

# ANGEL 7.1 Student Quick Start Guide

Fall 2007

## What is ANGEL?

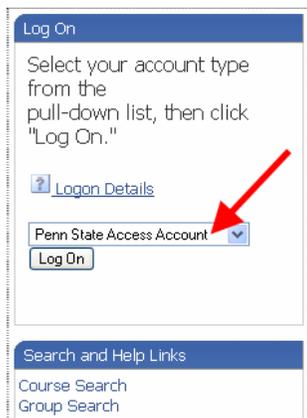
ANGEL stands for **A** **N**ew **G**lobal **E**nvironment for **L**earning. It is the official CMS (Course Management System) used by Penn State. Faculty and students can use the ANGEL web site as a place to post course documents and host class activities.

## 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.

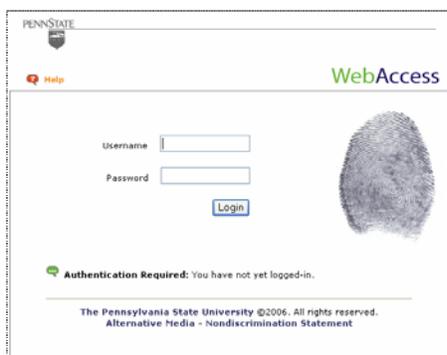
## Accessing ANGEL

All you need to use ANGEL is a computer, an Internet connection, and a web browser (e.g., Internet Explorer, Safari, or Mozilla Firefox). The web address for ANGEL is <http://cms.psu.edu>. From the main page, registered students should choose **Penn State Access Account**, and then click **Log On**.



ANGEL Home Page at PSU

The WebAccess page will display.



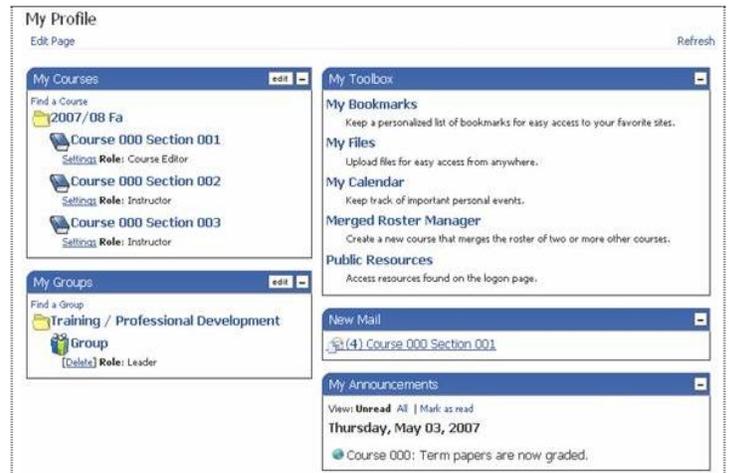
WebAccess Page

Here, you will enter your Penn State userID (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.

## The My Profile Page in ANGEL

On the **My Profile** page, each of your courses will automatically appear in ANGEL (it gets the information from the Registrar's database). If you don't see a course listed, it is probably because your professor is not using ANGEL with that class, or that class has not been made visible to you by your professor.



My Profile Page

To access course materials, click on the course name to enter the course site. If you would like to switch to another course, you need to come back to the **My Profile** page by clicking the **Home** button



in the left-hand menu, and then select another course.

## Email Forwarding – Very Important



Forwarding ANGEL email

Emails sent from ANGEL have to be read in ANGEL unless they are forwarded elsewhere. By default, your ANGEL email 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. [abc123@psu.edu](mailto:abc123@psu.edu)).
5. Under *Forwarding Mode*, select **Forward my course mail and keep as new in course**.
6. Click the **Save** button at the bottom of the screen.

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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.

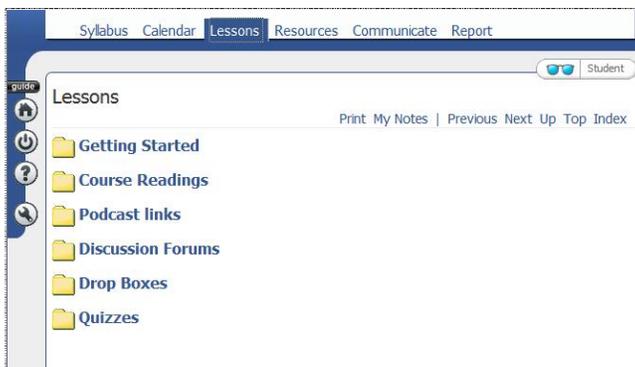
### Calendar

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**.

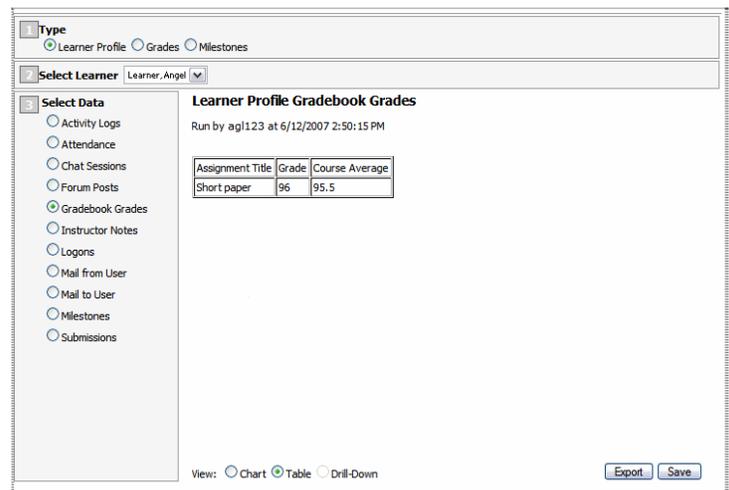
### Communicate

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). Remember, **Penn State email and ANGEL email are not the same thing**.

### Report

The course **Report** tab provides tools to help you track your course progress, grades, and more. Select **Learner Profile** to see an analysis of your activity, submissions, and grades and compare them with the class average. The **Grades** option allows you to check your grades for all assignments. You can view your data in either **Chart** or **Table** form by selecting the respective radio button at the bottom of the screen.



## Getting additional help

ANGEL's **Help and Information Guide** icon  is located in the left-hand menu on the **My Profile** page. Online ANGEL Help articles are available from this link, as well as a link in the upper-right corner to **Contact ANGEL Support**.