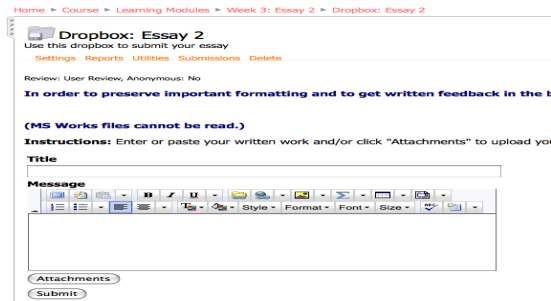


Written Assignment: Submitting as an attachment

1. Log in to ANGEL Learning.
2. Select the appropriate course.
3. Open the Module that is currently in session.
4. Open the assignment by clicking on the title.
5. Enter the subject of the assignment.
6. Click the **Attachments** button.
7. A new window should open.
8. Click the **Browse** button.
9. Find the file that contains your assignment.
10. Click the **Open** button.
11. Click the **Upload File** button.
12. The file should appear in the *Uploaded files* box.
13. Click **Finished** at the bottom of the page.
14. Your file name should appear below the attachment button.
15. Click the **Submit** button.



Submitting in the Message box

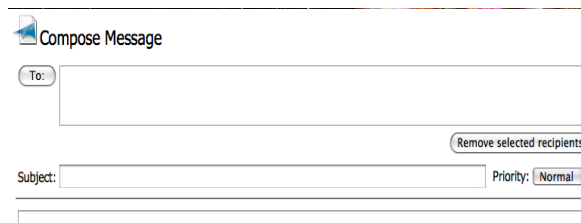
1. Log in to ANGEL Learning.
2. Select the appropriate course.
3. Open the Module that is currently in session.
4. Open the assignment by clicking on the title.
5. Enter the subject of the assignment.
6. Click the **HTML Editor** link below the Message box.
7. Enter your text.
8. Click the **Submit** button at the bottom.
9. You should be able to see a confirmation message.
10. Click the **OK** button
11. Your submission should be listed at the bottom of the page.

NOTE: Instructors will not be able to grade your assignment if you submit it as an e-mail attachment.

3

Course Mail: Composing new mail

1. Log in to ANGEL Learning.
2. Click the **Communicate** Tab.
3. Click the **Quick Message** link in the **Course Mail** nugget.
4. Click the **To** button.
5. Find the name of the recipient in the Recipients list.
6. Select the name/s by using the check-box next to the recipients name
7. Click the **To** button.
8. Click the **OK** button at the bottom.
9. Give the message an appropriate title in the subject text-box.
10. Write your message in the text-box.
11. Click the **Send** button located at the bottom when done.



Viewing your Inbox

1. Log in to ANGEL Learning.
2. Click the **Communicate** Tab.
3. Click the **View Inbox** link in the **Course Mail** nugget.
4. Click the name of the sender or the subject of the message to open the mail.

Viewing your Outbox/Sent

1. Log in to ANGEL Learning.
2. Click the **Communicate** Tab.
3. Click the **View Inbox** link in the **Course Mail** nugget.
4. Click the **Sent** icon.
5. Click the subject of the message to open the mail.
6. Click the Name of the sender or the subject to open the mail.

How to check your grades

1. Log in to ANGEL Learning.
2. Open the appropriate course.
3. Click on the **Report** tab.
4. In the Choose **Report**, under **Category**, select **Grades**.
5. Click the **Run** button located on the bottom right.
6. A new page will appear below the options the options with your grades.

4

WELCOME

Getting Started Information for Online and Hybrid Courses

IMPORTANT INFORMATION!!!
*REQUIRED ANGEL ONLINE STUDENT
ORIENTATION for FIRST-TIME ONLINE STUDENTS*

Winter Session: January 3 - January 20

Spring Session: January 21 - May 11

Angel Online Student Orientation Prep
Sessions

Begins: December 27, 2011

Ends: January 26, 2012

To register for the face-to-face prep session please
go to the following link: <http://bit.ly/tnPVQ8>

(ANGEL Learning Quick Guide Inside)

<http://www.sunyrockland.edu/academics/elearning>

GETTING STARTED INFORMATION

How to access your online and hybrid courses in Angel?

- Change your RCC email Password (Your RCC email Username and Password have been pre-activated).
- To change your *Password*, please go to the RCC website home page (www.sunyrockland.edu) then select the **Email** option from the **Quick Links** drop down menu. Scroll down to the bottom of the page and click on the **Get/Change my password** link. Enter the necessary information then click the **Submit Form** button, a new page will appear with your *Username*.
- Use the RCC email Username and Password to access your Angel course (The same *Username* and *Password* for your RCC email is used to access your Angel courses).

NOTE: Change your RCC email password at least 24 hours before login to your ANGEL account.

Login to Your Course

- Go to the eLearning website (www.sunyrockland.edu/academics/elearning) and click on the ANGEL Learning icon or the sunyrockland website and select **Angel/eLearning** option from the **Quick Links** drop down menu.
- Refer to page 1 in this brochure for step by step log in instructions.

REQUIRED Orientation for First-time Online Students

First-time online students will **not** be able to login to their online courses without completing the online orientation. First-time online students can attend a preparatory session prior to taking the required online student orientation (*see schedule below*). Please go to the following link to reserve a seat : <http://bit.ly/tnPVQ8>

Steps to access the REQUIRED Online Student Orientation for First-time Online Students:

1. Log in to ANGEL Learning.
2. Locate the Courses nugget then click on the **Online Course Angel Student Orientation** course link.
3. Click the **Learning Modules** tab at the top.
4. Click on **Welcome/Getting Started** link to begin the orientation.

Angel First-time Online Student Orientation Prep Schedule

Winter 2012 Onsite Prep Sessions Schedule

Date	Session I	Session II	Session III
Dec 27 - Tuesday	8am - 9am	10am - 11am	1pm - 2pm
Dec 28 - Wednesday	10am - 11am	1pm - 2pm	3pm - 4pm
Dec 29 - Thursday	8am - 9am	10am - 11am	1pm - 2pm
Jan 3 - Tuesday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 4 - Wednesday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 5 - Thursday	8am - 9am	10am - 11am	1pm - 2pm

Spring 2012 Onsite Prep Sessions Schedule

Date	Session I	Session II	Session III
Jan 9 - Monday	8am - 9am	10am - 11am	1pm - 2pm
Jan 10 - Tuesday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 11 - Wednesday	8am - 9am	10am - 11am	1pm - 2pm
Jan 12 - Thursday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 16 - Monday	8am - 9am	10am - 11am	1pm - 2pm
Jan 17 - Tuesday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 18 - Wednesday	8am - 9am	10am - 11am	1pm - 2pm
Jan 19 - Thursday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 23 - Monday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 24 - Tuesday	10am - 11am	1pm - 2pm	3pm - 4pm
Jan 25 - Wednesday	8am - 9am	10am - 11am	1pm - 2pm
Jan 26 - Thursday	10am - 11am	1pm - 2pm	3pm - 4pm

System Requirements

For information on hardware and software requirements please visit our website.

For Questions and Assistance

Phone support: 845-574-4713 or 845-574-4332

email: elearning@sunyrockland.edu

Website: www.sunyrockland.edu/academics/elearning

Location: Academic II, Room 2105

FALL/SPRING ONLINE COURSES OPEN 2 WEEKS PRIOR TO THE FIRST DAY OF THE SEMESTER

WINTER/SUMMER ONLINE COURSES OPEN 1 WEEK PRIOR TO THE FIRST DAY OF THE SESSION



QUICK GUIDE

How to Log In to your Angel

1. Go to the eLearning page located at the SUNY RCC website. (www.sunyrockland.edu/academics/elearning)
2. Click on ANGEL Learning logo to the top right. Enter your Webadvisor/RCC email username and password.
3. Click the Log On button.

NOTE: It may take 24 hours to process your ANGEL Username and Password after you have registered for classes.

If you are not able to Log in after 3:00pm the next day (week-days) please contact the eLearning office.

How to access your course

1. Once you are logged into Angel, locate the Courses nugget.
2. Click on the desired course.

Participating in an Online Discussion Creating a new post

1. Log in to ANGEL Learning.
2. Open the appropriate course.
3. Open the Module that is currently in session.
4. Open the discussion by clicking on the title.
5. On the top-left corner above the directions, please click the button **New Post**.
6. A new window should appear below the directions.
7. Enter the subject of the post.
8. Enter the text in the message box.
9. Click the **Save** button when done.

Replying to a post

1. Log in to ANGEL Learning.
2. Open the appropriate course.
3. Open the Module that is currently in session.
4. Open the discussion by clicking on the title.
5. Open a post by clicking on the title of the post.
6. The message of the post will be displayed below the directions.
7. Below the message please find the **Reply** link and click on it.
8. A new window should open below the original post.
9. Enter the subject of the post.
10. Enter your text in the message box.
11. Click the **Save** button when done.