ANGEL Student Cheat Sheet

Navigation
- Powerstrip
- Course Tabs
  - Course – Course Homepage
  - Syllabus
  - Calendar
  - Lessons – contains all course assignments and content
  - Resources
  - Communicate
  - Report – information on activity and grade reports
- Breadcrumbs

Student Resources
- The eLearning helpdesk is available for student ANGEL help: (319)398-7621 or 1-800-505-5221
- Student Tutorials on eLearning website: http://www.kirkwood.edu/elearning
- Every student has access to the Student Orientation course
- Password reset: http://www.kirkwood.edu/password
- Help menu is available on Powerstrip

Course Information
- Syllabus: Your course syllabus will be found under the Syllabus tab.
- Mail: ANGEL course mail is internal and can be found in a number of places: your personal homepage, the course homepage, or the communicate tab are the most common areas. Forwarding options are available in your Personal Preferences.
- Calendar – Your instructor may choose to use the course calendar to communicate due dates and course events.

Student Registration
- When you register for a course, you should be added within 1-2 hours.
- You should have access to the student orientation within 1-2 hours of registering for an ANGEL class.
- If course does not show, it may be because your instructor has not yet created your section.
- If you drop a course, or are deregistered for non-payment, you will be removed from the ANGEL section.

Logging into ANGEL
- Login with your k-number for the username and your Eaglenet password.
- When you first login, you will see your Personal Homepage. This page lists all of your courses. Click a course title to enter the course.
- Having Login issues? Call the helpdesk.

Requirements
- Internet Access
- Internet Explorer 7 or Firefox 2 (minimum)
- Resolution 1024x768

Lessons
- Dropboxes are places for you to attach or submit an assignment.
- Discussion Forums allow you to communicate with your classmates. Sometimes, you may be required to post your own response before you can see other students’ posts.
- Assessments – You may be required to take exams in ANGEL. Exams may be proctored (password required), time limited, and only available on certain days.

Student Grades
- You may see a Grade Nugget on the course homepage. This provides an overview of grades by category. You will need to click the “refresh” in order to see updated grades.
- You may also run a student grade report found under the Report tab. This will show a breakdown of your grade by category as well as any comments from your instructor.
ATAW Information/Policies

- **How To Contact the Anytime/Anywhere office:** Phone: 319-398-4958 or 1-800-332-2055, x4958 or Email: ataw@kirkwood.edu. Instant Message: KirkwoodDL11 through Yahoo and AIM

- **E-mail:** Students receive course information by e-mail. **IT IS VERY IMPORTANT THAT WE HAVE YOUR CURRENT E-MAIL ADDRESS.** Please contact the AT/AW office if you need to make changes. The syllabus and assignments for online courses are available on the course website.

- **Anytime/Anywhere courses have deadlines** – some only one or two, some many. Please examine your materials or the course Web site as soon as possible to make sure you understand and can meet your instructor’s requirements.

- **7-County Courses:** Some Anytime/Anywhere courses require access to a Kirkwood center, usually because of specific media, software, testing or other requirements. For example, Basic A & P has an on-campus lab and Encounters in Humanities has visits to local venues. These courses are indicated as 7-County courses in the schedule.

- **Buying Books/Materials:** You can purchase your textbooks and other required materials from the Kirkwood bookstore in Cedar Rapids or Iowa City. You can also order them online or check for titles and prices. Be sure to select ATAW under the current campus term. The bookstore website is [http://www.kirkwoodbookstore.edu](http://www.kirkwoodbookstore.edu).

- Exams should be taken at a Kirkwood Center. (Be sure to read your instructor’s testing policy). **It is important to tell the Test Center proctor that it is an Online Anytime/Anywhere course and who your instructor is.**
  - If you do not live near campus or a Kirkwood Center, it is usually possible to send exams to another college, school, or library near you to be monitored. Courses designated as a “7-county” course may not allow you to test at a non-Kirkwood location – check your course website.
  - **You** will need to make the necessary arrangements with a college or public library that will proctor and then submit an exam request form. Exam request forms can be found on the distance learning website at [http://www.kirkwood.edu/distancelearning](http://www.kirkwood.edu/distancelearning) and clicking on “Student Resources”. We must be able to confirm the validity of the proctor before exams can be sent.
  - Some online courses use written exams. These will be sent via regular postal mail. Be sure to submit your request early (at least 7 business days before any deadlines set by your instructor). If you are requesting only passwords for online exams, we are able to email the information only if we can verify the proctor’s email address. If you are requesting both written exams and passwords, the passwords will be mailed via the US Postal Service with the written exams.

If you have questions, please phone: 319-398-4958 or 1-800-332-2055, ext. 4958