Logging into ANGEL

You can access ANGEL from Courses.OhioDominican.edu

If this is your first time using ANGEL 7.4, or you are using another computer for the first time, click the Configure Your System link in the Start Here box. This page contains important information regarding the settings on your computer.

Minimum System Requirements for 8 are:
- Windows XP, Internet Explorer 7 +
- Mac OS X, Mozilla Firefox 3 +
- Safari and Chrome are not fully supported

Log in with your ODU Username and Password. If you do not know your password, or your password is not working, contact the ODU Computer Help Desk at 888-251-0773. If you need ANGEL assistance and don’t know who to contact, click the Need Help? link in the Start Here box.
The ANGEL Home

A successful log in will present you with the following screen. This is known as the ANGEL Home page.

Courses
Your courses will appear in the upper-left corner. If you are expecting to see a course that isn’t here, mouse over the Courses box - a menu will appear. Click the Edit button and check the box next to courses you would like to be listed out front.

To enter a course, click directly on the course’s name.

Groups
Groups you are a member of appear in a box below Courses. You may find that you are not a member of any groups. Contact the ANGEL Administrator if you would like a group for your student organization.

Institutional Resources
A selection of useful institutional resources are provided for Faculty and Students.
Course Home

Course Home is the first page you will see when you enter the course.

Guide

The course guide contains a menu for the course. The same links are available across the top of your course. In the upper-right corner, click the button to hide the guide.

Syllabus

Your instructor may choose to upload a Course Syllabus.

Course Announcements

Your instructor may leave a brief message for students on the Course Home page.

Did You Know...?

A hyperlink to the gradebook is provided in this box. If the instructor chooses not to set up the gradebook, this page will display only the student’s name and the course’s title.

Before You Begin...

ANGEL is not a program on your computer – it is simply a website running in your internet browser. That being said, if you have contributed a significant amount of time composing an assignment within ANGEL, it would be very wise to save this information to your computer in a program such as Microsoft Word. Copy/paste between Word and ANGEL. This has two benefits: Word’s spell check feature, and the ability to save a copy of the assignment in Word to your own computer. CITe occasionally receives calls from students who have lost their work due to a power flicker, a browser crash, or a lost internet connection because they were typing into the text area of ANGEL in their browser. This is a valuable tip to remember when using other browser-based services, such as Webmail.
Lessons

Your course may look different, depending on the organizational scheme created by your instructor.

**The Lessons tab**
The majority of your ANGEL materials will be housed under the **Lessons** tab.

**Content Item**
Click on the words to view the Content Item, in this case, a Folder.
Discussion

The Discussion board allows students to correspond with one another. Your instructor may ask you to respond to a main prompt and reply to other students, or they may leave the discussion open for students to chat. Sometimes the discussion board is integrated into a complex, multi-step assignment. Follow your instructor’s directions carefully to meet the assignment’s objectives.

Navigating the Discussion

Create a New Post

Discussion’s Directions

A post with Replies inside
Click the + sign to expand

An Unread post
This post appears in bold because you haven’t read it.
Click the title to read it.
Opening a Message

Return to the message list

Discussion’s Directions

The Message you clicked on

Reply to this message.

Next Button ➤
Press ➤ to thumb through the messages in order.

Rate this message
Use this system to rate messages from your classmates.
Your instructor may use the total score to determine grading.

Reply or New Post
When you click Reply on a message or the New Post button, you will be presented with this screen.

Give your message a Post Title.

Type into the Message area.

You may add files as Attachments
See below for more information.

Submit when finished.
Attachment
You can add files to your message as an attachment.

Select your files
Browse your computer to locate the files you want

Add more files
Click the Add button to add additional files

Remove / Delete
Click the corresponding Remove button to remove a file, or check the box next to multiple files and press the Delete button.

Upload
Upload your files to the Discussion

A note about attachments
The person who receives your attachments must have the appropriate software installed to view the attachment. For example, if you have saved your document using a program such as Corel Word Perfect, a student using Microsoft Office Word may have trouble opening it. It may take several minutes to upload your file. Keep this in mind when using image-heavy files, such as PowerPoint Presentations.
Dropbox

The dropbox is a place where students submit finished assignments to their instructor. Depending on the instructor's classroom management preferences, they may choose to enter a grade for the assignment, comment on your work, or return a file to you as an attachment.

**Submitting an Assignment**

The assignment's description may appear at the top of the screen, depending on your instructor's style. In this example, additional files are provided as a hyperlink.

1. Enter a **Title** for your submission.
2. Type an optional **Message** to your instructor.
3. Click the **Attachments** button.
4. See below for more information
5. Open a successfully attached file
6. **Submit** the assignment.
**Attachment**
Upload your completed files for grading.

**Browse** for files
Browse your computer to locate the files you want

**Upload File**
Upload this file to the server (NOTE: You aren’t done yet)

**Uploaded Files List**
This area shows which files have made it to the server for temporary storage. If you have additional files to send, repeat the process above.

**Finished**
When you have finished selecting your files, click the **Finished** button to return to the Dropbox.
(NOTE: Your submission has not yet been sent to the instructor)

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Viewing your Submission

Once your submission has been received, it will appear in a table at the bottom of the page.

Click the **Subject** to view your submission. It is a good idea to open your submission immediately after sending it, so you can make sure you included the attachments that you intended to send.

If your instructor prefers to grade your assignments in ANGEL, your grade and comments will appear in the dropbox. Your instructor may also send a file back to you, such as a completed rubric or a copy of your paper with mark-up and comments.

Need Help?

Click the **Need Help?** link in the **Start Here** box to determine who you need to call.

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