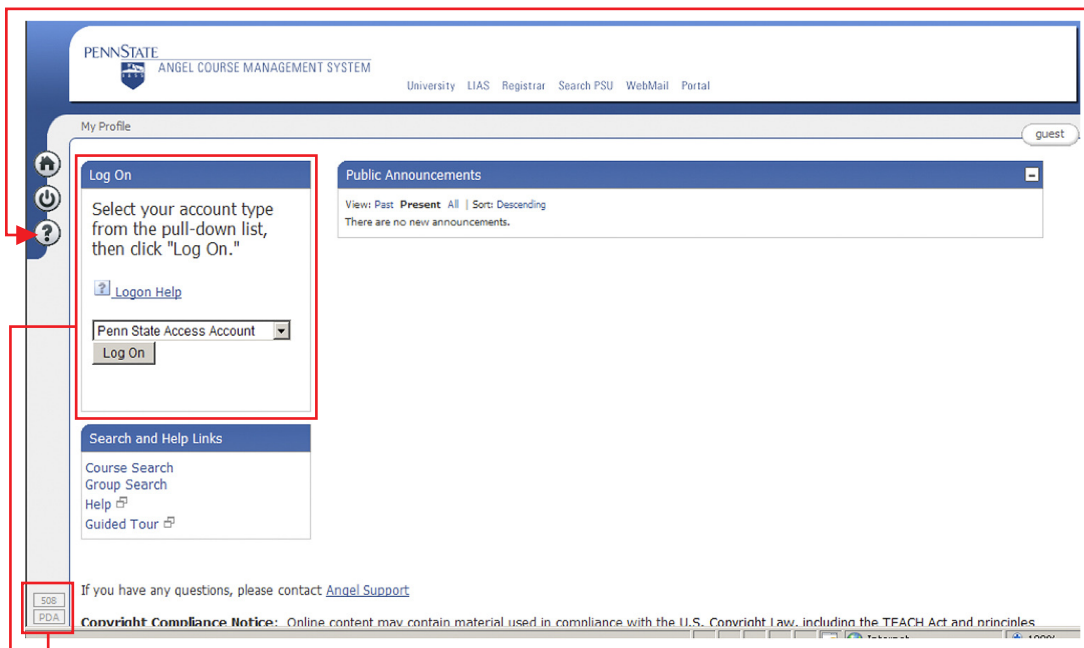




ANGEL Quick-Start Guide for Students



Help

Select the **Help** icon to reach the ANGEL Help and Information Guide. For more details on ANGEL Help, please read the reverse side of this page.

Display Options

The default view for ANGEL is **Normal Display Mode**. You can alternately select the **508 (Screen Reader) Mode** or **PDA Mode** here.

Log On

1. Go to <http://cms.psu.edu/>.
2. Leave "Penn State Access Account" selected and click the **Log On** button.
3. The WebAccess login form will display. Enter your Penn State Access Account userid (e.g., xyz123) and password, and then click the **Log In** button. (If you have not yet activated your Access Account, please visit a signature station to do so.)

When you are finished with an ANGEL session, select the **Log Off** icon. This will ensure any time you have spent on lesson items tracked by your instructor will be recorded.

The Six Course Tabs

[Syllabus](#) [Calendar](#) [Lessons](#) [Resources](#) [Communicate](#) [Report](#)

Syllabus: Course details possibly including instructor contact information, required texts, course objectives, a semester schedule, course requirements, and attendance and academic integrity policies.

Calendar: Important course dates entered by your instructor, such as assignment due dates, field trips, and exams. To view events for all your courses at once, on the **My Profile** screen, select the **My Calendar** link located in **My Toolbox**.

Lessons: Course materials your instructor has provided, possibly including text pages with assignments, outlines, or notes; links to Web pages; quizzes; surveys; uploaded files such as PowerPoint presentations, Excel spreadsheets, or photos; discussion forums; and drop boxes to which you can upload assignments.

Resources: Access to course announcements and Library Reserves; may be used as a course welcome page.

Communicate: ANGEL course mail, team file space to share work with team members, class roster, course announcements, and chat rooms, if made available by your instructor.

Report: Check on your attendance record and keep track of your grades.



ANGEL Help

To access the ANGEL Help and Information Guide, select the **Help** icon on the left of the screen. Within the **Student Topics** folder is a comprehensive set of articles that will help you quickly become familiar with major course functions such as mail, discussion forums, and drop boxes.

To contact the ANGEL Help Desk, use the **Contact ANGEL Support** link in the upper right of the screen to ask a question, report a problem, or make an enhancement request. Fill out the form, including a descriptive subject line and as many details as possible. You will receive an e-mail reply concerning your question or problem. Turnaround time is generally less than one business day.

Useful ANGEL Help and Information Guide topics in the **Technical Needs** folder include Printing Tips and Recommended Browsers and Computers.

Preferences

If you select the **Preferences** icon in the left frame you can update your personal contact information and set who can view it, select a personal theme (color scheme) that suits your taste, and have a copy of your ANGEL mail forwarded to your Penn State account or other Internet e-mail account.

My Profile

All courses you are enrolled in that are using ANGEL appear here, as well as any non-course-related groups of which you are a member. Select the name of a course or group to enter it.

You may personalize which elements will display on **My Profile**. To do so, select the **Edit Page** link located under **My Profile**. Select from the **Available Components** list, click and drag to move into your choice of column, and then click **Save**. You may choose to display bookmarks to Web pages, notices of new mail, the current day's calendar events, announcements, a calculator, or other items.

My Profile

[Edit Page](#)

[Refresh](#)

<p>My Courses edit</p> <p>Find a Course</p> <p>2007/08 Fa</p> <ul style="list-style-type: none"> Course 000 Section 001 Settings Role: Instructor Course 000 Section 002 Settings Role: Instructor Course 000 Section 003 Settings Role: Instructor 	<p>My Toolbox</p> <p>My Bookmarks Keep a personalized list of bookmarks for easy access to your favorite sites.</p> <p>My Files Upload files for easy access from anywhere.</p> <p>My Calendar Keep track of important personal events.</p> <p>Merged Roster Manager Create a new course that merges the roster of two or more other courses.</p> <p>Public Resources Access resources found on the logon page.</p>
<p>My Groups edit</p> <p>Find a Group</p>	<p>New Mail</p> <p>There is no unread mail.</p>

In addition to ANGEL Help, you can also contact Carol McQuiggan or Tony Clauto using the contact information listed below. Additional resources for help at Penn State Harrisburg are the Help Desk staff in the Computer Center located in the basement of the Olmsted Building or the Learning Center located in C216 Olmsted.

Carol McQuiggan, Instructional Designer

717-948-6542 • cam240@psu.edu

Tony Clauto, Multimedia/Instructional Support Specialist

717-948-6623 • ajc15@psu.edu

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Penn State Harrisburg

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