

Students:

Welcome to your online XXX XXX course. You will be working on this course independently with instructor help as requested. Keep in mind you must use the appropriate software as indicated by the course syllabus. As a student of Heart of Georgia Technical College (HGTC), you do have access to computers on campus in the Student Success Center, and all software needed has been loaded on these computers. If this is your first attempt at online learning, you should complete the [Online Orientation](#). This orientation is located on the HGTC Online web page.

To begin the course, you must log into the Angel Learning site and then your particular course. You may type in the address by hand: <http://gvtc7.angellearning.com> or go to the HCTC web page, www.heartofgatech.edu, and look under the Current Students tab for the Angel Learning link.

Once you go to the Angel web page, you will be asked to enter a user name and password. The user name and password will be the same piece of information: 33_ and your 9000 student id number. **A sample user id and password would look like this: 33_900021265.** If you do not know your 9000 id number you may contact your advisor or the Student Affairs desk to obtain that number. You can email your instructor for it, but the response time may be as long as 24 hours.

You should use today to find your way around the Angel Learning site. Specifically, you need to locate your syllabus and course calendar. The syllabus will cover important class related items and the calendar will indicate due dates for assignments and tests. You should email me with any questions you may have.

You must log into the course by mm/dd/yyyy or you will be dropped as not attending. Logging in doesn't mean pulling up the Angel Learning page, it means actually clicking on your Course Link and accessing the course. You should log in each day, but you must log in at least one time every seven days to avoid being withdrawn. However, that doesn't mean you only need to work on the course once per week.

You should also check your HGTC email account and Angel Learning announcements daily for messages from me because these are my main forms of communication. If you do not know how to access your HGTC e-mail account, check with your program advisor or the Student Affairs desk. Failure to check your email daily may cause you to miss important information. Missing a deadline because you failed to read the email in time is not acceptable.

You can learn more about online learning at:
http://www.heartofgatech.edu/main/EdSrvs/StdSrv/StudServices/Current_Student/online.cfm

If you have any questions, please email me and ALWAYS provide your name in the email.

XXXXXXXXXXXXXXXXXX,

Instructor Heart of GA Technical College

478-XXX-XXX

XXXXXX@heartofgatech.edu.