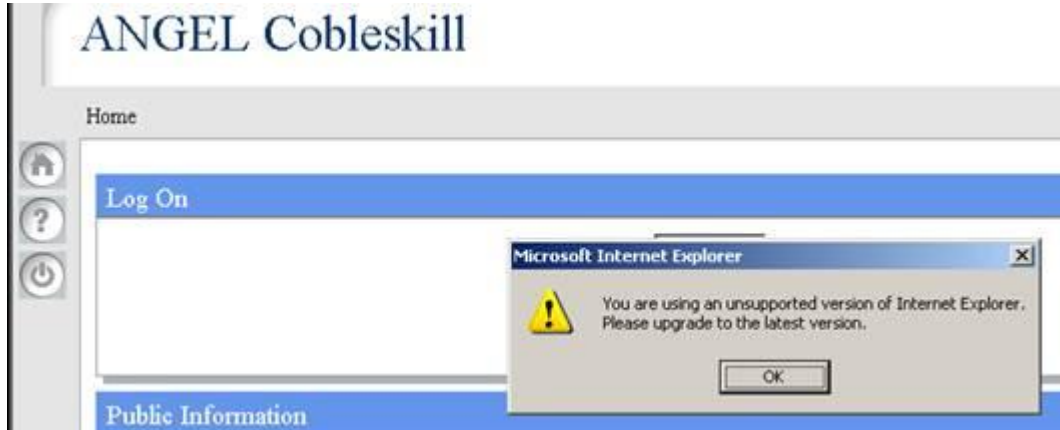


ANGEL Learning – Instructions for Students

1. Go to <http://angel.cobleskill.edu> to log on your account

Important:

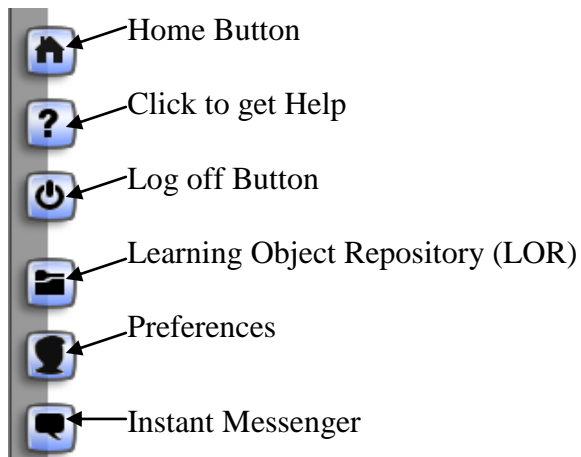
If you get this error message when you open the site,



please go to this site <http://www.google.com/toolbar/ie7/> to upgrade your Internet Explorer. Click Download IE7 Now.



2. ANGEL's Power Strip:



3. Logon your ANGEL account:

>Go to <http://angel.cobleskill.edu>

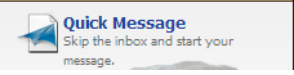
>use your Cobleskill's email user name and password to logon your ANGEL account

4. Check your Course Materials:

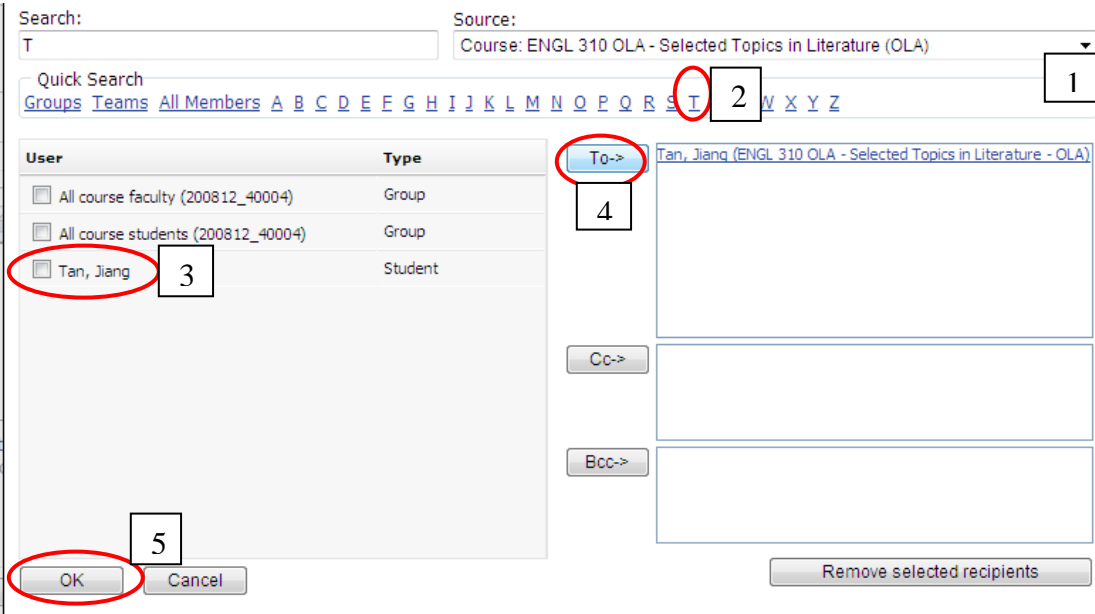
> Click the "Lessons" Tab on the top of the window. Your professor might label it differently. Ask your professor if you don't see the Lessons Tab!

> Open or download a file

5. You get ANGEL's emails in ANGEL. To check and send ANGEL email

>Click Quick Message 

>Click to Search Message Recipients



Search: T Source: Course: ENGL 310 OLA - Selected Topics in Literature (OLA)

Quick Search

Groups Teams All Members A B C D E F G H I J K L M N O P Q R S T W X Y Z

User	Type
<input type="checkbox"/> All course faculty (200812_40004)	Group
<input type="checkbox"/> All course students (200812_40004)	Group
<input checked="" type="checkbox"/> Tan, Jiang	Student

To-> Tan, Jiang (ENGL 310 OLA - Selected Topics in Literature - OLA)

Cc->

Bcc->

Remove selected recipients

OK Cancel

1) Pull down to find the recipient group


2) Click a letter to find the recipient

3) Check the recipient

4) Click 'To' to select the recipient

5) Click OK to get to the message window and type your email

6. Forward emails to another mail box: If you don't want to use ANGEL's email feature, you can redirect your email to another location:

1) Click the **Preferences** on the power strip 

2) Open [System Settings](#)

3) Enter your new email address in the Forwarding Address Box

Forwarding Address

Forwarding Mode
Do not forward my mail
Do not forward my mail
Forward my mail and keep as new
Forward my mail and mark as read
Forward my mail and delete

4) Pull the Forwarding Mode and select one [Forward my mail and delete](#), Save the change.

7. Use Digital Drop Box to submit an assignment:

The screenshot shows the 'Digital Drop Box -- Essay 1' submission page. The interface includes a sidebar with 'Lessons' (1), a list of assignments including 'Digital Drop Box -- Essay 1' (2), a form for 'Title' (3) and 'Message', an 'Attachments' section (4) with a 'Browse...' button (5) and an 'Upload File' button (6), and a 'Finished' button (7) and a 'Submit' button (8).

Go to Lessons > Open a Digital Drop Box > Type the assignment title > Attachment > Browse to locate the file > Upload your file as an attachment > Finished > Submit it.

8. Use Discussion Forum:

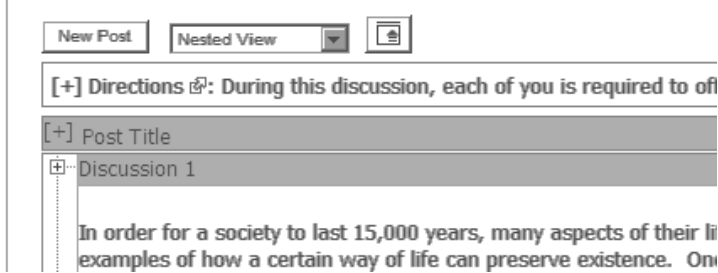
1) Click the folder with a push pin

The screenshot shows a 'Discussion Forum: Welcome Back!' section with an 'Introduction' folder icon that has a push pin.

The screenshot shows a discussion post titled 'Bio' by 'Phillips, Wilton' dated '11/20/2008'. A dropdown menu is open showing 'Nested View' (1). At the bottom of the post, there are buttons for 'Reply' (2), 'Edit', 'Print', 'Email author', and 'Delete'.

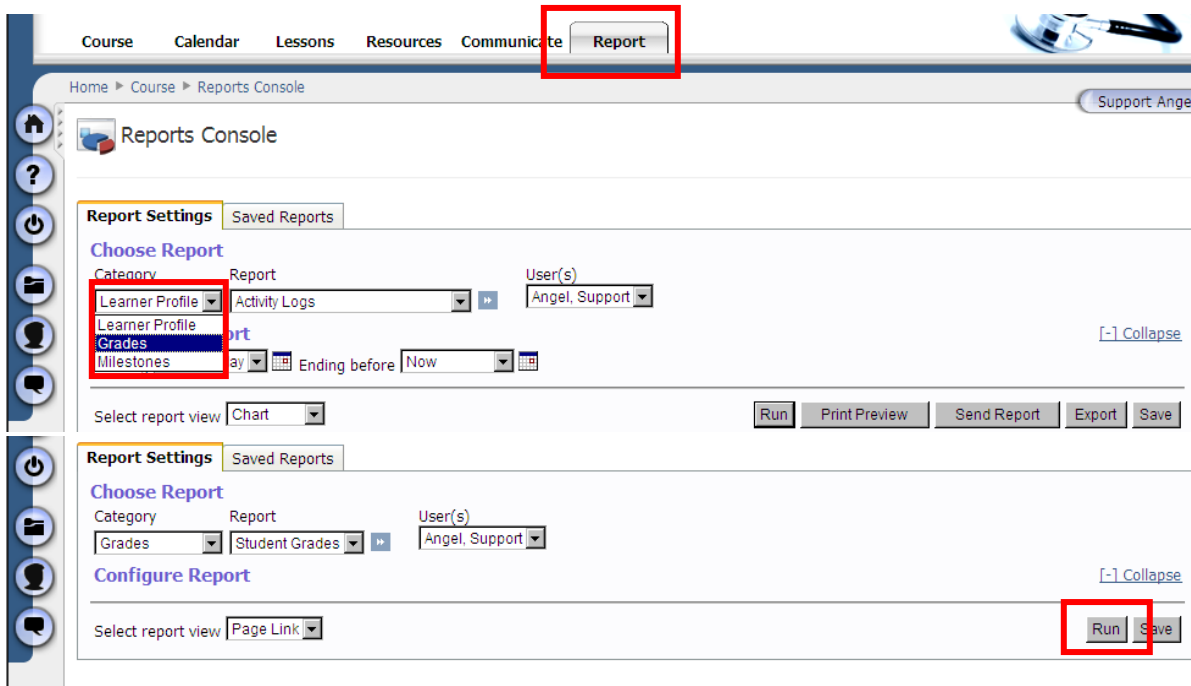
Pick a viewing option > Click Reply to write a comment and Email Author will send an ANGEL email to the person who posted it.

3) if you see the + sign, click to expand it for more discussion threads.



8. Check grades on ANGEL:

- 1) Logon your ANGEL account and go to a course,
- 2) Open Report tab, choose Grade Category to open:



3) Click Run:

Title	Grade	Comments
Digital Drop Box -- Essay 1 (100 pts.)	85	A good essay. Generally well-written and well organized. I wo First, I would not call the Nanticoke cyclical. I see them as ag
Digital Drop Box -- Essay 2 (100 pts.)	96	Excellent essay. Very well done and presented. Interesting that a
Digital Drop Box -- Exam 1 (100 pts.)	85 (85%)	You write very well about the characteristics of the three tribes a