

Student Handbook for Online Learning



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UAH College of Nursing

Student Handbook for Online Learning

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College of Nursing
University of Alabama in Huntsville
Huntsville, Alabama 35899



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Section 1 : Intro to Online Learning

Preparing for Online Learning

Welcome to the College of Nursing at UAH and the world of online learning! Taking classes online, in some ways, is not very different from taking classes in a classroom setting. You still will have reading assignments, will view lectures, will study for Assessments and tests, will complete projects, and participate in many other traditional learning activities.

On the other hand, an online learning environment also differs quite a bit from a traditional classroom-based course. For assessments, with no face-to-face class meetings, you will be more responsible for structuring your weekly academic schedule. Class discussions may also require the development of new skills since they will involve communication in an electronic environment where body language and voice inflection are no longer available.

Just like in traditional classes, there are certain factors that must be in place for a student to be successful in an online class. Take some time to explore one or both of the following websites to learn what is involved in being a successful online learner.

- What Makes a Successful Online Student?
<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>
- Hints for Learning Online
http://www.briarcliff.edu/files/BCU_Online_Brochure.pdf

UAH Resources

ANGEL Resources

Additional information about ANGEL may be found on the UAH ANGEL site at <https://ANGEL.uah.edu>. In particular, look on the Student Support pages for a listing of available support topics.

ANGEL.com (the corporate website) also maintains support pages for students at <http://ANGEL.com/support>. This site may be helpful for answering general questions about ANGEL, but not for questions related to a specific course. When searching on this site, look for information related to **ANGEL 7.4**.

You may also find other helpful sites on the web by using a search engine—such as Google, <http://www.google.com> to search for “ANGEL” and other keywords related to your question or problem. Just keep in mind that ANGEL policies and procedures vary from one university to another.

Technical Support

The following table lists contact information for the appropriate UAH faculty/staff members who can best help you with certain technology problems. If you send an e-mail or leave a voice message, please provide as much detail about your problem as possible. By providing detailed information about the problem and the specific steps that you've taken to try to resolve it, you may help us solve the problem more quickly.

Problem/Issue	Contact	Contact Info
Course content issues/initial login or password problems	Course Instructor or TA	See course syllabus or ANGEL
ANGEL & related course issues Articulate streaming media	Mr. Michael Carter	(256) 824-2891 Michael.Carter@uah.edu
Windows streaming media	TAG Desk	(256) 824-7770 helpdesk@uah.edu
WebMail (UAH e-mail) and other university computing services	TAG Desk	(256) 824-7770 helpdesk@uah.edu http://www.uah.edu/admin/tag
College of Nursing Technology Resources <ul style="list-style-type: none">▪ Website content▪ LRC Information▪ Network troubleshooting	Dr. David Brown	(256) 824-2450 brownd@uah.edu

Policies & Guidelines

Communication

Communication in academic courses has always been important, but it is a critical component of online classes. Student must communicate with their instructor and other students on a regular basis. Nursing faculty developed the following set of expectations for student communication in online classes.

General Expectations

- Students will demonstrate the ability to express ideas/thoughts in communication that are logical and grammatically correct.

- Students will communicate with sensitivity and empathy designed to maintain effective interpersonal relationships with faculty, peers, agencies and client systems.
- Student communication will reflect a willingness to participate in giving and receiving feedback.
- Students will demonstrate the ability to function in stressful situations and a willingness to assess and change behaviors that interfere with productive academic or clinical work.

Specific Expectations

- Students will communicate to faculty either through regular e-mail and/or ANGEL Discussion Forums and ANGEL mail (as specified by course syllabus) in a professional and timely manner.
- Students will check ANGEL at least 2-3 times per week to check course e-mail and Discussion Forums.
- Students will provide contact information to instructors at the beginning of the term and update the contact information should it change during the term.
- Students must contact their instructor during the first week of the term by ANGEL mail, posting a Discussion Forum message or completing and submitting a course assignment within the online course (ANGEL).

Academic Honesty

Students in online courses are expected to maintain the same academic standards and behaviors as other UAH students as outlined in the *UAH Student Handbook*. Students' ability to maintain attributes of honesty, responsibility and accountability must be demonstrated in academic and clinical work. Students will comply with the official UAH Academic Honesty Policy as described in Chapter 7 of the *UAH Student Handbook*, which is available online at

http://www.uah.edu/student_life/handbook/

Students may be asked to sign an honor pledge on Assessments or other assignments similar to the following:

[By typing my name/initials below], I indicate that on my honor as a student at The University of Alabama in Huntsville, I have neither given nor received assistance on this Assessment.

Academic & Student Services

- *Books:* All books can be purchased through the University bookstore online at <http://www.uah.bkstr.com> or via fax at (256) 824-6754.
- *Library:* The M. Louis Salmon Library offers its services to all students, regardless of location. In particular, online databases containing full-text copies of journals and e-books are available to all students. Students should use the library's online forms to request document delivery and/or interlibrary loan services. These and other services are provided through the library's website: <http://www.uah.edu/library>

- *Registration:* Students will register for online courses during normally scheduled registration periods and attend mandatory orientations and first class meetings. Students who register after the first day of class may miss required orientation and/or initial face-to-face class meetings.
- *Students with Special Needs:* Student Development Services assists students with disabilities to gain full benefit from the offering of any online course or part of a course.
- *Tuition & fees:* Online students will pay tuition and fees as established by the University.
- *Other services & policies:* Unless specifically stated, students will follow standard University policies and procedures as outlined in the undergraduate and graduate catalogs as well as the *UAH Student Handbook*, which is available online at

http://www.uah.edu/student_life/handbook/

Copyright

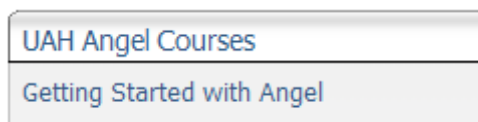
Student-created work: Students will own the copyright for all work (e.g. software, photographs, reports, presentations and email postings) they create within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- (1) the work is used only once
- (2) the work is not used in its entirety
- (3) use of the work does not affect any potential profits from the work
- (4) the student is not identified
- (5) the work is identified as student work

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Technology

Computer requirements: Students must have or purchase minimum level hardware and software to complete course requirements. Minimum technology requirements can be found on the ANGEL user homepage under UAH ANGEL Courses > Getting Started with ANGEL.



The Getting Started with ANGEL course also contains:

[ANGEL "How To's"](#) – detailed information on navigation, functionality, definitions, etc. for components available within ANGEL courses

[Computer "How To's"](#) – detailed information on basic computer use including a computer competency self-test

Section 2: Intro to ANGEL

What is ANGEL?

UAHuntsville has adopted and will use the ANGEL Learning Management System as the official means for delivering online course content. ANGEL stands for A New Global Environment for Learning.

ANGEL is an online system that allows faculty to create and manage course websites. Through a number of ANGEL tools, students can view course materials as well as communicate with their instructor(s) and other students.

Although not every instructor will use all of the available features, here are some of the things you might do in ANGEL:

- communicate with your instructors and other students
- view a course syllabus and obtain other instructions for completing course requirements
- check the class calendar for assignment deadlines and requirements
- determine technical requirements for the course
- take a Assessment or complete a survey
- turn in projects or other assignments
- check your grades
- access an audio- or video-based lecture or presentation
- view or print a handout.

Accessing ANGEL

You can view an overview of ANGEL's navigation systems, how to log into ANGEL, and view video tutorials that will give you a preview of the capabilities and layout of ANGEL.

The UAHuntsville ANGEL server can be accessed by going to the following web address, or URL: <https://ANGEL.uah.edu>.

Information you'll need to get started with ANGEL can be found on the ANGEL user homepage under UAH ANGEL Courses > Getting Started with ANGEL.

Connection Problems

If you are unable to access the UAH ANGEL homepage, at <https://ANGEL.uah.edu>, try the following troubleshooting tips:

- Try checking a few other UAH sites. If these sites are also unavailable, then connection to campus may be the issue. Good sites to check are:
 - <http://www.uah.edu>
 - <http://onlinenurse.nb.uah.edu/>
 - <http://register.uah.edu>
- Try checking other non-UAH websites just to make sure that your Internet connection is OK. If you have trouble connecting to other websites, restart your computer and try to connect again. Contact your Internet Service provider if you continue to have problems.

If you are at a business/school/government location, your Internet connection may be behind a network firewall. Contact your network administrator to report the issue.

Logging In:

1. In the **Username** box, type your Charger ID (LDAP) - Your Charger ID is the first part of your UAH email address, the characters to the left of the @ sign. **NOTE**, the same login and password is utilized for ANGEL, email, wireless, and ResNet.
2. In the Password box, type your password. The default password is your first initial of your first name, your first initial of your last name, and the last six of your A#.
3. Click the **Login** button

NOTE: ALL LOGIN PROBLEMS AND PASSWORD RESETS NEED TO BE DIRECTED TO THE HELP DESK.

email: helpdesk@uah.edu

phone: 256-824-7770

Troubleshooting

Spyware Issues

A recent security concern for Internet users is the growing number of spyware, adware, malware, and similar programs that can pollute one's PC, often disrupting normal Internet activity. Some of these programs have been known to prevent ANGEL users from logging in to ANGEL.

If you have problems trying to login to ANGEL you should check your PC for spyware. To do so, it is recommended that you download and install at least two programs: Lavasoft Ad-aware and Spybot Search & Destroy.

- Lavasoft Ad-aware Personal is free for non-commercial use and can be downloaded from <http://www.lavasoftusa.com>.
- Spybot Search & Destroy is freeware and can be downloaded from http://download.cnet.com/Spybot-Search-Destroy/3000-8022_4-10743107.html

Once spyware software has been identified and deleted, restart your PC and try to login to ANGEL again.

No ANGEL Courses

If you do not see any courses listed on your ANGEL homepage:

- contact your instructor to make sure he/she has activated the course
- if you are a new student who has registered late, there may be a slight delay before you can access your ANGEL account or courses; please allow 24 hours for the system to be updated

Communicating in Online Courses

Online Communication Tips & Guidelines

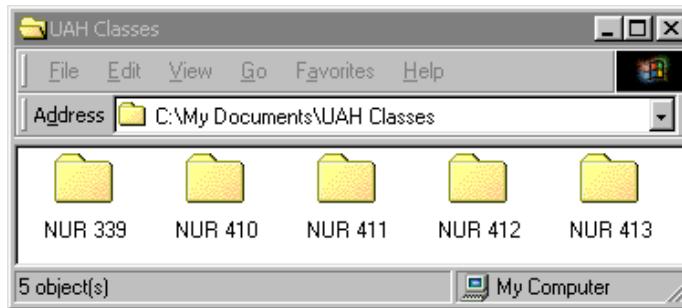
- Pay attention to policies or other specific instructions provided by your instructor about communicating online.
- Discussion Forum messages are public (can be read by others in the class), while ANGEL mail messages are private. Make sure you choose the appropriate tool before sending a message.
- Respect the opinions of others.
- In public forums (Discussion Forum and chat), encourage participation by others and avoid dominating discussions.
- Don't type in all CAPITAL LETTERS since this indicates SHOUTING and is also more difficult to read.
- Keep messages short and to the point.
- Choose words carefully to indicate the desired “tone” (sarcasm, irony, humor, etc.) of your message. Your reader may misinterpret your message without the nonverbal cues provided in face-to-face communication.
- Use emoticons (emotion icons) to help indicate your tone:
 - Smile :-)
 - Frown :-(
 - for other examples see <http://www.windweaver.com/emoticon.htm>
- Use acronyms and abbreviations only when they are known to your audience.

- Do not use e-mail or the Discussion Forum to forward or post e-mail hoaxes, chain letters, or other inappropriate information. If you're not sure whether an e-mail message is a hoax, contact the TAG Desk at helpdesk@uah.edu or 256-824-7770.

File Management Tips

You should develop a plan for saving and organizing class files on your computer. Within a single course you may download and/or create numerous files. How you organize these files is a personal decision, but here are some recommendations to help you avoid confusion later on:

- Create a new folder in your My Documents folder called UAH Classes.
 - To create this folder, open My Documents. Click the **File** menu and select **New**, then select **Folder** from the sub-menu. Rename the folder while the name is highlighted and then press Enter.
- Inside UAH Classes, create a folder for each class that you take (e.g., NUR 339, NUR 410, NUR 411, and so on). Use these folders to keep track of all files for each course.



- Optionally, you may wish to organize your class folders by semester. Do this by creating folders named Fall 2009, Spring 2010, etc., and then create new class folders inside the semester folders.
- Within a class folder (e.g., NUR 339) you may also want to create subfolders for Projects, Tests, Lecture Notes, etc., to keep files organized.

Saving and Naming Files

Typed assignments should be saved in Microsoft Word format unless otherwise instructed. Either Word 2003 or 2007 should be fine. If you do not have Microsoft Word, most word processing software will allow you to save a document into Word format. If you have trouble saving the file in Word format, you may also save the file in Rich Text Format (RTF). If you are using Microsoft Works, WordPerfect, or another word processing program, you should be able to save a file in Word or RTF format by doing the following:

1. Click the File menu and select Save As.
2. Click the drop-down menu for Save as Type: and select the option for Microsoft Word or Rich Text Format.
3. Name the file as directed and save it in the desired location.

Assignment instructions should indicate the specific filename you should use when saving files, but in general all files that you submit for grading should include your ANGEL ID at the beginning of the filename. For example, for an assignment titled Journey Paper, you might be asked to name your file **ANGELID journey.doc** (or ANGELID journey.rtf). If your ANGEL ID is platob then your file would actually be named platob journey.doc (or platob journey.rtf).



