Join the ESL Department group

1. To join the ESL Department group at AngelLearning, you may
    a. select <u>Angel Login</u> from the Quick Links on the Mission College homepage http://missioncollege.org/. OR
    b. go directly to Angel homepage http://wvmccd.angellearning.com/ Bookmark the Angel homepage.
2. Log into Angel.
    a. Username = your 7-digit Datatel ID
    b. Password = your 6-digit birthdate MMDDYY
3. Under Community Groups, click the little link <u>Find a Group</u> link.
4. On the Community Search page, in Keyword Search, enter **ESL Department**. Leave the rest blank. Click the <u>Search button</u>. This brings up **ESL Department**.
5. Under ESL Department, click the little link <u>Enroll by PIN</u>.
6. In the box after "This group requires a PIN to enroll," enter the PIN **esl** (lowercase). Click the <u>Enroll</u> button. This procedure will add you to the ESL Department roster. On your Angel home page, you will now see a link to **ESL Department** under Community Groups.
7. To update your email address in Angel, click the little round Preferences button on the left edge of the screen, the one that looks like a wrench.
8. Click the link <u>Personal Information</u>.
9. Update your email address, and phone numbers.
10. Click the **Save** button (at the bottom of the page).

11. To use mail in ESL Department, click the **Communication** tab at the top. Click <u>Read Group Mail</u> to see messages sent within Angel. To send mail, click <u>Send Group Mail</u>, select one or more members' names, click To, enter your message, and click Send.

12. To access ESL Files, click the **Content** tab at the top. Click **Files** and/or any of the other available folders, files and links.