Quick Tips for ANGEL

- ✓ **Icon Quick Reference**

The content of a course is organized into folders located on the Modules tab. Folders may hold any of the following types of content, each recognizable by its own icon. These are the commonly used ones:

Folders have a title and hold additional content.

Pages generally contain text information and graphics.

Discussion Forums hold a discussion question and all postings related to that discussion.

Drop Boxes hold instructions, your written assignment submission, and the instructor's evaluation of your assignment.

Links allow you to connect to resources on the Internet.

Files are uploaded files. Your professor may upload files for your use. Note: The icon is the same as Drop Box.

Home – to return to user home page

**Help** –Tutorials, guides & help desk info.

Logoff – log out of Angel

Developed by Empire State College Office of Academic Technologies - Comments to Jase Teoh or Mark Lewis

- ✓ **Make sure to use the** *"bread crumb trail"* **when you are navigating through ANGEL**
  - o The back browser arrow buttons (the ones you would use normally when trying to go back to a previous webpage) will not move you through ANGEL BUT using the list of words (bread crumb trail) that starts with HOME and ends with the most recent page you are on, will move through the pages
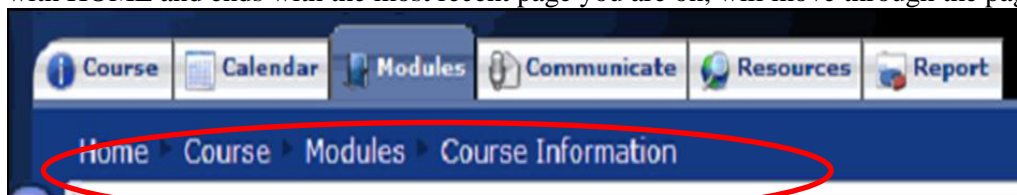
- ✓ **On your Course Home Page, make sure that you read Course Announcements**
  - o This will give you any updated information about the course
  - o This may also give your information about any resources that may help you with your assignment
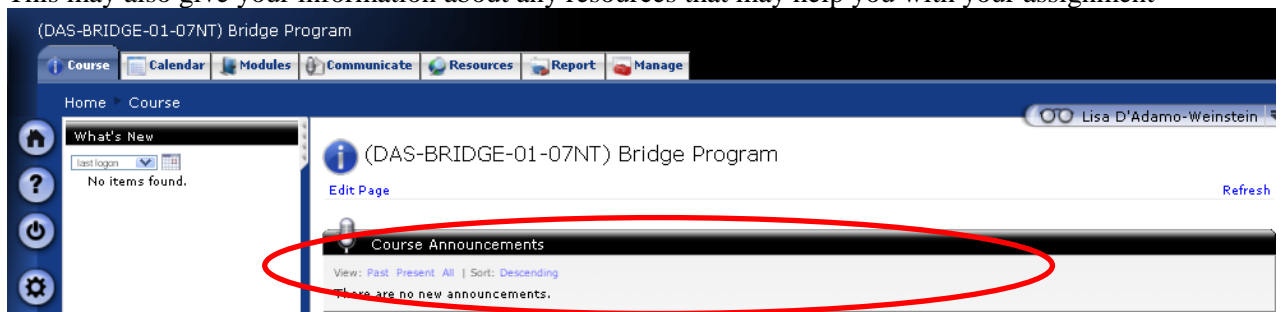
- ✓ **Discussion Forum**
  - o You will be expected post your thoughts to your classmates and instructor in clear and complete ideas

To open a discussion forum, click on the discussion icon in your course module or in link in the Communicate Tab.

To keep directions open in a new tab so you can see them while you create posts, Click on the "Open in new window" icon.

To hide directions while you are creating posts, click the [-] to the left of Directions, to show the directions again click on the [+].
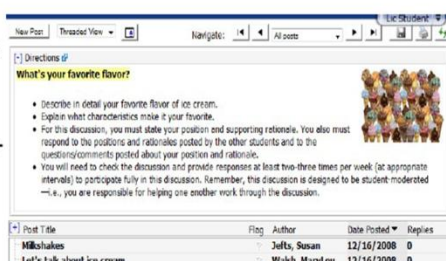
To create a new post, click on the New Post Button located on the left above the Directions.

You can **add a file attachment** to your post by clicking on the "add a file" link at the left corner (you may need to scroll down to see it.

Select **Submit** at the lower left corner when you are done writing your post.

- ✓ **Replying to a Post**
  - o You will be expected to reply to discussion posts that your classmate have posted using clear ideas supporting or refuting there ideas

> **To reply to a post**, open the message you want to reply to by clicking on it. Click the Reply hyperlink in the toolbar located in the bottom frame.
>
> Reply Print Email author
>
> **About Angel Time Out & Reauthentication**
> ANGEL has a 90 minute time-out for each session and the 90 minutes start over each click you make on a button, link or tab.

- ✓ **Submitting Assignments**
  - o You will know if you have an assignment due if you see a floppy disk in the folder. This is also called the Drop box.
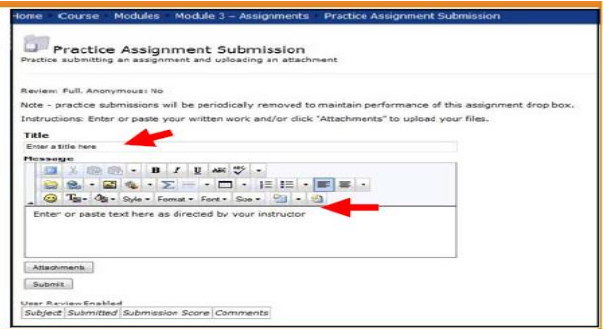
> 1. **Click the drop box title**
>
>   **Practice Assignment Submission**
>   Practice submitting an assignment and uploading an attachment
>
> 2. **Enter a title for the assignment**. Your assignment will not submit without a title.
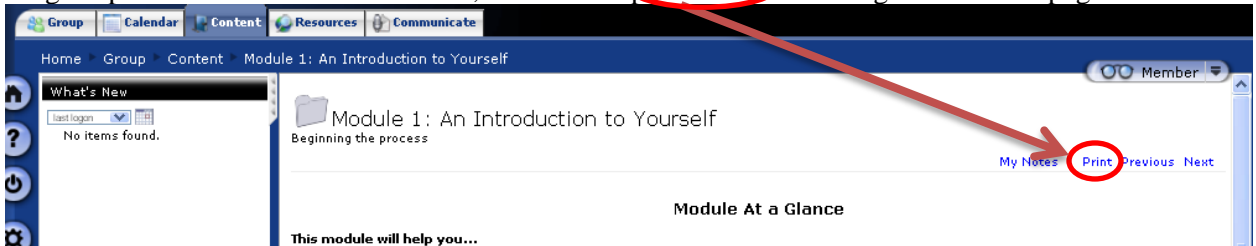>
> 3. As directed by your instructor—add a message to the text box or copy and paste your assignment into the box.
>
> Note: You can format the text in the text box using the ribbon control buttons
>
> Practice Assignment Submission
> Practice submitting an assignment and uploading an attachment
>
> Review: Full, Anonymous: No
> Note – practice submissions will be periodicaly removed to maintain performance of this assignment drop box.
> Instructions: Enter or paste your written work and/or click "Attachments" to upload your files.
> Title: Enter a title here
> Message:
> Enter or paste text here as directed by your instructor
>
> Attachments
> Submit
>
> User Review Enabled
> Subject | Submitted | Submission Score | Comments

- ✓ **Print out a Document**
  - o To get a printed a document in ANGEL, click on the print button on the right side of the page

> Group Calendar Content Resources Communicate
>
> Home ▸ Group ▸ Content ▸ Module 1: An Introduction to Yourself   Member
>
> What's New
> last logon
> No items found.
>
> 📁 Module 1: An Introduction to Yourself
> Beginning the process
>
> My Notes Print Previous Next
>
> **Module At a Glance**
>
> This module will help you...

Good Advice:

Print the **course calendar**
Print your **learning contract/course information** documents
Printing them will help you better organize yourself and your work for the online course.

IF YOU NEED TECHNICAL HELP!

> **Getting Help— Student Help Desk**
> Phone:
> - 518 587-2100 ext. 2420
> - 800 847-3000 ext. 2420
> Hours:
> - Sunday 1 - 9 p.m. E.S.T.
> - Monday - Thursday 9 a.m. - 9 p.m. E.S.T.
> - Friday 9 a.m. - 5 p.m. E.S.T
> Website: http://www.esc.edu/techinfo (articles,