

ANGEL® 7.3 Student Quickstart Guide



6510 Telecom Drive, Suite 400
Indianapolis, IN 46278
www.angellearning.com

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Introduction

Welcome to the ANGEL 7.3® Student Essentials Guide. This guide is designed to provide students with a basic understanding of ANGEL and its primary tools.





ANGEL is a Web-based course management and collaboration portal that enables educators to manage course materials and to communicate with students. ANGEL can function both as a complement to traditional courses and as a site for distance learning.

With ANGEL, you can take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using online drop boxes; and more. You can check your progress and grades at any time during a course. You can also create groups and teams for project or committee work.

A significant portion of ANGEL's power lies in its ability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some parts of this guide may not apply to your use of ANGEL. Contact your institution's support desk if you have questions regarding ANGEL administration.

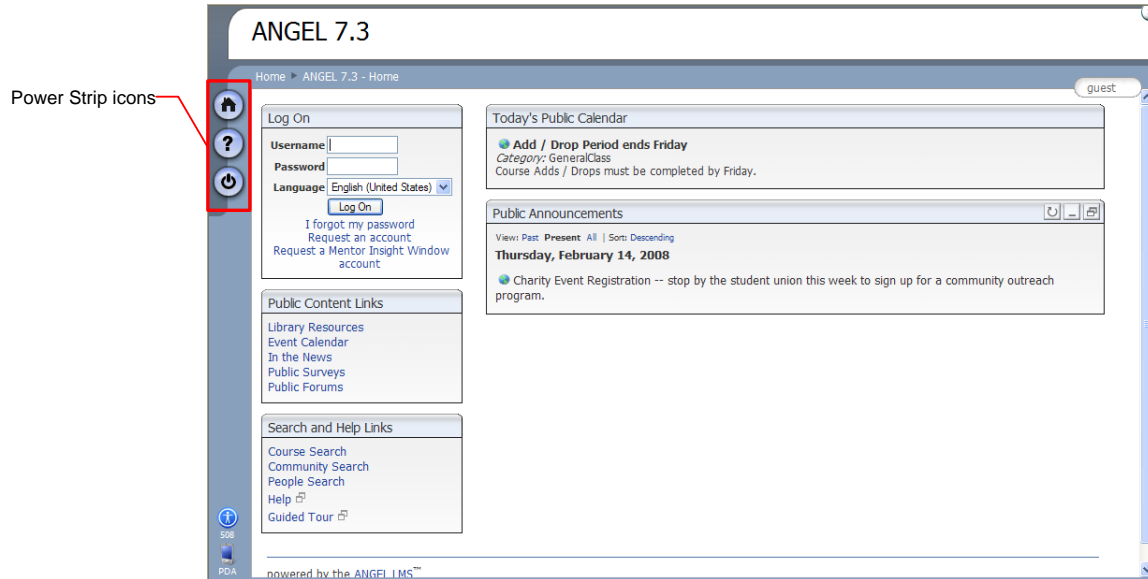
Special Features Used in This Manual

This document includes a variety of special features to help you master ANGEL's features and capabilities. Each feature is marked with an icon for easy identification. The following table describes these features.

Icon	Name – Description
	Tip – A Tip helps you apply the procedures described in the text to your specific needs. A Tip may also suggest an alternative method for performing a task, or may explain the benefits and capabilities of a feature.
	Note – A Note calls your attention to information of special importance.
	Reference – A Reference points you to another source of information.
	Caution – A Caution alerts you when an action could cause problems.

ANGEL Home

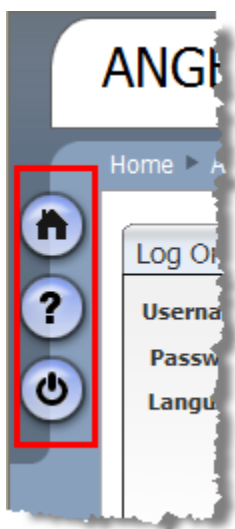
The ANGEL Home page (ANGEL Home) functions primarily as the log-in screen and starting point for each ANGEL session.






The left edge of the ANGEL Home page is called the **Power Strip**; this area contains basic system navigation tools. Other sections of the screen enable you to log into ANGEL and access various resources.

Navigation Tools

There are three system navigation tools at the top of the Power Strip. These icons are always available on the ANGEL Home page and when you are working in a course or a group.




The following table explains these navigation tools.

Icon	Name - Description
	Home – Returns you to your home page
	Help – Displays ANGEL online help, guides, and resources
	Log Off – Logs you out of the ANGEL environment


Public Resources

ANGEL Home offers a variety of public resources for instructor and students. To access a resource, simply click its hyperlinked title.

 *All these resources may not be available at your institution. Further, your institution may offer additional customized resources.*


Standard resources include the following:

- **Library Resources** provides access your institution’s library resources, such as electronic journals, catalogs, and databases.
- **Event Calendar** provides access to your institution’s public calendar, including events, significant academic or training dates, and other entries.
- **In the News** keeps you up to date on your institution’s latest news.
- **Public Surveys** enables you to participate in public surveys at your institution.
- **Public Forums** lets you join public discussions at your institution.

 *These resources are also available in the **Toolbox** section of your personal home page.*

Search and Help

The **Course Search**, **Community Search**, and **People Search** links enable you to find and view any course, group, or user profile that is viewable by the general public.

 *Log into ANGEL before performing this search to view a larger selection of courses, groups, and profiles, including those that have been made viewable only to authenticated ANGEL users.*

Click the **Help** link to access documentation or to request help from your institution’s support desk. Take the **Guided Tour** to view highlights and features of the ANGEL application.

Personal Home

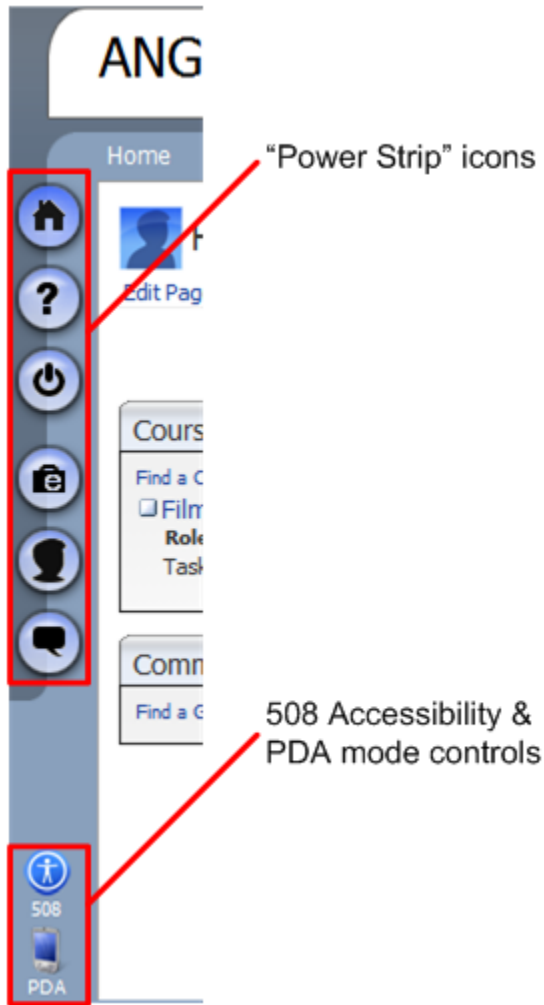
When you log into ANGEL, your personal home page (Home) appears. Home enables you to access all the courses and groups in which you are enrolled. The page also provides a variety of tools to assist you with your coursework.









*To customize the selection and appearance of tools on your personal home page, click the **Edit Page** link in the Home menu bar.*

Navigation Tools



Your personal home page features a set of navigation tools, located in the Power Strip along the left edge of the screen. These icons are always available on your personal home page and whenever you are working in a course or group.




The following table describes these navigation tools.

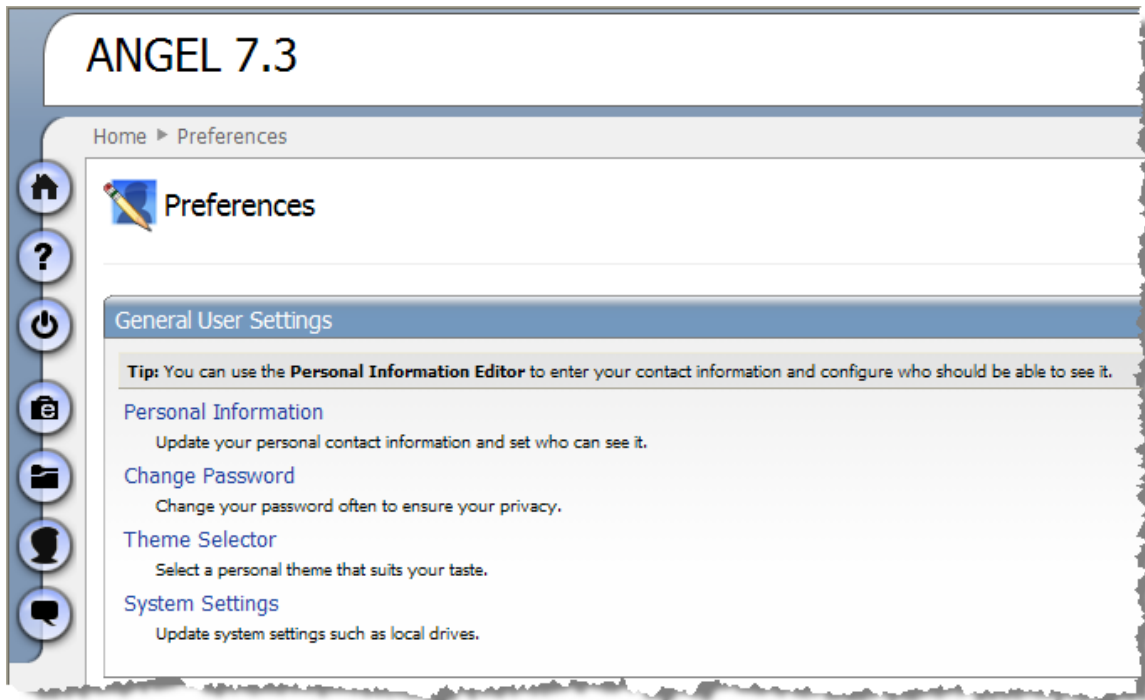
Icon	Name - Description
	Home – Returns you to your home page
	Help – Displays ANGEL online help, guides, and resources
	Log Off – Logs you out of the ANGEL environment
	ePortfolio – Launches ePortfolio (only appears if your institution has ePortfolio installed.)
	Personal Preferences – Provides access to your user settings, such as your personal information, password, theme selector, system settings, and PDA agent
	ANGEL IM – Opens the online ANGEL instant messenger

There are two additional accessibility-related icons at the bottom of the page that function as illustrated and described below.

Icon	Name - Description
	508 – Allows you to create a profile that describes your particular needs for accessing course material. If necessary, you can access an ACCLIP for use with ANGEL. The acronym ACCLIP stands for “Accessibility for Learner Information Profile.” ANGEL’s Accessibility menu allows you to create, save, or import ACCLIP profiles.
	PDA – Allows you to activate ANGEL in PDA mode. Page layout and navigation are customized to suit your selection.

Help

You can open ANGEL’s online help system by clicking the **Help** icon (). By default, ANGEL’s online help system displays a searchable copy of this Essentials guide.




The Preferences window contains the following links:

- **Personal Information** allows you to change your personal information and determine who can view it.
- **Change Password** enables you to change your ANGEL password. As a precaution, you must provide your current password and confirm your new password before applying the change.

Theme Selector allows you to select different ANGEL themes or even create your own to change how the environment looks when you log in.

System Settings lets you specify local media drives to map online course material to CD-ROMs or other media for enhanced instruction. In the System Settings window, you can also configure ANGEL to send a copy of all course mail to your favorite e-mail account.

Instant Messenger

Clicking the **Instant Messenger** icon () launches ANGEL's built-in Instant Messenger (IM) utility. This convenient tool enables you to communicate with other ANGEL users online, in real time.

Community Groups

The **Community Groups** section of your personal home page gives you access to all the groups you have joined, either as a student or instructor.

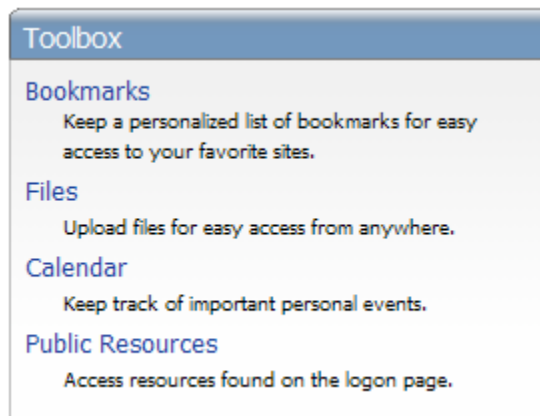


To access a group, simply click its name; information about the selected group appears on a new page.

ANGEL's group-related tools are described in more detail later in this guide.

Toolbox

The **Toolbox** section features tools that can increase your productivity and further customize your ANGEL environment.



The Toolbox contains the following links:

- **Bookmarks** lets you place links to your favorite Web sites on your personal home page. You can also sort your links by category, and set permissions for individual bookmarks to make them accessible to other ANGEL users.
- **Files** enables you to set up folders and create text files, and to upload documents and images for storage. You can also use ANGEL's built-in HTML Editor to create new Web pages or edit existing ones with an easy-to-use word processor-style interface.
- **Calendar** lets you view or add personal calendar events or public institutional events.
- **Public Resources** provides the resources found on the ANGEL Home page.

Course Tab

By default, the Course tab appears when you enter a course. This page contains several sections that provide at-a-glance information about the course.

The screenshot shows the ANGEL Course Tab interface for a course titled "Film Appreciation". The interface includes a navigation menu with tabs for "Course", "Calendar", "Lessons", "Resources", "Communicate", and "Report". The "Course" tab is selected. The main content area is divided into several sections:

- Activity at a Glance:** A summary of course-related activities over the past week, displayed as four bar charts:
 - Logons:** Shows activity levels for each day of the week (Mo-Su).
 - Mail Messages:** Shows the number of mail messages received each day.
 - Discussion Posts:** Shows the number of discussion posts made each day.
 - Submissions:** Shows the number of submissions made each day.
- Course Mail:** Provides an entry point to Course Mail, including links for "View Inbox", "Quick Message", and "Unread Messages". It shows "0 messages" for "Film Appreciation (101)".
- Course Polls:** Displays a poll titled "Favorite director: Tarantino or Howard?" with radio buttons for "Tarantino" and "Howard", and a "Submit" button.
- Course Announcements:** Shows "There are no new announcements."
- Grades:** A section titled "Your Grade" is visible at the bottom.

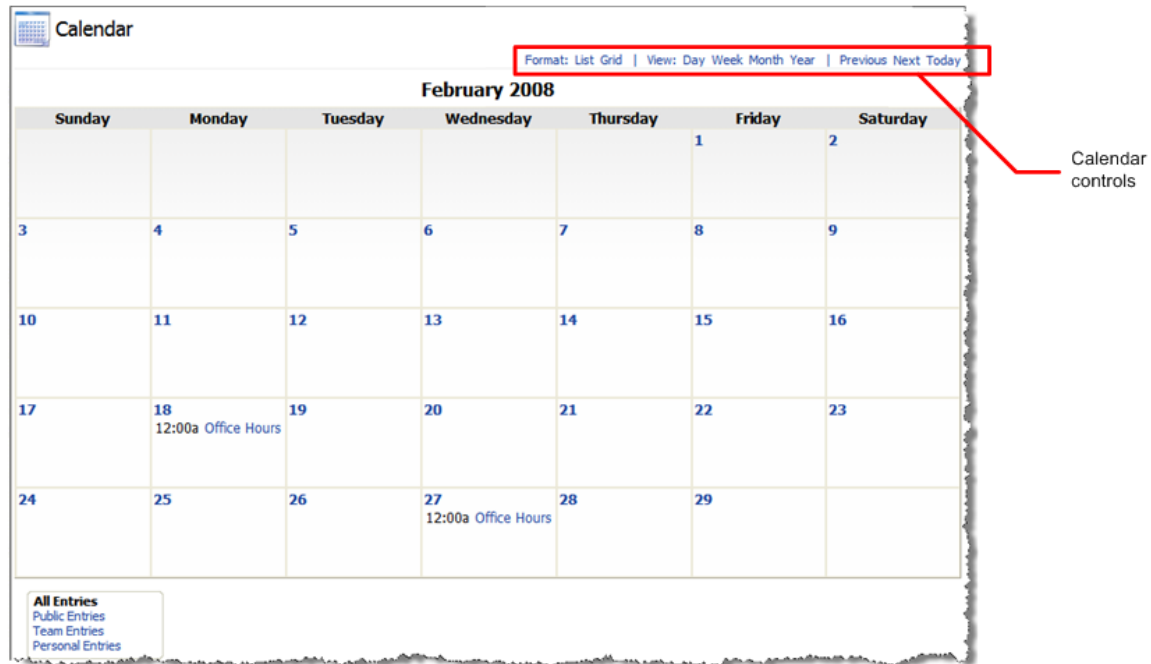
The interface also features a sidebar with navigation icons (Home, Help, Power, Camera, Profile, Chat) and a user profile dropdown for "Joe Smith".

By default, the Course tab includes the following sections:

- **Activity at a Glance** shows a summary of course-related activities that have occurred during the past week, including the number of log-ins, discussion posts, mail messages, and submissions.
- **Grades** displays a summary of your grades for the course.
- **Course Mail** provides an entry point to Course Mail. Use **View Inbox** to jump to your inbox; use **Quick Message** to bypass the inbox and compose a new message; and use **Unread Messages** to see a count of unread messages.
- **Course Polls** allow you to participate in any polls that are being conducted as part of the course.
- **Course Announcements** displays any recent announcements that have been posted for the course.

Calendar Tab

The **Calendar** tab allows you to view course-specific schedule items for the day, week, month, or year. To change your calendar view, click the **Day**, **Week**, **Month**, or **Year** link in the toolbar located near the top of the tab.



The Calendar tab's toolbar contains the following options:

- The **List** and **Grid** links let you view calendar dates and events as a list or in standard calendar grid format. When viewing calendar entries in List format, you can choose a specific date from the small calendar navigator or choose a month and year from the drop-down menus.



By default, the calendar appears in Grid format.

- The **Day**, **Week**, **Month**, and **Year** links (at the right end of the toolbar) let you change your calendar view.
- The **Next** and **Previous** links enable you jump forward to the next day, week, month, or year, or backward to the previous time frame, depending on your current view. Click **Today** to bring up the current day's events.
- In the **All Entries** box (located below the calendar grid), there are links that let you view public entries, entries made by members of a given team, or just your personal entries.

Lessons Tab

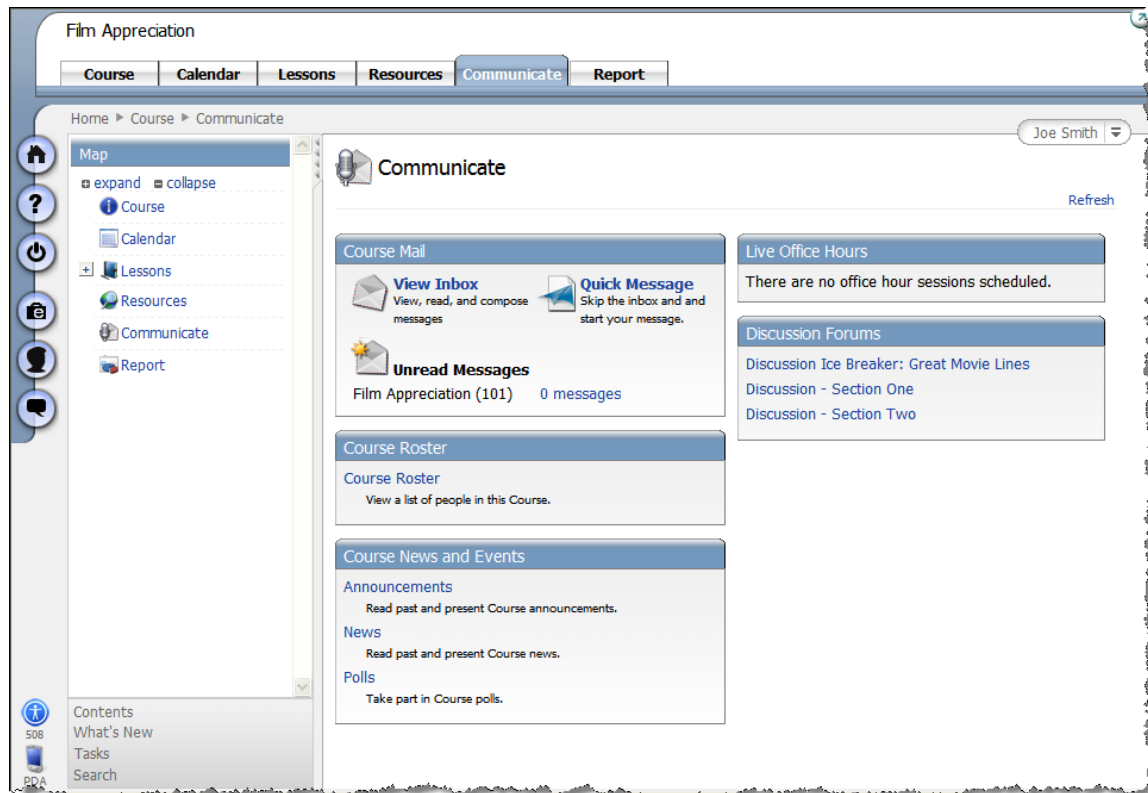
The bulk of your instructional material is located on the **Lessons** tab. On this tab, your instructor can place create lecture notes, links, quizzes, discussion forums, drop-box assignments, and other objects. To open any content item, simply click its name on the Lessons tab.

The Lessons tab's toolbar contains the following options:

- The **My Notes** link allows you to create or view personal notes for specific content items.
- The **Previous** and **Next** links let you navigate through the lesson content.

Communicate Tab

The **Communicate** tab provides access to the course's communication tools.



By default, the Communicate tab contains the following items:


- The **Course Mail** area provides access to ANGEL's e-mail tools, so you can exchange messages with other ANGEL users.
- **Course Roster** provides a list of people in the course.
- **Team Files** provides a space for student teams to share project files and other documents. (This item is available only if file sharing has been enabled for teams).
- The **Team Projects** section provides a page describing the requirements for any team projects. (This section is made available as needed by your instructor.)
- The **Course News and Events** area allows you to view course announcements, class news, and polls.
- **Live Office Hours** provides a virtual office, including scheduling capabilities and a queue manager to control student access.
- **Discussion Forums** are accessible through the Communicate tab, just as they are on the Lessons tab.

In the Inbox, messages have the following attributes:

- New and unread messages appear in bold. After a message has been opened, it appears non-bold.
 - If a message has an attachment, a paperclip icon appears to the left of the sender's name.
 - The message's importance is displayed in the column marked by the red exclamation point.
3. To open and read a message, click the sender's name or the message's subject.
 4. To return to your inbox, click the **Inbox** link in the list of folders that appears in the left-hand pane of the message window.
 5. You can perform the following tasks from the inbox:
 - To delete a message, select the checkbox located at the left end of the message header. Click the **Actions** drop-down arrow and select **Delete**, then click the **Go** button.



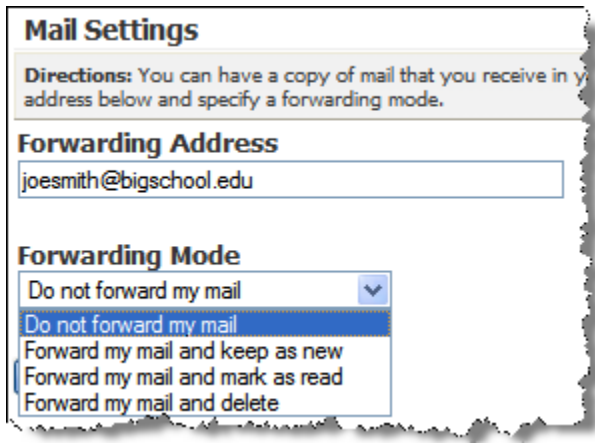
Deleted messages are moved to the Trash folder. To completely delete a message, you must delete it from the Trash folder.

- To select all your messages, select the checkbox on the **Menu** icon (). You can then move the selected messages to another folder, delete them, and perform other tasks.

To move a message to another folder, select its checkbox, select **Send to Folder** from the **Actions** drop-down list, then click the **Go** button. Select the desired folder from the **Send to Folder** pop-up list, then click the **Continue** button. The selected message is removed from the inbox and placed in the selected folder.

- To view a different folder, select a folder from the **System Folders** or **My Folders** list located on the left side of the Course Mail window.
- Click the **Preferences** link to configure mail preferences for viewing, signatures, editing, and privacy.

4. Click the **Forwarding Mode** drop-down list and select the forwarding mode of your choice.



Mail Settings

Directions: You can have a copy of mail that you receive in your address below and specify a forwarding mode.

Forwarding Address

joesmith@bigschool.edu

Forwarding Mode

Do not forward my mail

Do not forward my mail

Forward my mail and keep as new

Forward my mail and mark as read

Forward my mail and delete

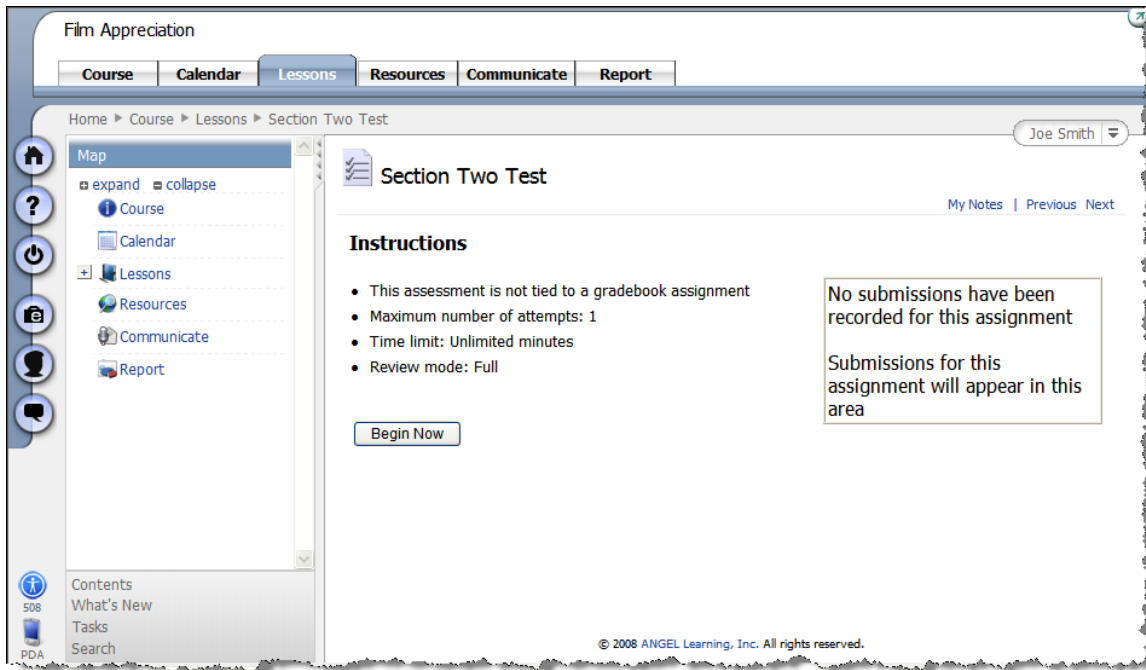
5. Click the **Save** button.

How to Take an Assessment

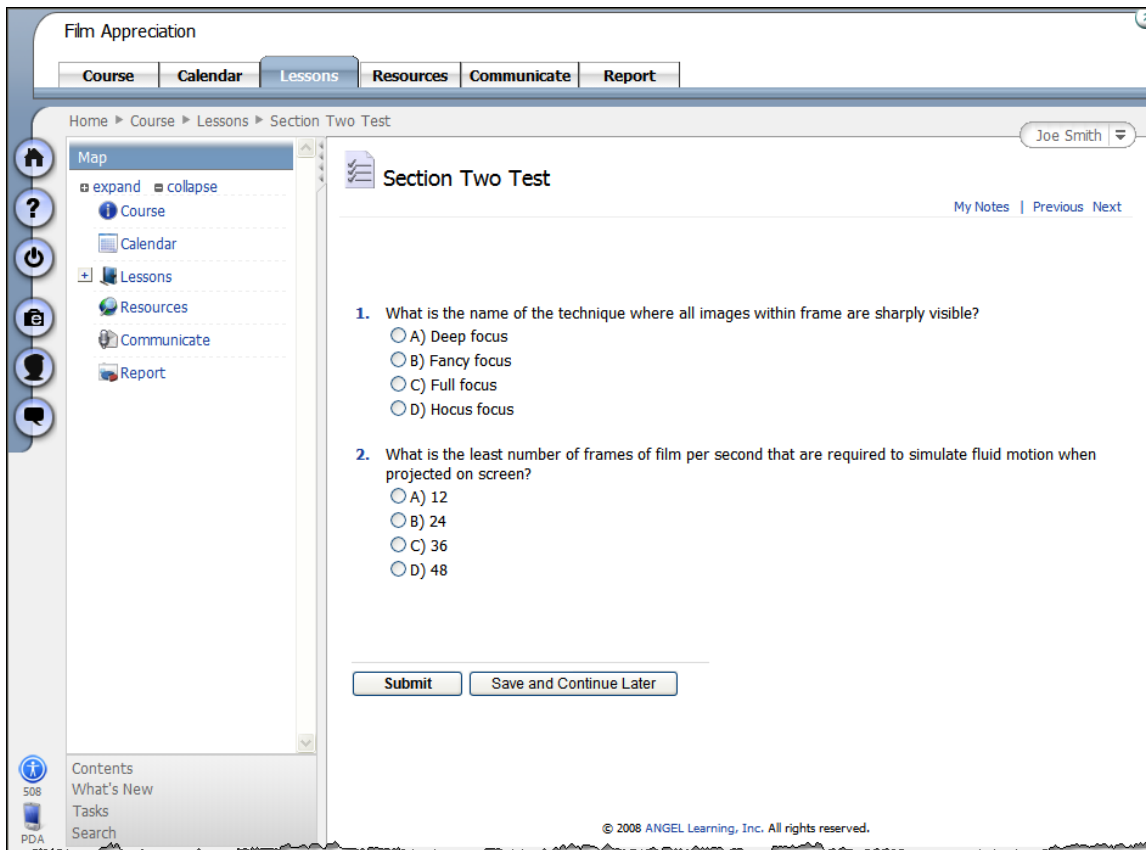
Your instructor can create several kinds of online assessments, including quizzes, tests, and surveys. An assessment can include images or other multimedia elements, as well as various types of questions (multiple choice, essay, fill-in-the-blank, etc.). The following steps apply to taking a quiz, test, or survey.

To take an assessment:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment you want to take and click its icon or title.
An instruction page appears.



3. Click the **Begin Now** button.
The assessment appears on the screen.



How to Submit an Assignment to a Drop Box

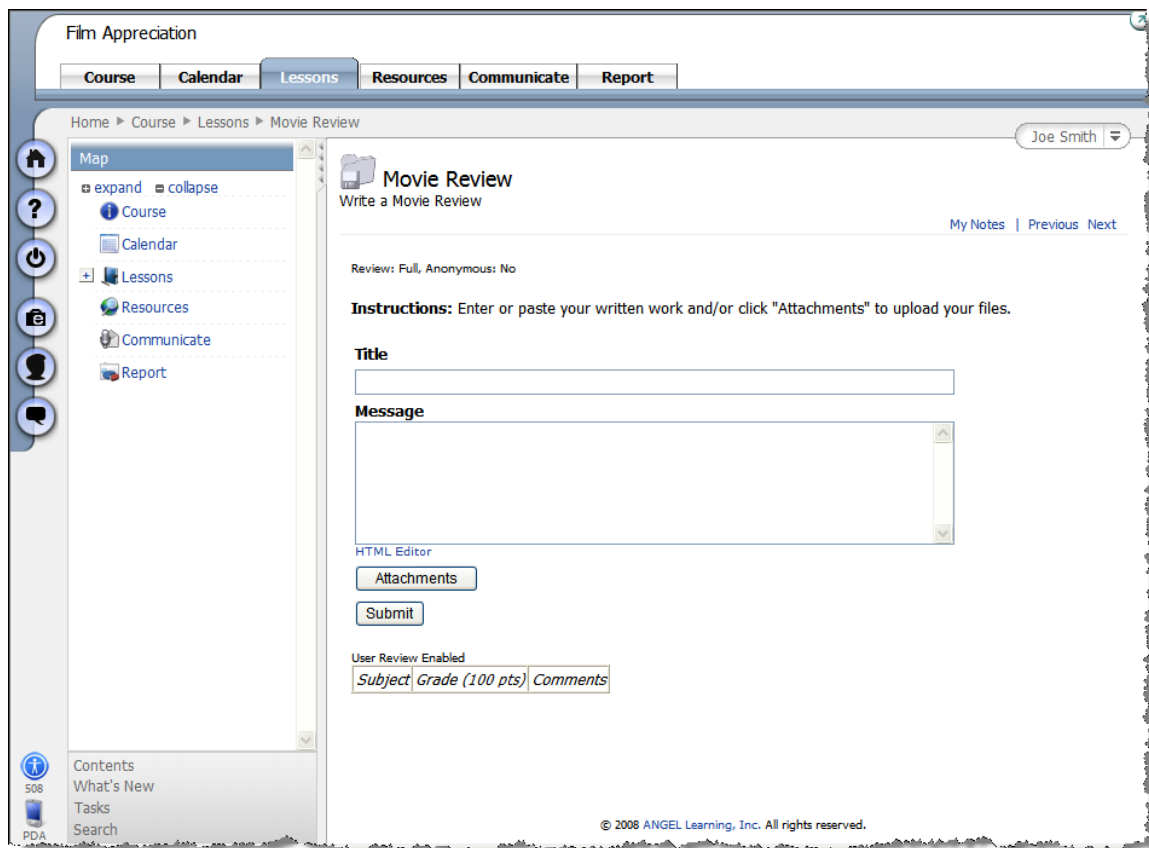
Uploading electronic files to a drop box is a convenient way to submit assignments to your instructor. The Drop Box accepts virtually any type of electronic file, including word processing documents, images, Web pages, and others.



When uploading electronic files from a Macintosh computer, it is important to add the proper file extension to the file name (e.g. .doc, .jpg, .htm, etc.) before uploading the file.

To submit an assignment to a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to your drop box and click its title or icon. The dropbox page appears.



3. Enter a **Title** and **Message** for your submission.
4. Click the **Attachments** button to locate and add one or more file. The attachments window appears.

Attachments

Upload a File

Uploaded Files

5. Click the **Browse...** button, locate the file you want to upload, and click **Open**. You are returned to the attachments window.
6. Click **Upload File**.
The file you selected is added to the Uploaded Files section. Repeat this process to upload multiple files.
7. When you've uploaded all the files you need, click the **Finished** button. You are returned to the Dropbox page; the files you uploaded are displayed.
8. From the Dropbox page, if you're ready to turn your work in, click the **Submit** button.



*If you need to delete files you've uploaded before submitting, click the **Attachments** button, select a file, and click **Delete**.*

The HTML editor includes the following menus and tools:



A B C D E F G H I J K L M N

Letter	Menu/Tool	Description	Full	Partial	Slim
A	Collapse/Expand toolbar arrow	Allows you to hide the HTML Editor toolbar	9		
B	Macro Icon	Allows you to create and edit macros.	9	9	9
C	Edit menu	Allows you to cut, copy, paste, undo/redo, find, replace, select all and remove.	9	9	9
D	Font Style menu	Allows you to bold, underline, italicize, strikethrough, superscript and subscript text.	9	Bold, italic and underline only	Bold, italic and underline only
E	Link menu	Allows you to enter content and web links, remove links and create anchors.	9	Content link, web link only	Content link, web link only
F	Media menu	Allows you to insert and format images, movies and Flash presentations.	9	Images	
G	Insert menu	Allows you to use an HTML Widget, create and modify equations, insert special characters, use the universal keyboard, insert lines and page breaks.	9	Equation editor and special characters only	Equation editor only

