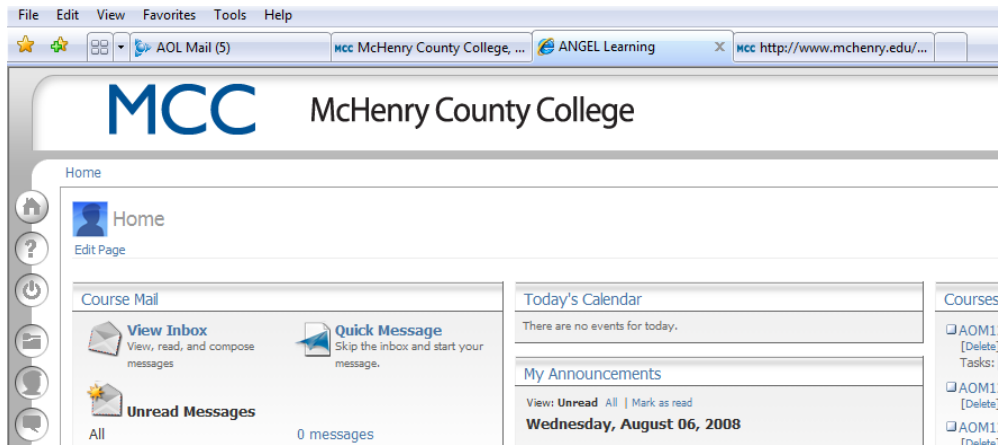


# Distance Education @MCC

## Using ANGEL



<https://mchenry.angellearning.com/>



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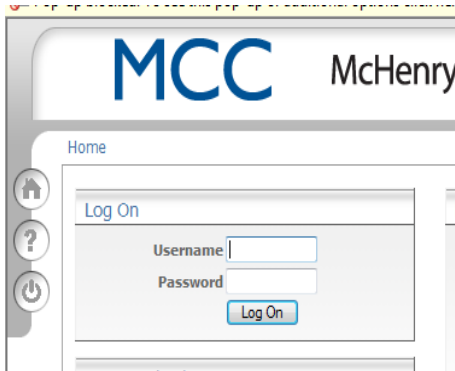
#### Contact:

McHenry County College, Distance Education x7878 [leavmail@mchenry.edu](mailto:leavmail@mchenry.edu)

# Logging on to ANGEL



When you log on to ANGEL for the first time, enter the username that MCC emailed you into the Username field. It is the same username you use to log on to myMCC.



On your first log on to ANGEL, your password is your last name, all in lower case letters. For example, if your name is John Doe, then your password is doe.

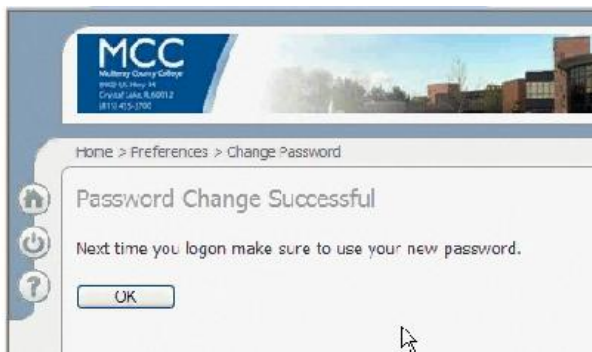
Once you have successfully logged on, ANGEL will ask you to change your password.

On the Change Password screen, click on change your password.



In the next screen, you need to enter your current password which is your last name in lower case. Then provide a new password. You will need to confirm your new password.

Once complete you will see the "Password Change Successful" screen. Then press OK; you have successfully logged on to ANGEL.



Tutorial

## Contact:

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# Course Syllabi

The syllabus is the key document in a college course. Adobe Acrobat Reader will be required to access this document. Acrobat reader is a free download from Adobe.com. The syllabus may be found in the **Lessons Tab** or the **Resources Tab**.

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The Syllabus is one document broken up into two parts. The **first half** is the e-syllabus and contains the course description and objective.

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## Syllabus - CIS 131 301

INTRO TO WINDOWS SPREADSHEET APPL - 2 Credit(s)  
WITTKAMP, - SUMMER 2009

Days: M 05:00PM - 08:50PM Room: A 101

Course Begins: 5/11/2009 Course Ends: 6/29/2009 Last day to Withdraw: 6/19/2009

Lab Hrs: 0.00	Lecture Hrs: 2.00	PCS: 1.2	Articulated: Y	How: I
IAI Core:		IAI Majors: BUS902		

### Course Description:

The student will be introduced to the electronic spreadsheet as an effective business tool. Students will learn how to create and manipulate a workbook, create graphs, use basic functions, sort, link sheets, analyze data and create reports. This course may be repeated for a maximum of 6 credits.

### Course Note:

This course, along with CIS 231, will prepare the student for the Microsoft Office User (M.O.U.S.) exam. CIS131 together with CIS110 are equivalent to IAI Business Major (BUS 902).

### CIS 131 – Introduction to Windows Spreadsheet Summer - Intersession Mondays 5:00 to 8:50

Instructor Name: Roxanne Wittkamp E-mail: [rwittkamp@mchenry.edu](mailto:rwittkamp@mchenry.edu)  
Phone Number: Cell 847-989-5818

*This course assumes that students have learned basic Windows navigation and file management skills.*

#### TEXTBOOKS AND SUPPLIES

Textbook: *Microsoft Office Excel 2007, Introductory*, by Parsons, Oja, Ageloff, and Carey, Course Technology, 2008

The **second half** of the syllabus is the instructor specific portion including information about assignments and grades.

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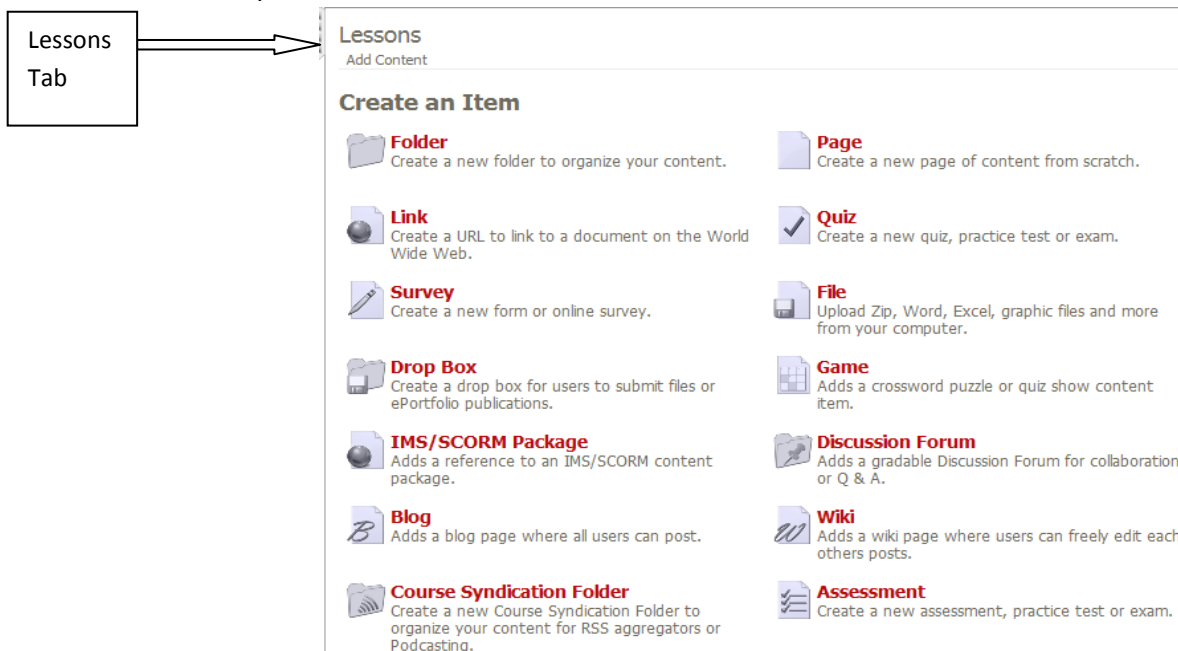
# Course Content Items

## The Lessons Tab

The majority of course work will be found in the Lessons Tab. Click the Lessons Tab to see any supplemental reading materials, web links, assignments, quizzes, tests, and lecture notes. Instructors can set "a window of time" for assignments to be available, so items may appear on certain dates and disappear on the due date. Instructors may use different icons than those shown below.

- A) A Folder can include assignments, guidelines, quizzes, lectures notes, and/or discussion forums. Lesson content can be nested within folders or subfolders.
- B) A File is any type of electronic file the instructor wishes to share with you. Common uploaded file types include web pages, word processed documents, spreadsheets, PowerPoint presentations, project files, etc.
- C) A Quiz or Assessment item can also be any type of test or exam. It can feature a variety of question types and may be timed.
- D) A Link will open a document or page on the World Wide Web. It can open in a new window or inside of ANGEL.
- E) A Page allows an instructor to provide lecture notes, course expectations, assignment requirements, etc. It displays in a standard web page format.
- F) A Game item is a crossword puzzle or quiz show game that the instructor has created for use in your class.
- G) A Survey item may be used to gather information or assess progress in the course.
- H) A Drop Box provides an area for uploading assignments.
- I) The ANGEL Discussion Forum allows for asynchronous communication (which happens at various times) between students and the instructor.

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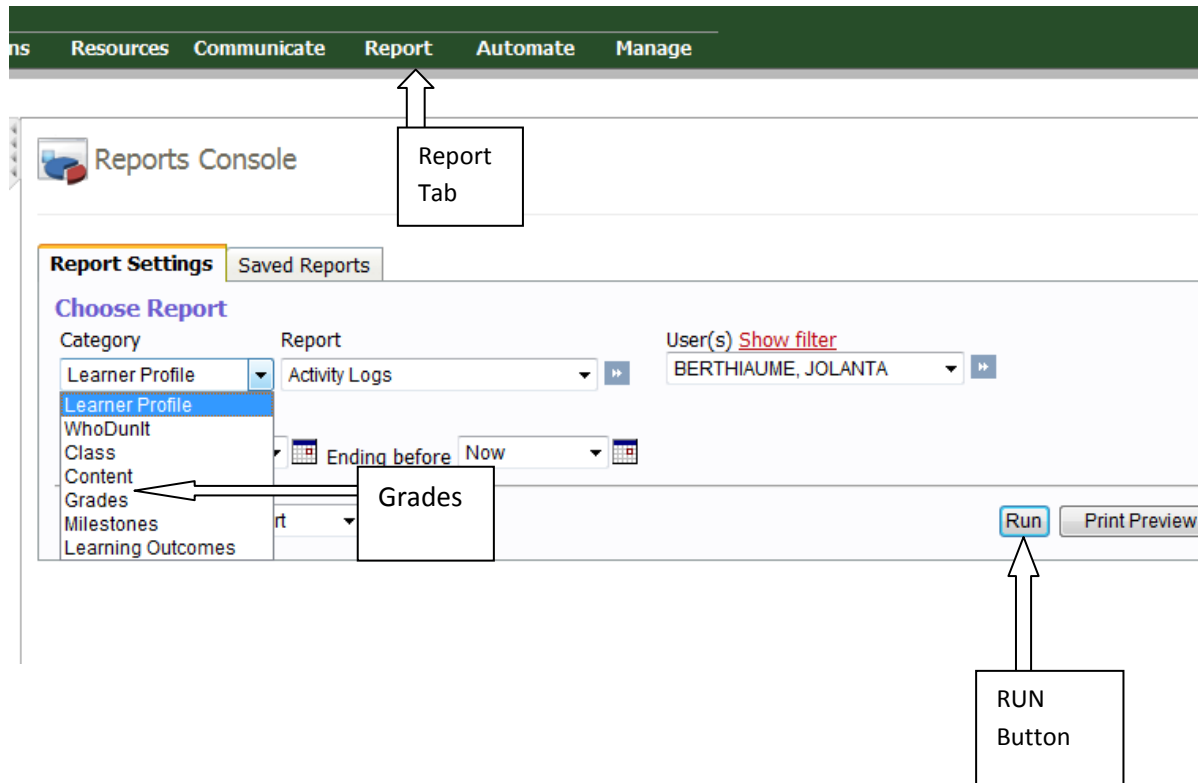
# Checking Your Grades

## The Report Console

The Report Console allows students to monitor their progress in the class.

To check Your Grades:

- A) Click on the Report Tab
- B) Use the Category drop down box to select the Grades option. Then click the RUN button on the right side of the window.
- C) A gradebook will be presented.



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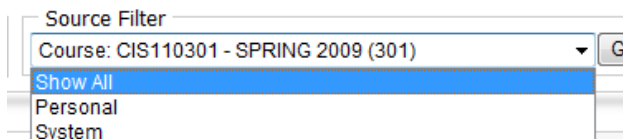
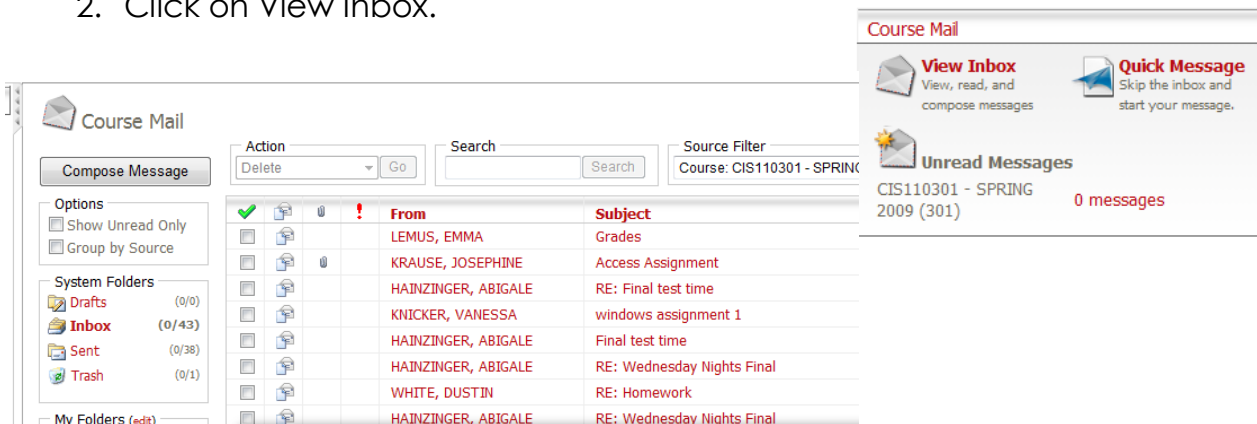
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# Using Course Mail

## ANGEL's internal mail system

### To Access Course Mail:

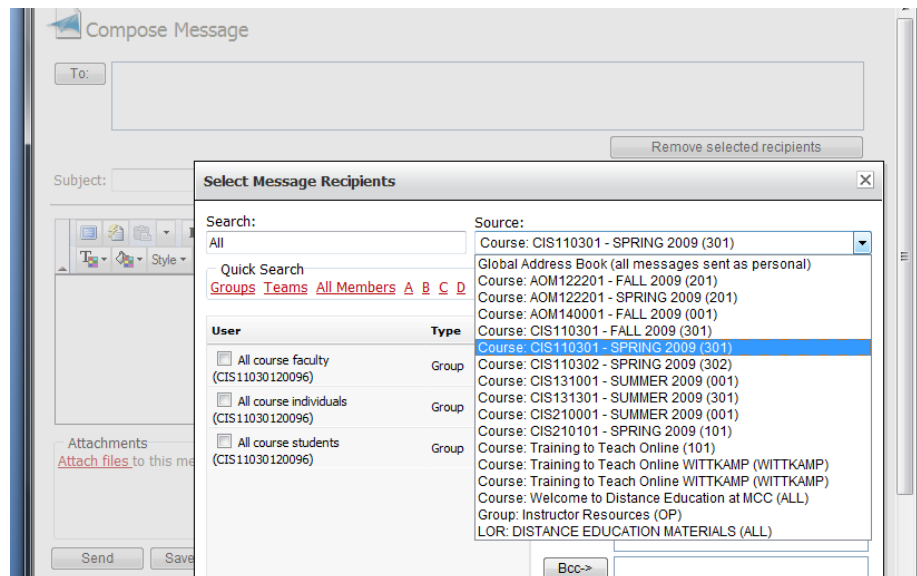
1. Click on the Communicate tab.
2. Click on View Inbox.



By using the drop down Source List you can access all your course mail no matter its location

From this screen you can also send a course mail to any course or student no matter where you are accessing course mail from.

**Important** – If you send or respond to a course mail from the home page, the mail is marked personal.



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# Using the Discussion Forum

Discussion Forums allow students to read and respond to posts from classmates and the instructor and create new posts.

## To Read a Post

To read a post, click on the name of the subject on the bottom half of the screen.

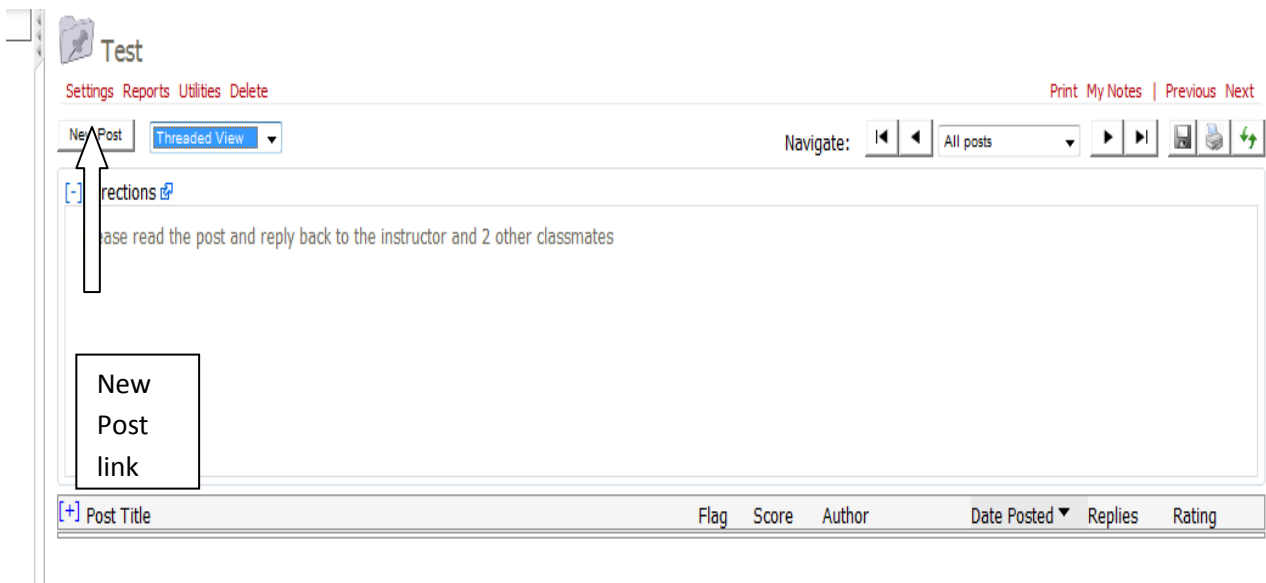
## To Create a Post

To create a new posting, click on the **New Post** link. Type the post in the message area. Once it has been completed, click the **Post** button to submit.

## To Reply to a Post

The **Reply** link will appear at the bottom of the screen. Compose your post in the message area. Once it has been completed, click the **Post** button to submit.

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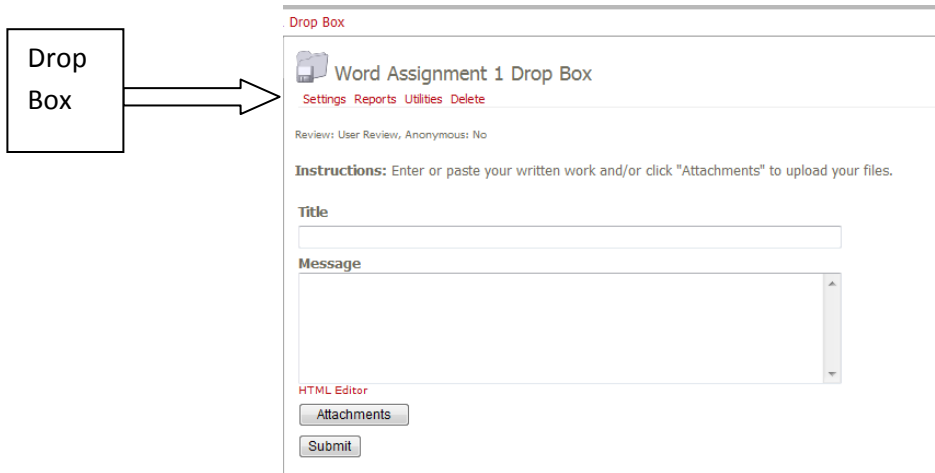
McHenry County College, Distance Education x7878 [leavmail@mchenry.edu](mailto:leavmail@mchenry.edu)

# Using the Drop Box

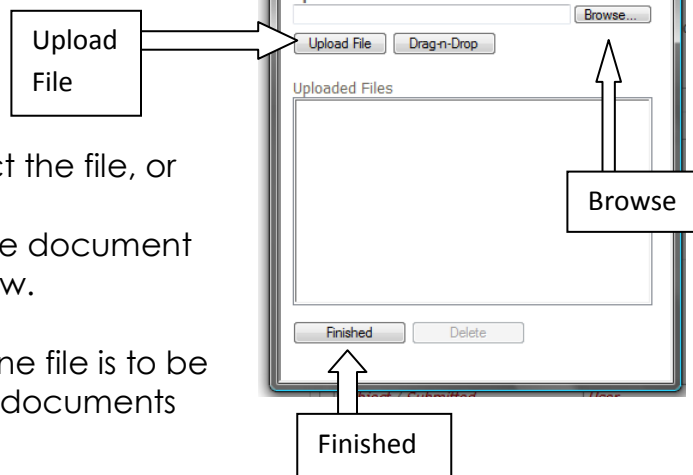
The drop box allows you to attach your assignment files much like an attachment to an e-mail. After you have completed the assignment in the appropriate program (Word, Excel, Access, etc.), save the file on your computer.

To submit an assignment via a Drop Box:

1. First click on the assignments Drop Box icon.
2. Enter a title and a message if desired.



3. To Browse and attached the file, click on the attachment button.
4. Then use the Browse button to find the file.



5. Click the Open button to select the file, or double-click on the file name.
6. Click the Upload file button; the document name will appear in the window.
7. Click the Finished button.
8. Repeat process if more than one file is to be submitted. You should see the documents listed in the window.
9. Click the Submit button.

NOTE: Remember to upload the document in the format requested by the instructor, such as .rtf or doc or docx."

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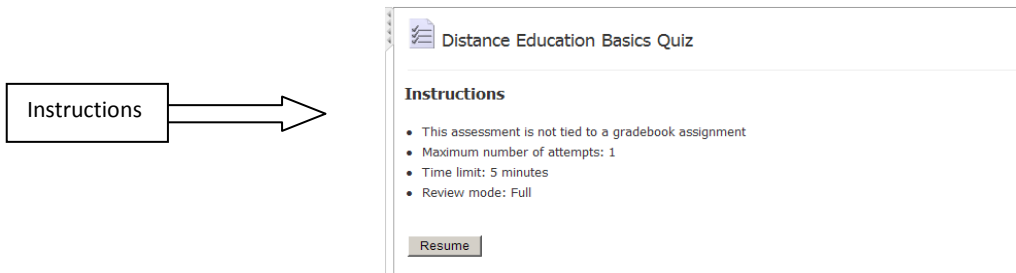
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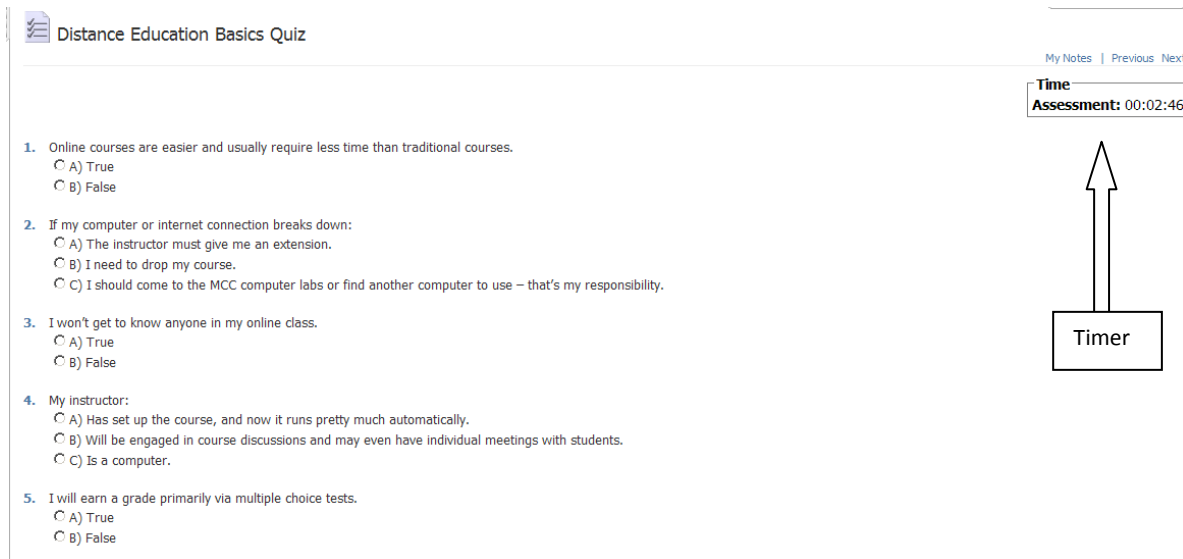
# Taking a Test, Quiz or Assessment

## To take a quiz or assessment:

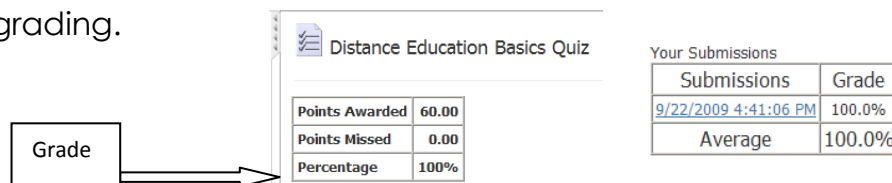
1. Click on the name of the test, quiz or assessment.
2. Click a link to the quiz or assessment.
3. Read the instructions thoroughly before starting your exam.



4. If the instructor has set a time limit for the exam or quiz, the timer can be found in the upper right area of the exam.



5. Click on the submit button to finish the exam. Be aware that if the instructor has included manually graded items such as essay or short answer questions, there will be a delay for grading.



Student Information

### Contact:

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