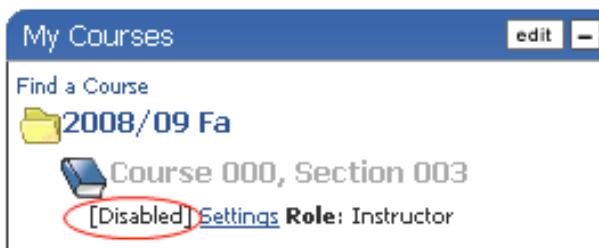


Making an ANGEL Course Visible to Students (Enable a Course)

8/22/2011

What is “disabled”?

By default, the course is disabled, meaning no students can see or enter the course therefore they cannot view any documents inside the course. You can work on course preparation while it is disabled. The course title appears in grey, and the word "Disabled" appears beneath it:



In a nutshell, disabled = inactivated = invisible to students = grey color.

If the instructor does not plan to use ANGEL for teaching the class, then the course can remain disabled. The instructor can activate or deactivate the course at any time.

Note: Students just enrolled in a course on eLion will not be listed in the course until after next day's update. Hence, that course will not be listed on the student's ANGEL My Profile page until then. The system goes through an update from 4:00 to 6:00 a.m. everyday. Please be patient.

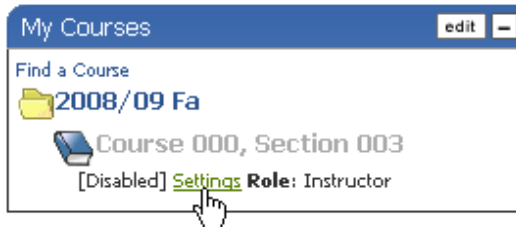
Note: Students are not able to receive ANGEL mail from a disabled course. Although it may appear to you that a message was sent successfully, students cannot view it until the course is activated.

How to Make a Course Visible to Students

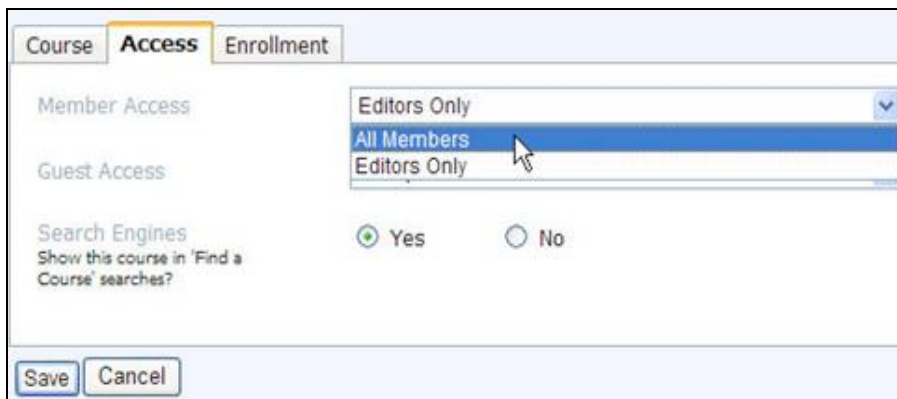
The visibility of a course is restricted by both **Who** can view it and **When** they can view it. Both can be modified under the **Settings** link.

- *To change who can view the course*

1. Once you are logged on to <http://angel.psu.edu>, on the *My Profile* page, locate the name of the course you wish to activate under the *My Courses* subheading.
2. Select the **Settings** link beneath the course title.

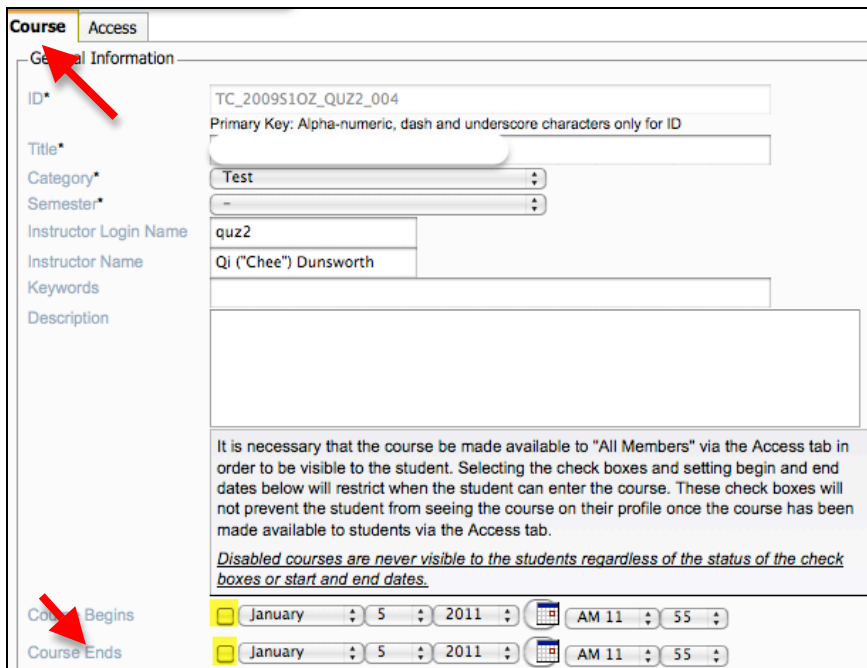


3. On the **Access** tab, from the *Member Access* pull-down menu, select **All Members**.



- **To change when the course is available**

On the same screen, click on the **Course** tab, and make sure the **Course Begins** and **Course Ends** are not checked.



4. The **Instructor Login Name** under the **Course** tab should be automatically filled in. If not, enter the web access ID (i.e. abc123) of the instructor of record.
5. Click the **Save** button at the bottom of the screen. You will be taken back to the *My Profile* page. If you don't see the color change of the course title, use the **Refresh** button on the top right corner if necessary.



6. If students still can't see the course, double check the **Course Begins/Ends** dates under **Settings**. They should be unchecked.
7. If you'd like to hide the course from students again, simply switch that *Member Access* option to **Editors Only** in step 3.