

# Mercer County Community College

## The Virtual Campus

### Guideline to the Angel Platform:

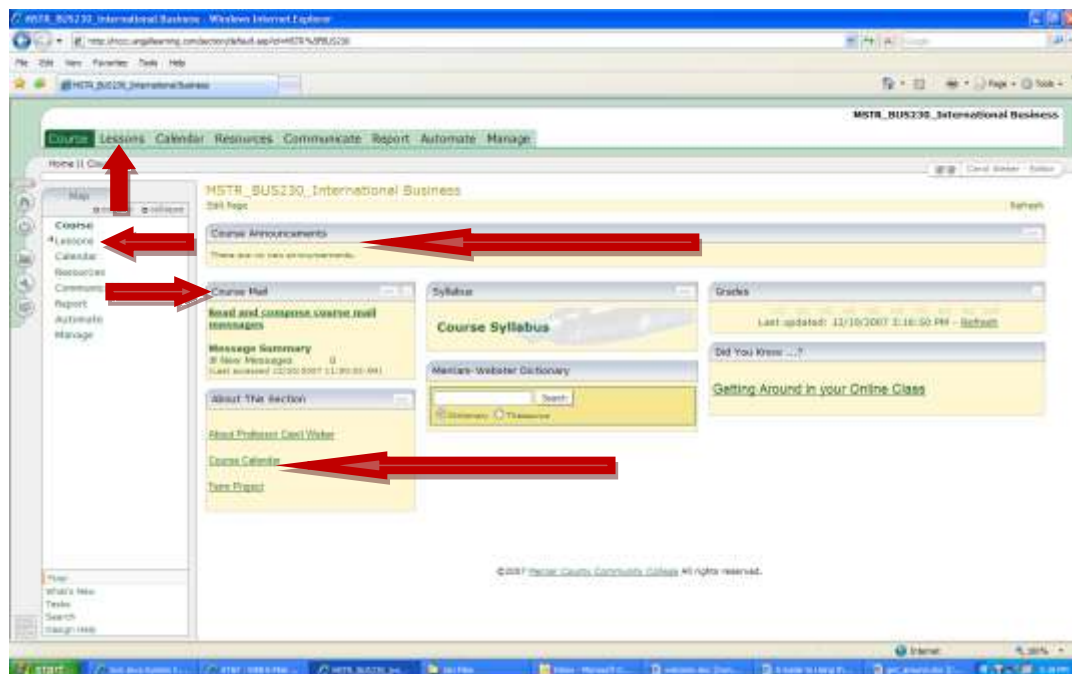
Some of you have taken a virtual Course before, and others have not. Angel is Mercer's new Learning Management System, and it is the product that houses all of our course materials and utilities. It takes some time to find your way around, and discover best how a virtual classroom works. Even those of you who are experienced virtual students may be finding that this course looks and feels differently than those you have taken before.

It is absolutely critical that you stay up-to-date with the course work. Create a schedule for yourself that allows you to log on at least three times per week and gives you sufficient time to complete the work. If you are having trouble understanding an assignment or in fulfilling a task, call and/or email me immediately. We can work together to get over the hurdle. We can talk by phone (609-570-3480) or email ([weberc@mccc.edu](mailto:weberc@mccc.edu)).

I recommend that you login to the course early, and just wander around; get used to how things are arranged. Make sure that your browsers are up to the task, and make sure that your Internet access is satisfactory.

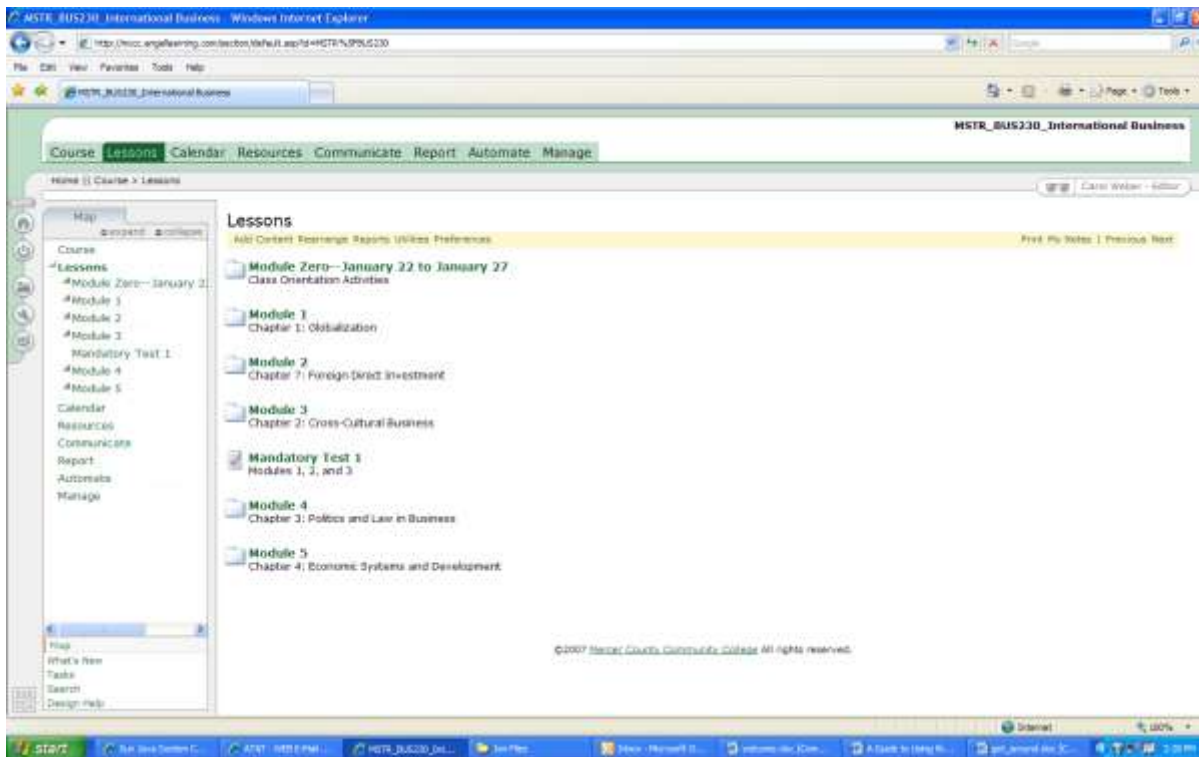
Here is a little guide to the critical aspect of your online course:

Your work each week should begin by checking to see if there are any new course announcements on the "Course Page."



Next look at our course calendar under "About this Section" to see what is due for the week, and then look to "Course Mail" to see if you have any new messages either from me or your classmates.

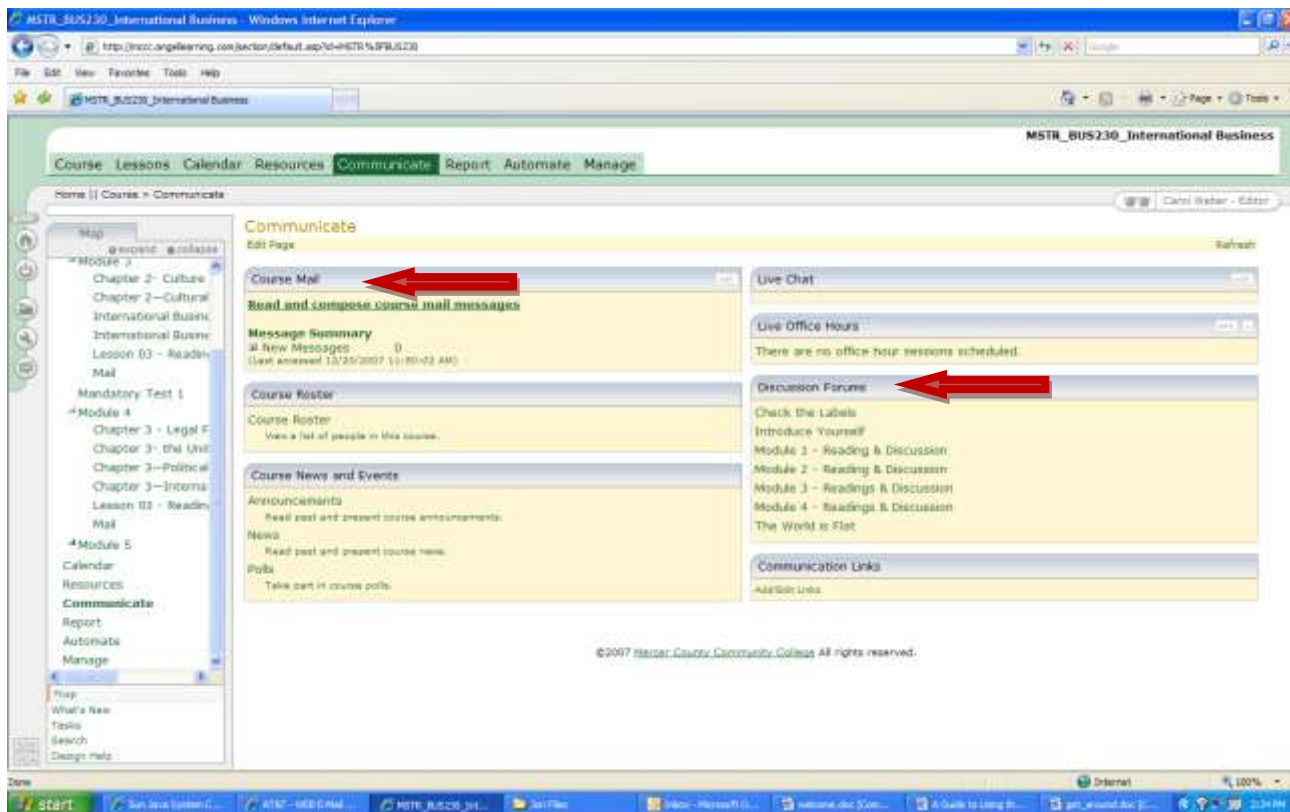
Next click on "Lessons" found across the top or on the sidebar. Here you will find all of the lectures, discussions, assignments and assessments (tests) for your course.



It is suggested that you read the chapter in the textbook first before the supplementary materials that are listed. Remember, if you are asked to “post” to the discussion, please do so.

After you have completed all activities for the week, it is a good idea to test your knowledge of the content via the “Optional Self Assessment” for that chapter.

As you are working through the lesson for the week, visit the Course page, click on “Communicate” in the sidebar.



This is where you will find the “Discussion Forums” and “Course Mail.”

The **Discussion Area** is a critical area of the course. This is where we hold our public discussion and share our viewpoints and thoughts with each other. You’ll see a list of TOPICS that you can choose to enter. Choose the TOPIC that you are ready to participate with and join right in! You can also join a discussion by using the Lesson, then Module path. You are expected to stay caught up on a weekly basis with ALL of the postings to the Discussion Area. As a matter of fact, part of your grade is based upon staying current and participating. So make sure that you READ the postings and make comments as appropriate. The course is set up so that we do much of our learning in just this way. Reading and POSTING to the discussion board is NOT OPTIONAL.

The **Course Email** is a way to communicate privately with each other. Some of your assignments are submitted via Email, and I send updates to you using Email as well. So check that Email each time that you log on.