

ANGEL 7.4 Quick Start Guide for Faculty

Fall 2011

Penn State Behrend Angel Support and Handouts: <http://www.pserie.psu.edu/faculty/teachingcenter/angel/>
Penn State University Angel Support: AngelSupport@psu.edu

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:

- Merge multiple sessions of a course together
- Upload course *syllabus* and documents
- Post *announcements*, homework assignments, web site addresses
- Conduct online *assessments* and *surveys* and collect results
- Use *Dropboxes* to collect student assignments digitally
- Communicate with students through ANGEL *mail*, asynchronous *discussion forums*, or real time *chatting*
- Post student grades on ANGEL's *gradebook*
- Export student final grades to eLion
- Copy ANGEL course materials from one section to another, and from one semester to another

Accessing ANGEL

To access ANGEL, you will need a computer with Internet connection and either **Internet Explorer 8** or **Mozilla Firefox 3*** as the browser. **Safari, IE 9, Google Chrome, and Firefox 4 are not supported.** The web address for ANGEL is <http://angel.psu.edu>. Please use **Penn State to Log On.**

Log On

Select your account type from the pull-down list, then click "Log On."

Logon Help

Penn State

Log On

The Web Access page will display:

WebAccess

Username

Password

Login

Authentication Required: You have not yet logged in.

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Here, enter your *Penn State Access Account* (e.g. abc123) 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




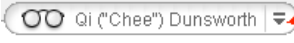
Log Off



Preference
Mail Forwarding

My Profile Page

In **My Profile** page, all the courses you teach, including internships and independent studies, are listed automatically and are grouped by semester. 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 name on the top right of the screen: 

By default, students do not have the access to see your course, and the course contents are essentially hidden from them. To grant student access, click on the **Settings** link below the course title. In the next screen under the **Access** tab, select *All Members* and then **Save**. You can unhide the course from students whenever you have finished preparation of class.

Course Settings
Torgerson Test Class (Diversity module)

Course Access

Member Access All Members

Guest Access Anonymous


Search Engines Yes No

Show this course in 'Find a Course' searches?

Save Cancel

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 sidebar;
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**:

Forwarding Address
abc1234@psu.edu

Forwarding Mode
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	*Resources	*Communicate	Report	*Manage
* Users can customize the contents displayed under these tabs.				Orange color: most frequently used tabs		
<ol style="list-style-type: none"> 1. Upload existing syllabus files (must save the selected file in order to display for students). 2. Create syllabus using the template. 3. Link to an existing syllabus on the web. <p><i>Information under the syllabus tab is open to public. Anyone with a PSU account can log on to ANGEL, search for a class and read the information under the Syllabus tab. Many people prefer to keep the syllabus under the Lessons tab.</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> <p><i>Entering events can be time consuming. Many instructors choose to post a single-page schedule directly under the Lessons tab.</i></p>	<ol style="list-style-type: none"> 1. Post files; create ANGEL web pages, folders, or share external links. 2. Set up discussion forums. 3. Create and conduct online assessments and surveys. 4. Copy and import items from another course/section 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. Phone: 898-6106. 2. You can customize this tab by placing announcements and polls here. 	<ol style="list-style-type: none"> 1. Send group mail to everyone enrolled in the course; receive course mail. 2. Display course roster with or without user pictures. Try the Show Pictures feature that displays students' ID pictures to Course Editors. 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, and retrieve chat logs. 	<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, class average, etc. 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 as a backup. 4. Import previously exported course materials. 5. Overall data management such as keywords of assessment items, accessibility of posted items, and rubrics etc. 6. Set up default tab for students to see when they first enter the course. 7. Set up default mail sending options. <p><i>Data management functions are new and complex.</i></p>