


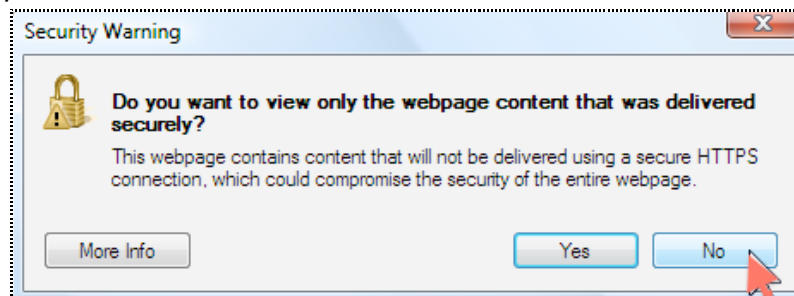
# Things Faculty Must-know About ANGEL

Last updated on 8/22/2012

## Browser and Browsing

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- The recommended browsers for ANGEL are according to <http://kb.its.psu.edu/cms/article/6>:
  - Internet Explorer** 7, 8, or 9 <http://bit.ly/MMKaEC>
    - If running in IE 9, please be sure that you're running in compatibility mode by following the instructions here: <http://bit.ly/NkS4Rd>
  - Firefox** 3.6, 4, 5, 6, 7, 8, 9, or 10 (<http://bit.ly/R0dq7h>)
  - Chrome** 16
  - Safari** 5 (<http://bit.ly/TUPI5M>)
    - \* There is currently no support for Safari on a mobile device.
    - \* Please be aware that using unsupported browsers may cause problems in data submission and it would be impossible to recover lost data. Therefore, it's crucial to use the correct version of recommended browsers especially for online test or survey. For more recommended configuration of each browser, please visit <http://kb.its.psu.edu/cms/article/6>.
- The default browser on Behrend computer lab machines is IE9. If you prefer Firefox, follow the following steps: click on  – **All Programs – Web browsers, Email, and Plug-ins, Firefox**, and then **Firefox** \*.\*.
- If you use IE, you may see a security warning window like the one below (captured from IE 8), you must select **NO** in order to continue normally (rearrange items, visit external web sites, etc.). If you already clicked on Yes once, this window may not show up for you again so that you can choose No. If that happens, please clear the browsing history, exit IE, reopen IE, log back on to ANGEL, and then it would be displayed.



The easiest way to avoid this inconvenience is to use Firefox version 3.\* to 10.

- Do NOT use multiple browser tabs to browse or edit multiple ANGEL courses or sections no matter which browser you are using. It will create errors.

## Courses and Registration

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\* To fill out a work order or view handouts, visit <http://sites.psu.edu/behrendedtechsupport>\*

5. Courses on ANGEL are hidden from students unless the professor activates them. If your students can't see your course, make sure the course is not "disabled." To enable a course, follow the instructions in [Make ANGEL Courses Visible to Students](http://bit.ly/SoFSOR) at <http://bit.ly/SoFSOR>.
6. Course registration or add/drop have to be completed by the student through eLion <https://elion.psu.edu/>. Manually adding students to an ANGEL course without registration will not change the student's registration record.
7. When students add or drop a course, ANGEL's course roster will NOT be changed immediately but will be reflected in 24 hours.
8. ANGEL system performs daily maintenance from 4:00 to 6:00 a.m. U.S. Eastern Time, during which time ANGEL will be unavailable.

### Email to and from ANGEL

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9. Although look alike, ANGEL mail and PSU webmail are two separate mailboxes. This means by default you will have to log on to ANGEL to see an email sent from an ANGEL course/group. To simplify this approach, you can forward ANGEL mail to USC.
10. You can add the *Course Mail* tool to My Profile page. This tool will collect all ANGEL mail and place them in one place so that you don't have to check the message course by course. For detailed instructions, please refer to the handout [Edit My Profile Page](http://bit.ly/TUOhyc) at <http://bit.ly/TUOhyc>.
11. If you have forwarded ANGEL mail to Penn State webmail, the "Reply to All" link would allow you to reply to the sender only.
12. If your Penn State webmail cannot read an attached file, you can always download a good copy of the attachment from ANGEL > the course > Communicate tab > Inbox.

### MISC.

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13. If you use ANGEL gradebook for publishing grades, information entered on ANGEL would be visible to students immediately. If not, please double check the release time of that grade.
14. If you ask students to submit a homework assignment to an ANGEL's dropbox, make sure students complete the submission process described in [Submitting a File to Dropbox](http://bit.ly/QqyFi3) at <http://bit.ly/QqyFi3>. If the process is not complete, the instructor will not be able to find the submission.
15. Other frequently used handouts for students can be found at <http://sites.psu.edu/behrendedtechsupport/>. This article can be found at <http://bit.ly/RCQOjz>.
16. Each ANGEL course has a space limit of 1.5 GB shared among all users (instructors, TAs, students, everyone) in the course. Please be aware of file size and how it may affect others before uploading a media file.