Creating a report is a great way to use the power in Angel-

- to check on students’ progress,
- who has logged on and who did not,
- Who did not submit their assignment and who did not.

Follow the steps below and the documentation in the following pages to create any report in Angel—once you become familiar with the steps, you will find it takes just few minutes to run the report and send an email to students to remind them of work missed.

1- To create a report

Click on **Report** Tab seen blow

2- Then click on **Category**

This gives you several options to search for
You mostly will need (WhoDunIt)

3- Then click on Report (Forum Posts)
4- Next choose Users, Configure the report (Have not= participated or submitted work etc, or Have) ---
5- Make sure to choose a table (under select report view)
6- Choose Table
7- Click Send Email
8- When the email page comes, the names of the students are under (Blind Carbon Copy – BCC) so no one would who else received the notice for non-participation.
9- If you need to send an attachment to your students, you can do from the same email.

Notice the email is populated with BCC. So no one knows who else got the email reminder (for not doing test 1 for example). Write the email as usual and Click send.
By clicking on the Attach files, you can run the report - send the email and attach these file(s) from the same email in one step.