

# ANGEL 7.4 Student QuickStart Tutorial



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## ANGEL 7.4 Student QuickStart Tutorial

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 capability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some parts of this guide might not apply to your use of ANGEL. Contact your institution's support desk if you have questions regarding ANGEL administration.

## Conventions Used in This Manual

Typographic conventions used in this manual are as follows:

- Items in **bold** represent links, buttons, or fields that appear on the screen.
- Linked items (online help only) are underlined.

This text also features different types of special information:

Icon	Description
	<b>Tip:</b> A type of note that helps users apply the techniques and procedures described in the text to their specific needs. A tip suggests an alternative method that might not be obvious and helps users understand the benefits and capabilities of the item.
	<b>Note:</b> Calls the user's attention to information of special importance.
	<b>Reference:</b> Refers the user to another source of information.
	<b>Caution:</b> Advises users of actions that could potentially cause problems.

## ANGEL Home Page

Once you log in to ANGEL, you will be on your Home page. Here is where all of your courses will be listed, as well as any community groups of which you are a member.

## Power Strip

On the left side of the page is a row of vertical buttons called a Power Strip. These buttons will be available to you wherever you are in ANGEL.



1. **Home.** This is the Home button that will bring you back to your ANGEL Home page.
2. **Help.** The Help button opens an online Help manual as well as links to other manuals that can be downloaded and printed.
3. **Log off.** The Log off button will close your ANGEL session. It is always a good idea to leave ANGEL by using this button instead of closing the window.
4. **Personal Preferences.** The Preferences button allows you to add any personal information that you want to make available to other ANGEL users, as well as define some system settings, change your password (if allowed by your institution), and change your ANGEL theme.
5. **Instant Messenger.** The Instant Messenger button allows you to IM other currently online ANGEL users who have also activated an Instant Messenger session.
6. **Accessibility.** The 508 link allows you to define profiles for accessibility purposes or upload an Accessibility for Learner Information Profile (ACCLIP) file. For example, you could optimize your ANGEL environment for use with a screen reader or define color avoidance preferences.
7. **PDA.** The Personal Digital Assistant link allows you to activate the PDA display settings so that your ANGEL environment can more easily be used with a PDA or other mobile device.

## Nuggets

All components, including those on the Home page, are called nuggets. Settings for nuggets can be edited by hovering the mouse over the nugget, which then reveals the editing functions for that nugget. The functions available for a specific nugget will vary.



1. **Edit Settings.** Click this icon to change settings or to edit the nugget. It is available only on nuggets that have setting or editing functions available.
2. **Refresh.** This icon refreshes the content of the nugget.
3. **Minimize.** This icon collapses the nugget so that only the label appears with no content.
4. **New Window.** Pop-up window icon detaches the nugget from the page and opens in a pop-up window so the nugget can be available from other ANGEL pages.

## Home Page Components

The following figure shows a typical ANGEL Home page, with the following options:



1. **Courses.** All your courses in which you are enrolled will be listed here. You will *not* see your course(s) listed until your instructor or your institution has made it available for you to access. Click the course name to enter that course.
2. **Community Groups.** A community group can be a club or student organization that has an ANGEL presence. You will see any groups in which you are a member listed here. Click the group name to enter that group.
3. **Course Mail.** Allows you to compose or read mail messages.
4. **Today's Calendar.** Displays all events for that day that have been added to any of the calendars within your courses and/or groups.
5. **Toolbox.** Allows you to add personal bookmarks, upload files, and add events to a personal calendar.
6. **My Announcements.** Current announcements from your courses and/or groups will be displayed. The course or group from which the announcement originated will be displayed underneath the announcement.
7. **Public Announcement.** Any current public announcement will display.
8. **Public Information.** Any current public events or other information will display.
9. **Identity bubble.** Your name appears here; clicking the arrow at the end of the label will display a drop-down link to all your open courses and groups. This label also appears inside all your courses and groups so that you can navigate to another course or group without returning to your ANGEL Home page.

10. **Edit Page.** Allows you to add or delete components to your ANGEL Home page, as well as move present components to different columns.

## Editing Your Personal Information

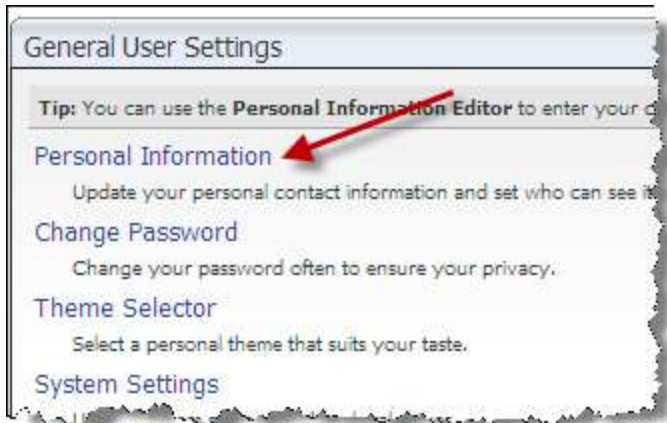
You can edit your personal information stored in ANGEL and can add additional information. This information can be seen by others through use of the People Search link on the Search and Help nugget on the ANGEL Log On page (if available) or on the same nugget within the ANGEL Home page. Users can also see this information if they click the User Profile link on the course roster within an ANGEL course.



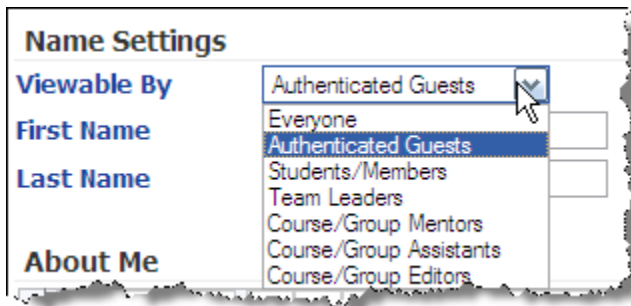
You can specify who is allowed to view the different types of information. For example, you could make your name available to be viewed by anyone, including non-ANGEL users, but could restrict your e-mail address to only be seen users with student rights and higher.



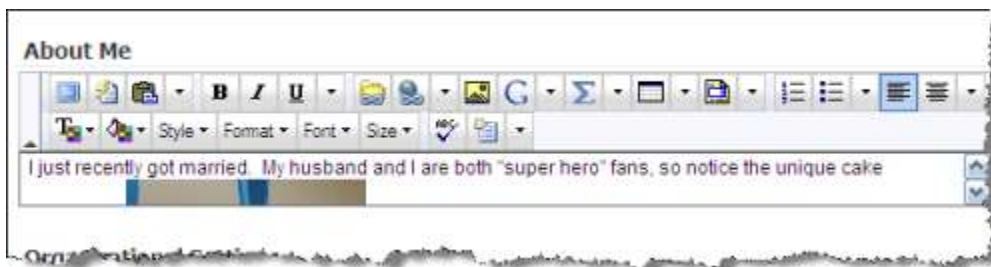
1. To begin, click the **Preferences** button on the Power Strip.
2. On the next screen, click **Personal Information**.



- Each section of information includes a **Viewable By** setting that allows you to designate what rights are needed to be able to be viewed by specific user. The **Viewable By** options are illustrated in the following figure.

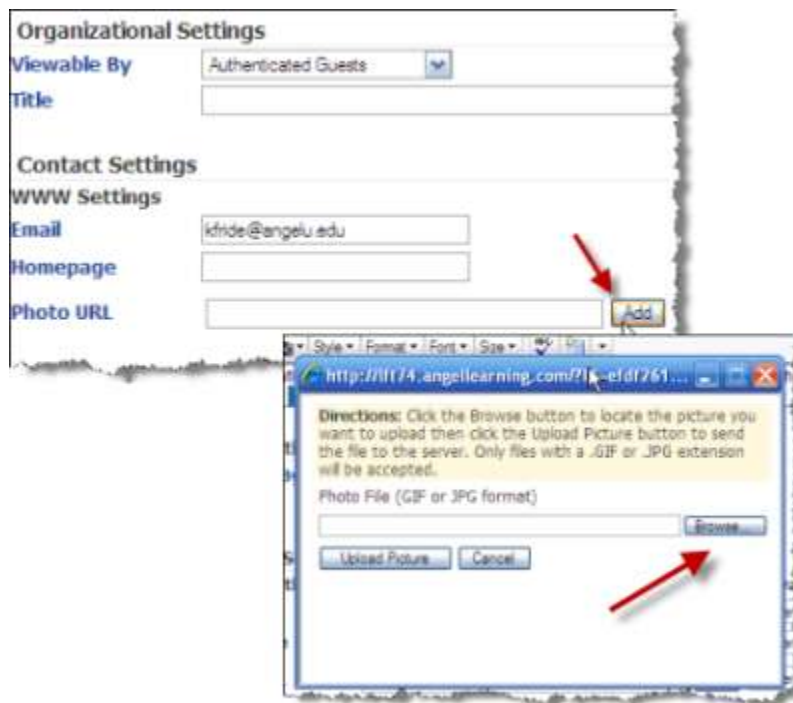


- **Everyone.** Indicates just that; and also means that non-ANGEL users who may have accessed the information using the People Search option on the Log On page can see this information
  - **Authenticated Guest.** Persons who have ANGEL accounts and have logged in to ANGEL, but have accessed the information outside of a course or group. It could also refer to persons who have guest rights within a course or group.
  - **Students/Members.** Student members of a course or group.
  - **Team Leaders; Course/Group Mentors; Course/Group Assistants.** Anyone within a course or group that has been designated with those rights.
  - **Course/Group Editors.** Typically these rights are only held by faculty within a course, although sometimes students have these rights within a group.
- Add any information that you want to share, designating the rights needed to access that information. You do not need to complete every section.
  - The **About Me** section allows you to use the HTML Editor to format your text and also add pictures and/or links to other websites. This might be used as an introduction to other classmates to add additional information about you.



- You can also add a picture of yourself. The picture needs to be small; about 200 pixels in width or smaller will work well. If the picture will not upload or you receive an error message when you attempt to upload it, it is

probably too large. To add a picture, go to the Photo URL section and click the **Add** button. Click the **Browse** button on the window that will appear, and navigate and locate the image you want to upload.

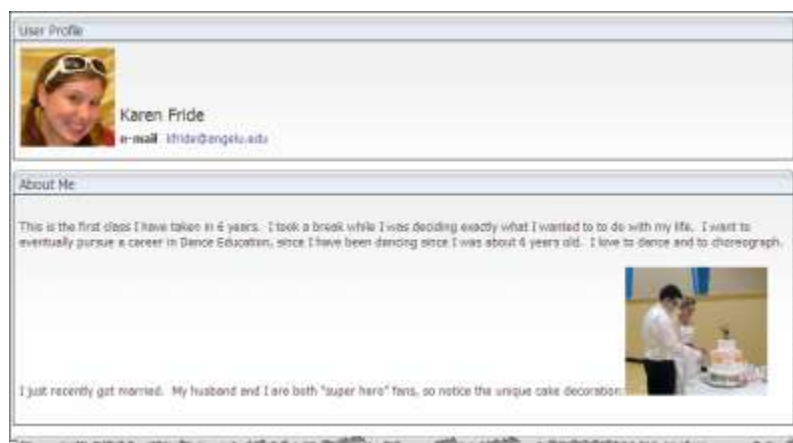


7. Click **Upload Picture** when the file is located and within the Browse window. This picture will not only appear when the User Profile is clicked, but also in mail and any discussion forum posts from this user. In the discussion post in the following figure, the picture displays when users click the student's name on their post in a discussion forum.



8. **Save** all edits at the bottom of the personal information screen.

The following figure shows how the profile will appear to a fellow classmate within a course.





The following figure shows how it will appear to the instructor of the course. (Note that the instructor can see Karen's work phone number, but the classmate cannot because of the way that the student designated who could see that information.)

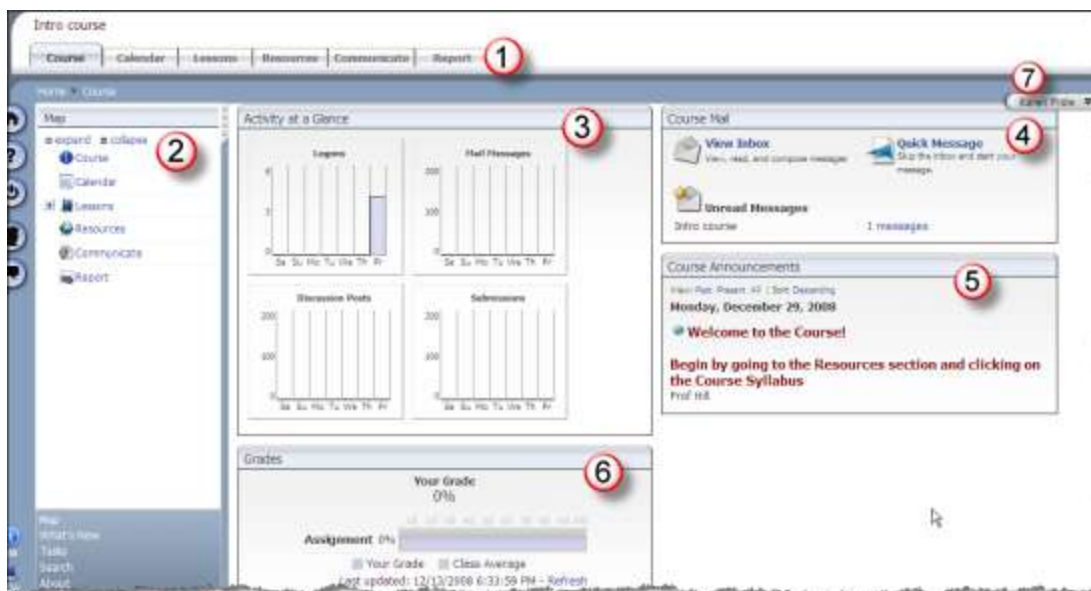


## Elements of an ANGEL Course

A course in ANGEL is divided into six sections: Course, Calendar, Lessons, Resources, Communicate, and Report. Your institution and individual instructors do have the ability to customize courses, so your own courses may differ somewhat from what is described here.

## Course Page

The Course page is the Home page for the course. The nuggets within this page may vary by institution and instructor. The following figure shows a typical layout for the Course page.

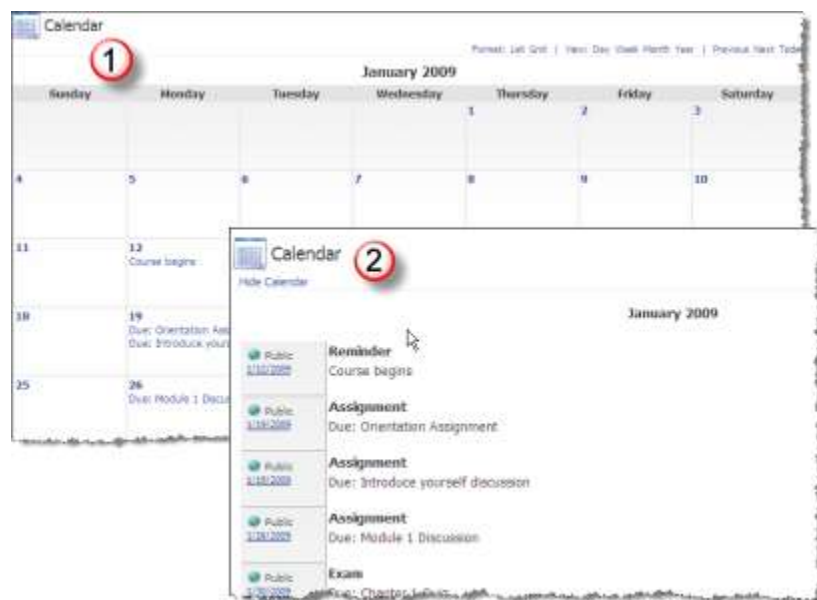


1. **Navigation tabs.** The Navigation tabs for each section.
2. **Map.** The Map is located on the left side of the screen and is opened and closed via a handle in the upper right. You can open and close the Map as needed. The Map offers several useful navigational views of your course. Each view option is discussed below:
  - **Map.** Allows you to navigate to any section or content item within the course, group, or repository. The view can be expanded and collapsed.

- **What's New.** Displays any new items that have been completed, such as new discussion forum posts, new content items added, new mail, new drop box assignments to be graded, and new assessments to be graded.
  - **Tasks.** Displays any items that need attention, such as unread mail, ungraded items, and unread discussion forums
  - **Search.** Allows you to search your course content, calendar, mail, or roster and quickly browse the search results.
  - **Design Help.** Provides tips and techniques for best using ANGEL's content tools.
  - **About.** Provides ANGEL copyright and contact information.
3. **Activity at a Glance.** This nugget gives you a "snapshot" of your own activity within the course by day of week during the current week. The graphs include Logons (the number of times the student has logged in), Mail Messages (the number of messages sent and received), Discussion Posts (the number of discussion posts made), and Submissions (the number of Drop box assignments and Assessments submitted).
  4. **Course Mail.** Allows you to both read and compose mail and displays the number of unread messages within this course
  5. **Course Announcements.** Important course information will be posted here. Whenever you enter your course, check to be sure you read any new announcements.
  6. **Your Grade.** Shows your current grade by category. Because this student has just begun the course, she does not yet have a course grade.
  7. **Identity bubble.** Displays your name. Clicking the down arrow at the end of the label will open up a list of all of your current courses and groups and allow you to navigate to one of these without having to return your ANGEL Home page.

## Calendar

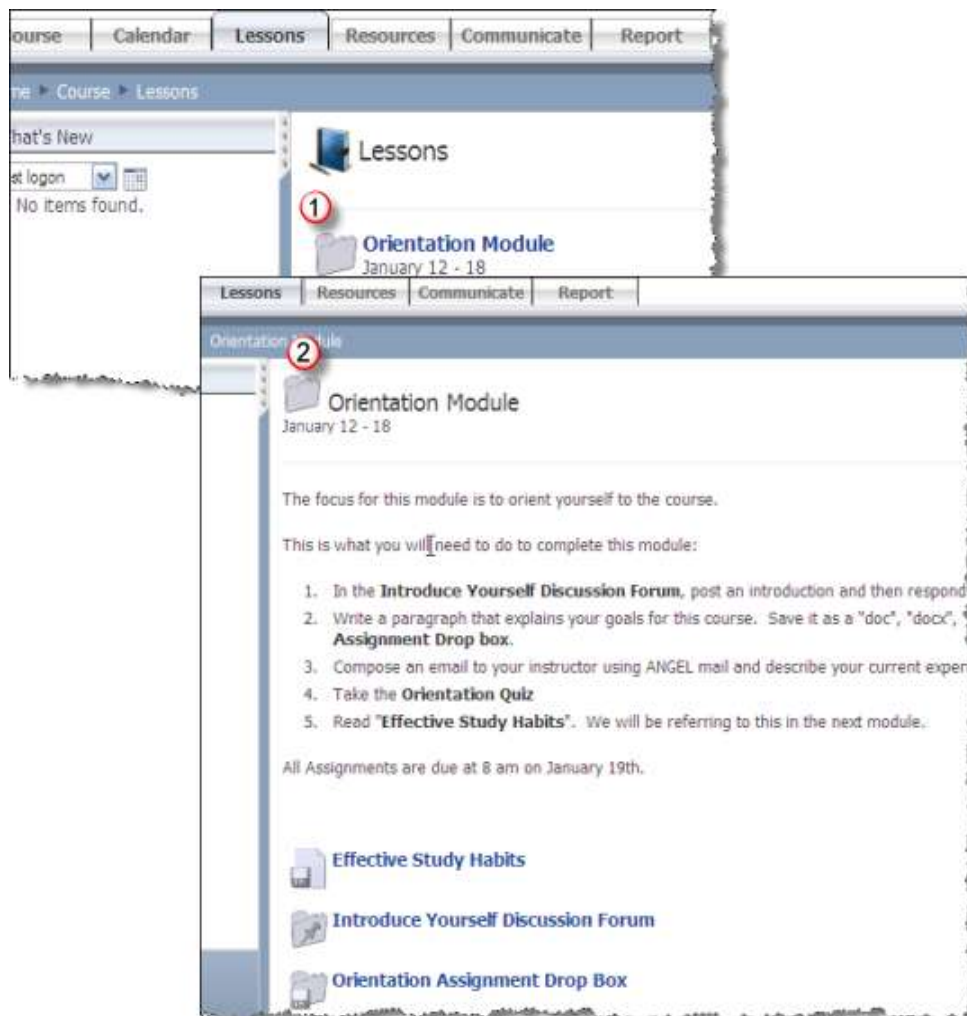
Your instructor may use the calendar to display important dates for the course. The calendar can display in either a Grid View (**1**) or List (**2**) View.



## Lessons

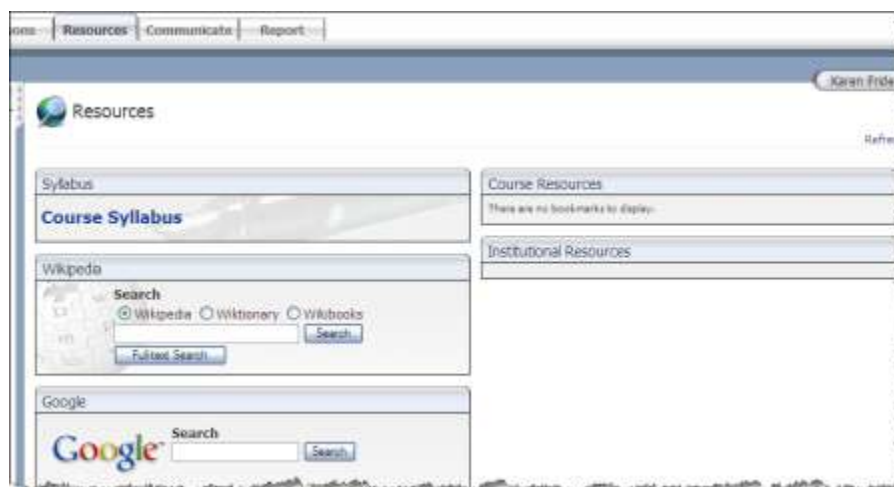
The Lessons section is where the bulk of the course activity will take place. The Lessons content items are usually organized within folders. Content items may include assignment drop boxes, discussion forums, assessments (quizzes, tests, exams), blogs, wikis, surveys, links to other websites, and (of course) documents.

The following figure shows the main Lessons page with the (**1**) Orientation Module folder and the opened (**2**) Orientation Module folder with the content items contained within it. A folder is opened by clicking it.



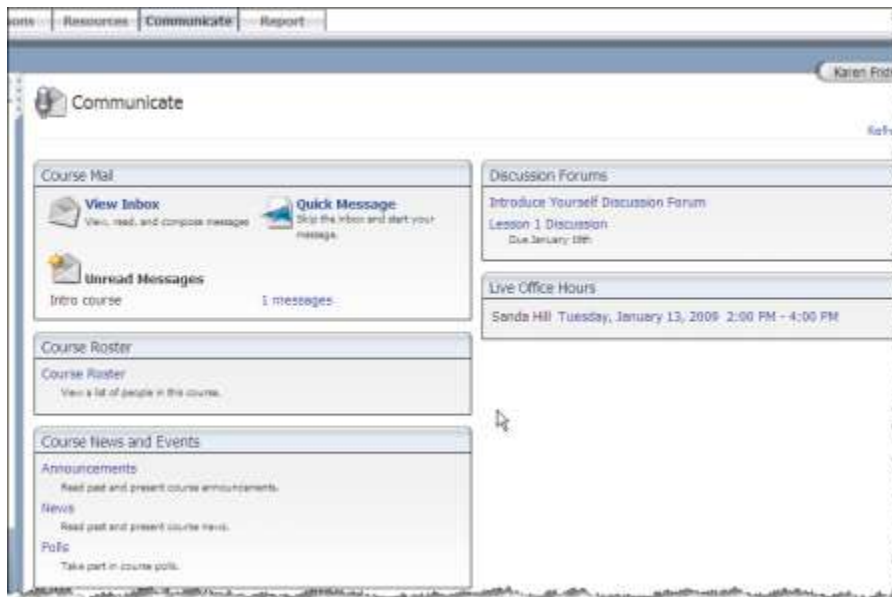
## Resources Page

The Resources page commonly includes nuggets such as the Course Syllabus, links to Google and Wikipedia, any course links, and links to institutional resources. It can be customized by institutions and instructors to include other components.



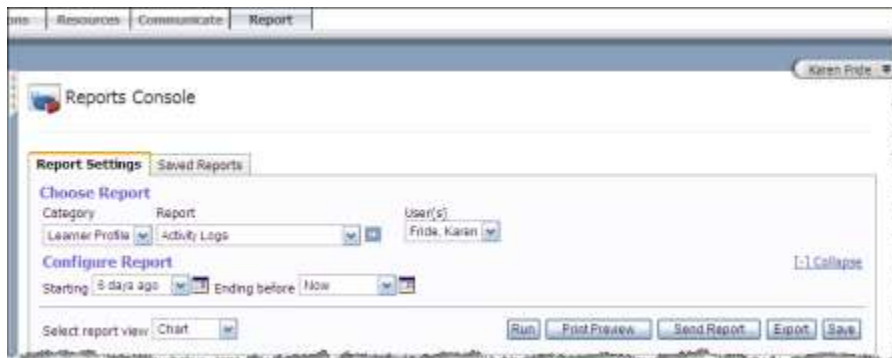
## Communicate Page

Communication nuggets are located within the Communicate page. These nuggets commonly include Course Mail, Course News and Events, Discussion Forums, and Live Office Hours. Other nuggets, such as Live Chat, may also be added by the institution or instructor.



## Report Page

The Report section contains the Reports Console, which allows you to run a variety of reports that are based on your own course activity and data, including your grade report.



## Navigating Within a Course

After selecting your course, the navigation options are similar to those on the main Home page, but with some additions that are covered in this section.

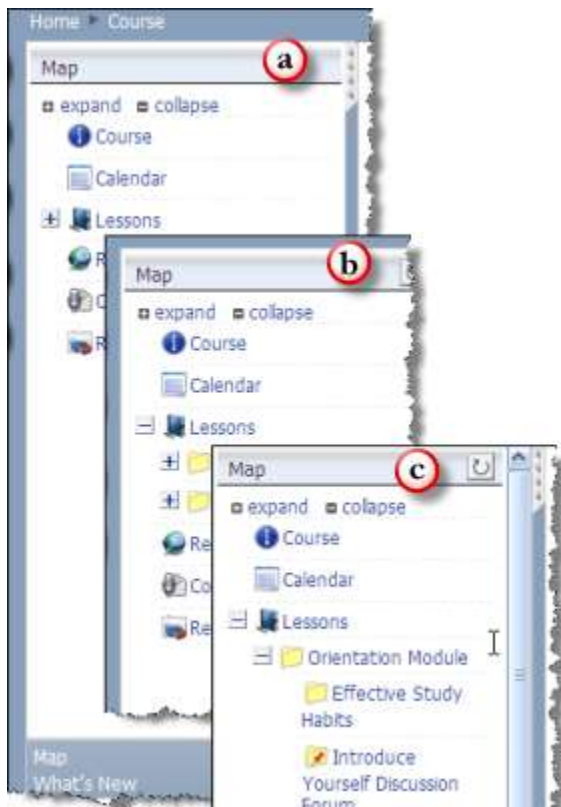
### Course Guide

The Course guide is located on the left side of the screen. There are several different views that you can choose to use.

1. **What's New View.** This is the default view—the view that will be displayed when you enter the course.



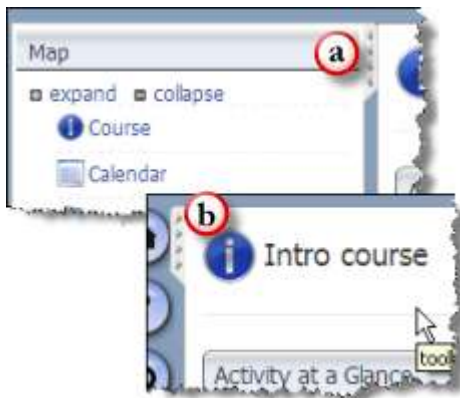
- a. **Drop-down menu.** The drop-down menu determines the time interval for the What's New display. Choices are last logon, last week, last 2 weeks, and last 30 days. You can also click the calendar to display a specific date. What's New will display all new additions to the course since the time specified, including announcements, mail, content, and calendar items.
  - b. **Calendar entries.** The specific content items added.
  - c. **Expand/collapse controls.** Clicking the + or - box will either expand or collapse the item category. In this example, the Calendar category is expanded and the Content category is collapsed. The number of items added is displayed in parentheses next to the item category.
2. **Map View** is similar to a site map and allows you to quickly navigate to any item within the course.



- a. **Default view.** In the default or collapsed view, each of the course navigation tabs is represented. Clicking the link opens that corresponding section within the Map.
  - b. **Expand/collapse controls.** Clicking the + button next to the Lessons section expands it one level. Note there are + signs next to each folder, indicating that each can be expanded more to see the content items within them.
  - c. **Expand/collapse all controls.** Clicking the expand link at the top will completely expand the Lessons section so that all content items are displayed. Clicking the collapse link will return the display to that shown in view 1. When there are many content items within folders, using the expanded display allows you to quickly access any individual content item with only one key stroke.
3. **Tasks View** displays any tasks that need attention, such as unread mail, discussion postings, or assignments due.



- a. **Milestones.** Milestones are usually assignments that need to be completed. Your instructor can designate any assignment to be a milestone.
  - b. **Personal Tasks.** Personal tasks can be added by the user. Clicking the link will bring up the Personal Tasks Editor, which will allow you to add your own tasks and then delete them as they are accomplished. Your instructor can also add tasks to your Personal Task list.
  - c. **Unread Mail.** Unread Mail displays any mail that you have not yet opened. Note that this is displayed here in the expanded view. The other items are collapsed.
4. You can hide the Map, thus providing more room on the other screens.



- a. **Hide map.** When the Guide is visible, click the tab in the upper-right corner to hide it.
- b. **Open map.** When the Guide is not visible, click the tab in the upper-left corner to display it again.

## Section Tabs

You can also navigate to each area within the course by using the section tabs located at the top of the screen.





## Breadcrumbs

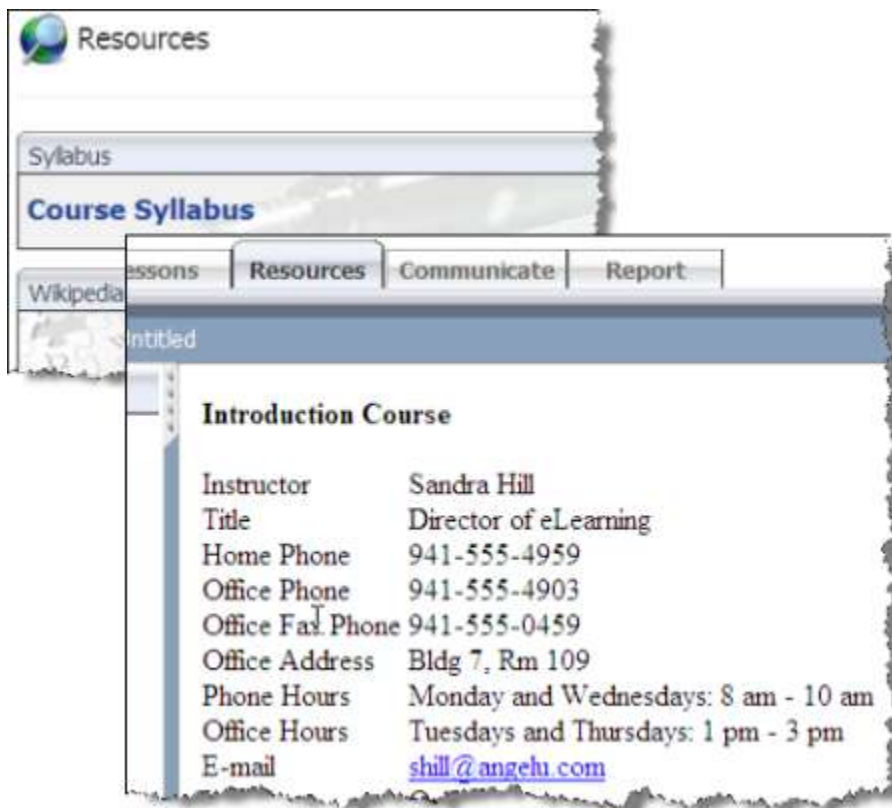
Breadcrumbs are another way to navigate. The breadcrumb trail is located just below the section tabs and displays the trail that the user has taken to navigate to any section or item. Clicking any of the links in the trail will return the user back to that location.



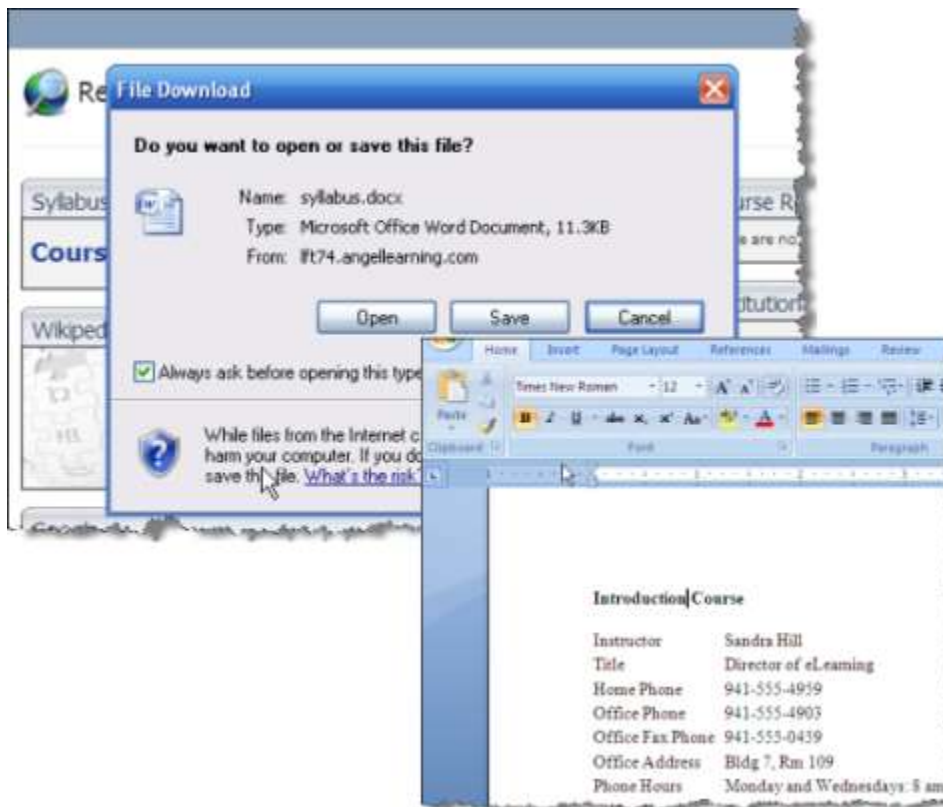
## Course Syllabus

One of the first things you should do when you enter your ANGEL course is to read the course syllabus. It is usually located within the Resources section, although it may also have been added to other sections. To open the syllabus, click the Course Syllabus link.

Depending upon how the syllabus has been formatted, it will either open automatically once you click the link, or you might be prompted to download it or open it as a file within your word processing program.





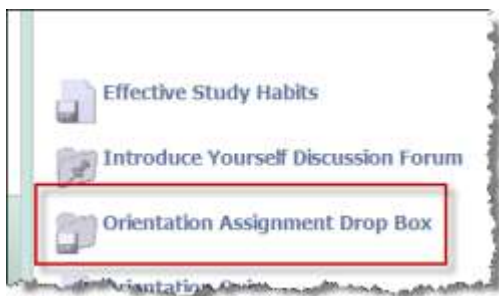


## Submitting a Drop Box Assignment

Your instructor might require that you submit written assignments that are saved as a specific file type into an assignment drop box.

To submit an assignment, follow these steps:

1. **Open the Drop Box.** Click the drop box in which the assignment is to be submitted.



2. **Complete the Drop Box form.** There are several fields to complete when submitting a drop box assignment.

**Orientation Assignment Drop Box**

Reviews: Full, Anonymous: No

Write a paragraph that explains your goals for the course. Save it as a "docx" (the "Attachments" button). The title should consist of your first initial and last

**Instructions:** Enter or paste your written work and/or click "Attachments" to

**Title**

K. Fride **a**

**Message**

**d**

**Attachments**

**Submit** **b**

**View Grading Rubric**

**c**

**Rubric Preview**

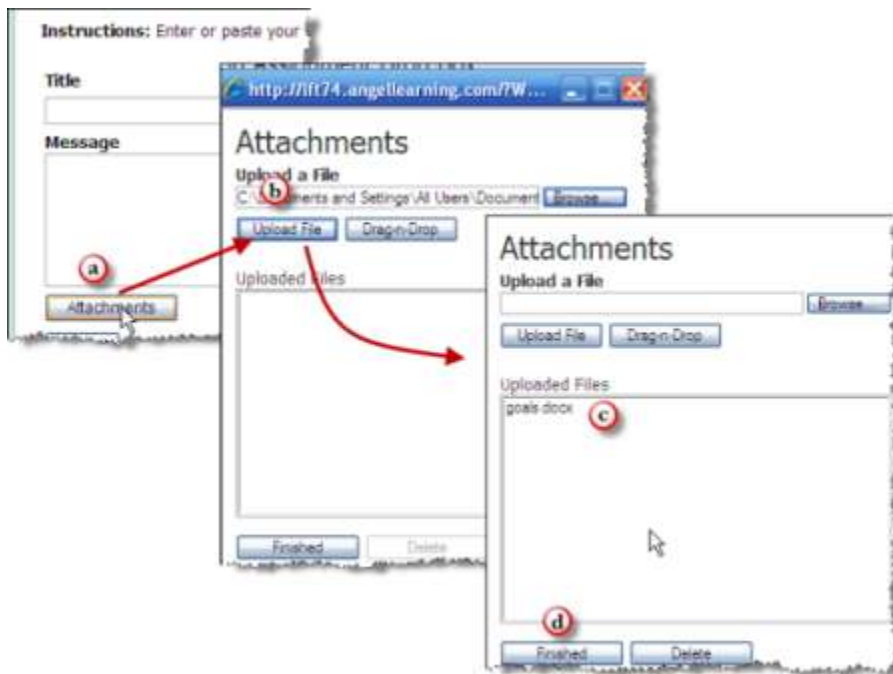
Criteria	Achievement Level 1 25%	Achievement Level 2 25%	Achievement Level 3 60%
<b>Goals</b> (20% weighting)	1 percent Paragraph does not include any goals.	11.11 percent Only one goal included or goals not clearly included.	17.78 percent 2 goals for course included and included.
<b>Formatting</b> (13% weighting)	2 percent Not in paragraph format and/or common spelling or grammatical errors.	11.11 percent Paragraph is not well organized and/or 3-4 spelling or grammatical errors.	11.11 percent For good paragraph formatting or grammatical errors.
<b>File upload</b> (10% weighting)	4 percent Paragraph typed into Message Box instead of uploading a file OR submitted more than 3 days late.	11.11 percent Paper not in correct file format and/or submitted after reminder OR 3-5 days late.	11.11 percent Paragraph submitted in 4-6 days after reminder OR 5-7 days late.

**Close** **Print**

- a. **Add a title.** Your instructor may have given specific instructions as to what to use as a title, as the instructor did in this example.
  - b. **View Grading Rubric.** Click the **View Grading Rubric** link (if available) so that you know how the assignment will be graded. Use this as a guide when completing the assignment.
  - c. **Example rubric.** An example of a grading rubric is shown in the figure. It will open in a separate window when you click the **View Grading Rubric** link. You have the option to print it out.
  - d. **Message window.** If the assignment is very short, your instructor might ask you to complete it by typing your answer(s) in the Message window. The window can also be used to provide further information about the assignment you are submitting.
3. **Attach submission.** Click the **Attachments** button to upload your completed assignment file. Pay close attention to the file type of the document you are submitting. Your instructor can provide instructions as to the type of file that can be submitted.



**Caution:** Submitting a file that is not the correct file type might result in an unreadable assignment that cannot be graded.

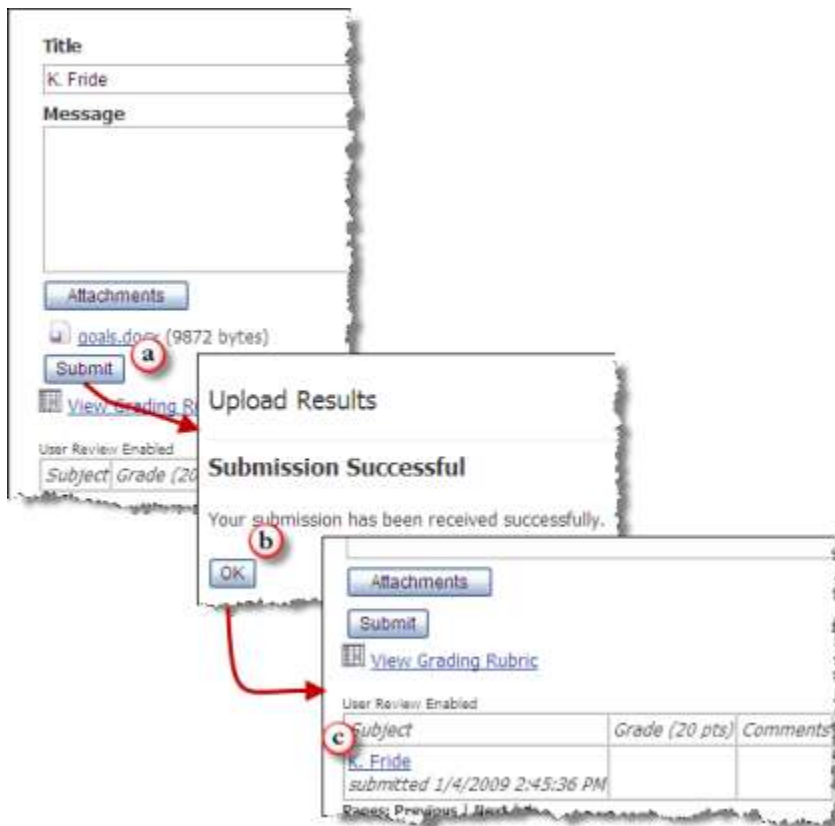


- a. Click the **Attachments** button.
- b. In the Attachments window, click **Browse** to browse your computer and select the file to be uploaded.
- c. Once the file has been selected, click **Upload File**. The file that you uploaded appears in the Uploaded Files window. You can repeat steps 2 and 3 if you have to upload more than one file.
- d. Click the **Finished** button when all files have been uploaded. If you need to delete a file, highlight the file in the window and click the **Delete** button. You will be returned to the Drop Box screen and you will see all files uploaded underneath the Attachments button.



**Caution:** Uploading a file does not complete the process. You must submit your assignment before leaving the page.

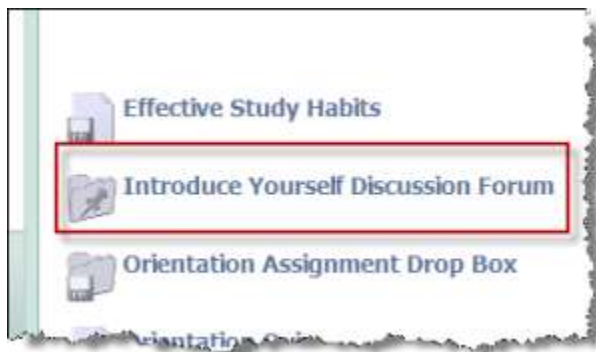
4. **Submit the assignment.** To submit your assignment, do the following:



- a. Click **Submit**. Click **Submit** to submit all files into the drop box.
- b. **Submission confirmation screen**. Once the files have been submitted, the **Upload Results** screen appears with a message advising you that you have successfully submitted the assignment. Click **OK** to finish.
- c. **Submission Status Table**. You will return again to the drop box screen, and you will see the file that you submitted listed within a table at the bottom of the screen in the **Subject** column, as well as the date and time that the assignment was submitted. When your instructor has graded the assignment, the grade will appear in the **Grade** column and any comments made by the instructor will appear in the **Comments** column.

## Posting to a Discussion Forum

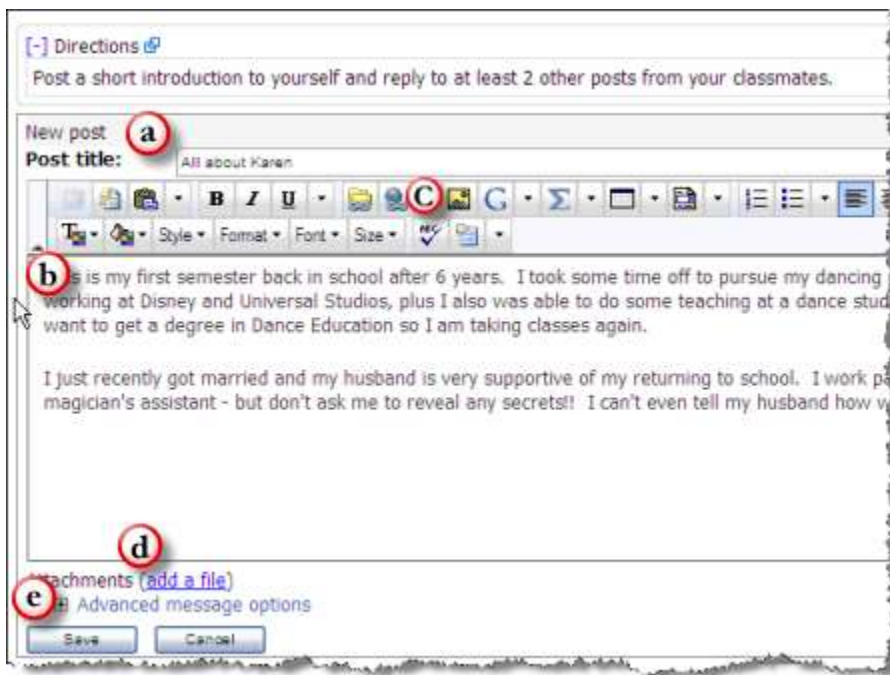
1. To post to a discussion forum, begin by clicking the forum to open it.



2. The following figure shows the components of the discussion forum.



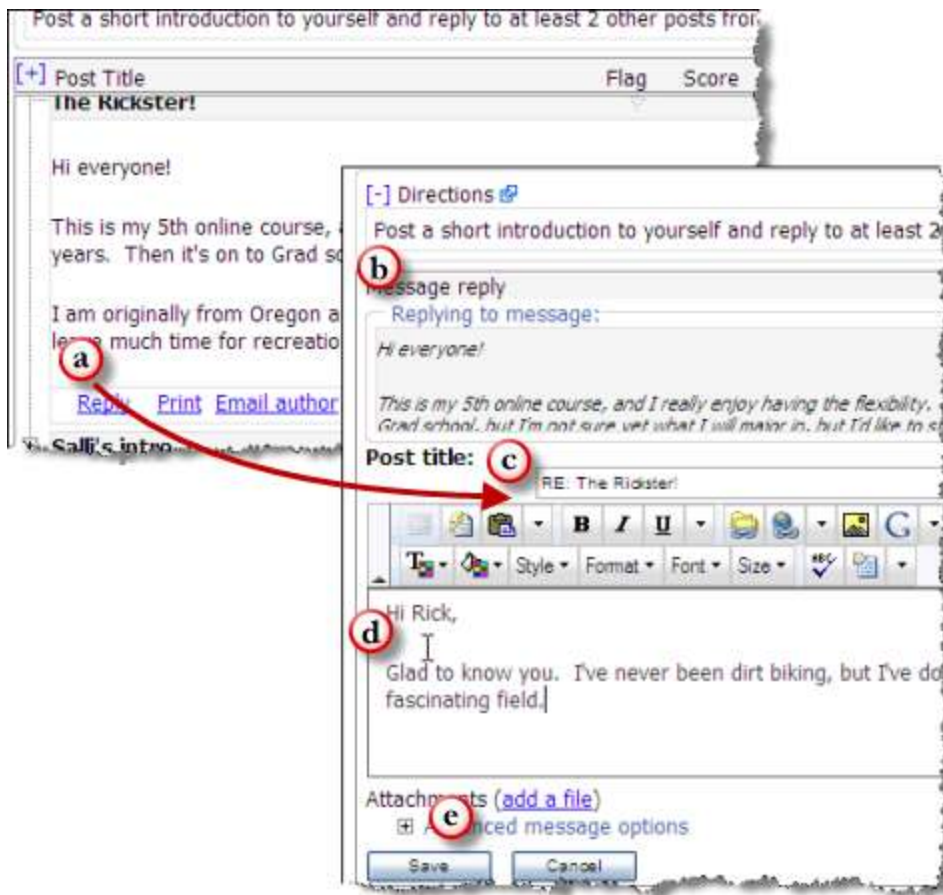
- a. Directions explain what you need to post.
  - b. You might be able to select how the posts will display, depending upon the settings chosen by your instructor. There are two main view formats: Nested and Threaded. The following figure shows Nested View; there will be an example of Threaded View later in this section.
  - c. All posts appear in this main window.
  - d. Click the **New Post** button to create a new post (also known as a top level or topic).
3. Create your post.



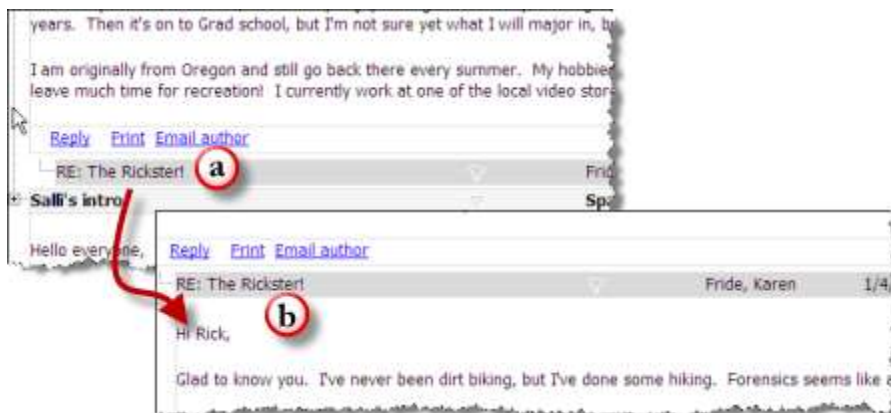
- a. Add a title for your post.
- b. Write your post in the large window. The HTML Editor allows you to format the text and add images and links.
- c. A spell checker is available (the "ABC" and checkmark icon)
- d. Use the **add a file** link if you need to upload an attachment. This setting may not be available.
- e. Click **Save** to finish.

## Replying to a Post

1. Select the post to which you are replying and then create your message.



- a. In Nested View, the Reply link will be located directly beneath the posting. Click **Reply** to continue.
  - b. The Reply screen is very similar to the New Post screen except that the message being replied to is displayed.
  - c. The title field may already be populated as it is here.
  - d. Add the reply.
  - e. Click **Save** to finish.
2. Reply is now listed beneath the original post. The title bar for all replies from the student viewing the discussion forum is shaded as shown in the following figure.

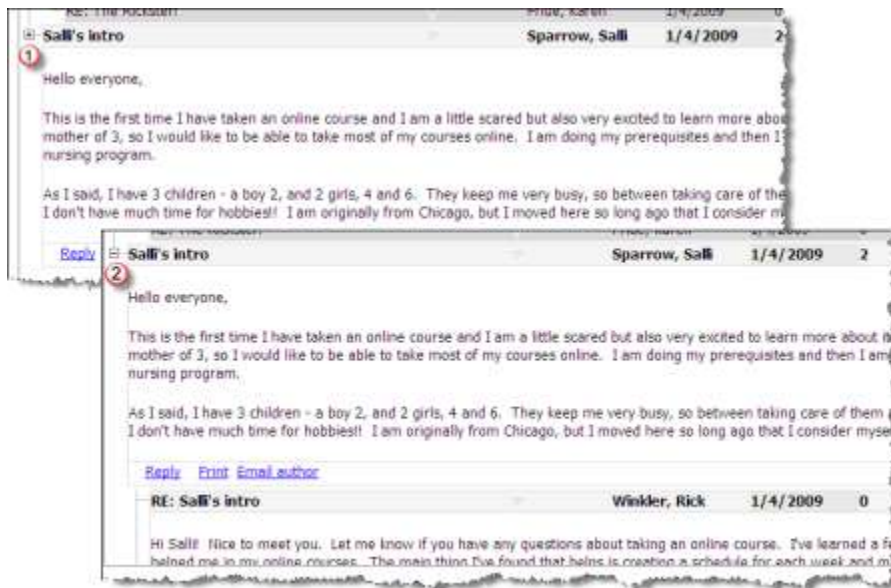


- a. Click the reply title.
- b. The reply posting is displayed.



## Nested View

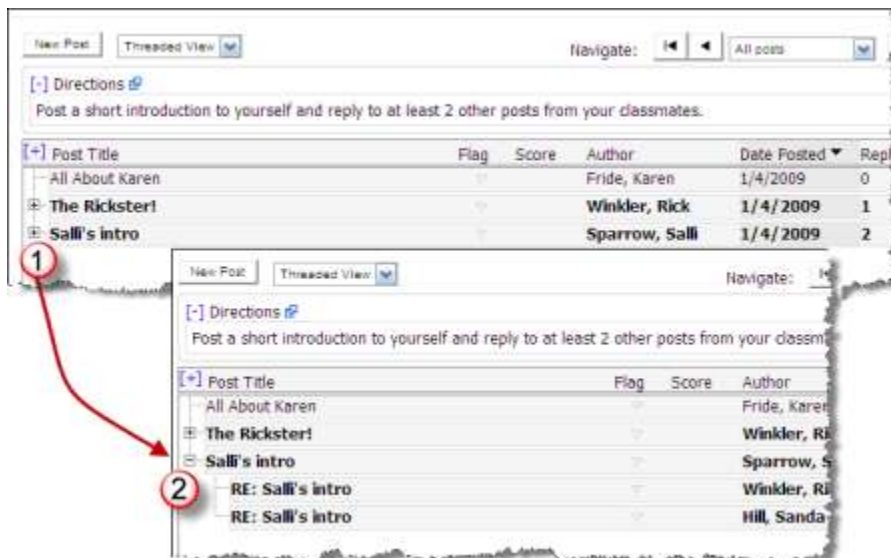
The text of the posts is displayed when the discussion forum is open.



In Nested View, all posts that have replies to them will have a + link next to the post title (1) that indicates they are in collapsed mode and only the first post is displayed. Clicking the + will expand the posts so that the replies are also displayed beneath the main post (2). When the posts are expanded, the main post will have a - link next to the post title. Clicking this will collapse the posts so only the main post is displayed.

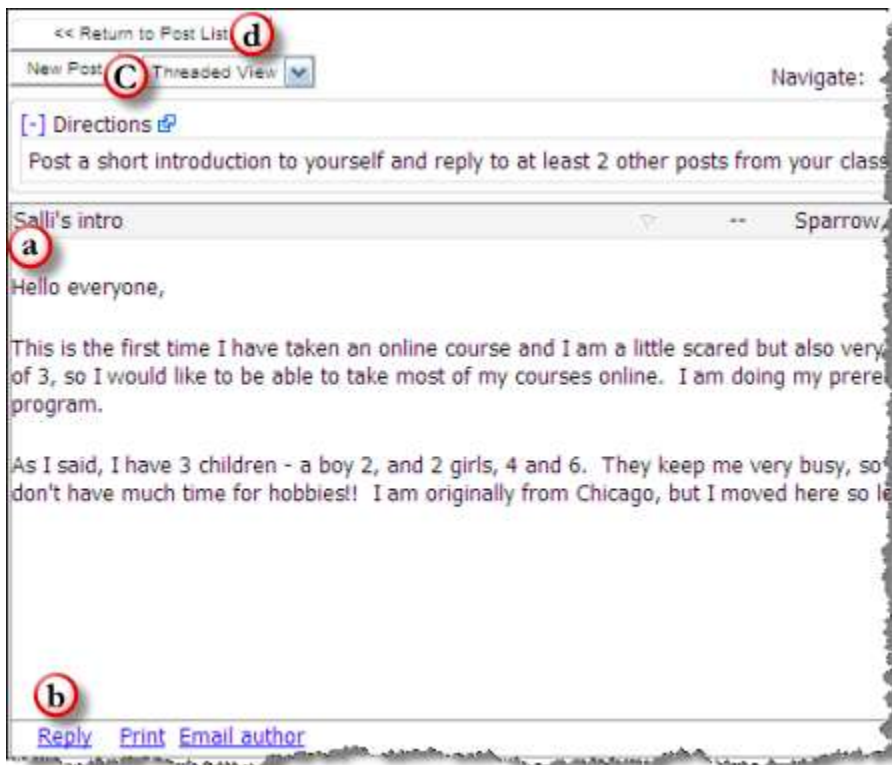
## Threaded View

Only the titles are displayed in Threaded View.



In this view, clicking the + link (1) expands the display so that the titles for the replies are visible (2).

1. In Threaded View, the text of the posts is displayed by clicking the title.
2. Each post will display in its own window, as illustrated in the following figure.

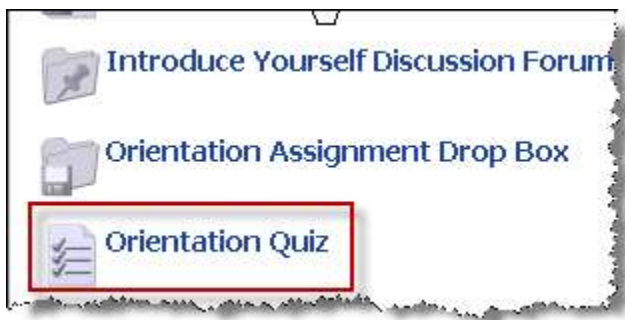


- a. The text of the message displays.
- b. Click **Reply** to reply to this message. The procedure is the same as when replying to a message in Nested View.
- c. The **New Post** button is accessible, so a new post (not a reply) can be composed. The procedure is the same as when using the Nested view.
- d. Use the **Return to Post List** to go back to the main discussion forum screen.

## Taking an Assessment

An assessment might also be called a quiz, test, or exam. The assessment may contain questions that can be graded automatically by ANGEL (multiple choice, true/false, fill-in-the-blank, matching, ordering) and/or questions that will need to be graded by the instructor (essay, short answer). Your instructor may set up the assessment so that you see your grade as soon as you complete the assessment or when all questions have been graded or may set it up so that you do not see it until a later time. The type of review available at the end of the assessment is also determined by your instructor.

1. Begin by clicking the assessment.



2. The assessment will open.



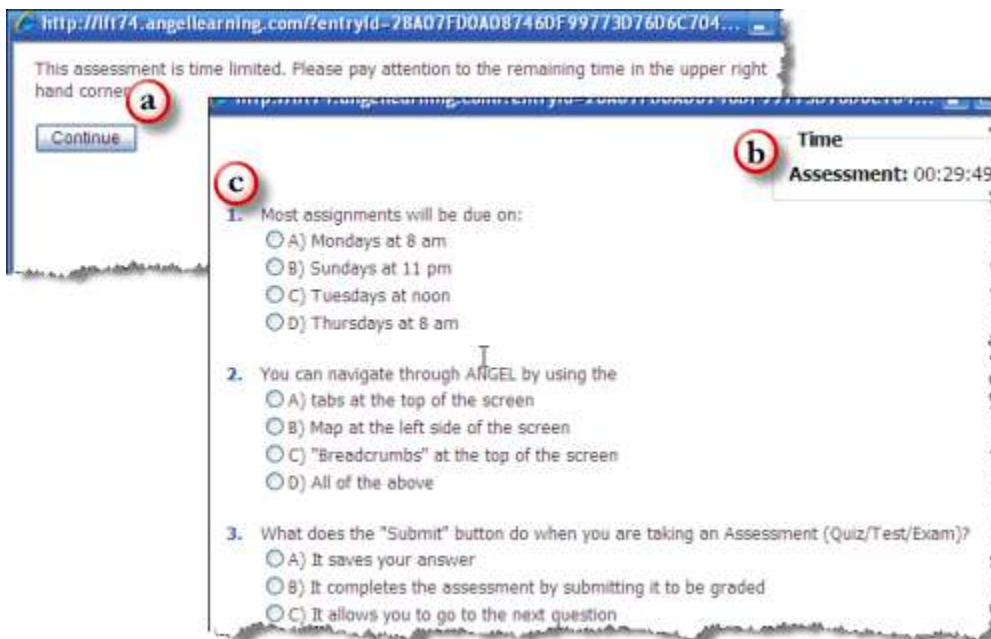


- a. Instructions and information about the assessment will be listed, including the number of questions, the number of attempts allowed, the time limit for the test, and the type of review. It will also advise you that the assessment will open in a new window.



**Caution:** You must have pop-up blockers disabled to take an assessment.

- b. Click the **Begin Now** button to start. If the button is not accessible, the assessment is not available for you to take it.
  - c. Once the assessment has been submitted, the results (as set up by the instructor) will display within this box.
3. Take the assessment.



- a. If the assessment has a time limit, you will first see a screen advising you that there is a time limit. Click **Continue** to proceed. Otherwise, the assessment screen will appear.
  - b. If the assessment has a time limit, a count-down timer will display in the upper-right corner.
  - c. Answer all questions. This assessment has been set so that all questions appear at once.
4. Your instructor may include other settings for the assessment. For example, you might be required to answer all questions before you can submit the assessment.

1. Most assignments will be due on:

☐ A) Mondays at 8 am

☐ B) Sundays at 11 pm

☐ C) Tuesdays at noon

☐ D) Thursdays at 8 am

Next >

5. The assessment may also be set so that it automatically submits when the time limit has been reached. Be aware that the clock starts ticking as soon as you begin the assessment. If you close the test or leave for any reason, the clock will continue to count down, and the test will be submitted when the time is up.
6. When you are finished, submit the assessment.

7. What is the name of the textbook for this course  
ANGEL for beginners

8. How many points is each Discussion Forum assignment worth  
5

9. How many posts do you need to respond to every week to get  
☐ A) 1  
☒ B) 2  
☐ C) 3  
☐ D) 4

10. You will not see your most recent grades on the "Grades" page  
refresh

**a** Submit

Windows Internet Explorer

? You are about to submit this assessment. Are you sure you want to proceed?

**b** OK Cancel

- a. Click the **Submit** button when you are ready to submit the assessment. If the assessment is being delivered one question at a time, this button will appear on the screen with the last question. Remember that "**Submit**" means submit the assessment.
  - b. After you click the **Submit** button, a window will appear advising you that the assessment will be submitted and requiring you to click the **OK** button to proceed.
7. You will return to the original assessment page and your results will be displayed according to the settings input by your instructor.

**Instructions**

- This assessment is worth 100 points
- Maximum number of attempts: 1
- Time limit: Unlimited minutes
- Review mode: Full

Begin Now

You have completed this item.

Your Submissions

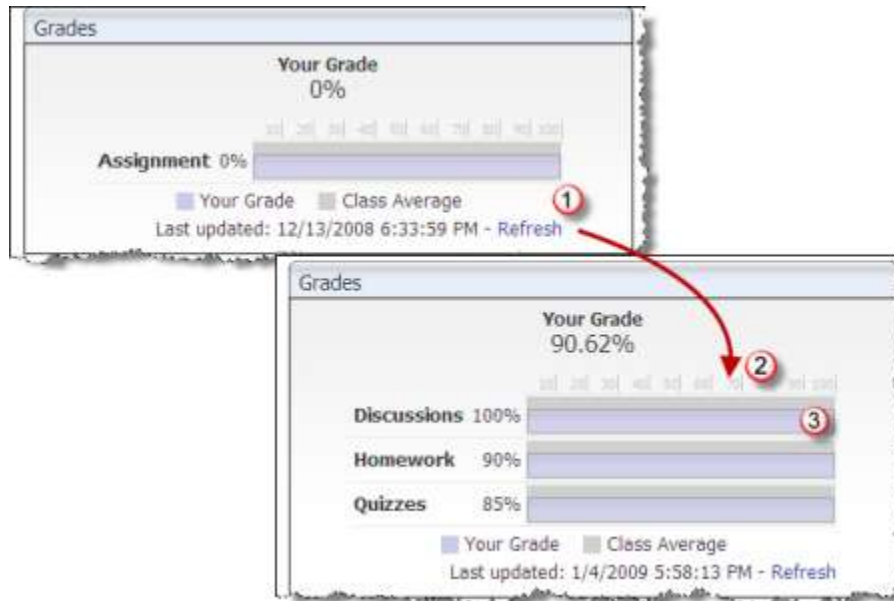
Submissions	Grade
1/4/2009 5:27:46 PM	70 points
Average	70 points

## Viewing Your Grades

There are several ways to check your grades.

### Grades Nugget

The **Grades** nugget is often located on the **Course** page.



1. Your most current grades will not be visible until you click the **Refresh** link.
2. This shows the most current grades. You will see a bar graph of your cumulative grade in each grading category, as compared with the class average.
3. For a more detailed report, click one of the grade bars. The Reports Console is displayed.

### Reports Console

You can access the Reports Console either by clicking the **Report** tab or link or from the **Grades** nugget, as explained previously. There are two grade reports that can be run:

1. Learner Profile > Gradebook Grades.

**Report Settings** | Saved Reports

**Choose Report**

Category: **Learner Profile** | Report: **Gradebook: Grades** | User(s): **Fride, Karen**

**Configure Report**

Select report view: **Table** | **Run** | **Print Preview** | **Save**

**Learner Profile Gradebook: Grades**  
User: kfride

Run by kfride at 1/4/2009 6:06:29 PM

Assignment Title	Grade	Course Average
<a href="#">Introduce Yourself Discussion Forum</a>	100	100
<a href="#">Orientation Assignment Drop Box</a>	90	90
<a href="#">Orientation Quiz</a>	85	77.5

Clicking any of the **Assignment Title** links will take you directly to that content item.

2. Grades > Student Grades.

**Report Settings** | Saved Reports

**Choose Report**

Category: **Grades** | Report: **Student Grades** | User(s): **Fride, Karen**

**Configure Report**

Select report view: **Page Link** | **Run** | **Save**

**Fride, Karen (kfride)**

Overall: 90.62%

**Discussions:**

Title	Grade	Comments
Introduce Yourself Discussion Forum	5 (100%)	Good job. Good to meet you.
<b>Category Average</b>	<b>20 (100%)</b>	

**Homework:**

Title	Grade	Comments
Orientation Assignment Drop Box (2)	18 (90%)	Be sure that you watch your spelling and grammar.
<b>Category Average</b>	<b>27 (90%)</b>	

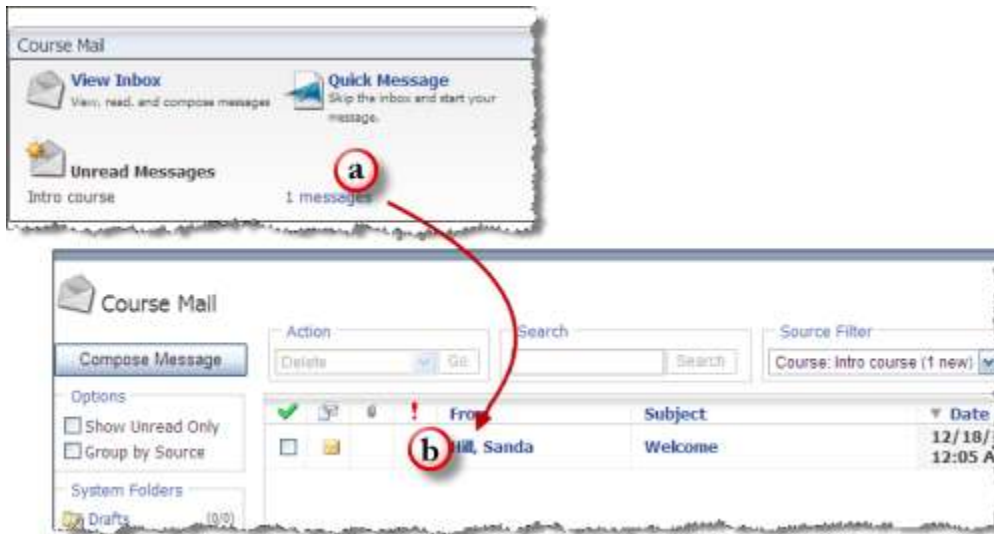
- a. Run the Grades > Student Grades report.
- b. A detailed report opens that displays all grades as well as instructor comments.

## Using Course Mail

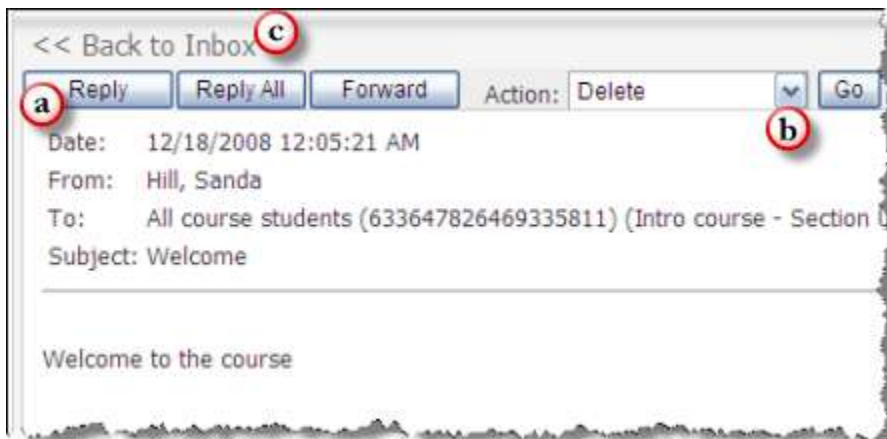
ANGEL includes a built-in e-mail capability for use in communicating about coursework, activities, and so on.

## Reading Mail

1. Go to the **Course Mail** nugget.



- a. Click the messages link that indicates the number of unread messages.
  - b. The Course Mail tool will open and the Inbox will be displayed. Unread messages will be shown in bold. Click any message to read it.
2. Read the message and then take the action needed.



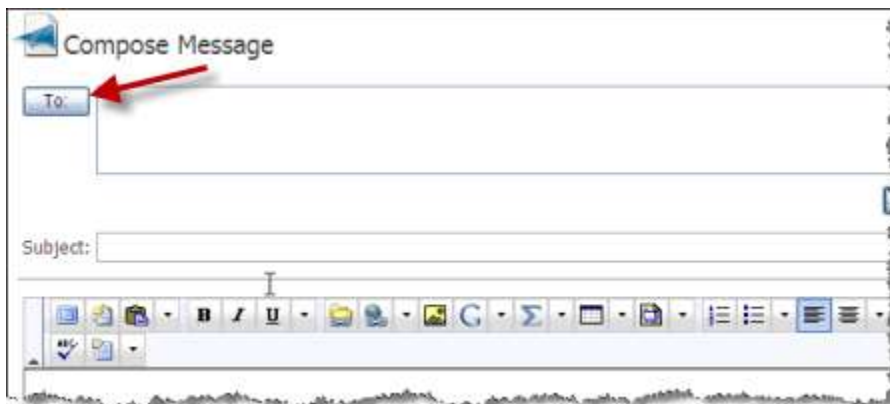
- a. Use the **Reply** button to reply to the message.
- b. The **Action** drop-down list has several options available: **Delete**, **Create a Task** (to create a personal task to associate with the message), **Send to Folder** (to add the message to another folder or a personal folder), **Mark as Unread** (message will remain bold in the Inbox list of messages), and **Message Read By** (to see a list of users who have or have not read this message). Click **Go** to activate the action.
- c. Use the **Back to Inbox** link to return to the main Mail screen.

## Composing a Message

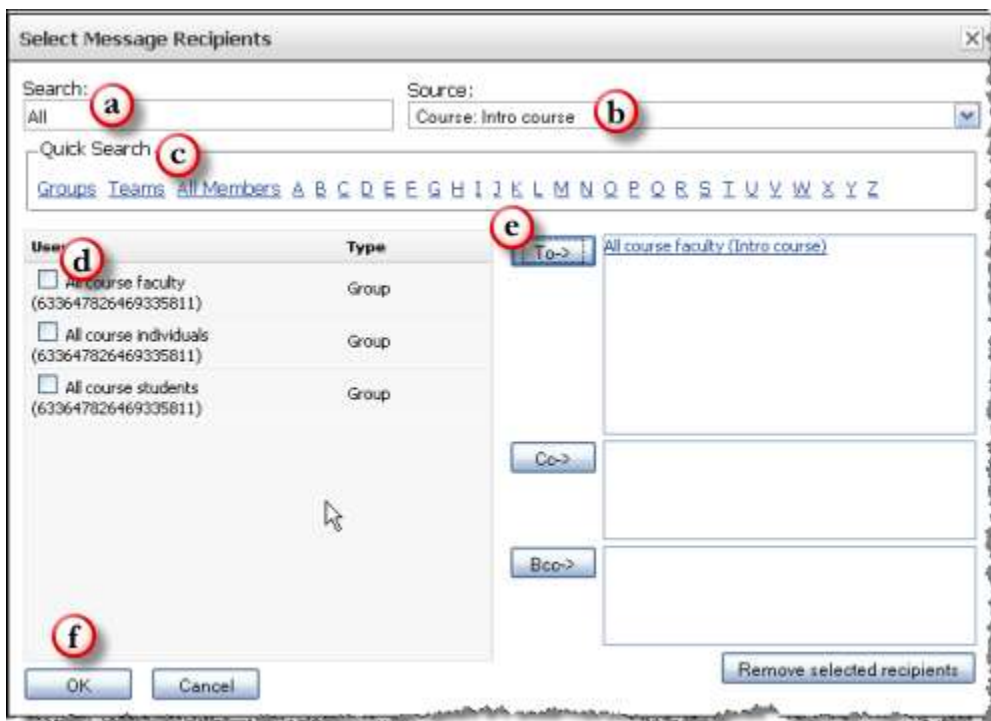
1. You can compose a message when accessing the View Inbox screen or you can use Quick Message to bypass the Inbox screen.



2. On the next screen, click **To**.



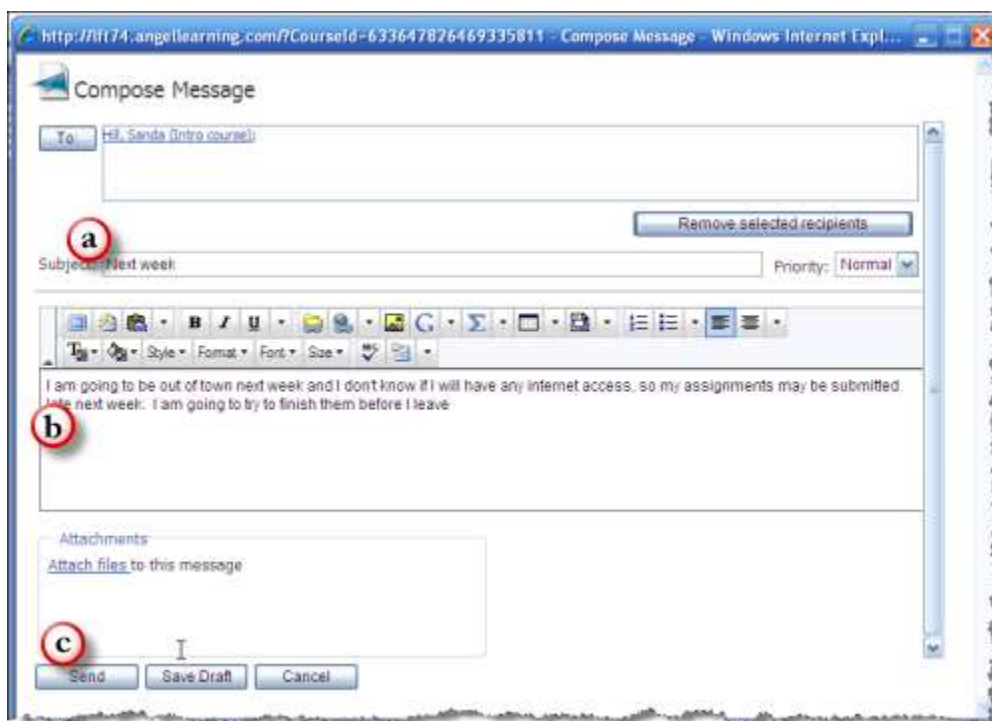
3. The next screen will allow you to add the recipients for the message.



- a. In the Search window, you can search by first or last name.



- b. The Source window allows you to indicate which course is to be used or even use a global search of all ANGEL users, if activated.
  - c. Using the Quick Search allows for listing of all members, specific teams, or by initial of first or last name.
  - d. All users selected through searching will appear in the Users window to allow for the selection of the specific recipients. The default is to list **All course faculty**, **All course individuals**, and **All course students**. Check the box next to the desired recipient.
  - e. Click **To** to add the recipient(s) (in this instance, **All course faculty** were selected.)
  - f. Click **OK** to finish.
4. Create the message and send it.



- a. Add the subject.
- b. Create the message. Note that the HTML Editor is accessible here for formatting and other options.
- c. Click **Send** to send it or choose **Save Draft**.

## Responding to a Course Poll

Your instructor may use a course poll to survey your class. The poll is generally only one or two questions in length. The **Course Poll** nugget is often on the **Course** page. It is not visible unless there is an active poll.

To respond to the poll, answer the question and then click **Submit**. You will be able to respond only one time. Once you have responded, the poll will no longer be displayed.



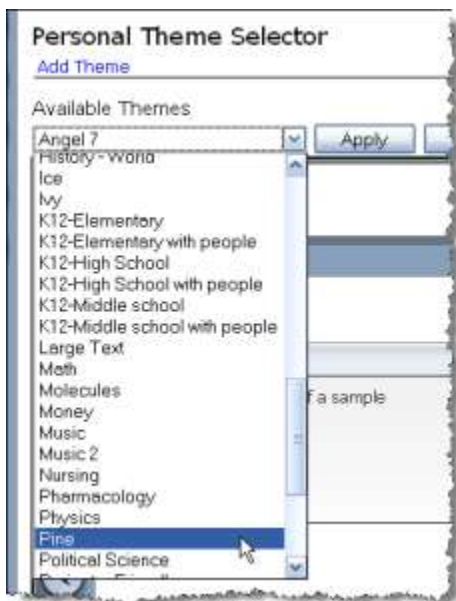
## Changing Your ANGEL Theme

You can change the colors and text of your ANGEL environment. These settings will display throughout ANGEL except in those courses and groups in which the instructor or editor has set up a specific theme.

1. Themes can be changed within the **Preferences** section or you can use the Theme Selector nugget if it is available. Click **Theme Manager** to continue.



2. You can select one of the themes already created for ANGEL. Click the drop-down list to view current themes and then click any theme to preview it.



3. The **Pines** theme was selected. Click the **Apply** button to use it.



4. The new theme has been applied.



