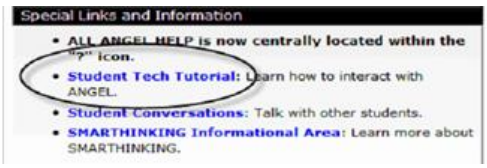
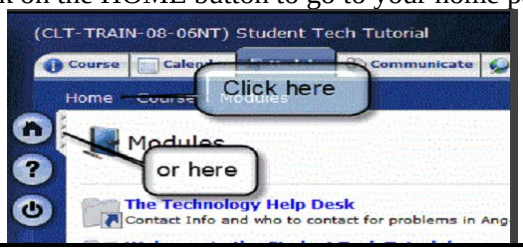
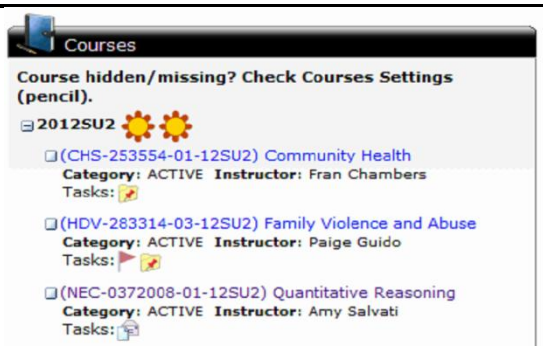
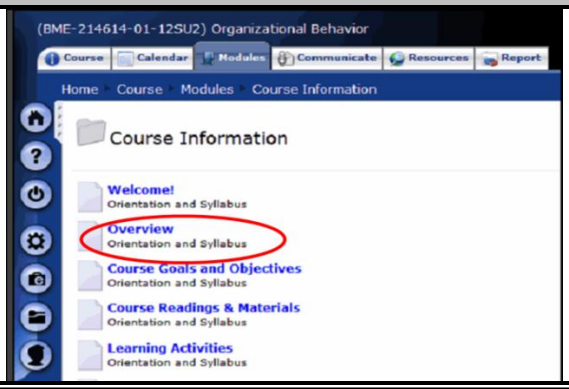
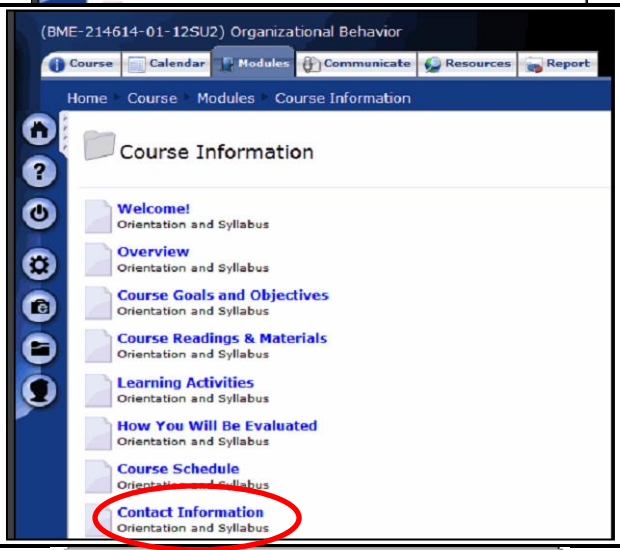
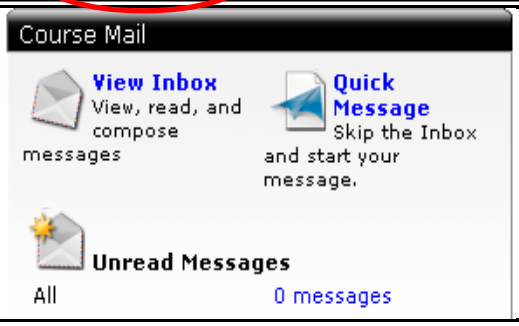
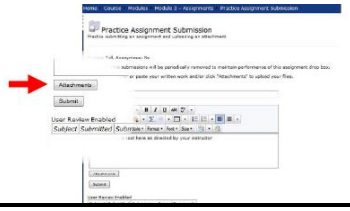
Getting Started: Your Online Courses in ANGEL

Adapted from a handout created by the Office of Academic Technologies

Use the questions below to make sure you are ready to start your online course(s).

- If you answer YES to any of the questions, proceed to the next question.
- If you answer NO, look to the column to the right for more assistance.

Question	If Your Answer Is No, Use This Column For Assistance	For Further Assistance
Do you know <u>where to find</u> ANGEL?	Go to MYESC and choose ONLINE COURSES from QUICK LINKS or go to the ACADEMICS Tab and choose ACCESS YOUR ONLINE COURSES	1. Go to **http://www.esc.edu/myesc/** 2. Click on the **Academic Tab** 3. Click on the **Access your online courses**
Do you know <u>how to log into</u> ANGEL?	Your login and password are the same as those you use to get into your personal information in MyESC (i.e. registration and financial aid)	4. Log in using your **MyESC username and password.** If you forget your login and password, click on the forgetting login and password link and follow directions.
Have you completed the <u>Student Tech Tutorial</u>?	Scroll down and click on the link like the one circled. This tutorial will give you a great overview of all of ANGEL's components and can be used as a refresher anytime you want. 	Click on the Modules Tab to start. Continue through all of the modules listed. When finished, click on the HOME button to go to your home page. 
Do you know what each of the <u>Powerstrip buttons</u> are for?	Take a look at your home page and make sure that you can find all of these icons.	**Home** – to return to user home page **Help** –Tutorials, guides & help desk info. **Logoff** – log out of Angel
Can you see the <u>links to your courses</u>?	Click on one of your courses, then look in its Course Information Folder.	

Question	If Your Answer Is No, Use This Column For Assistance	For Further Assistance
Can you find <u>Course Overview/ Course Information</u> page in the Course Information Folder?	All of this information is in the Modules Tab or Content Tab towards the top. Look in your Course Information Folder and **<u>make sure that you read all of the information in this folder</u>**. **Tip** **Welcome!** Is an introduction to the professor and some of their view points of the course. **Overview** contains the necessary information about the course.	
Can you find your <u>Instructor's Preferred Contact</u> Information?	This should be located in the Course Information Folder.	
Do you know another way to <u>contact</u> your instructor and classmates?	If you cannot locate this information then try to contact your instructor through the course e-mail on the front page of the course. The course mail would be the way to contact fellow students and your instructor.	
Do you know how to submit an <u>assignment</u> as an attachment?	Using a word processing program and attaching the document is the best way to submit an assignment. It allows you to write and edit more easily. It also allows you to keep a copy of what you have sent. If you tried to write your assignment in the drop box window, you don't have as much flexibility for completing your assignment in terms of time, editing, formatting, etc. 	A window will open where you can browse for a file on your computer. **Click the Browse button.** Browse for a file, **click on it** and then click **Upload File** . . Click **Finished** when you are done selecting files.

STATE UNIVERSITY OF NEW YORK
EMPIRE STATE COLLEGE

Office of Academic Support
phone 518-783-6203 • e-mail NECAcademicSupport@esc.edu
website www.necacademicsupport.pbworks.com