

ANGEL 7.3 Quick Start Guide for Faculty

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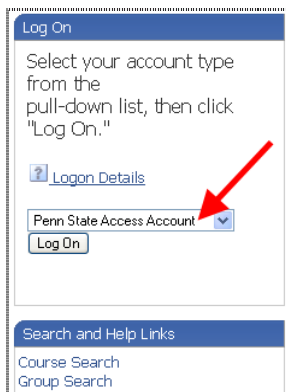
About ANGEL

ANGEL is the official course management system used by Penn State. Faculty and students use the ANGEL Web site as a place to post course documents and host class activities. Below is a list of things you can do in ANGEL:

- Upload course *syllabus* and documents
- Post *announcements*, homework assignments, web site addresses
- Conduct online *quizzes* and *surveys* and collect results
- Use *Drop boxes* to receive student assignments digitally
- Communicate with students through ANGEL *mail*, asynchronous *discussion forums*, or real time *chatting*
- Post student grades in online *grade book*
- Export students grades to eLion
- Merge multiple sessions of a course together
- Copy ANGEL course materials from one section to another, and from one semester to another

Accessing ANGEL

All you need to use ANGEL is a computer, an Internet connection, and a web browser (e.g., Internet Explorer or Mozilla Firefox). The web address for ANGEL is <http://angel.psu.edu>. Employees and registered students should use **Penn State Access Account to Log On**.



The Web Access page will display:



Here, you will enter your Penn State Access Account (normally your initials followed by a number) and password to log into ANGEL.

If this is your very first time logging into ANGEL, you'll be asked to fill out and verify your personal information. Otherwise, you'll be taken to the **My Profile** page.

Navigation Menu on ANGEL screen



My Profile
Edit My Profile



Help
Angel Support



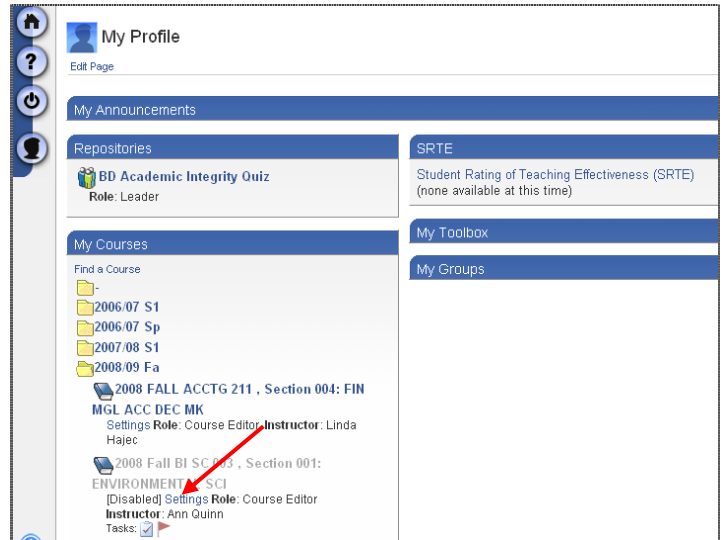
Log Off





Preference
Mail Forwarding

My Profile Page


In **My Profile** page, all the courses you teach, including internships and independent studies, will be listed automatically. By default, these courses are *not* activated and students can't see the contents inside until they are "enabled." To enable a course, click on the **Settings** link below the course title. In the next screen, choose **No** for *Course Disabled* and then click on **Save**.

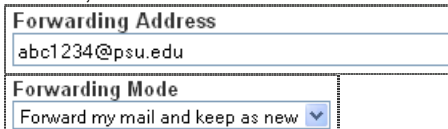


To access course materials, click on the course name to enter the course site. To switch to another course or session, you can either come back to **My Profile** page (click on the  button in the navigation menu) or select another course directly from the dropdown menu next to your log on name located on the top right of the screen: 

ANGEL Mail Forwarding – Very Important



By default, your ANGEL mail is not forwarded to any other account. Emails sent from ANGEL have to be read in ANGEL unless they are forwarded elsewhere. To forward ANGEL mail,

1. go to the **My Profile** page;
2. click on the **Preferences** button  in the navigation menu;
3. click on **System Settings**;
4. under *Forwarding Address*, enter the address where you wish to receive ANGEL mail (PSU webmail is highly recommended);
5. under *Forwarding Mode*, select **Forward my mail and keep as new**;



6. click the **Save** button at the bottom of the screen.

User Preview Tool

The User Preview Tool allows you to view your course in ANGEL from a student's perspective. To do this, enter the class you wish to preview and then click on the sunglasses icon  in the upper right corner. In the next screen, under *Rights*, select **Student** and click on **Continue**. When you are in the preview mode, the sunglasses appear to have a blue tint . To exit from preview, simply click on the tinted glasses icon again and **Cancel Preview**.

ANGEL Course Tabs and Functions

Syllabus	Calendar	Lessons	<u>Resources</u>	<u>Communicate</u>	Report	<u>Manage</u>
<ol style="list-style-type: none"> 1. Upload existing syllabus files. 2. Create syllabus using syllabus template. 3. Link to an existing syllabus on the web. <p><i>* Information under the syllabus tab (only this tab) is "public" by default – it can be found and read by users who are not enrolled in your class.</i></p>	<ol style="list-style-type: none"> 1. Add public events for all users or personal events for selected users. 2. Display events by day, week, month, or year. <p><i>* The calendar tab inside a course shows events for this course only.</i></p>	<ol style="list-style-type: none"> 1. Add files, ANGEL pages, folders, and external links. 2. Set up discussion forums. 3. Create and conduct online quizzes and surveys. 4. Copy and import items from another course or group. 5. Create learning games such as a crossword puzzle. 	<ol style="list-style-type: none"> 1. Link to course's library electronic reserves. The librarians can help you with that. 2. You can customize this tab by placing announcements and polls here. 	<ol style="list-style-type: none"> 1. Send and receive course mail. 2. Display course roster with or without user pictures. 3. Check team files. 4. Create and conduct polls and check results. 5. Post course announcements. 6. Add online chat rooms for real time discussion. 	<ol style="list-style-type: none"> 1. Display individual student's online activity in this course, such as logging in, posting, etc. 2. Check student grades. 3. Keep track of who has or has not completed an item etc. <p><i>* Results can be displayed in chart or table format.</i></p>	<ol style="list-style-type: none"> 1. Create and manage online gradebook. 2. Manage course roster and create teams. 3. Export course materials to back up or archive a course. 4. Import previously exported course materials. 5. Set up default tab that students see when they enter the course. 6. Set up default mail sending options. 7. Manage the date/time setup for all course materials at once.
<p>Since the contents of underlined tabs can be modified by user, the interface may vary from one person to another.</p>						