



Angel Learning Management System

Introductory Tutorial for Students

2009-2010 Academic Year

Center for Distance and Professional Education

(800) 222-4978

distance@wsu.edu

Introduction

Welcome to Angel! This introductory tutorial will help you navigate the basic features of the Angel learning environment and give you the tools you need to successfully interact with your course space(s). While helpful, this tutorial is certainly not all-inclusive; if you have questions or issues, please use the following contact listing:

General Technical Support

8:00 a.m. – 5:00 p.m. (509) 335-4357 or (800) 608-3839

5:00 p.m. – 8:00 a.m. (866) 588-3191

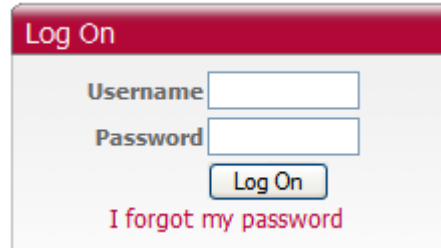
Additional tutorial tools will be created and posted for universal accessibility. Software publisher links to instructional documents have been included, where appropriate, to enhance the functionality, versatility, and effectiveness of this tutorial.

Table of Contents

Logging In to the Angel Environment	3
Accessing My Courses	3
Navigating Course Spaces	4
<i>Course</i>	<i>5</i>
<i>Calendar</i>	<i>5</i>
<i>Content</i>	<i>5</i>
<i>Home</i>	<i>5</i>
<i>Syllabus</i>	<i>5</i>
<i>Course Schedule</i>	<i>6</i>
<i>Course Information</i>	<i>6</i>
<i>Lessons</i>	<i>6</i>
<i>Discussion Board</i>	<i>6</i>
<i>Assignments</i>	<i>6</i>
<i>Assessments</i>	<i>6</i>
<i>Technical Support</i>	<i>6</i>
<i>Course Evaluation</i>	<i>6</i>
<i>Communicate</i>	<i>6</i>
<i>Reports</i>	<i>6</i>
Communicate	7
Instructor Contact Information	8
Discussion Board	8
<i>Posting</i>	<i>8</i>
<i>Filtering</i>	<i>10</i>
Accessing Course Materials/Information	11
Submitting Assignments	11
Taking Online Assessments (Exams)	12
Grades	12
Additional Resources	13
Conclusion	13

Logging In to the Angel Environment

The first step is to log in to the Angel environment. Go to <http://lms.wsu.edu>. Once there, on the left side is an area to enter your login information.

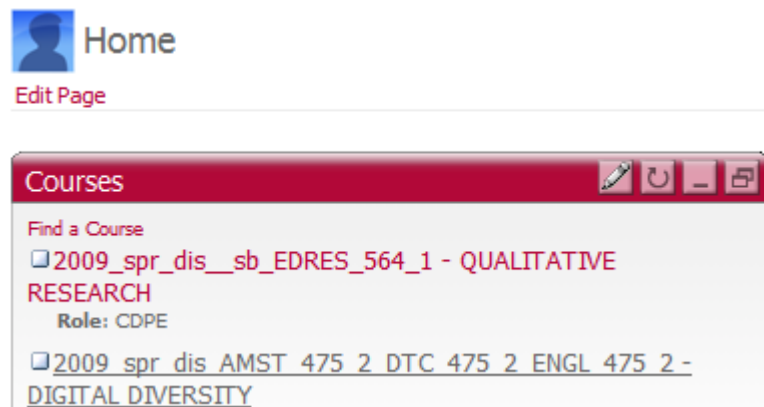


A screenshot of a login form titled "Log On". It features a red header bar with the text "Log On" in white. Below the header, there are two input fields: "Username" and "Password". A "Log On" button is positioned below the password field. At the bottom of the form, there is a red link that says "I forgot my password".

Your Angel login information is the same NID/password combination you use to access other WSU systems like myDDP and myWSU.

Accessing My Courses

On the left of the screen is the **Courses** box like the one pictured below. Your **Courses** box will be different, but will list similar information for your own courses.



A screenshot of a user interface showing a "Home" section with a profile icon and "Edit Page" link. Below it is a "Courses" box with a red header and window controls. The box contains a "Find a Course" section with two course listings:

- 2009_spr_dis_sb_EDRES_564_1 - QUALITATIVE RESEARCH
Role: CDPE
- 2009_spr_dis AMST 475 2 DTC 475 2 ENGL 475 2 - DIGITAL DIVERSITY

To access the desired course, simply click the link and you will be taken to the home page of that course.

Navigating Course Spaces

After choosing a class in which to work (see previous section), you are brought to the home page for the selected course. An example of this is included below.

Principles of Developmental Psychology

cdpe student 01
PSYCH 361

Social Sciences

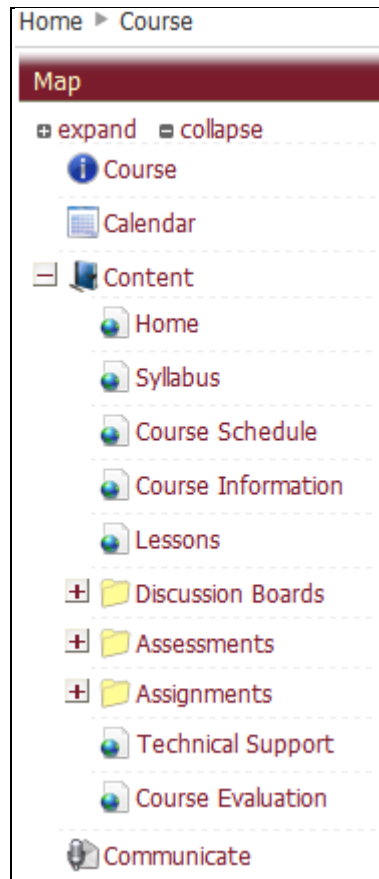
Start Here: If this is your first online delivered course, you need to perform two activities before you begin your lessons.

1. First, visit the technical support page to make sure your computer meets the minimum technical requirements. (In the Map area on the left of your screen, click the plus sign (+), then click Technical Support.)
2. Second, please take a few minutes to go through the [Angel Tutorial](#).



We'll start by exploring this space in detail.

Below is an example of the **Map** – found to the left of the home page – for our sample course space. This menu may change depending on the course.



Now, we'll just take each item from the top.

Course

This link provides interesting statistics for the course.

Calendar

This link provides a calendar for your use.

Content

Click the plus sign next to the **Content** folder to expand its menu. The **Content** folder contains links to the course home page, syllabus, lessons, and other important course documents.

Home

This link brings you back to the home page of the course space.

Syllabus

This is where the course syllabus is housed and viewed by anyone taking the course.

Course Schedule

Once clicked, the course schedule for the semester is displayed.

Course Information

This area includes links to other resources that may be helpful to students (e.g., eTutoring, DDLS, or Web sites that may be pertinent to the course). **Note:** Your course may not have this page.

Lessons

This is where course lessons are viewed.

Discussion Boards

This part of Angel has many options for posting and contributing to course discussions.

Assessments

Here is a listing of the various assessments available to you (those that have been made available for your viewing; exams and quizzes can be made unavailable until a date established by the instructor).

Selecting the link takes you to the quiz or exam where you are asked to select **Begin Now** to begin the assessment.

Assignments

This function allows students to submit their assignments via the course space. Selecting the link to an Assignment opens the drop box where students can attach their file as well as add a message to the instructor. To cancel the submission, select any link in the **Map** area.

Technical Support

This is a resource students and instructors can utilize when experiencing trouble with the Angel environment. A notification is sent to technical support for troubleshooting and follow-up.

Course Evaluation

This area contains the link and any necessary information for your course evaluation.

Communicate

Communicate is where you will find your course communication tools (e.g., e-mail, chat, and teams). You will have access to your discussion board here as well as in the **Content** folder. (See next page for more details.)

Reports

The **Report** tab provides access to your course grades.

Communicate

The **Communicate** link on the **Map** is where you will find your course communication tools (e.g., e-mail and chat). A sample of the **Communicate** page and a brief description of common tools are displayed below.

The screenshot shows the 'Communicate' page with a microphone icon and the word 'Communicate' on the left. A 'Refresh' link is in the top right. The page is divided into several sections:

- Course Mail:** Contains 'View Inbox' (View, read, and compose messages), 'Quick Message' (Skip the inbox and start your message.), and 'Unread Messages' (2009_spr_dis_sandbox_01 - CDPE Angel Training (CDPE) with 0 messages).
- Discussion Forums:** Lists 'Announcements from Instructor', 'Questions for Instructor', and 'Lesson Discussion'.
- Live Chat:** Shows 'Office hours when Instructor is available in the course'.
- Course Roster:** Includes 'Course Roster View a list of people in this course.'.
- Live Office Hours:** Displays a 'Demo Instructor' session on 'Wednesday, April 01, 2009' from '12:00 PM - 1:00 PM'.
- Course News and Events:** Features 'Announcements' (Read past and present course announcements.), 'News' (Read past and present course news.), and 'Polls' (Take part in course polls.).

The **Course Mail** area provides access to Angel's e-mail tools, so you can exchange messages with your instructors and other Angel users.

Course Roster provides a list of students enrolled in the course.

Team Files provides a space for student teams to share project files and other documents. This tool is viewable only if file sharing has been enabled for teams.

The **Course News and Events** area allows you to view course announcements, class news, and polls.

Discussion Forums are listed and are accessible not only under the **Content** folder on the **Map**, but can be quickly accessed through the **Communicate** link as well.

Live Chat enables you to communicate with other Angel users online, in real time.

Live Office Hours provides a space for virtual office hours, if your instructor chooses to utilize this feature.

Communications Links lets you create a list of links to selected Web pages.

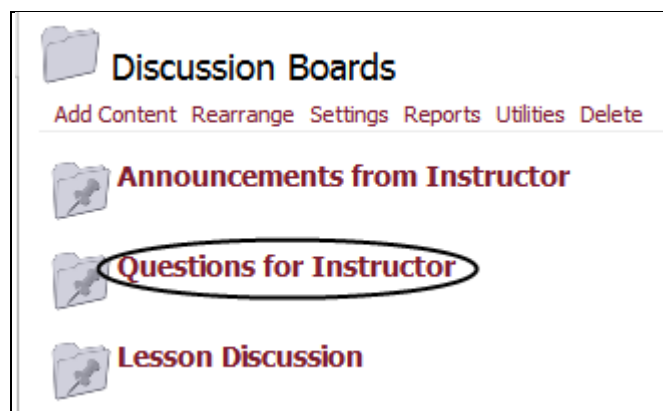
Instructor Contact Information

1. To find the instructor's contact information, select **Syllabus** in the **Map** menu on the left side of the Angel interface. Contained in the resulting page is an e-mail address, phone number, or other information necessary to contact the instructor.
2. If the instructor prefers to be contacted via internal e-mail, select the **Communicate** link located on the **Map**.
3. Choose **View Inbox** from under **Course Mail**.
4. Finally, select the **Compose Message** button to compose your message.

Discussion Board

Posting

1. The **Discussion Board** is a function of the course space where participants may post messages for everyone else in the class to read and post responses. To post a message in this area, choose **Discussion Board** from the **Map** menu.
2. Select the **Forum** for which you want to make your post (e.g., **Questions for Instructor**).

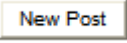


3. The next screen shows a list of threads that have been posted to the **Questions for Instructor** forum.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
test 02	▼	--	Cillay, Dave	3/2/2009	1	☆☆☆☆☆
test	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
testing	▼	--	Admin01, ANGEL	3/2/2009	0	☆☆☆☆☆
Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	1	☆☆☆☆☆
RE: Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	0	☆☆☆☆☆

***Note:** Select the plus or minus signs to expand or collapse thread items.

4. Now, you must decide which type of message you would like to post.

- i. To create a new post (thread) from scratch, select the forum you want to post to and then select the  button located on the left underneath the forum title.
- ii. This will load the **New Post** page where you fill in the subject of your posting and your message.

***Note:** You may also attach a document to your post by selecting the **Add a File** link (located above the **Save** button).

- iii. When you are done, select  to post the message.

***Note:** “**Save**” does not only save your post, it actually submits it to the **discussion board**. If you are not ready to post your reply to the discussion board, then please be sure to use the **Save as draft** feature located in **Advanced message options** (above the **Save** button).

--OR--

- i. To create a reply to an existing thread, choose the name of the thread to which you wish to post in the listing for the forum (see example below). ***Note:** This is also how you read postings in a threaded discussion.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
Testing	▼		design, cdpe	2/25/2009	1	☆☆☆☆☆

- ii. On the screen that follows is a display of the thread as a whole, and the specific messages in the thread.

[+] Post Title	Flag	Score	Author	Date Posted ▼	Replies	Rating
test 02	▼	--	Cillay, Dave	3/2/2009	1	☆☆☆☆☆
RE: test 02	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
test	▼	--	Cillay, Dave	3/2/2009	0	☆☆☆☆☆
testing	▼	--	Admin01, ANGEL	3/2/2009	0	☆☆☆☆☆
Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	1	☆☆☆☆☆
RE: Bombing the first exam	▼	--	Mayburry, Jason	3/2/2009	0	☆☆☆☆☆

- iii. To respond to a particular posting, select its title and the post will come up.
- iv. Select the [Reply](#) link. If you wish to include all or part of the original message in your reply, select the [Quote original message](#) button.
- v. Now you may change the subject line and/or enter the body of your message.
- vi. Select **Save** to post the message.

--OR--

You can first choose the plus sign next to the **Advanced message options** link located above the **Save** button. This will allow you to choose one of the options below.

Attachments ([add a file](#))

Advanced message options

- Send replies to course mail
- Post as private message
- Save as draft

Save Cancel

- **Send replies to course mail** simply allows you to have replies sent to your e-mail inbox within Angel, as well as posting to the discussion board.
- **Post as private message** will send the post to the person you are replying to. The post will show up in your discussion board as well as the discussion board of the person you have replied to. The rest of the class will not see the post. You will also notice that the subject line has the word **Private** in parenthesis.
***Note: Instructors will receive copies of all discussions marked “Post as private message.”**
- **Save as draft** allows you to save a post as a draft rather than posting it right away.

Filtering Posts

The **Discussion Board** also has tools that allow you to filter and search the posts within a forum. You may filter by any of the headers (e.g., **Date Posted**) on the discussion toolbar.

New Post Threaded View ▾

Navigate: |◀ ◀ All posts ▾ ▶ ▶| 📄 🗑️ ↻

[+] Post Title	Flag	Score	Author	Date Posted ▾	Replies	Rating
⊕ Testing	▽		design, cdpe	2/25/2009	1	☆☆☆☆☆

Accessing Course Materials/Information

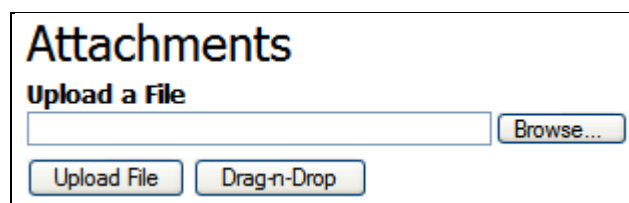
1. When you expand the **Contents** folder on the **Map** and choose **Lessons**, an outline is displayed containing links to the various lessons within the course space.
2. Now you have two options:
 - i. You can choose the first lesson and page through all of the remaining lessons by using the navigation buttons in the top right of the frame;

--OR--

 - ii. You can go directly to a desired lesson by selecting the link directly.
3. Once you have reached the desired page, you may print the lesson using your browser's print function.

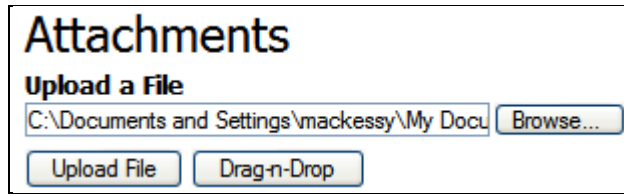
Submitting Assignments

1. After selecting the **Assignments** folder on the **Map**, a listing of coursework requiring submission is loaded in the right-hand frame. (Alternatively, you could select the plus sign next to the **Assignments** folder and then select the assignment for which you would like to submit work for.)
2. Select the assignment you will be submitting work for from the right-hand frame.
3. Type in a title for your assignment.
4. Enter any desired comments into the **Message** text box. ***Note:** If you are not uploading a file and wish to simply submit the assignment directly in the **Message** field, be sure and use a word processor to spell-and grammar-check your submission.
5. If you wish to upload a file along with any comments, select the **Attachments** button which will bring up the **Upload a File** dialog box. Choose **Browse** to locate your file.



The image shows a dialog box titled "Attachments". Inside the dialog, the text "Upload a File" is displayed above a text input field. To the right of the input field is a button labeled "Browse...". Below the input field and "Browse..." button are two buttons: "Upload File" and "Drag-n-Drop".

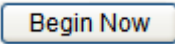
6. After you have chosen a file to upload, the path will be displayed in the text box, as the example depicts.



7. Select the **Upload File** button.
8. To attach another file choose **Browse** to select your file; **Upload File** to upload your file to Angel.
9. When you are done adding files select **Finished** to complete your assignment submission.

***Note: Please consult with your instructor or with DDP Technical Support if you are currently using Microsoft Office 2007 to create and upload files. There may be additional considerations necessary to be able to successfully view your submissions.**

Taking Online Assessments (Exams)

1. When your instructor has scheduled and released an exam for you to take, click the **Assessments** link on the **Map**.
2. The subsequent screen will list available assessments. Choose the name of the one you wish to take.
3. When you are ready to begin, click the  button. **Your assessment will begin immediately.**

***Note: Please be certain you are ready to take your exam when you select the "Begin Now" button. If your instructor has specified only one attempt is allowed, clicking out of the exam before you are finished will prevent you from re-entering and completing the exam at a later time.**

4. After you have answered every question, select **Submit** to make your exam available for grading.
5. Confirm your submission by selecting **OK** to the verification message in the dialog box that pops up.

Grades

1. To view your grades select **Reports** on the **Map**.

Report Settings Saved Reports

Choose Report

Category Report User(s)

Grades Student Grades Mackessy, Mike

Configure Report [-] Collapse

Select report view Page Link Run Save

2. On the **Reports** page, fill out the fields as above. Under **Category** select **Grades** from the dropdown menu, and under **Report** select **Student Grades**. Your name will be the only one listed under **User(s)**.
3. To view the report select **Run**.

Additional Resources

The following link provides additional reference information regarding the Angel learning management system.

[ANGEL Student Essentials Guide](#)

Conclusion

This tutorial was designed to help you master the basics of the Angel learning management system. It is a living document and the intention is that it will grow and change as time goes on.

If, after using this tutorial, you find any information incorrect, unclear or missing, please contact Distance Degree Programs using the information provided at the beginning of this tutorial.