



Online Student Orientation

Tasks

Tasks:

- Complete the READI Assessment test
- Locate and note ATC email username and password
- Access ATC email to verify successful login
- Locate and note your ANGEL username and password
- Access ANGEL to verify access to online courses
- Establish contact with your instructor(s) by sending an email from within ANGEL/Or ATC email
- Review course syllabus



Task 1 – Check browser compatibility

Check Your Browser for Compatibility with ANGEL at:

<http://gvtc.angellearning.com/>

This check should be performed on the PC or Laptop that you will be using to access your online course(s).

Task 2 - Complete the READI Assessment

READI is a web based tool which assesses a learner's likelihood for success in an online course. To access READI:

1. Go to URL address: **<http://atlantatech.readi.info/>**
2. Enter username and password, see below:
Username: atlantatech
Password: 30310
3. Click the **Login** button.

Your Notes:

Is online learning right for you? Yes or No

What areas do you need to work on?

What can you do to improve those areas?

Task 3 – Locate your ATC EMAIL username/password

To locate your email account Username:

1. Access **BANNER** using your Student User Id and BANNER Password.

To Access Banner:

- a. Go to ATC website: <http://www.atlantatech.edu/>
 - b. Click **Current Students**. The Current Students page appears.
 - c. Click on **Banner**.
2. Click on **Personal Information**.
 3. Click on **View Email Address**. (ex.arajeurs@student.atlantatech.edu)
 4. Write down your username. (ex. arajeurs from above email)
 5. Close **BANNER**.

Note: If you did not find an email address here, send an email to support@student.atlantatech.edu requesting assistance.

To access your Atlanta Technical College Email Account:

1. Logon to this Web Site. <http://myatc.atlantatech.edu>
using your User Name which you noted earlier.
 2. Your Email Password is the same as your BANNER password.
 3. Click on **Login**. You should now be inside your Email Account.
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Your Notes:

Banner user id: _____

Have you taken a mental note of your banner password? Yes No

Email address: _____@student.atlantatech.edu

Have you taken a mental note of your email password? Yes No

Task 4 - Access ANGEL

To access ANGEL:

1. Type the URL address **<http://gvtc.angellearning.com/>** into your internet browser

OR

From the ATC website, Click on **Current Students**


- a. Click the **Online Learning** link located on the left side of the page
 - b. Click on the **Access ANGEL** link (Item #1)
2. Enter your username and password.

Your Username and password consists of your school code (23), underscore and 9 digit student ID number.

For example:

Username is 23_XXXXXXXX

Password is 23_XXXXXXXX

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3. Click the **Login** button. The online course listing page appears displaying the course(s) in which you are registered. Click on the course name to access the course.
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Your Notes:

ANGEL Username:

Have you taken a mental note of your ANGEL password?

Task 5 – Access Course



Task 6 – Send email to online instructor(s)

Checklist

- Have you taken the READI Assessment?
- Do you know your banner username and password?
- Do you know your ATC email username and password?
- Do you know how to access your ATC email?
- Do you know how to access ANGEL?
- Do you know your ANGEL username and password?
- Once logged into ANGEL, do you know how to access your course?
- Do you understand the basics of the ANGEL System?
- Do you know how to find additional help on ANGEL from the ATC website?
- Do you know how to contact your instructor?
- Have you sent an email to your instructor?

If you answer **“Yes”** to ALL the questions above then you are ready to begin your online course.



Quick Start with ANGEL

Topics Covered:

- Brief Introduction to ANGEL
- Technical Requirements
- Characteristics of a successful online student
- Other Resources
- Online course listing page/ Instructor contact information



About ANGEL

ANGEL is course management software used at Atlanta Technical College to host Web-Enhanced, Hybrid, and Fully Online Courses. Instructors are using Blackboard to:

- ✓ Post important course information
- ✓ Supplement course materials
- ✓ Link to resource websites
- ✓ Host online Discussions
- ✓ Post Assignments
- ✓ Create and deliver online tests and surveys

Minimum Hardware Requirements


PC Configuration:

400 Megahertz Intel Pentium III Processor (933 preferred)

64 Megabytes RAM (128 or more preferred)

6-Gigabyte Hard Drive

56.6 Kbps Modem (or Cable Modem / DSL if available)

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1. Check your browser and download software that is needed: [Browser](http://www.gvtc.org/blackboard/browsercheck.aspx). (<http://www.gvtc.org/blackboard/browsercheck.aspx>)
Make sure you are using Mozilla Firefox or Internet Explorer 7.
 2. Download media so that you can hear and see all content: [Media Downloads](http://lor.gvtc.org/uploads/SEE584/index.html). (from this site <http://lor.gvtc.org/uploads/SEE584/index.html>)
 3. On your computer, go to
 4. Start > Control Panel > Internet Options > Security > Use Pop Up Blocker > Disable
 5. 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.
 6. Start > Control Panel > Internet Options > Security Tab > Custom Level > Scripting > Allow status bar updates via script > Enable.
 7. Start > Control Panel > Internet Options > Delete Browsing History. Do this daily.

NOTE: JavaScript & Cookies must be enabled. To enable Java follow the instructions below.

If you are using Internet Explorer

1. Open **Internet Explorer**
2. Select **Tools**
3. Select **Internet Options**
4. In the Internet Options dialog box select the **Security tab**
5. Click the **Custom Level** button at bottom. The Security Settings dialog box will pop up
6. Under the Scripting category,
 - o enable/disable Active Scripting,
 - o Allow paste options via script and Scripting of Java applets



7. Click **OK** twice to close out

8. Click **Refresh**

If you are using Firefox

1. Open **Firefox**

2. Select **Tools> Options**

3. Select Web Features

4. Check/uncheck Enable JavaScript

5. Click **OK**

6. Click **Reload** current page

For more information go to URL address: <http://www.gvtc.org/tech.asp>



Reference Sheet

Discussion Board

Discussion threads are created inside a forum. It contains the messages belonging to a particular discussion forum.

To post a new message or a new thread:


1. Access the course, then
2. Go to the **Lessons or Communicate tab**
3. Select the forum in which you would like to post a new message
4. Click **Add New Thread** (this allows you to compose the initial message in a thread)
5. Enter a **Subject**
6. Compose your **Message**
7. Once you are ready to post your message, click **Submit**
8. Click **OK**

To view a discussion board message:

1. Access the course, then
2. Go to Lessons or Communicate tab
3. Select the **Forum**
4. Click on the **title** of the message (In the **header** of the message, you will be able to see who posted it, at what time and whether there is an attachment)

To reply to a message:

1. Access the course, then
2. Go to the Discussion Board
3. Click on the message title to view
4. Click **Reply**

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5. Compose a reply message
 6. Attach a file, if necessary
 7. Click **Submit** (your message will appear in the same **thread** as the message you are replying to)

To send an E-mail:

1. Access the course, then
2. Click **Communicate tab**
3. Click View Inbox or Quick Message
4. Select Inbox to read messages
5. Select Compose New Message button

Digital Drop-Box


The Digital Drop Box is a tool that is used by instructors and students to exchange files. Students can access the Digital Drop Box via the **Lessons** area. The **Add** button uploads a file and the **Send** button delivers a file to another user(s).

Note: Not all instructors use the Digital Drop Box for the submission of assignments, some use email and others the discussion board, and hence it is your responsibility to know which medium is used by your instructor.

To send a file to your instructor:

1. Access the course, then
2. Click the **Lessons** button
3. Navigate to your **Drop Box** and its Title or Icon
4. The Dropbox page appears
5. Click the **New Topic** button.

The Post a New Message window appears.

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6. Click in the **Topic** field and enter a topic for your message.
 7. Click in the **Message** field and type your message.
 8. When your message is finished, click the **Save** button.

RESOURCES

GVTC Student Orientation

<http://lor.gvtc.org/studentorientation/index.html>

View GVTC Demo Course

<http://gvtc7.blackboard.com/webapps/portal/frameset.jsp>

To access the course, you will need to login using the following:

Username: gvtcdemo

Password: password



YOUR SUCCESS!

Tips for Online Learning:

1. Share your work and educational experiences with your peers as part of the learning process.
2. If you are having a problem understanding a certain unit/topic, do not hesitate to contact your instructor.
3. If you are having technical difficulties accessing the course, send email to online@atlantatech.edu. All course related questions should be sent to your instructor.
4. Be willing to spend 5-6 hours each week per course.
5. Keep up with your course work.
6. Review your course notes and discussion board postings on a regular basis.

Tips for Time Management:

1. Plan your week ahead of time.
2. Create and use to-do lists. Prioritize items.
3. Schedule regular study sessions.
4. Do not procrastinate - break projects into smaller pieces instead.
5. Start assignments as soon as they are given.
6. Concentrate on one task at a time.