

## **Guide to Angel 2010**

What is Angel? Angel is an Internet based course delivery platform. Angel is an online learning community for you and your students, where you will be able to read, discuss, question, investigate, share, view as well as review and grade drop off required course documents. All you need to get started in Angel is an Internet provider and your log in account.

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**URL:** <http://trevecca.angellearning.com>

**Username:** generally is first initial, middle initial and last name in lower case.

**Password:** changeme

### **My Preferences:**

- Change your password
- Edit your personal information including email address
- Customize your page layout and content

**Course:** This is the homepage for the course. Can customize what is viewed. Generally has announcements, use tracking data, and grades.

**Calendar Tab:** Has class meeting dates entered but can be personalized.

**Syllabus Tab:** Opens a copy of the course syllabus. You will have to upload this document.

**Lessons Tab:** This is where you will create the content for the course that students will view, submit, discuss, take a test/quiz, or anything else you'd like done in the class.

- Discussion Board is a place where you can have live chat or text chat either by groups or individually
- Course Documents for student referral (syllabus, assignments, PowerPoint's)
- Rubrics
- Dropbox for required documents
- Assessments like quizzes/tests




**Resources:** can be links to pertinent websites, PowerPoint's, articles, links to videos

**Communicate:** where you organize how you'll communicate with your students. Opens email within Angel, announcement creation, news, roster.

**Report:** Will generate activity logs for you to see how much and who is working in Angel within your class.

**Manage:** Location to 'manage' the gradebook, class roster, generate teams for group work, and track attendance. Can also edit course settings and manage course data for importing/exporting.

**Navigation Icons:** located on the left side of the page, these are shortcuts buttons. If you hold the cursor over the button a pop up appears that will define the purpose.

| 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          |

### **Steps to posting in the discussion board:**

1. Click on 'new post'
2. In the 'Subject' box, enter the title of your article or broad topic.
3. You can click on the 'Attachments' button to link to a Word document or
4. You can click on the 'html editor link' under the 'Message box' and copy/paste your article directly into the message box.
5. Preview your post so you can proof read it. If it looks good then click the 'Close' button and then the 'Post' button.
6. You should now see your post in the forum message box.

### **To post a reply or response:**

1. Click on the subject of the post to open the content.
2. At the bottom of the content window, you'll see the link 'reply.'
3. Click on the 'Reply' link to open a window for you enter your comments.
4. Be sure you proof read your comments checking spelling and accuracy before clicking the 'Post' button.
5. Reply posts must be thoughtfully constructed and add new elements to the discussion.
6. Inappropriate reply posts would include phrases such as "Way to go!", "I agree with ..." "Great!" or other comments that are encouraging but do not elevate the discussion. Take your time and think through your reactions and thoughts before posting a reply.

**Additional FAQ's and Angel help is available from the ICE page,**

**Technology--Angel—FAQ-Instructors**