

ANGEL 7.3 For Students: Logging In & Email Forwarding

Fall 2009

What is ANGEL?

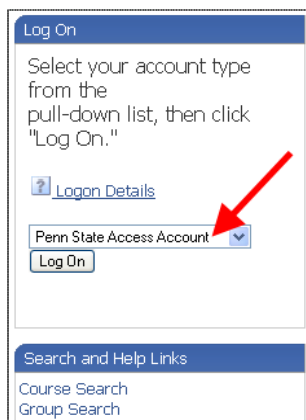
ANGEL stands for A New Global Environment for Learning. It is the official CMS (Course Management System) used by Penn State. Faculty and students can use the ANGEL web site as a place to post course documents and host class activities.

Use of ANGEL

Faculty members use ANGEL to post or upload items such as their course syllabus, course announcements, homework assignments, documents in various formats (such as Microsoft Word or Adobe PDF), quizzes, surveys, discussion forums, and web site addresses. Once an item is uploaded to the proper course space in ANGEL, students can easily access this material from anywhere that they have Internet access.

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>. Registered students should use **Penn State Access Account to Log On**.



The WebAccess page will display.



Here, you will enter your Penn State Access Account (normally your initials followed by a few numbers) 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 your **My Profile** page.

Navigation Menu



My Profile
Edit profile



Help
Angel Support



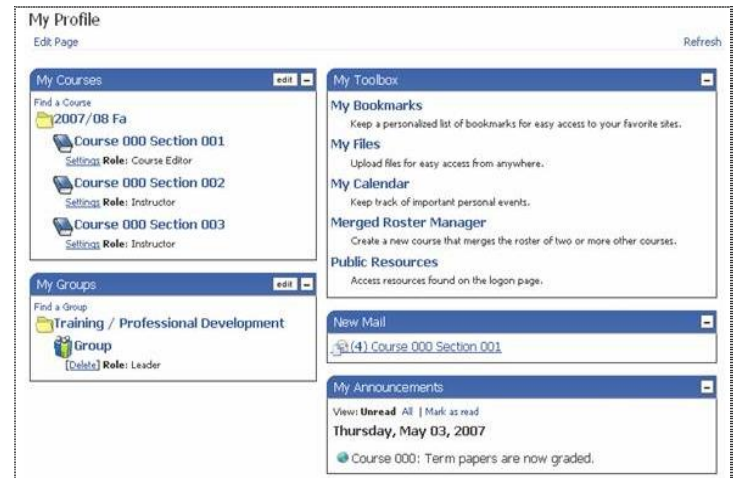
Log Off





Preference
Mail forwarding

The My Profile Page in ANGEL

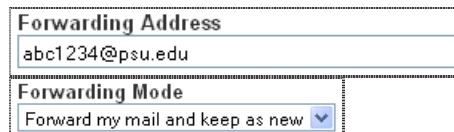
On the **My Profile** page, each of your activated courses will automatically appear in ANGEL. If you don't see a course listed, it is probably because your professor does not use ANGEL for teaching, or that class has not been made visible to you by your professor.




To access course materials, click on the course name to enter the course site. To switch to another course, you can either come back

to **My Profile** page (click on the  button in the left-hand menu) or select another course from the dropdown menu beside your name on top right of the screen: 

ANGEL Mail Forwarding – Very Important



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

1. Go to the **My Profile** page.
2. Click on the **Preferences** button  in the left-hand menu.
3. Click on **System Settings**.
4. Under *Forwarding Address*, enter the address to which you wish to have your ANGEL email forwarded (e.g. abc1234@psu.edu).
5. Under *Forwarding Mode*, select **Forward my mail and keep as new**.
6. Click the **Save** button at the bottom of the screen.

ANGEL 7.3 For Students: Navigating a Course

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Once you click on the name of a course on the **My Profile** page, you will be taken to the default course tab your instructor has chosen.

The Six Course Tabs in ANGEL



To navigate through the material a faculty member has placed in a course on ANGEL, select the different course tabs that appear at the top of the screen.

Syllabus

The **Syllabus** tab provides a link to or information from the course syllabus.

Calendar

The faculty member teaching the course may choose to keep track of important course dates and "milestones" on the **Calendar** tab. Selecting the **All Entries**, **Public Entries**, **Team Entries**, or **Personal Entries** links will allow you to view all calendar entries for the class, just public entries for the class, entries for any teams you are a member of, or entries that the faculty member has put only on your calendar.

Lessons

The **Lessons** tab is the tab that you will probably go to the most. This is where any course materials (other than the syllabus) that the instructor has uploaded to ANGEL will be found. You may see the following kinds of items under the **Lessons** tab:

- Quizzes
- Surveys
- Files (Word documents, PowerPoint handouts, Adobe PDF documents, etc.)
- Links to web sites
- Discussion forums (for online class discussions)
- Drop Boxes (a place where you can submit your assignments to your instructor)
- Folders, which can contain any of the above items (for example, all materials related to "Lecture 1")



Resources

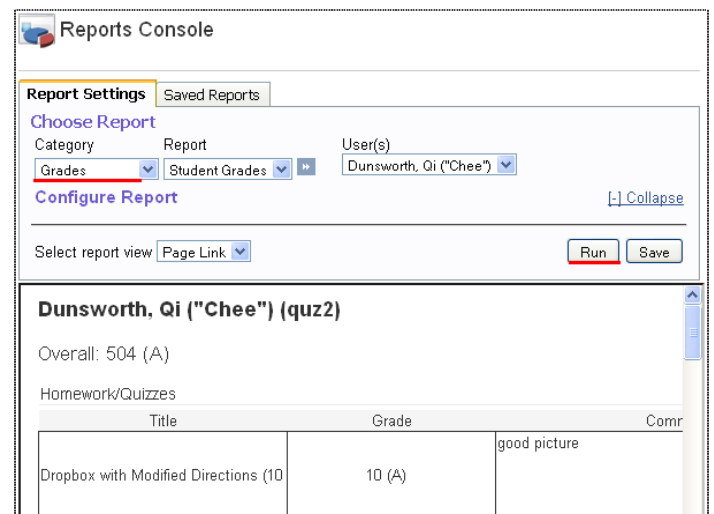
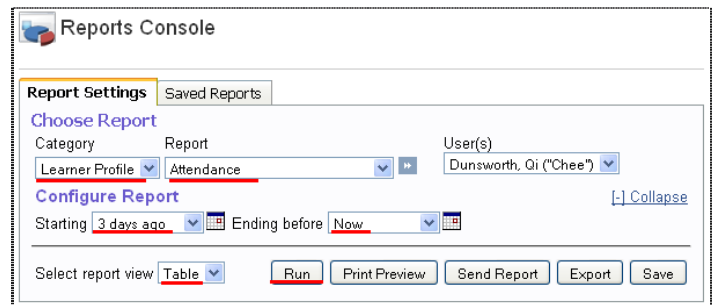
The course **Resources** tab is the central location for information concerning the course such as announcements and news. It also includes other course resource tools, such as the **Penn State Library Tools**.

Communicate

The course **Communicate** tab provides access to all course communication tools, including course email, announcements, team files, chat rooms, and the course roster. Please note that **you cannot send email to an ANGEL email account from an outside account**. Also, when replying to ANGEL email from an outside account, the sender is the only person who will receive the reply (*reply all* does not work).

Report

The course **Report** tab provides tools to help you track your grades, attendance, etc., if your professors enter such data on ANGEL. You can retrieve data from a particular period time and display in either **Chart** or **Table** form.



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