

# Virtual College Orientation Presentation - Spring 2010

Presented by:  
The Virtual College Team



Hello and welcome to the Virtual College Online Orientation presentation. This is the PowerPoint presentation that is used for the Online Orientation.

## Do I have to log in at a particular time?

Any time, any place learning  
is JUST THAT!

ANY TIME, ANY PLACE!



Although your instructor MAY set up designated online office hours or class chats, these sessions are typically NOT mandatory and inability to attend due to scheduling conflicts won't impact your grade.

Do I have to log in at a specific time to get credit for my work? No, you can log in at anytime day or night. Each week your instructor will let you know what work is due that week. It may be to read one or more chapters in your textbook, view a presentation/lecture, post to a discussion forum, you may need to complete a paper, take a quiz or exam, etc. As long as you get work done before the deadline you will be fine. Some instructors may have Online Chat hours or Online Office Hours but they are usually not mandatory. It is a way that the instructor makes themselves available to your for questions, issues, etc. If you aren't available to attend this, it usually shouldn't impact your grade.

## Once a week is good, right?

Just because you don't have to physically show your face in a classroom, doesn't mean you're exempt from attending class.

How often you log on depends on how well you want to do in the course. If you want to succeed, then you should log into your course **AT LEAST ONCE A DAY!!!**



I heard that all you have to do is log in once a week for an online course. Is this true? No, you really need to log in frequently. Although you do not have to physically show up for a class, you are not exempt from attending the class. How often you login depends on how well you want to do in the class. We would suggest that you login **AT LEAST ONCE A DAY!** If you only login every few days, in your Discussion Forum(s) for that week you will notice that there will be a large number discussion forum posts that you need to catch up with. If you spend some time each day, you won't be overwhelmed. You do need to login regularly, preferably daily, to succeed in your online course.

## Plagiarism

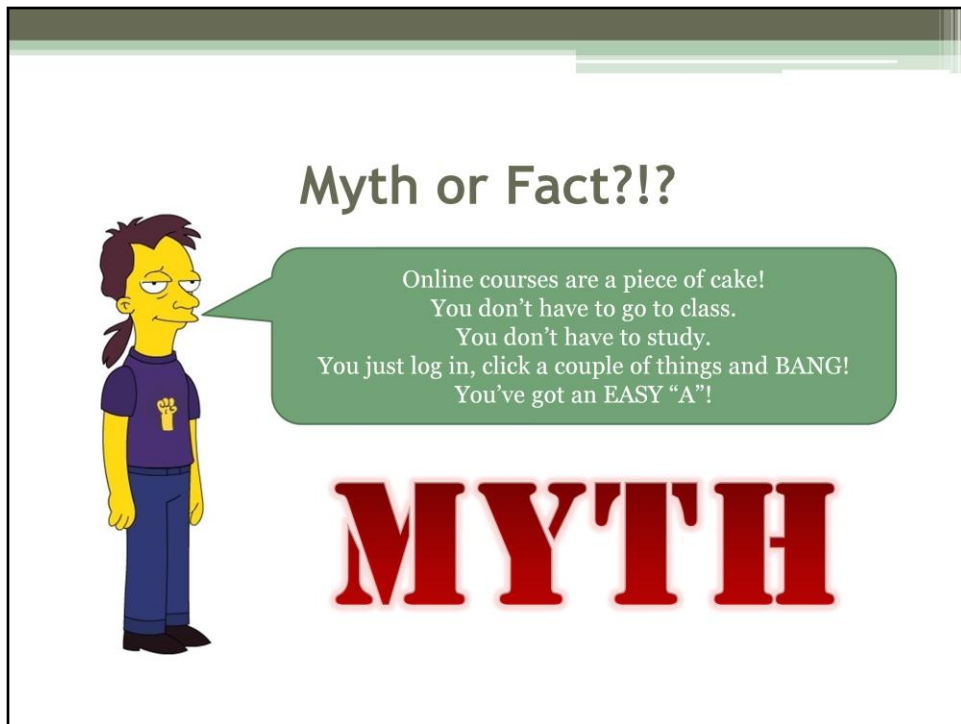
### CLICK. DRAG. COPY. PASTE. FAIL!

- MCCC has an [Academic Integrity Policy](#). It goes something like this...

#### **PLAGIARIZE = FAIL**

- Just because you know how to do a copy/paste, doesn't mean you can get college credit for it.
- This is an academic environment. It's okay to refer to other sources, but **YOU MUST CITE YOUR SOURCES!**

What is the policy for plagiarism in online courses? The policy for plagiarism is the same for all courses whether online or face to face. **DO NOT CHEAT!!** If you are caught plagiarizing and using someone else's work, you can be thrown out of the course, you can fail your course, or you may even be dropped from your program of study. Now, you can refer to other people's work but you must cite your sources. Your instructor will let you know what format they would like used to cite your sources (MLA, APA, etc.). If your instructor doesn't think that you have written something, the instructor can copy some of it, put it into Google, and see if it already exists. If it does exist, they will discover that you have used someone else's work. So, just cite your source – **DON'T PLAGIARIZE!!**



Is it true that online courses take less time and are easier than face to face courses? No, they can actually take more time. It is an absolute myth that online courses are easier. Since you do not have to physically show up to a classroom, you have to take responsibility for when you learn this. Time management skills are critical when taking an online course. We usually say that a 3 credit course takes about 6 hours a week of work for that course. A general rule of thumb is to double the credit hours to estimate the amount hours of work for the course. You are not in a face to face classroom where an instructor can remind you when assignments are due. In an online classroom, you need to be self-motivated to log into the class, check what assignments are due, and to work on your assignments so that they are completed on time.

# Tech Talk - Pop-up Blockers

**Nobody likes this** →

But in an online course, your pop-up blockers will need to be disabled so that you can see all your course materials.

Don't worry, we won't overload your screen with useless advertisements. ☺



No one wants to see Ads (advertisements) popping up on their screen – that's why we have Pop-up blockers. But in your online course you are going to want to turn off your Pop-up blocker. Here's why... Inside of the online course environment, when you click on a link, we are going to want to take up the entire screen to show you the presentation (whether it is a PowerPoint, HTML page, or series of Web pages). If you click a link and nothing happens, you probably have your Pop-up blocker turned on. You have to turn off your Pop-up Blocker so that when you click on a link, it will pop-up into a new window and will take up the entire screen. If you are using Internet Explorer or Firefox, we have instructions on how to disable your Pop-up blocker. If you have problems doing this, you can always contact the Virtual College.

## BUT WHAT IF I NEED HELP?

Contact the Virtual College team.

Office: CM120

E-mail : [virtual.college@mccc.edu](mailto:virtual.college@mccc.edu)

Phone: 609.570.3389



This is the contact information for the Virtual College. There are three ways to contact us. If you are on the West Windsor campus, you can stop by our office, CM120. You can email us at [virtual.college@mccc.edu](mailto:virtual.college@mccc.edu). This email is received by 4 people so someone who will get back to you pretty quickly. We also check this email over the weekend periodically. You can also call 609.570.3389 Monday through Friday during our business office hours. We are also available through IM (instant Messenger) and we will discuss this later in another slide.

# Books? You mean I need books?

You can go to the MCCC bookstore in person, or you can also order your books online by visiting

<http://mccc.bkstr.com>



To access the Mercer Bookstore online:

- Go to the Mercer Website [www.mccc.edu](http://www.mccc.edu)
- Hover over “Current Students” and scroll down to Bookstore

Check with your instructor about the books you need. You can buy your books from a third party vendor but be careful if your books are bundled or if they come with an Access Code for a Publisher’s online resources. Our advice, if you want to buy your books from other than Mercer, check with your instructor.

To order your textbooks from the Mercer bookstore:

- Click on “Textbook and Course Materials”
- Select your Program (“All”) , Term and Department (which is the first 3 letters of your Course Code)
- Select your course (3 numbers of your Course) and your Section (Reference # of your course – found on your schedule)
- Your book will be displayed





- As an MCCC Student, you have access to the MCCC Library and all of its resources.
- If you need to do academic research (for a term paper or other major project), you can access the Library's research databases through the MCCC Website.
- Go to [http://www.mccc.edu/student\\_library\\_online.shtml](http://www.mccc.edu/student_library_online.shtml)

As a Mercer student, you have access to the Mercer Library. To access the Mercer Library online:

- Go to the Mercer website [www.mccc.edu](http://www.mccc.edu)
- Hover your cursor over "Student Services" and scroll down to "Library Services"
- This will bring you to the MCCC Library homepage
- If you are doing online research using their online databases, then click on "Online Databases & Search Engines" on the left hand side
- This will display the databases available (There are quite a few databases available which contain scholarly, peer reviewed articles, which you can use as resources for your work as long as you cite them properly. If you need to access these online databases, click on "Click here for help to access the online databases from your home computer". The link will give you instructions on how to access the databases. If you have any questions about this, please contact the library.)

## Submitting Assignments

- It could be a drop-box, e-mail, forum post or some other method. Your instructor will let you know.
- Any questions regarding assignments should be directed to your instructor. Any questions regarding the online course technology should come to us.



You can submit an assignment by a drop box (where you can upload a file to), a discussion forum (where you can post and discuss the assignment with your peers), and some instructors may wish you to submit an assignment through the ANGEL course email. The instructor will let you know exactly how they want the assignment submitted. Any questions regarding your assignments, need to go to your instructor. If you have questions about how to use a drop box, or how to use a discussion forum, then contact the Virtual College.

Who Ya Gonna Call?

609.570.3389

**Don't let THIS  
happen to you.**



If you have technical questions, please call the Virtual College at 609.570.3389 . If it is a technical issue we will be glad to help you out. If it is a course content related issue, we'll have to refer you back to your instructor.

## You mean there are exams too?

- Once again, your instructor is the one with all the answers to these types of questions.
- For some courses, you **WILL** need to come to campus to take exams, but your instructor will let you know about this.
- If you don't understand the instructions or need additional explanation regarding an assignment, contact your instructor.



Your instructor will tell you what they expect as far as the exams and tests in your course. Some instructors may require you to come to campus to take your tests in the Testing Center. Some instructors will allow you to take the tests online. It depends on the course and the instructor. For those students in ENG101 and ENG102, you are required to come to the Testing Center the first week of class and last week of class to submit a Writing Sample. When you log in to these courses, you will see that the instructor will have provided the topic for these Writing Samples. Then you will read the topic and you can even write up an outline for it. Then come to the Testing Center on the West Windsor or James Kerney Campus and actually do the writing there at the Testing Center. This is an anti-plagiarism tool that is in place to see if your writing has dramatically changed during the semester. As mentioned, you can write an outline for the topic and bring it to the Testing Center. You **CANNOT** write a rough draft, only an outline. If you do not understand the instructions for an assignment, contact your instructor. They can help clarify it and answer your questions.

## I need ID? Don't you trust me??

- A Valid Student ID is required for any tests you take on campus.
- Go to the MCCC Security Desk in the Student Center to get your ID.



If you need to take an exam or submit a Writing Sample at the Testing Center, you are going to need an ID. You need a valid Student ID to take a test in the Testing Center. The Testing Center won't accept a driver's license, you need a valid Student Id. On the West Windsor Campus, you can go to the Security Desk at the Student Center (1<sup>st</sup> Floor at the new information desk area). They can issue you a new Student Id or valid a Student Id.

## Dear Professor... WHERE ARE YOU?!?

- Use COURSE E-MAIL to contact your instructor.
- If your instructor has set up online office hours or course chats, you can also contact them during these sessions.



You can contact your professor through the Course E-Mail. Your professor may have office hours on campus or Virtual Office Hours where you can talk to them online. The instructors should be logging in at least once a day so use your Course E-Mail to get in touch with them.

E-mail the Virtual College Team

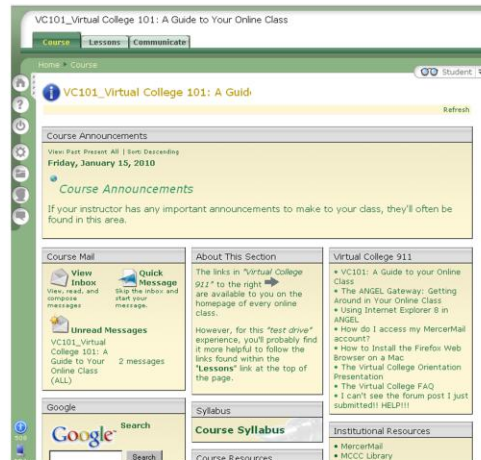
**virtual.college  
@mccc.edu**



To contact the Virtual College, send an email to [virtual.college@mccc.edu](mailto:virtual.college@mccc.edu) . Please take note of this email so you can contact us if you need assistance with your online course.

## Where's my Course Information?

- All your course information (such as announcements, syllabus, and course mail) can be found on your Course Home Page in ANGEL.



Your course information can be found on your Course Home Page in ANGEL. When you log in to ANGEL, you will see a list of all of the online courses that you are enrolled in. If you click on any course name listed, you will be directed to the Course Home Page for that course.



## ANGEL, eh? Um, What's that?

- ANGEL is the “Learning Management System” (LMS) which houses all MCCC’s online courses.
- For more information on how to use ANGEL, visit the [ANGEL Gateway](#) (a support site developed by the Virtual College team).



ANGEL is an acronym which stands for “A New Global Environment for Learning”. It is the “Learning Management System” (LMS) and is the platform where all of our online courses are housed. If you need help or want some online resources, we have the ANGEL Gateway (our website) which explains the navigation and communication features of ANGEL. It also contains a “System Tune-up” which explains how to install a new web browser (if you need to install Firefox or the latest version of Internet Explorer) and it will explain how to download Open Office or update JAVA or Flash. For anyone using a Mac, you will have to use Firefox as your web browser. ANGEL and Safari (the Mac default browser) do not get along. When you try to use the ANGEL email in Safari, you will find that some functionality does not work. Also, drop boxes in ANGEL using Safari do not work. So, Mac users will need to download and install the Firefox web browser (if they do not already have it). You can find links on how to do this in the ANGEL Gateway and in the “Virtual College 911”.

## How do I get around in my online class?

- One easy way to navigate is by following your “breadcrumb trail”.

Home ► Course ► Lessons ► Module 1 ► Unit II ► Unit 2 Lab Assignment

- In addition to breadcrumbs, there are also several other navigation tools like the “Power Strip”, “Tabs at the Top” and the “Guide”.
- For more information, visit the [ANGEL Gateway](#)

There are several ways to get around in your online class. You can use the “breadcrumb trail” at the top. It drops a breadcrumb for every place you visit in your online course. To go back, click back on the area (in the breadcrumb) that you want to go back to. Other ways to get around include the “Power Strip”, “Tabs at the Top”, and the “Guide”. You can find more information about these other ways by visiting the ANGEL Gateway. We suggest that you do not use the BACK button in ANGEL. ANGEL is a frames architecture and you may not get back to where you want.

## How do I log in to my online class?

- Go to <http://mccc.angellearning.com>
- Your USERNAME is your last name followed by the last 4 digits of your student ID.
  - For example, Johnny Student's student ID ends with 1234. So, his USERNAME is **STUDENT1234**
- Your PASSWORD is the home phone number you provided the college (with no area code, dashes or spaces).
  - Johnny lives at the Virtual College, so his password would be **5703389**

How do you log in to your online course? Type in your last name and the last 4 digits of your student ID number (for your USERNAME). Your PASSWORD is the number that you provided the college (with no area code, dashes or spaces). If you did not provide the college with a phone number, your PASSWORD would be 9999999. If you have any questions about your USERNAME or PASSWORD, please contact the Virtual College at 609.570.3389 or email [virtual.college@mccc.edu](mailto:virtual.college@mccc.edu).

There are several ways to get to the ANGEL login page from the Mercer Home Page ([www.mccc.edu](http://www.mccc.edu)):

- Scroll down to the bottom of the page and you will see "Quick Links"; click on the "The Virtual College" (Viking icon); then click on "Click here to log into your online course"
- In the middle of the page on the left, click on "My Mercer"; under "MyMercer Student Resources", click on the "Virtual College" ; then click on "Click here to log into your online course"
- Hover your cursor over "Credit Courses & Degree Programs" at the top middle of the page. Then scroll down and click on the "The Virtual College Distance Learning Courses"; then click on "Click here to log into your online course"

You can also bookmark the ANGEL Login page (<http://mccc.angellearning.com>) to go directly to this site.