Our Top Ten Tips to Improve Your Productivity in ANGEL

1. Use the ANGEL links to navigate and refresh your page. Don’t use your browser’s icons or commands for “Back,” “Forward,” etc.

2. Use the ANGEL links for “Save,” “Submit” and “Exit,” especially in discussion areas.

3. Use + and – to expand and collapse lists.

4. Keep your course mail inbox clean and lean. See our instruction in this issue to set up folders for each of your online studies.

5. Know how to turn off your pop-up blocker when using ANGEL, or your course mail and the inline HTML editor will not display.

6. “Settings” is ANGELspeak for “Edit” or “Change.” “Utilities” is ANGELspeak for “Instructor Tools.”

7. Keep your Course Announcements brief.

8. Include your name or initials or part of the course name so that students know the source. Longer announcements should be posted in the Bulletin Board.


10. Everything in ANGEL is a web page and uses HTML coding “behind the scenes.” If you encounter problems changing fonts or colors when editing existing text, call the Faculty Helpdesk. We can work with you to fix whatever problems you encounter.

New Technology and Helpdesk Hours

CLT has converted the ANGEL Hotline to a general faculty technology helpdesk in order to provide “real time” assistance to faculty needing quick technology help. The faculty helpdesk is staffed afternoons and most evenings. During morning hours, faculty can still call the General/Student Helpdesk or fill out a ticket at http://www.esc.edu/Tech911. Here are the new hours for all CLT Help Services:

**Faculty Helpdesk (800 847–3000 x2559)**
Monday – Thursday 1:00 PM – 9:00 PM
Friday 1:00 PM – 5:00 PM
Sunday 1:00 PM – 9:00 PM

**Library Reference (800 847–3000 x2222)**

**Student Helpdesk (800–847–3000 x2420)**
Monday – Thursday 9:00 AM – 9:00 PM
Friday 9:00 AM – 5:00 PM
Sunday 1:00 PM – 9:00 PM
Borrow Books or Request Articles via Library’s ILL Pilot Project with University of Buffalo Libraries

The Empire State College Library, in cooperation with the University of Buffalo libraries, has begun a one year Interlibrary Loan Pilot Project which is open to ESC faculty with a 50% or greater above line appointment and currently enrolled graduate students. You may request the following types of materials from the University at Buffalo collections:

- Journal articles
- Books
- Book Chapters
- Conference Papers
- Multimedia

To request items:
1. Register to create an Interlibrary Loan Account at http://www.esc.edu/illpilot and enter your college login and password.
2. Confirm that the item is not already available in the ESC online collection
3. Submit your request by typing in your citation information. You will receive a separate e-mail notification when your article is available or your book has been shipped. For more information about the Interlibrary Loan Pilot project, please see our FAQ at http://www.esc.edu/illpilotfaq, or contact a librarian at librarian@esc.edu.

Library News Now Available Through Blog

The Library Research Newsletter has been converted to blog format to provide ongoing delivery of information on new and improved library resources and services, in lieu of monthly publication. Articles are posted via an RSS feed to our library home page and the ANGEL course system. You can learn more about setting up an individual subscription by visiting the site, which can be accessed from the Library home page or at this web address: http://www.esc.edu/librarynewsletter.

TDF Grants Awarded; Next Application Deadline October 12

The Technology Development Fund (TDF), which is funded by the Empire State College Foundation, supports faculty projects involving the use of technology or technology-based resources to support learning. Applications are considered four times a year. The deadline for the upcoming review period is October 12, 2007.

For the cycle ending June 2007, the following awards were announced:

- Anne Cobb and Michael Stone (GVC) were awarded a grant to support the development and incorporation of multimedia resources, images and audio podcasts into their Forum courses for the January term. The grant included funds for podcasting equipment and conference participation.
- Ivan Ivanov and K.D. Eaglefeathers (LIC) received funding to purchase equipment and software to continue a project in progress. The goal of the TDF grant is to facilitate faculty-developed video clips for inclusion in blended learning and web sites and to support special courses in computer videographic applications.

To learn more about this program and to complete an online application, go to:
http://www.esc.edu/TechDevFund.

*NOTE: Hardware and software purchased with funds is owned by OET and purchased for use by grantees.
Tech Tips:

Keeping ANGEL Course Mail Under Control: Creating Folders to Store Messages

It’s time to take control of unruly inboxes! Creating folders will keep your course mail better organized and allow your inbox to load faster.

Here are the steps:

1. Click the arrow next to My Folders.
2. Click on New to create a new folder.
3. Type in the name of your new folder.
4. Click on Save.
5. To move a message into a folder, select it from the list of messages (or open it) …
6. Then select Send to Folder from the More Actions dropdown box.
7. Select the folder and click Continue.

The message has now been moved into the folder.