor. Words on the screen help the instructor *see* you much more clearly. Also, your instructor's role will be much less that of the distributor of information, and much more that of a guide or resource for you in exploring an area of knowledge. The teaching style used in online courses may be different from the traditional college model. What does this mean for you? Taking a class online means you won't be sitting quietly in the classroom; participation is essential for everyone involved.

As always, effective communication is critical to success. It's even more important in the online environment because your instructor can't see your frown, or hear the question in your voice. Here, you'll be responsible for initiating more contact, for being persistent and vocal when you don't understand something. Your instructor wants to help! Please write your question and send it along. Express your confusion, your concern, and be direct! You will save a lot of time and frustration by communicating earlier, rather than later. Be sure and ask about anything and everything pertaining to course content, course procedure, and evaluation.

Code of Conduct

SCC policy states that electronic communications conducted in the course of a class are "public" communications in the same way that classroom exchanges are public. Your instructor and other students are bound by the same principles of respect, professionalism, and concern, as you would find in any interaction in one of the College's classrooms or offices. Please refer to the SCC Standards of Conduct in your college handbook. If you feel that these principles have been compromised in some way, please discuss this directly with your instructor.

Rules of the Road and Ethics

Keep in mind that the practices of courtesy and respect that apply in the ordinary classroom also apply online, and require even more attention. Here are some guidelines:

- ◆ **Participate.** In the online environment, it's not enough to show up! We need to hear your voice, to feel your presence, and we especially need your comments added to the information, the shared learning, and the sense of community in each class.
- ◆ **Be persistent.** Remember we're all working in a fairly new environment. If you run into any difficulties, don't wait! Phone or send an email immediately to the instructor. Most problems are easily solved, but we have to hear from you before we can help.
- ◆ **Share tips, helpful suggestions, and questions.** There are no dumb questions, and even if you think your solution is obvious, please share! Someone in the class will appreciate it.
- ◆ **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
- ◆ **Help us "see" you by explaining your ideas fully.** Remember we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. Use emoticons for fun once in awhile. An emoticon looks like this: ;-)
- ◆ **Remember there's a person on the other side.** Ask for feedback if you're not sure how your ideas and comments will be taken. If you disagree with what someone has said, practice all your best communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face-to-face classroom.
- ◆ **Any derogatory or inappropriate comments regarding race, gender, age, religion or sexual orientation are unacceptable.** Such comments are subject to the same disciplinary action they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your instructor know.
- ◆ **Plagiarism, cheating and other violations of ethical student behavior are serious actions in a learning community.** You should expect to be treated accordingly.

Is Online Learning Right for You?

Whether you are signed up for an online course this term, or you are considering taking one in the future, how can you be sure that online learning is right for you? Even though the technology is wonderful and exciting, it can not be said that this environment is the right learning environment for every student. It works well for some students most of the time. It provides exciting opportunities for people who are constrained by time, place, or other factors.

Monday, August 18, 2008

Online course components can work for any student, just as a physical, on-site classroom with face-to-face instruction can work for any student -- but we all know the quality of the "fit" with a particular instructor or a particular class environment varies. Taking an online class requires just as much time and effort as class on campus -- maybe more! There are some new twists for most of us. To see if the online environment is right for you, answer these questions:

- ◆ Do you like to work independently?
- ◆ Do you need convenience and an adjustable schedule?
- ◆ Are you comfortable asking for clarification and continuing to ask when you need more information?
- ◆ Are you good at meeting deadlines?
- ◆ Are you comfortable working at a computer?
- ◆ Do you have experience surfing the World Wide Web? (If most of your experience is through a provider such as AOL, then you'll probably need to investigate some other paths to the web before you take on a class through SCC's system.)
- ◆ Are you comfortable working primarily with a text-based medium?
- ◆ Would you be comfortable phoning or faxing your instructor if you had problems with anything in the course?

Did you answer "yes" to most of the above questions? Then you'll probably do just fine online. If you hesitated on some of them, you'll probably do fine also, but you may need to work harder and more deliberately at staying in touch with your instructor. For a second look at the skills you'll need to be a successful Distance Learning student, take our **Successful DL Skills Survey**, available on the DL web site, and talk to an academic counselor.