

ANGEL[®] 7.2 Student Quickstart Guide







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Table of Contents

Conventions Used in This Manual	4
Introduction	5
What's New in ANGEL 7.2.....	5
System Requirements	5
Public Home	6
System Navigation	7
Public Information	7
Search and Help	7
Personal Home	8
Navigation	8
Courses and Community Groups	9
Course Mail.....	9
Toolbox	9
Preferences	9
Instant Messenger	10
Help.....	11
Course Overview	12
Course Screen.....	12
Course Navigation	12
Calendar Tab	13
Lessons Tab	14
Resources Tab	15
Communicate Tab	16
Course Mail.....	17
<i>How to Send Course Mail</i>	17
<i>How to Read Course Mail</i>	18
Report Tab	20

Common Tasks	21
How to Log On.....	21
How to Forward Course Mail.....	21
How to Take an Assessment.....	22
How to Post to a Discussion Forum.....	24
How to Post to Live Chat.....	24
How to Submit a Drop Box Assignment.....	25
How to Use the Inline HTML Editor.....	27
Accessing Menus.....	27

Conventions Used in This Manual

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the test to their specific needs. A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item.
	Note – Notes call the user's attention to information of special importance.
	Reference – Refers the user to another source of information.
	Caution – Caution advises users of actions that could potentially cause problems.

Introduction

Welcome to the ANGEL 7.2 Student Quickstart Guide. This guide is designed to provide students with a basic understanding of ANGEL and its collaborative tools.

ANGEL is a web-based course management and collaboration portal that helps educators manage course material and communicate quickly, easily, and effectively. ANGEL is designed to be used as a complement to traditional courses and for distance learning.

With ANGEL, you can take surveys, quizzes and tests, send and receive course mail, post to threaded discussions and chat rooms, upload assignments using drop-boxes, and more. Students can check their progress and grades at any time during the course and can create groups and teams for project or committee work.

A significant part of ANGEL's power is its ability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some segments of this guide may not apply to your use of ANGEL. Contact your institution's support desk for questions regarding ANGEL.

What's New in ANGEL 7.2

ANGEL's powerful new features have been enhanced with a streamlined user interface that simplifies navigation, as well as rich, new tools.

Wikis and **Blogs** have been added to allow collaboration among students, instructor and peer. Wikis allow editing by anyone for the content item, which Blogs allow users to add comments to postings made by the Blog owner.

Course Mail can be created and read from your personal home page. You no longer need to enter your course to compose or read your course mail.

System Requirements

ANGEL is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While ANGEL products generally function well in many browsers, the following are formally supported and tested:

- With PCs running Windows OS: Internet Explorer, Firefox and Mozilla
- With Macs running OS X: Firefox and Mozilla

Testing is performed on the latest generally available versions for the above platforms and browsers with each General Release of ANGEL products, ensuring full support at that time. For additional information on browser support please visit <http://support.angellearning.com>.

Public Home

Public Home functions primarily as the logon screen and starting point for each ANGEL session, while also providing public access to a variety of resources including; the ability to search for courses, communities, and people; participate in public surveys and polls; and more.



ANGEL® LEARNING MANAGEMENT SUITE

Home guest

Log On

Username:

Password:

Save my password

[I forgot my password](#)
[Request an account](#)

Public Information

[Library Resources](#)
[Event Calendar](#)
[In the News](#)
[Public Surveys](#)
[Public Forums](#)

Search and Help

[Course Search](#)
[Community Search](#)
[People Search](#)
[Help](#) 
[Guided Tour](#) 

Public Announcements

View: Past **Present** All | Sort: Descending

There are no new announcements.

Today's Calendar

 **2:00 PM - Add/Drop period continues**
 Category: General




 **7:00 PM - Sectional Game is 2/2/06**
 Category: GeneralClass

508 PDA

ANGEL Learning Management System © Copyright © 2000-2006, ANGEL Learning, Inc., All rights reserved.

System Navigation

System navigation is represented by icons along the left frame. These icons are available on the Public Home page and while in a course or group.

Icon	Name - Description
	Home – returns you to your Home page
	Log Off – logs you out of the ANGEL environment
	Help – displays ANGEL online help, guides and resources

Public Information

Public Home offers a variety of public resources for instructor and students. These resources are also available to users on the Personal Home page under the **Toolbox > Public Resources**. To access a resource, simply click the hyperlinked title for the resource that you want to access.



The resources available at your institution may not include all of the following resources and/or may contain additional customized resources.

Use **Public Information** to access your institution's library resources, such as electronic journals, catalogs, and databases.

The **Event Calendar** provides quick access to your institution's public calendar, including events, significant academic or training dates, and other entries.

The **In the News** resource keeps you up-to-date on your institution's latest news. Participate in public surveys and discussions using the **Public Surveys** and **Public Forums** links.

Search and Help

With the **Course Search**, **Community Search**, and **People Search** resources, you can search for and view any course, group, or user profile that has been made viewable to the general public.

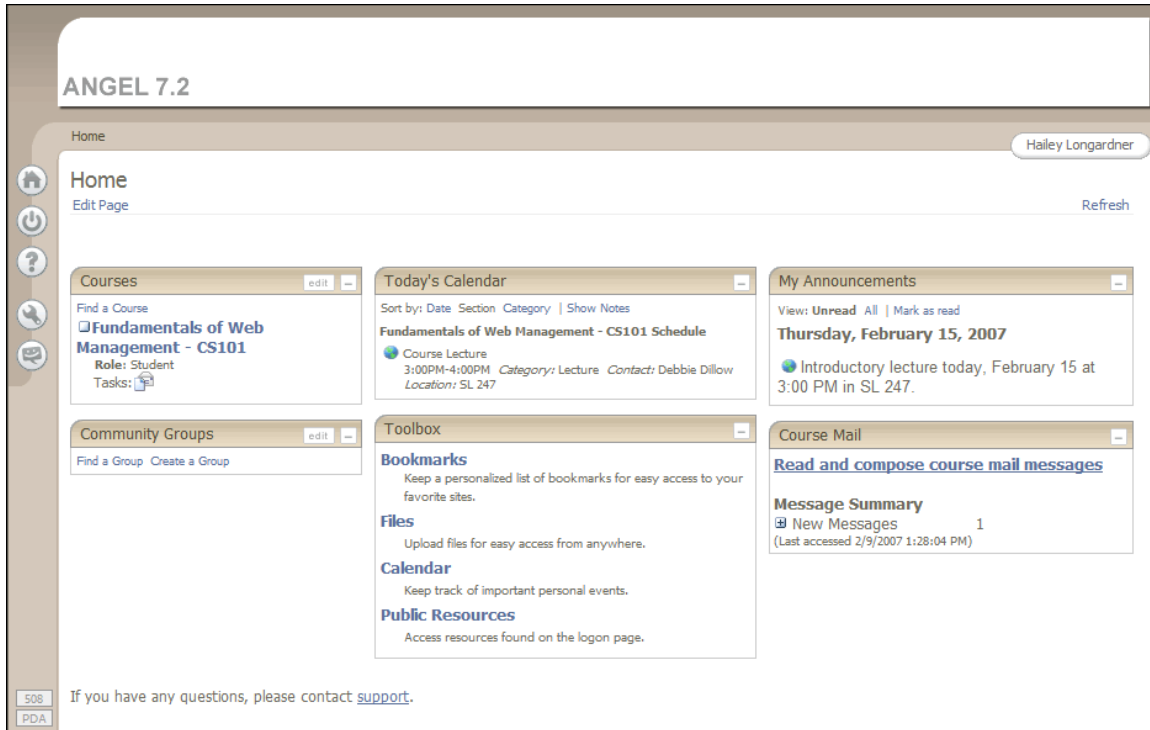


Log into ANGEL before performing this search to view a larger selection of courses, groups, and profiles including those that have been made viewable only to authenticated ANGEL users.

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, you are presented with your personal page - Home. Home provides you with access to all courses and groups for which you are enrolled and to a variety of tools to assist you with your coursework. The selection and display of these tools can be customized using the **Edit Page** hyperlink in the Home menu bar.



Navigation

System navigation is represented by icons along the left frame. These icons are available on your personal Home page and while in a course or group.

Icon	Name - Description
	Home – returns you to your Home page
	Log Off – logs you out of the ANGEL environment
	Help – displays ANGEL online help, guides and resources
	Preferences – opens access to your user settings such as your personal information, change password, theme selector, system settings and PDA agent.
	ANGEL IM – opens the online ANGEL instant messenger

Courses and Community Groups

The **Courses** and **Community Groups** sections of your home page gives you access to all the courses and groups for which you are enrolled. Click the **Edit** button in the Courses or Community Groups title bars to hide specific courses or groups or to customize the additional information displayed for each.

Course Mail

Course Mail displays the number of new mail messages. The number of messages is displayed and access to your course mail is as easy as clicking on the hyperlink **Read and compose course mail messages**,

Toolbox

The **Toolbox** offers several useful tools designed to increase your productivity and further customize your ANGEL environment. The **Bookmarks** tool allows you to add your favorite webpage links to your personal page for easy access and to sort them by categories. You may optionally set permissions on individual bookmarks to provide access to other users.


Create folders and files and upload images and documents to the **Files** tool for storage purposes or to publish content on the World Wide Web. The built-in **HTML Editor** allows you to create new web pages or edit existing ones with an easy to use word processing-style interface.

Calendar allows you to keep track of important personal events. To add a personal item:

1. Log into your ANGEL course and click the **Calendar** Tab.
2. Click the **Add** hyperlink (located on the left side of the toolbar). The Event Settings form appears.
3. Type the title of the calendar event into the **Title** field.
4. Select the event category from the **Category** drop-down list.
5. Select the **Date**, **Time** and **Duration** from the appropriate drop-down lists.
6. Click the **Save** button. The Calendar screen appears, with your calendar entry listed.

Public Resources takes you to the Public Home page to access the Public Information resources and the Search and Help resources. To access the mail messages, click on the hyperlinked name of the course or group. This takes you directly to the Communicate tab within the course or group to read your course/group mail.

Preferences

The **Preferences** icon () allows you to personalize your profile and course, change your password (if applicable), set system settings, and more. The **Personal Information** allows you to specify who can view each piece of personal information you enter.

Access the **Change Password** utility to change your ANGEL password. As a precaution, the Change Password utility requires the user to provide their current password and confirm their new password before applying the change.


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

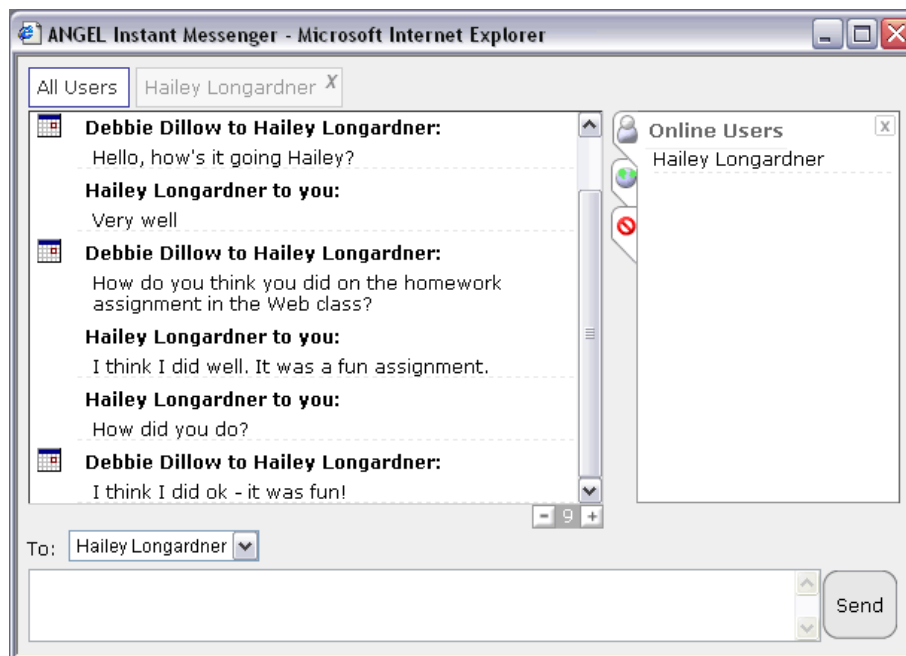
The **System Settings** allows you to specify local media drives to allow instructors to map online course material to CD-ROMs or other media for enhanced instruction. Customize your mail settings to configure ANGEL to send a copy of all course mail to your favorite email account.


The **508** icon (located at the bottom of the navigation power strip) allows you to create a profile which determines your particular needs for accessing course material. If necessary, you can access an ACCLIP for use with ANGEL.

The **PDA** icon (located at the bottom of the navigation power strip) allows you to activate ANGEL in a PDA mode. Page layout and navigation will be customized to suit your selection.


Instant Messenger

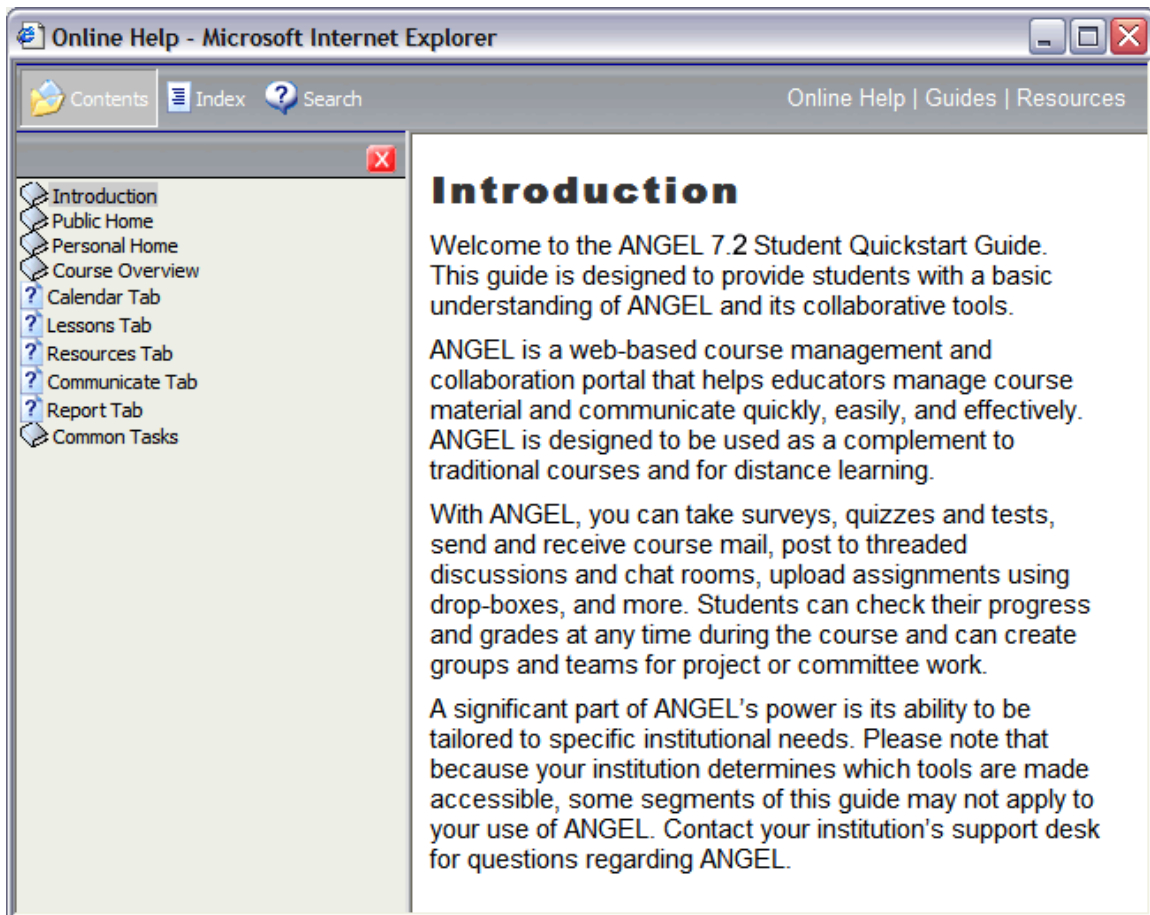
ANGEL provides an instant messenger tool that can be accessed from the Instant Messenger icon () on the left power strip. Communicate online in the modes of today's learners – in real time.



To access Instant Messenger, click the messenger icon . To converse with an online user, select their name from the **To:** drop-down list, type your message and click the **Send** button.

Help

Online help is available by clicking the Help icon . Online help provides a searchable Student Quickstart guide as a reference.



The **Guides** hyperlink provides access to the Student Quickstart Guide in PDF format. This guide can be downloaded and printed as a reference.

The **Resources** hyperlink provides access to your institution's resources. Information available under Resources can be added by your institution's ANGEL Administrator.

Course Overview

The course or group space within ANGEL is the heart of the ANGEL environment. It provides the instructor and student with an array of collaborative tools that enhance the instructional experience.

Course Screen

The first screen that appears upon entering any course is the Course page. Your instructor uses this page to post course announcements, news, and question polls. The Activity-at-a-Glance shows your progress in the course – course logons, mail messages, discussion posts and submissions. Your course grade along with the class average is also displayed.

The screenshot shows the ANGEL course interface for 'Fundamentals of Web Management'. At the top, there are navigation tabs: Course, Calendar, Lessons, Resources, Communicate, and Report. Below these, the user is identified as 'Samantha Swenby - Student'. The main content area is titled 'Fundamentals of Web Management' and includes a 'Refresh' button. A 'Grades' section displays 'Your Grade 182.00 (XX)' and a bar chart comparing 'Your Grade' (91% for Homework) and 'Class Average' (0% for Quizzes and Exams). A 'Course Poll' section asks 'March Madness has hit with the basketball tournaments gearing up towards the Final Four tournament. Who do you think will win the championship?' with radio button options for Duke, UCLA, Connecticut, and Boston College, and a 'Submit' button. A 'Course Announcements' section shows 'View: Past Present All | Sort: Descending' and 'There are no new announcements.' A sidebar on the left contains a 'guide' icon and other navigation icons. At the bottom left, there are '508' and 'PDA' buttons.

Course Navigation

Click the Guide icon ([guide](#)) located at the top of the icon navigation to display the Course guide which includes the Map, What's New, Tasks, and Search. The **Map** provides a course-at-a-glance view one-click access to all course content.

Click the **What's New** hyperlink located at the bottom of the guide to display a list of new mail messages, calendar items, content items, etc. for the course. The **Tasks** hyperlink displays Milestones, Personal Tasks, and Unread Mail as task items to be completed. Search hyperlink provides the ability to search calendar, content, mail or roster entries.

Course tabs allow you to navigate to a specific area of the course. The tabs consist of Course, Calendar, Lessons, Resources, Communicate, and Report.

As you navigate through the course tabs, the **Breadcrumbs** update to provide hierarchical context for the current content item or tool.

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 hyperlink in the toolbar located near the top of the page.

Calendar Format: List Grid | View: Day Week Month Year | Previous Next Today

February 2007

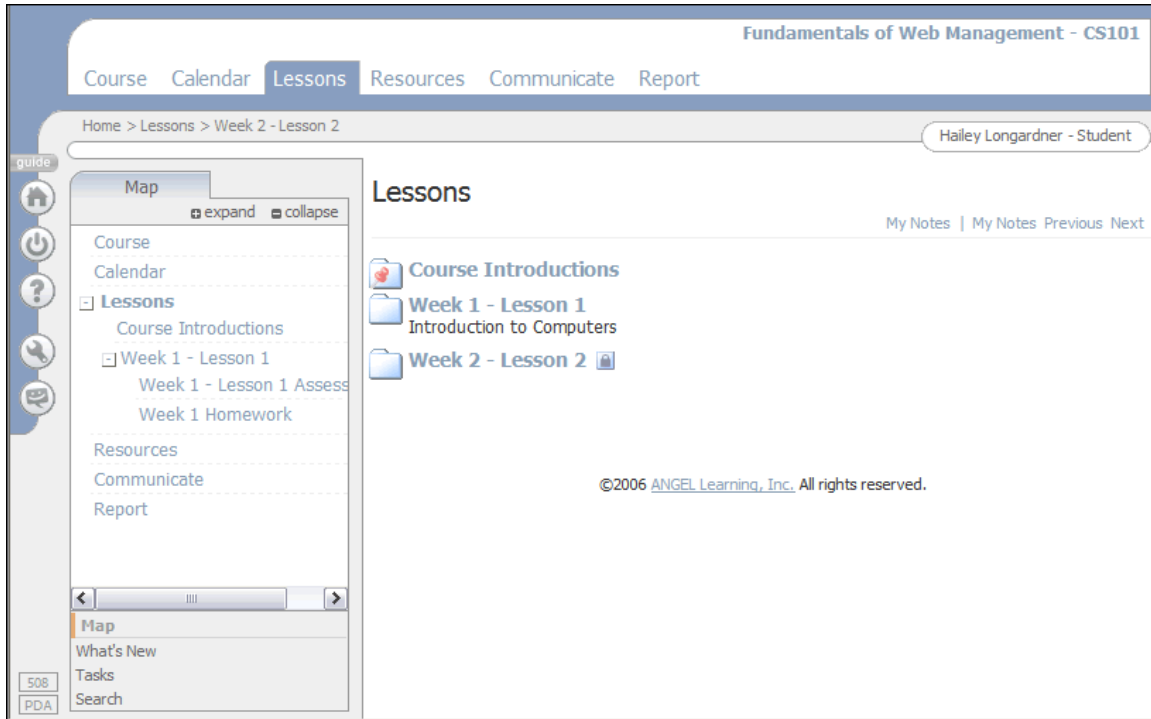
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 03:00p Office Hor	7	8	9	10
11	12	13 03:00p Office Hor	14	15 03:00p Course L	16	17
18	19	20 03:00p Office Hor	21	22	23	24
25	26	27 03:00p Office Hor	28			

All Entries
[Public Entries](#)
[Team Entries](#)
[Personal Entries](#)

Your instructor can post personal calendar events that are viewable only by you and the instructor(s). To view only personal items, click the **Personal Entries** hyperlink in the **All Entries** box at the bottom of the calendar. Use the **Next** and **Previous** toolbar hyperlinks to navigate to the next view (Day, Month, or Year) or click **Today** to bring up the current day's events.

Lessons Tab

The bulk of your instructional material is located under the **Lessons** tab. Your instructor can use the Lessons tab to create lecture notes, links, quizzes, discussion forums, drop-box assignments, and more. Click the **My Notes** hyperlink (located in the toolbar) to create or view personal notes for specific content items. The **Previous** and **Next** hyperlinks (located in the toolbar) allow you to navigate through the lesson content.



Resources Tab

The **Resources** tab provides resources that are important to your course. The **Course Syllabus** is available on the Resources tab. **Wikipedia** is an online encyclopedia that anyone can edit. The Wikipedia also provides access to the Wiktionary which is a free wiki dictionary including thesaurus and lexicon in every language. The Wikibooks section provides access to a collection of free textbooks, manuals and other texts that are written collaboratively on the website. Google search tool is available to search the web.

Course Resources are resource links provided by your instructor that assist you in your course studies. **Institutional Resources** are resources provided by your institution. These may include links to your institution help desk, academics and libraries, events, etc.


The screenshot shows the ANGEL LMS interface for the course "Fundamentals of Web Management". The top navigation bar includes "Course", "Calendar", "Lessons", "Resources" (highlighted), "Communicate", and "Report". Below the navigation bar, the breadcrumb "Home || Course > Resources" and the user name "Samantha Swenby-Student - Student" are visible. The main content area is titled "Resources" and features a "Refresh" button. It is divided into several sections: "Syllabus" with a "Course Syllabus" link; "Wikipedia" with search options for "Wikipedia", "Wiktionary", and "Wikibooks", a search input field, and a "Full-text Search" button; and "Google" with a search input field and a "Search" button. On the right side, there are two sections: "Course Resources" with a "Useful Links" link, and "Institutional Resources" with a link to "http://www.nps.edu/". A vertical sidebar on the left contains navigation icons for home, power, help, and search, along with a "508 PDA" accessibility icon.

Communicate Tab

The **Communicate** tab provides access to the course's communication tools. The **Send Course Mail** and **Read Course Mail** tools allow you to communicate with your instructor and classmates. The **Sent Mail** folder provides an archive of all course mail messages you have sent in the course.

The **Roster** section displays the class roster and provides access to the profiles for each member. Information available under the user profile is limited to what the user has elected to share.

The **Team Files** utility provides a space for you and others in your team to upload and share project files and other documents. The **Team Projects** section provides a page describing the requirements for the team project and is made available by your instructor.

Live Chat allows communication online in the modes of today's learners – in real time. Participate in peer-to-peer chat reinforcing concepts and building community. Instant messaging is available through the Instant Messenger icon () on your left power strip.

Live Office Hours provides a virtual office allowing you online communication with your instructor. The link to access the office hours appears during the scheduled office time.

The **News** and **Events** section allows you to check out the **Announcements**, **News**, and **Polls** hyperlinks catching the latest announcements and news or to take or review course polls.

Post your thoughts to a threaded discussion list under the **Discussion Forums** section of **Communicate**. Class discussion forums can also be accessed online with your lesson content under the **Lessons** tab.

Communicate Refresh

Course Mail

[Read and compose course mail messages](#)

Message Summary

✉ New Messages 1
(Last accessed 2/9/2007 1:28:04 PM)

Course Roster

Course Roster
View a list of people in this course.

Course News and Events

Announcements
Read past and present course announcements.

News
Read past and present course news.

Polls
Take part in course polls.

Live Chat

Course Chat

Live Office Hours ▾

Debbie Dillow Tuesday, February 20, 2007 3:00 PM - 4:00 PM

Discussion Forums ▾

[Course Introductions](#)

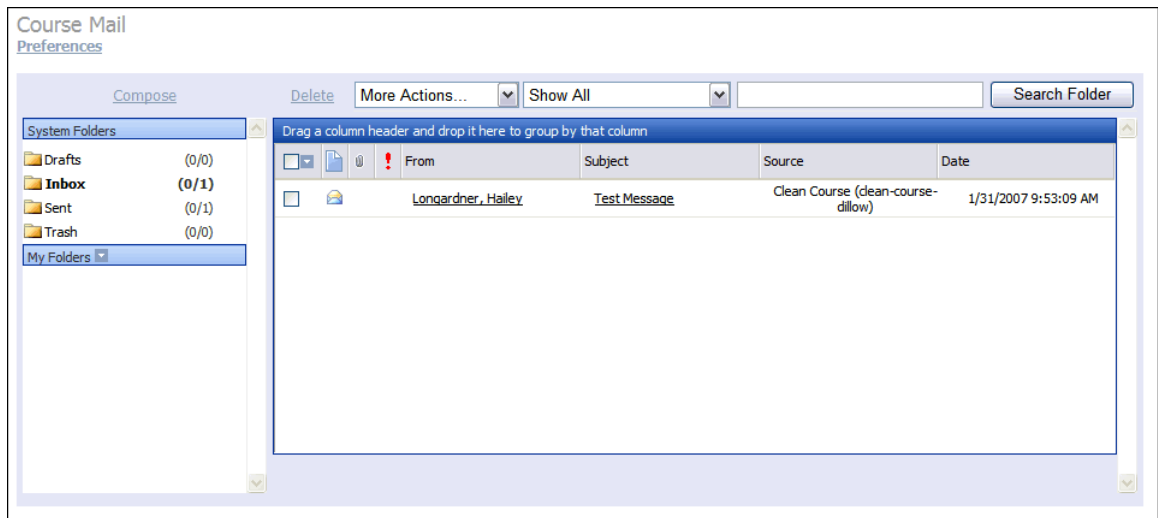
Course Mail

How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an internet email account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the **Read and compose course mail messages** hyperlink. The Course Mail interface appears.



3. Select the **Compose** hyperlink located above the **System Folders** to send course mail.
4. Select the **Add Recipients** hyperlink to add recipients to the mail message. When all recipients have been added click the **OK** button to close the **Select Recipients** window.



Press and hold the **Control** key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients.

Optionally, you can send a copy of your message by using the Cc -> button to add selected name(s) to copy. Bcc -> sends a blind copy of your message to the selected name(s).

5. Type a subject for the message in the **Subject** field.
6. Select a priority from the **Priority** drop-down list. By default, Normal is selected.
7. Type the message in the message field or use the inline HTML editor to format your message.



Click the **Attach files** hyperlink if you want to add an attachment to your message. Select the **Do not disclose recipients** checkbox if you want to blind carbon copy (bcc) or hide the identities of the recipients. Select the **Send a copy of this message to recipient's Internet email account** checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address. You may save a draft of your mail message by clicking on the **Save Draft** button.

8. Click the **Send** button. A message appears stating that the message was successfully sent.
9. Click the **OK** button.

How to Read Course Mail

To view a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the **Read and compose course mail messages** hyperlink. Your Course Mail Inbox appears on the screen.

The screenshot shows the 'Course Mail' interface. On the left is a 'System Folders' pane with 'Inbox (3/4)' selected. The main area displays a table of messages with columns for From, Subject, Source, and Date. The messages are as follows:

	From	Subject	Source	Date
<input type="checkbox"/>	Dillow, Debbie	Meeting for Lesson 2	Clean Course (clean-course-dillow)	2/9/2007 1:30:35 PM
<input type="checkbox"/>	Longardner, Hailey	Assignment draft for Lesson 2	Clean Course (clean-course-dillow)	2/9/2007 1:28:04 PM
<input type="checkbox"/>	Longardner, Hailey	Help with Lesson 2	Clean Course (clean-course-dillow)	2/9/2007 1:26:19 PM
<input type="checkbox"/>	Longardner, Hailey	Test Message	Clean Course (clean-course-dillow)	1/31/2007 9:53:09 AM




New/Unread messages appear in bold. Once the message has been opened, it appears non-bold.

Messages with attachments display a paperclip icon located to the left of the message subject.

The message importance is displayed in the column marked by the red exclamation point.

To delete a message, select the **checkbox** located next to the message and click the **Delete** hyperlink. Deleted messages are moved to the **Trash** folder. To completely delete a message, you must delete the message from the **Trash** folder view.

To select all of the messages listed, select the checkbox on the **Menu** icon () . You can then move the selected messages to another folder, delete selected messages, etc.

To move a message to another folder, select the checkbox located next to the message, select **Send to Folder** from the **More Actions...** drop-down list and select the desired folder from the Send to Folder pop-up list.

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.

Click the **Preferences** hyperlink to configure course mail preferences for viewing, signatures, editing and privacy.

Report Tab

The **Report** tab includes common course tools to help you track your course progress, grades, and more.

Click **Learner Profile** to see an analysis of your activity, submissions, and grades and compare them with the class average. Your learner profile also includes a place to store personal notes about the course.

Grades allows you to check your grades for all assignments (both online assignments and off-line) and provides a cumulative grade at any point of the semester.

Milestones allow you to track your progress on key course objectives and assignments.

The screenshot shows the 'Report' tab interface for the course 'Fundamentals of Web Management'. The navigation bar includes 'Course', 'Calendar', 'Lessons', 'Resources', 'Communicate', and 'Report'. The user is identified as 'Samantha Swenby-Student - Student'. The main area is titled 'Reports Console' and contains several sections:

- 1 Type:** Radio buttons for 'Learner Profile' (selected), 'Grades', and 'Milestones'.
- 2 Select Learner:** A dropdown menu showing 'Swenby-Student, Samantha'.
- 3 Select Data:** A list of data sources with radio buttons: Activity Logs, Attendance, Chat Sessions, Forum Posts, Gradebook Grades, Instructor Notes, Logons, Mail from User, Mail to User, Milestones (selected), and Submissions.
- Chart:** A 3D bar chart showing the 'Number of Milestones' (Y-axis, 0 to 3) over three dates (X-axis: 03/20/2006, 03/21/2006, 03/22/2006). The legend indicates: Pending (yellow), Due (red), and Completed (green). The chart shows 3 Due milestones and 1 Completed milestone for each date.
- View:** Radio buttons for 'Chart' (selected), 'Table', and 'Drill-Down'.
- 4 Customize:** Fields for 'Starting' (This Monday) and 'Ending before' (Now), with a 'Modify Report' button.

Additional elements include a 'My Reports:' dropdown with 'View' and 'Delete' buttons, and a sidebar with navigation icons and device compatibility indicators (508, PDA).

Common Tasks

How to Log On

To log into ANGEL:

1. Type your Username and Password in the appropriate fields.
2. Click the **Log On** button.



If you are on your personal computer and want ANGEL to remember your password every time you access the login page, check the **Save my password** checkbox before clicking the **Log On** button.

Click **I forgot my password** hyperlink to request a reminder email or click **Request an account** hyperlink to request a username and password for the system.

The password reminder and account request options are not available at all institutions. For information regarding how to request an ANGEL user account, contact your institution's support desk.


How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. Users can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet email address.



Course mail forwarding is a global setting. Therefore enabling course mail forwarding forwards all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet email account:

1. Log into your ANGEL course and click the **Preferences** icon () located in the left navigation. The Preferences page appears.
2. Click **System Settings** in the **General User Settings** area. The System Settings Manager appears.

System Settings

User Level

Directions: Select the option below that best describes your level of comfort with the system. Choosing a higher-level provides less and exposes more advanced features of the system.

Unspecified
You have not specified a user level. Please choose one of the following options.

Beginner
This option provides helpful notes and descriptions of most links throughout the environment.

Intermediate
This option eliminates most of the link descriptions making the pages more compact and easy to navigate.

Advanced
This option removes link descriptions and makes advanced settings more accessible by starting editors in Advanced mode.

Local Drive Settings

Directions: Some content in some courses and groups may be stored on compact discs or installed on another drive on your computer. The following settings allow you to specify which drive letters your computer uses for each of the local drive types. Set each of the options below to match the configuration of the computer that you will be using to access the site.

CD ROM default ▼

DVD ROM default ▼

Floppy Drive default ▼

Hard Drive default ▼

Mail Settings

Directions: You can have a copy of mail that you receive in your courses and groups forwarded to an Internet e-mail account. Simply enter the e-mail address below and specify a forwarding mode.

Forwarding Address

Forwarding Mode
Do not forward my course mail ▼


3. In the **Forwarding Address** field (located in the Mail Settings section), type the email address where you want your course mail to be forwarded.
4. Select a forwarding mode from the **Forwarding Mode** drop-down list.
5. Click the **Save** button.

How to Take an Assessment


Your instructor can create online quizzes, tests, or surveys which may include images or other multimedia elements and various question types such as multiple choice, essay, fill-in-the-blank, etc. The following steps apply to taking a quiz, test, or survey.

To take a assessment:


1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment you want to take and click the icon or title of the assessment.
3. Click the **Take Assessment** hyperlink. The assessment appears on the screen.

 **Binary Numbers**


1. What is the binary representation of 254?
2. What is the octal representation of 254?
3. What is the hexadecimal representation of 254?
4. What is the binary representation of 127?
5. What is the octal representation of 127?

 If your instructor has imposed a time limit on the assessment, a pop-up message displays to inform you of the amount of time you have to complete the assessment.


4. Select a choice or provide a response for each question.

 ANGEL attempts to automatically grade fill-in-the-blank question types based on an instructor-provided answer key. It is important to answer fill-in-the-blank question types as concisely as possible.

5. When you have finished all of the questions, scroll to the bottom of the page and click the **Submit** button. A pop-up message asks you to confirm you have answered all of the questions.

 If the instructor had imposed a time limit on your assessment, you may receive a pop-up warning message when your time limit is near. If you do not submit the assessment before your time expires, a message appears asking you to submit the assessment. If the instructor has requested the assessment to auto-submit when time expires, the assessment automatically submits upon clicking the **OK** button.

6. Once you have verified all of the questions have been answered, click the **OK** button to submit the assessment. A results/confirmation page appears on the screen.

 Your instructor determines the amount of information that appears on the confirmation screen. This may include any combination of questions, responses, answers, score, instructor comments, and more.

How to Post to a Discussion Forum

Threaded discussion forums allow you to post, reply, and search messages from the instructor and other students.

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** (or **Communicate**) tab.
2. Navigate to the discussion forum you want to post to and click the icon or title of the board. The discussion forum appears on the screen.
3. If the discussion forum has existing postings, you can click the title of each posting to review the posted message.
4. Click the **New Post** hyperlink (in the toolbar located in the top frame) to post a new message or click the **Reply** hyperlink (in the toolbar located in the bottom frame) to reply to a particular posting.
5. Type a subject for your message in the **Subject** field.
6. Type your message in the **Message** field and click the **Post** button.



Optionally click the **Check Spelling** hyperlink to check the spelling of your message before submitting. The HTML Editor allows you to format your message with an easy-to-use editor. Click the **Attachments** button to upload an attachment with your message. For more information on the HTML Editor, see the *How to Use the HTML Editor* section of this document.

How to Post to Live Chat

Live Chat supports real-time communication between students and instructor. If enabled, users can view a log of previous chat conversations by clicking the View Logs hyperlink located below the hyperlinked chat room title.

To post to a chat room:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Navigate to the Live chat you want to participate in and click the hyperlinked title of the Live chat. The Live chat interface appears on the screen.
3. Type a message in the empty text box (located at the bottom of the screen) and click **Send**.



To send a private message, click on their name in the **Online Users** frame, type your message, and click **Send**.

4. Click the **Options** hyperlink to adjust the font color and message scroll options. When complete, click the **Save Options** hyperlink.

How to Submit a Drop Box Assignment

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 more.



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 the drop box title or icon.
3. Click the **Browse** button, locate the file you want to upload, and click **Open**.
4. Type a title for the file in the **Title** textbox.
5. Click **Upload File**. A File Upload Successful page appears on the screen.
6. Click the **OK** button.

How to Use the Inline HTML Editor

ANGEL's editor is a full WYSIWYG (*What you see is what you get*) HTML editor specifically designed to work within the ANGEL LMS. The editor is present any place text can be formatted or edited.

Notable features include:

- Full WYSIWYG editing everywhere you're able to edit content within ANGEL.
- Simple menu options allow you find and link to any other content item within your course or the World Wide Web.
- The Insert Image tool features an integrated file / web browser with the ability to select a graphic, seamlessly upload it to the course, and then insert the image into the document.
- Content template support allows for the creation of course content with a consistent look and feel.
- Integrated equation editor from industry-leader WebEQ
- Full table support makes it easier to present complex tabular data.
- Paste from MS Word feature allows you to paste into your HTML editor directly from MS Word.
- Edit window automatically resizes as you enter text – allowing the window to start small and expand dynamically as you add text.

Accessing Menus

The HTML editor is a toolbar which contains a menu of tools which will help you enhance your pages within ANGEL. The editor has three modes that are implemented to best support the user's current task:

- Full Menu – The menu bar with all 32 menu features active.
- Partial Menu – the menu bar with 16 menu features active. Available in ANGEL's Announcement Editor, Page Banner, Data management nugget, Page Folder, Institutional Resource nugget, Did you know nugget, About this section nugget, Course News and Events nugget and Syllabus nugget.
- Slim Menu – the menu bar with 13 menu features active. Available in ANGEL's Calendar feature.

The HTML editor includes the following menus and tools:



Letter	Menu/Tool	Description	Full	Partial	Slim
A	Collapse/Expand toolbar arrow	Allows you to hide the HTML editor toolbar	✓		
B	Macro Icon	Allows you to create and edit macros.	✓	✓	✓
C	Edit menu	Allows you to cut, copy, paste, undo/redo, find, replace, select all and remove.	✓	✓	✓
D	Font Style menu	Allows you to bold, underline, italicize, strikethrough, superscript and subscript text.	✓	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.	✓	Content link, web link only	Content link, web link only
F	Media menu	Allows you to insert and format images, movies and Flash presentations.	✓	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.	✓	Equation editor and special characters only	Equation editor only
H	Table menu	Allows you to manipulate rows, columns and cells.	✓		
I	Form menu	Allows you to create forms using elements such as buttons, text fields and form parameters.	✓		

Letter	Menu/Tool	Description	Full	Partial	Slim
J	List menu	Allows you to add bullets, numberings and indents.	✓	Numbered and bulleted only	Numbered and bulleted only
K	Justify menu	Allows you to justify your text either left, right, center or block.	✓		
L	Text & Background color	Allows you to change your text and background colors.	✓		
M	Formatting & Styles arrow	Allows you to change your styles, fonts, font size and format your text.	✓	Font and Size only	Font and Size only
N	File Menu	Allows you to view HTML source code, spell check, preview, save or change document properties.	✓	Spell check only	Spell check only



You will need to enable pop-ups to use some tools in the HTML editor. Failing to enable pop-ups may result in loss of information in the HTML editor.