

Angel Learning Management System
Introductory Tutorial for Students

Welcome! Angel is the Learning Management System that you'll be using to access your classes. You'll use it to view lessons, submit assignments, take exams, and communicate with instructors and students. Angel can be located at <https://lms.wsu.edu>

You must use Internet Explorer or Firefox when using Angel. Other browsers are not supported and may cause errors.

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Logging In to the Angel Environment

Angel can be located at <https://lms.wsu.edu>. Simply log in with your Network ID and password (The same Network ID and password you use to access Zzsis and your Email account).



A screenshot of a 'Log On' form. The form has a dark header with the text 'Log On'. Below the header, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Log On' button. At the bottom of the form, there is a blue link that says 'I forgot my password'.

Accessing My Courses

On the left of the screen is the Courses box (Angel calls these boxes Nuggets) you'll see a list of your available courses.

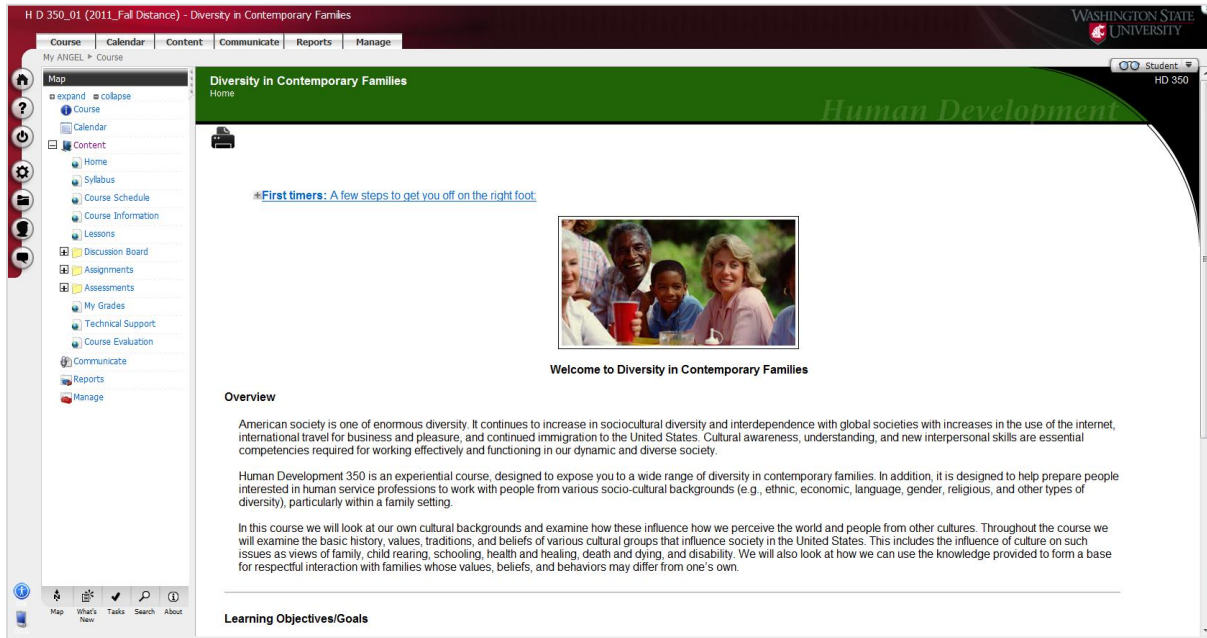


A screenshot of a 'Courses' box. The box has a dark header with the text 'Courses'. Below the header, there are two links: 'Find a Course' and 'Add a Course'. Below these links, there is a list of courses. The first course is '2011_Spring', which is expanded to show two sub-courses: '2011_spr_dis_development_rebecca_stull' and 'Campus Angel Demo Course'. Each sub-course has a checkbox, a '[Delete]' link, a 'Role' field, a 'Semester' field, and a 'Tasks' field with a checkbox.

To access a course, simply click the title of the course; this is the link to the course space.

Navigating Course Spaces

Upon accessing your course, you are brought to the home page of that course. Every homepage will have a different picture, but it may look something like the screenshot below.

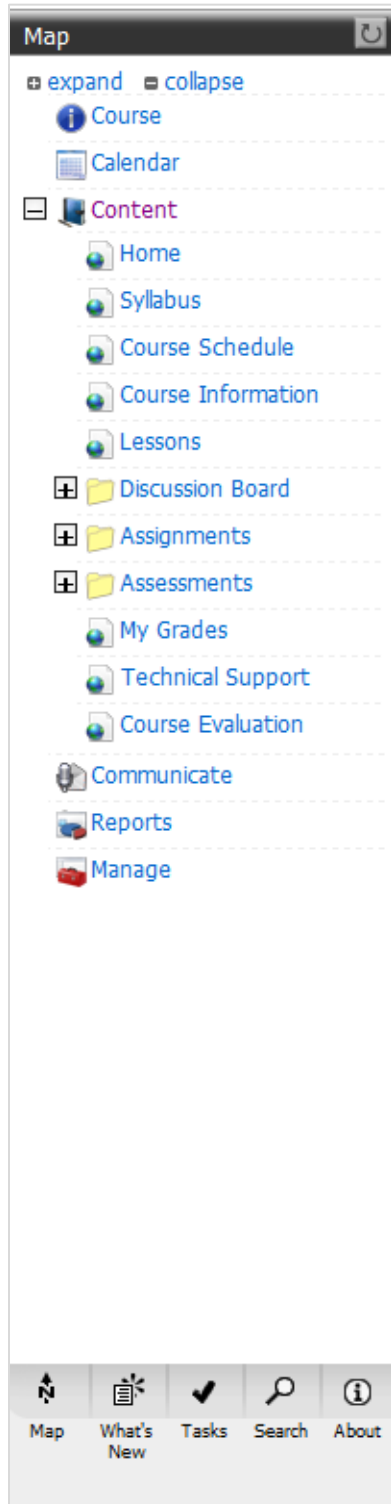


The screenshot shows the ANGEL LMS interface for the course 'Diversity in Contemporary Families'. At the top, there are navigation tabs: Course, Calendar, Content, Communicate, Reports, and Manage. The course title is displayed in the top right corner along with the Washington State University logo. On the left side, there is a 'Map' menu with expand/collapse options and a list of course sections: Course, Calendar, Content (Home, Syllabus, Course Schedule, Course Information, Lessons), Discussion Board, Assignments, Assessments, My Grades, Technical Support, and Course Evaluation. Below the map are icons for Map, What's New, Tasks, Search, and About. The main content area features a green header with the course title and a large image of a diverse group of people. Below the image is a 'Welcome to Diversity in Contemporary Families' message. The 'Overview' section contains text about the course's focus on diversity and its experiential nature. The 'Learning Objectives/Goals' section is partially visible at the bottom.

You may use the tabs at the top to navigate through the course space, or you may use The Map Menu on the left hand side of the screen. Both ways of navigating through the course space go to the same areas.

The Map Menu

Below is an example of the Map menu, found to the left of the home page. This menu may vary depending on the course space.



Course: This link provides interesting information on the course.

Calendar: This link provides a calendar for optional 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. Note: your course may not have this page.

Lessons: This is where course lessons, assignment descriptions and other important directions will be found.

Discussion Board: Interactive discussion forums are located here.

Assessments: Here is a listing of the various tests or quizzes. Clicking on the link takes you to the quiz or exam where you are asked to click *Begin Now* to begin the assessment.

Assignments: This is where you will submit most assignments via a drop box. Clicking the link to an Assignment opens the drop box where students can either attach (upload) or type in the assignment.

Technical Support: This is a valuable resource page full of information for both faculty and students on how to best use Angel or resolve issues.

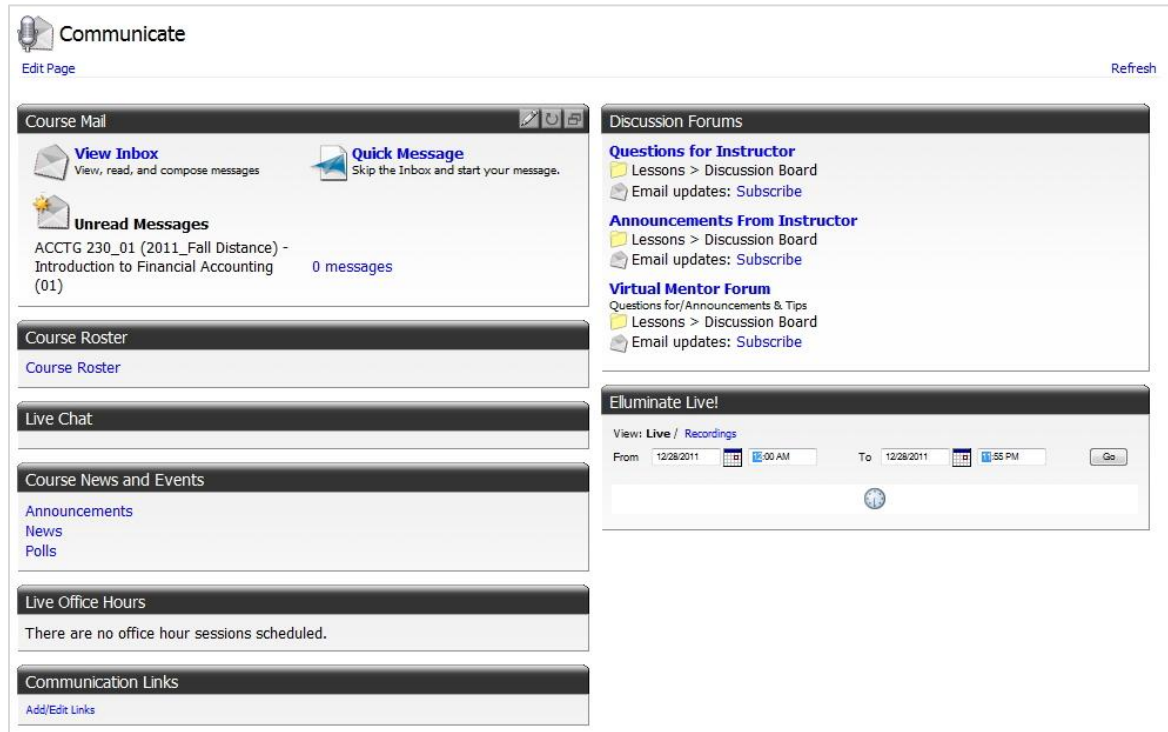
Course Evaluation: This area contains the link to and any necessary information for course evaluations.

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.

Reports: The Report tab provides access to your course grades. Typically there is also a My Grades Link which will also provide an automatically run grade report.

Communicating

The Communicate link on the Map menu is where you will find your course communication tools (email, chat, and additional links to the Discussion Forums). A sample of the Communicate page is displayed below.



The screenshot shows the 'Communicate' page with a header containing a microphone icon, the title 'Communicate', an 'Edit Page' link, and a 'Refresh' link. The main content is organized into several sections:


- Course Mail:** Includes 'View Inbox' (with a subtext 'View, read, and compose messages') and 'Quick Message' (with a subtext 'Skip the Inbox and start your message.'). Below this is 'Unread Messages' for 'ACCTG 230_01 (2011_Fall Distance) - Introduction to Financial Accounting (01)' with '0 messages'.
- Course Roster:** A simple link to 'Course Roster'.
- Live Chat:** A section for real-time communication.
- Course News and Events:** Contains links for 'Announcements', 'News', and 'Polls'.
- Live Office Hours:** A message stating 'There are no office hour sessions scheduled.'
- Communication Links:** A link to 'Add/Edit Links'.
- Discussion Forums:** Lists three forum categories: 'Questions for Instructor', 'Announcements From Instructor', and 'Virtual Mentor Forum'. Each category includes a 'Lessons > Discussion Board' link and an 'Email updates: Subscribe' link.
- Elluminate Live!:** A section for live sessions with a search bar and a 'Go' button. The search criteria are 'View: Live / Recordings', 'From: 12/28/2011 12:00 AM', and 'To: 12/28/2011 11:55 PM'.

Contacting Instructors

1. To find your instructor's contact information, locate the Syllabus in the Map menu.
2. Some instructors prefer to be contacted only via Angel email; in which case, click on the Communicate link located on the Map.
3. Click on View Inbox from under Course Mail.
4. Finally, click on the Compose Message button to compose your message.
5. If you have a question which pertains to the entire class, you may want to post your question in one of the discussion forums so that the instructor's answer will be available to all students.

Forward Course Mail

By default, users must log into Angel to send or read email messages sent through Angel. You can; however, configure Angel's course mail forwarding settings to automatically forward course mail to your WSU email address.

1. Log into Angel and select the Preferences icon () on the Power Strip located toward the top left of the screen.
2. On the Preferences page select System Settings in the General User Settings area.
3. On the Systems Settings page locate the Mail Settings area and type in the full e-mail address where you would like your Course Mail sent.

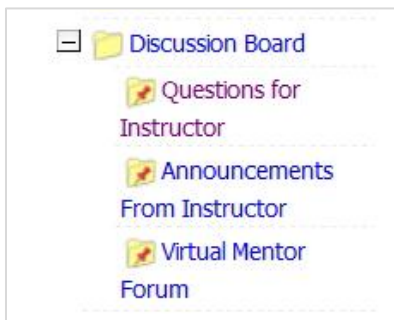
4. Click the Forwarding Mode drop-down list and select the forwarding mode of your choice.
5. Click the Save button.

Note: 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.

Discussion Board

Posting

1. The Discussion Board is where students and instructors will post messages for everyone in the class to read and respond to. To post a message in this area, click on 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 (conversations) that have been posted to the Questions for Instructor forum.

Post Title	Flag	Score	Author	Date Posted	Replies
Socioculture Autobiography Grade			Holly, Holly	12/17/2011	1
RE: Socioculture Autobiography Grade			Porter, Burke	12/17/2011	0
extra credit			Goodlyang, Mariko	12/13/2011	1
RE: extra credit			Goodlyang, Mariko	12/13/2011	1
RE: RE: extra credit			Porter, Burke	12/14/2011	0
A bit confused about how to submit final project			Vallero, Sarah	12/12/2011	1
RE: A bit confused about how to submit final project			Porter, Burke	12/12/2011	0
Crest and paper			Osborne, Brittany	12/11/2011	2
RE: Crest and paper			Porter, Burke	12/12/2011	0
RE: Crest and paper			Hays, Nicole	12/12/2011	1
RE: RE: Saving Crest as a jpeg: Crest and paper			Lawrence, Jessica	12/12/2011	1
RE: RE: RE: Saving Crest as a jpeg: Crest and paper			Porter, Burke	12/12/2011	0
Death in the Family			McDonald, Jo	12/8/2011	3
RE: Death in the Family			Wolke, Stephanie	12/12/2011	0
RE: Death in the Family			Berkart, Amanda	12/8/2011	0
RE: Death in the Family			Porter, Burke	12/8/2011	1
RE: RE: Death in the Family			McDonald, Jo	12/11/2011	1
RE: RE: RE: Death in the Family			Porter, Burke	12/12/2011	0
Question about Exam #2			Berkart, Amanda	12/7/2011	1
RE: Question about Exam #2			Porter, Burke	12/8/2011	1
RE: RE: Question about Exam #2			Berkart, Amanda	12/8/2011	1
RE: RE: RE: Question about Exam #2			Porter, Burke	12/8/2011	0
course eval			Marchi, Kelli	12/6/2011	1
RE: course eval			Porter, Burke	12/6/2011	0
APA Formatting for sections of paper			Spang, Jessa	12/5/2011	1
RE: APA Formatting for sections of paper			Spang, Jessa	12/5/2011	1
RE: RE: APA Formatting for sections of paper			Porter, Burke	12/5/2011	0

Note: You can click the plus or minus sign to expand or collapse each thread or select Nested View for an alternate layout of the discussion board.

4. Now, you must decide which type of message you would like to post.
 - i. To create a new post, or start a new conversation, select the New Post button located on the left underneath the forum title.

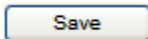


- ii. This will load the New Post page where you fill in the subject of your posting and your message.

Note: It is recommended that you compose your post in a word processor (like Microsoft Word) before posting it to Angel. This will allow you to have your post saved in an additional format outside of Angel. You may also attach a document to your post by clicking the Add a File link (located above the Save button).

- iii. When you are done, select Save 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 use the Save as Draft option located in Advance Message Options (above the save button).



- iv. To create a reply to an existing thread select the name of the thread you wish to reply to (or participate in).

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	★ ★ ★ ★ ★

Below you can see what a reply looks like.

[+] 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	★ ★ ★ ★ ★

- v. To respond to a specific post within a thread, select the post's title and the post will be displayed.
 - a. 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.

- b. Now you may change the subject line and/or enter the body of your post.
 - c. Click Save to post your message.
- vi. You can also select the plus sign next to the Advanced Message Options link (located above the Save button). This will allow you to choose a selection of special options for your post.

Attachments ([add a file](#))

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

Send Replies to Course Mail simply allows you to have replies sent to your email inbox within Angel, as well as posting to the discussion board.

Post as Private will send the post to the person you are replying to directly. The post will show up in your discussion board as well as the person's 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.

Save as Draft allows you to save a post as a draft rather than posting it right away.

Accessing Course Materials/Information

1. Expand the Contents folder on the Map and click on Lessons and an outline is displayed containing links to the various lessons within the course space.
2. To navigate through the Lessons and course materials, you can select the first lesson and select Next or Previous (top right) to navigate through the Lessons or you can go directly to a desired lesson by clicking on the link.
3. Once you have reached the desired page, you may print the lesson using the print icon



Submitting Assignments

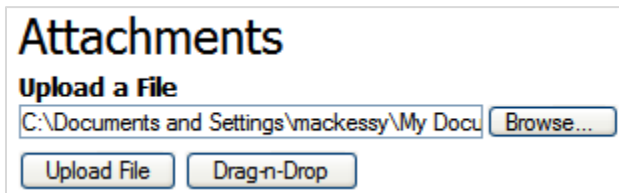
1. After clicking the Assignments folder on the Map, a list of required assignments appears in the form of drop boxes (think of drop boxes as "inboxes" for assignment submissions).
2. Select the drop box for the assignment you will be submitting work for.
3. Type in a title for your Assignment.
4. Enter 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.

- If you wish to upload a file along with any comments, click the Attachments button which will bring up the Upload a File dialog box. Click on Browse to locate your file.



- After you have chosen a file to upload, the path will be displayed in the text box.

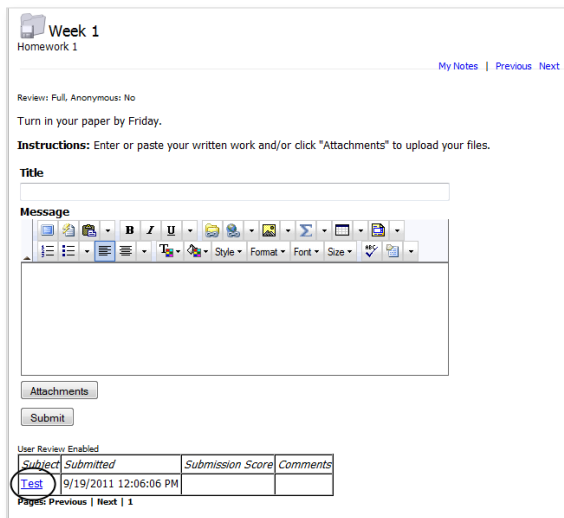


- Click the Upload File button.
- To attach another file click Browse to select your file; Upload File to upload another file to Angel.
- When you are done adding files select Finished to complete you assignment submission.

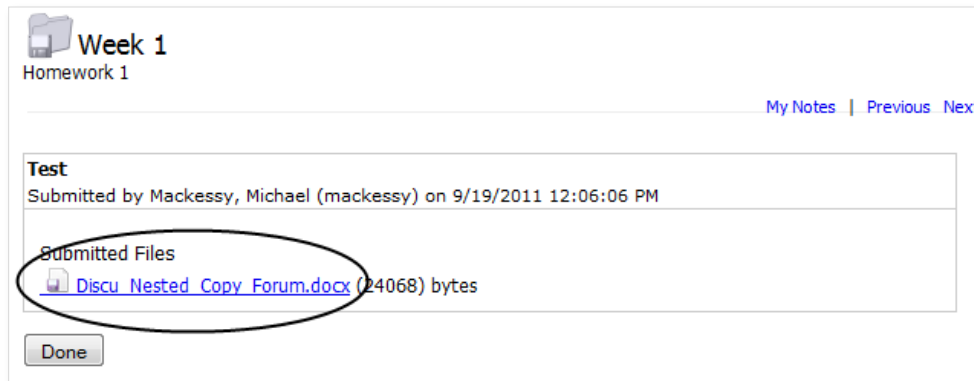
Verifying Your Submission

To make sure that your submission was successful, you can always check be following the steps below:

- Select the specific assignment (for example: *Week 1*)
- Select the link to (also the title of) your submission, located at the bottom (may be to the right, depending on display settings) of the page.

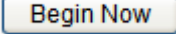


3. You should see an attached file. If your file appears here, and you can open it, your submission was successful.



Taking Online Assessments (Exams)

1. When your instructor has scheduled and released an exam for you to take, select the Assessments link on the Map.
2. The subsequent screen will list available assessments. Select the name of the exam or quiz you wish to take.

When you are ready to begin, click the  button. Your assessment will begin immediately.

Note: Make sure you are READY to start and complete your exam when you select the Begin Now button. Clicking on the Begin Now button and then exiting the exam before you are finished will prevent you from re-entering and completing the exam.

3. After you have answered every question, select Submit to submit your exam to the instructor for grading.
4. Confirm your submission by clicking OK to the verification message in the dialog box that pops up. If you have concerns that your assessment was not submitted successfully, contact your instructor to confirm.

Additional Resources

Additional resources are available at <http://online.wsu.edu>. Also, check out [You Tube](#) or Vimeo for additional resources created by other Angel users.

Conclusion

This tutorial was designed to help you master the basics of the Angel learning management system; it does not address all possible scenarios. Please contact WSU Online if you have additional questions about using Angel.