

ANGEL 7.4 For Students: Logging on & Email Forwarding

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

Fall 2011

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

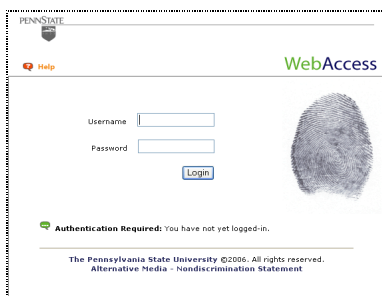
Many faculty members use ANGEL to post course syllabus, teaching schedule, announcements, homework assignments, reading materials. Some professors also conduct assessments, surveys, or moderate online discussions on ANGEL. Students can access such information from anywhere on the Internet.

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, IE9, 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**.



The WebAccess page will display.



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



My Profile
Edit My Profile
Forwarding



Help
Angel Support



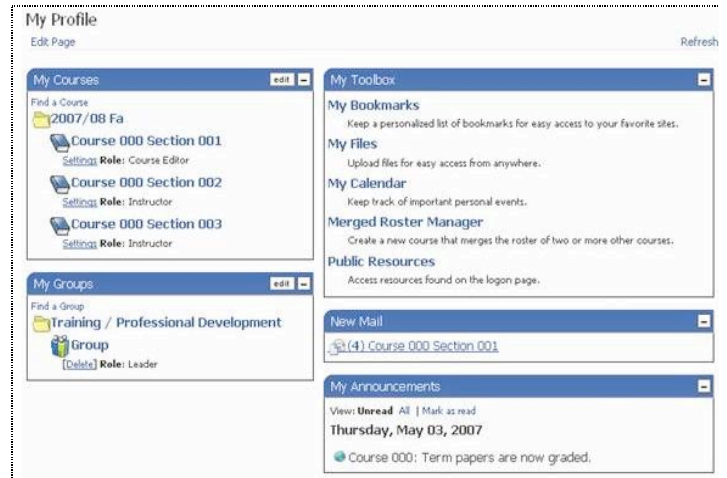
Log Off





Preference
Mail

My Profile Page

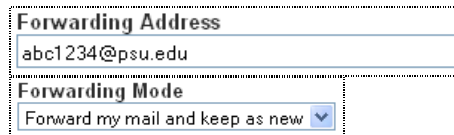
The first page displayed after you log on is called **My Profile** page. Courses that you enrolled in - if activated by your professor - will be automatically displayed here. If you don't see a course listed, it is probably because your professor does not use ANGEL for teaching, or that class has not 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 go back


to **My Profile** page (click on the  button) or select another course from the dropdown menu. It is located beside your name at the top right corner of the screen: 

ANGEL Mail Forwarding – Very Important



Emails sent from ANGEL have to be read inside ANGEL unless they are forwarded elsewhere. By default, your ANGEL mail is not forwarded to any other account and it is not connected to Penn State Webmail.

Here is how to forward your ANGEL mail outside:

1. go to the **My Profile** page,
2. click on the **Preferences** button  on the left,
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 7.4 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 you can find the course materials uploaded by your instructor. You may see the following kinds of items under the **Lessons** tab:

- Assessments
- 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.)



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**. This is also where online library reserve is located.

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 an email to an ANGEL account from outside of ANGEL**. Also, when replying to an ANGEL mail from an external account, the original 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 of time and display in either **Chart** or **Table** form.

