

ANGEL[®] 7.2 Instructor Quickstart Guide



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Conventions Used in This Manual

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the test to their specific needs. A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item.
	Note – Notes call the user's attention to information of special importance.
	Reference – Refers the user to another source of information.
	Caution – Caution advises users of actions that could potentially cause problems.

Introduction

Welcome to the ANGEL 7.2 Instructor Quickstart Guide. This guide is designed to provide instructors with a basic understanding of ANGEL and its primary tools.

ANGEL® is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly, easily, and effectively with their students. ANGEL® can function both as a complement to traditional courses and as a site for distance learning.

With ANGEL®, you can post documents online, such as your course syllabus; administer surveys, quizzes, and tests; send and receive course mail; establish and monitor discussion forums and chat rooms; receive and grade uploaded assignments using online drop boxes; create teams for discussion or for special projects; and more.

A significant portion of ANGEL®'s power lies in its ability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some segments of this guide may not apply to your use of ANGEL®. Contact your institution's support desk for questions regarding ANGEL® administration.

New to ANGEL

ANGEL 7.2 augments the quiz item with the new Assessment item – a much more powerful way of creating and delivering exams and quizzes. Assessments offer several advantages over the previous quiz items by allowing instructors to group questions by question sets and applying different rules to each group. The new Mastery Mode presents questions in a self-study mode allowing students to drill against a set of questions until they achieve the proficiency level set by the instructor. Plus other new features.

Item analysis for assessments helps instructors build more meaningful assessments by evaluating the assessment's ability to discriminate between students who understand the material and those who do not. ANGEL has built in five different statistics on an item-by-item level for each assessment.

The Keyword Manager helps ensure the consistent usage of keywords within assessments. The Keyword Manager allows instructors or departments to use a consistent set of keywords for tagging all of their assessment items.

Question Banks bring the concept of the lesson object repository (LOR) to the management of assessment items. Assessment item storage, organization, and retrieval have been designed with four main goals; Folder-based organization scheme with simple drag-n-drop movement of questions; Search ability by term, keyword, standard, objective and question difficulty; questions are stored in the database once preventing replication of questions across multiple courses; and all question versioning, originating author/course and performance history are resolved behind the scenes in a manner that hides this complexity from the users.

Question Pool items are selected via powerful search tools. The end result is that you can configure a Question Pool with exactly the questions you want that pool to contain.

Learning Outcomes Management (LOM) allows instructors to map content to standards and objectives. This mapping allows the reporting required for Learning Outcomes Management. Standards and Objectives Content Reporting help instructors track their progress in tagging all their course content to standards and/or objectives. Standards

and Objectives Performance Reporting shows the progress of a class or student against the stated standards/objectives for a particular course allowing instructors to discover exactly how their students are tracking against the stated learning goals for the course.

The Date Manager tool allows instructors to assign new dates to every lesson item within their courses as they prepare to teach the course in a new semester.

ANGEL's new Course Syndication allows instructors to broadcast any file, link, or page item simply by placing it within a Course Syndication folder. Users simply click the RSS icon to add the URL into their RSS-enabled browser or click the Add to iTunes® icon to establish a podcast to their iTunes® account.

And there is much more in ANGEL 7.2.

System Requirements

ANGEL is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies. While ANGEL products generally function well in many browsers, the following are formally supported and tested:

- With PCs running Windows OS: Internet Explorer, Firefox and Mozilla
- With Macs running OS X: Firefox and Mozilla

Testing is performed on the latest generally available versions for the above platforms and browsers with each General Release of ANGEL products, ensuring full support at that time. For additional information on browser support please visit <http://support.angelllearning.com>.

ANGEL Home

ANGEL Home functions primarily as the logon screen and starting point for each ANGEL session, while also providing public access to a variety of resources. These resources include:

- Search for courses
- Search for community groups
- Search for people
- Participate in polls, public surveys and more



ANGEL® LEARNING MANAGEMENT SUITE

Home guest

Log On

Username:

Password:

Save my password

[I forgot my password](#)
[Request an account](#)

Public Information

[Library Resources](#)
[Event Calendar](#)
[In the News](#)
[Public Surveys](#)
[Public Forums](#)

Search and Help

[Course Search](#)
[Community Search](#)
[People Search](#)
[Help](#)
[Guided Tour](#)

Public Announcements

View: Past **Present** All | Sort: Descending

There are no new announcements.

Today's Calendar




2:00 PM - Add/Drop period continues
 Category: General

7:00 PM - Sectional Game is 2/2/06
 Category: GeneralClass

508 ANGEL Learning Management System © Copyright © 2000-2006, ANGEL Learning, Inc., All rights reserved.

System Navigation

System navigation is represented by icons along the left power strip. These icons are available on the Public Home page and while in a course or group.

Icon	Name - Description
	Home – returns you to your Home page
	Log Off – logs you out of the ANGEL environment
	Help – displays ANGEL online help, guides and resources

Public Information

Public home offers a variety of public resources for instructors and students. These resources are also available to users on the user Home page under **Toolbox > Public Resources**. To access a resource, simply click the hyperlinked title for the resource that you want to access.



The resources available at your institution may not include all of the following resources and/or may contain additional customized resources.

Use **Library Resources** to access your institution’s library resources, such as electronic journals, catalogs, and databases.

The **Event Calendar** provides quick access to your institution’s public calendar, including events, significant academic or training dates, and other entries.

The **In the News** resource keeps you up-to-date on your institution’s latest news. Participate in public surveys and discussions using the **Public Surveys** and **Public Forums** links.

Search and Help

With the **Course Search**, **Community Search**, and **People Search** resources, you can search for and view any course, group, or user profile that has been made viewable to the general public.



Log into ANGEL before performing this search to view a larger selection of courses, groups, and profiles, including those that have been made viewable only to authenticated ANGEL users.







Click the **Help** link to access documentation or to request help from your institution’s support desk. Take the **Guided Tour** to view highlights and features of the ANGEL application.

Personal Home

When you log into ANGEL, you are presented with your personal page - Home. Home provides you with access to all courses and groups for which you are enrolled and to a variety of tools to assist you with your coursework. The selection and display of these tools can be customized using the **Edit Page** hyperlink in the Home menu bar.

Navigation

System navigation is represented by icons along the left power strip. These icons are available on your personal Home page and while in a course or group.

Icon	Name - Description
	Home – returns you to your Home page
	Log Off – logs you out of the ANGEL environment
	Help – displays ANGEL online help, guides and resources
	Learning Object Repository (LOR) – accesses your personal LOR
	Preferences – opens access to your user settings such as your personal information, change password, theme selector, system settings and PDA agent.
	ANGEL IM – opens the online ANGEL instant messenger

Courses and Community Groups

The **Courses** and **Community Groups** sections of your page give you access to all the courses and groups for which you are enrolled, either as a student or instructor. Click the **Edit** button in the **Courses** or **Community Groups** title bars to hide specific courses or groups or to customize the additional information displayed for each.

Course Mail

Course Mail displays any unread mail in courses or groups. Reading and composing course mail is done by clicking on the hyperlink *Read and compose course mail messages*. The **Message Summary** lists the number of new messages needing to be read.

Toolbox

The **Toolbox** offers several useful tools designed to increase your productivity and further customize your ANGEL environment. The **Bookmarks** tool allows you to add your favorite webpage links to your personal page for easy access and to sort them by categories. You may optionally set permissions on individual bookmarks to provide access to other users.

Create folders and files and upload images and documents to the **Files** tool for storage purposes. The built-in HTML Editor allows you to create new web pages or edit existing ones with an easy to use word processing-style interface.

Add and track tasks with the **Tasks** option. For each task, you can include detailed notes, task priority, and even categorize into groups. Use the **Calendar** tool to view or add personal calendar events or public institutional events.

Public Resources is your link to resources found on the Public Home page. Information contained on the Public Home page varies from institution to institution based on guidelines of the institution. Common items may be Public Information, Search and Help, Public Announcements and Today's Calendar.


How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. Users can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet email address.



Course mail forwarding is a global setting. Therefore, enabling course mail forwarding forwards all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet email account:


1. Log into ANGEL and click the **Preferences** icon () on the left side of the **Home** page. The Preferences panel appears.
2. Click **System Settings** in the **General User Settings** area. The System Settings Manager appears.
3. Locate the **Mail Settings** area, and type the full email address where you wish your ANGEL mail to be forwarded into the **Forwarding Address** field.
4. Use the drop-down list to select the **Forwarding Mode** of your choice.
5. Click the **Save** button.

Course Overview

Courses or community groups provide instructors, students and members with an array of tools that enhance the instructional and collaborative experience.

Upon entering a course, you are presented with a quick glance of activity in the course with Activity at a Glance, course announcements and course news.


Course Navigation

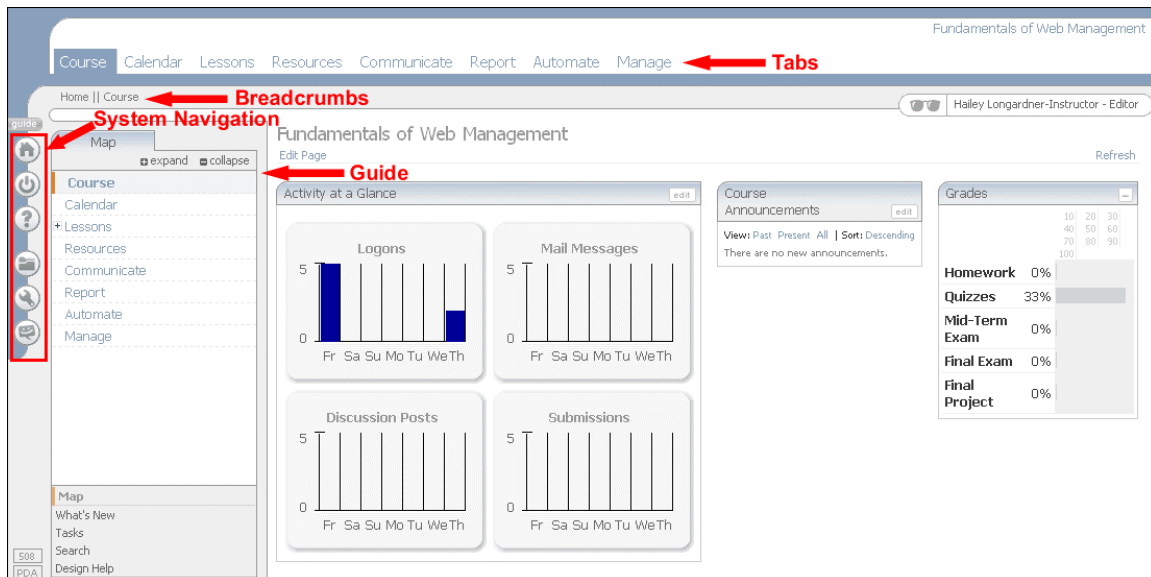
Click the **Guide** icon () located at the top of the icon navigation to display the Course guide which includes the Map, What's New, Tasks, Search and Design Help. The **Map** provides a course-at-a-glance view and one-click access to all course content.

Click the **What's New** hyperlink located at the bottom of the guide to display a list of new mail messages, calendar items, content items, etc. for the course. The **Tasks** hyperlink displays Milestones, Personal Tasks, Unread Mail and Ungraded Items as task items to be completed. **Search** hyperlink provides the ability to search calendar, content, mail or roster entries. **Design Help** hyperlink provides pedagogical based instructional tips for various tools and content items based on your location with the course.

Course Tabs allow you to navigate to a specific area of the course. The tabs consist of Course, Calendar, Lessons, Resources, Communicate, Report, Automate and Manage.

As you navigate through the course tabs, the **Breadcrumb** frame updates to provide hierarchical context for the current content item or tool.

 Specify a custom start tab for your course by accessing the Tab Settings tool (Tools > Tab Settings > Start Tab Settings). Users are redirected to the **Start** tab when they click the **Continue** button on the Welcome page.



Course Tab

The Course tab is the default start page for a course. Upon entering a course you are presented with Activity at a Glance so you can see logon, discussion posts, mail messages and submissions activity for a one week period. Course Announcements displays any announcements for the course and Course News displays news articles that relate to the course.

Course Guide: 1 click navigation to expand or hide

Activity at a Glance: Quickly assess course activity, click any graph for detail

What's New: Immediate updates on log in

Logons: See class activity immediately!

Tasks: Personal list increases efficiency

Grades: Visual representation of student performance, click an assignment for detail

The screenshot shows the ANGEL interface for a course named "Pharmacology with Karen". The "Activity at a Glance" section contains four bar charts: Logons, Mail Messages, Discussion Posts, and Submissions. The "Grades" section shows a progress bar for various assignments: Uncategorized (0%), Chapter Exams (88%), Research Project (%), Participation (%), and Homework (%). The "What's New" section lists items like Calendar (32767), Content (8), Discussion Forums (9), Mail (27), and Submissions (40). The "Tasks" section lists Milestones (19), Personal Tasks (0), Unread Mail (9), and Ungraded Items (2).

How to use Edit Page

To edit elements on the course tab:

1. Log into your ANGEL course and click the **Course** tab.
2. Click the **Edit Page** hyperlink (located on the upper left corner underneath the name of the course). The Page Layout page appears.

Course Home Layout

Directions: To add a component, select it from the Available Components list and click the Add button. To remove a component, click its X button. To rearrange components simply click and drag. When you are finished click the Save button.

Available Components

- About This Section
- Attendance
- Banner Image
- Communicate Links
- Course/Group Announcements
- Course/Group Continue
- Course/Group Events
- Course/Group News and Events
- Course/Group Polls
- Course/Group Roster

Component Layout

Location: **Header**

State: **Opened**

Page Header

Column 1: RecentActivity

Column 2: Course/Group Polls, Course/Group Announcements

Column 3: Grade Report

Footer

Buttons: Save, Cancel, Use Defaults

3. Select item(s) from the **Available Components** list.
4. From the **Component Layout**, select the location and state for the component you are adding (optional).
5. Click the **Add Component >>** button to add the item.
6. Once the component has been added, you can drag-n-drop the selected component to the desired area between Header, Column 1, Column 2, Column 3 or Footer.
7. Click the **Save** button when finished.

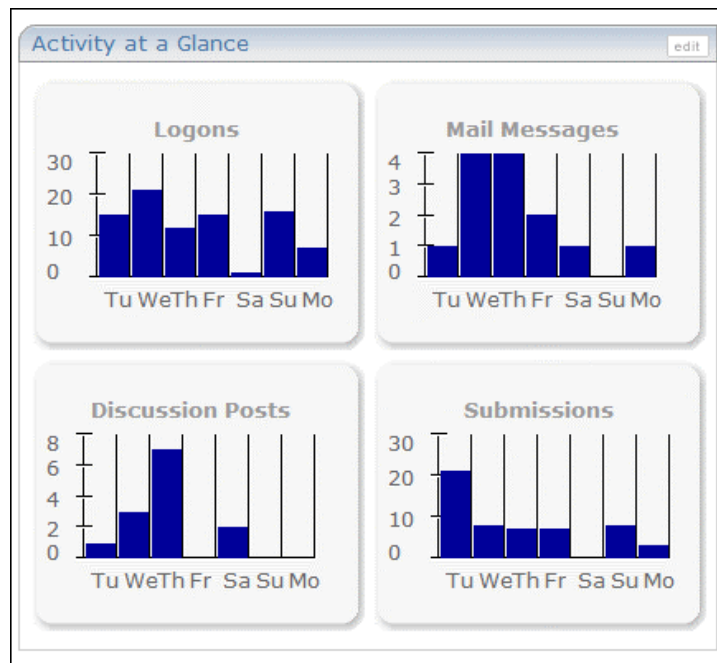


The **Edit Page** option is available on several pages.

Activity at a Glance

The Activity at a Glance tool brings course data to the forefront and assembles it in a simple graphic format that communicates immediately to the viewer. See updated summaries of recent course Logins, Mail Messages, Discussion Posts, Grade Distribution or Submissions every time you log in. Graphic displays illustrate recent course activity that gives instructors immediate perspective into their student's course activities.

Click on the graph to navigate to more comprehensive information and options to take action or click the **Edit** button to display the Activity at a Glance Settings page to select the graphs to display and who they are viewable by.



Calendar Tab

The Calendar tab allows you to post course-specific schedule items for the day, week, month, or year. As the course instructor, the Calendar tab allows you to post calendar events for yourself, for select students in your course, and/or for your entire class.

In addition to being displayed on the Calendar tab of the course site, ANGEL calendar entries also appear on your students' personal home page on the dates designated for the events.

The **Add** hyperlink (located on the left side of the toolbar) directs you to a form for creating calendar entries.

To change your calendar view, click the **Day**, **Month**, or **Year** hyperlinks (located on the right side of the toolbar). You can click a specific date from the small calendar navigator or select a month and year from the drop-down menus.



If your calendar navigator is not displayed, click the **Show Calendar** hyperlink (located on the left side of the toolbar) to make it visible.


To view only personal items, click the **Personal Entries** hyperlink in the **All Entries** box located at the bottom of the calendar grid view. Use the **Next** and **Previous** toolbar hyperlinks to navigate to the next view (Day, Month, or Year) or click **Today** to bring up the current day's events.

How to Add a Calendar Entry


To create a calendar entry:

1. Log into your ANGEL course and click the **Calendar** Tab.
2. Click the **Add** hyperlink (located on the left side of the menu bar). The Event Settings page appears.

3. Type the title of the calendar event into the **Title** field.
4. Select the user from the **User** drop-down list.
5. Select the event category from the **Category** drop-down list.
6. Select the **Date**, **Time** and **Duration** from the appropriate drop-down lists.

 Try clicking the date for your entry on the calendar (located on the right side of the Calendar tab main page) before clicking **Add Content**. This automatically applies the chosen date to the **Date** field of the calendar form.


7. The optional **Contact** and **Location** fields may be used to provide additional information for the event. Use the optional **Notes** text box to enter any information that you would like to appear with the calendar entry.


 The inline **HTML Editor** is available in the Notes text box allowing formatted information. For instructions on using the HTML Editor to format text within ANGEL, refer to the Appendix section *How to Use the Inline HTML Editor*.

8. If this is not a recurring event, click the **Save** button. The Calendar screen appears, with your calendar entry listed.
9. For a recurring event, click the **Recurrence** button. The Interval Settings form appears.

Calendar

Date and Time Settings

Beginning , 

Ending , 

Time : EST/EDT

Duration

Interval Settings

Recurs every ...

Weekly ...
 on these days: Sun Mon Tue Wed Thu Fri Sat
 every week(s)

Monthly ...
 on the
 every month(s)

10. Select the **Beginning Date**, the **Ending Date**, **Time** and **Duration** in the Dates and Times area.



Interval Settings are used to select how the event recurs – every day, weekly or monthly.

11. Make the appropriate selections and click the **Save** button. The Calendar screen appears, with your recurring calendar entries listed.

Lessons Tab

The **Lessons** tab is designed to house the majority of your instructional content. Here, you can create lecture notes, hyperlinks, assessments, discussion forums, drop boxes for assignments, and more. Lesson content can be accessed directly on the Lessons page or nested within folders or subfolders.

Clicking the **Add Content** hyperlink (located on the left side of the toolbar) displays a variety of content that instructors can create, including: folders, pages, hyperlinks, discussion forums, assessments, surveys, drop boxes, and more.

The **Rearrange** hyperlink (located on the left side of the toolbar) allows instructors to manipulate the order in which created content is displayed on the page.

The **Reports, Utilities, and Preferences** hyperlinks (located on the left side of the toolbar) provide the instructor with numerous tools to manipulate created content, to monitor each student's activity within the content and set the preferences for the lessons pages.

Print hyperlink (located on the right side of the toolbar) allows printing of the current page. The **My Notes** hyperlink provides each user (whether student or instructor) with an online space to take notes on any content located on the Lessons tab.

The **Previous** and **Next** hyperlinks (located on the right side of the toolbar) allow you to navigate through the lesson content.

Common Settings

Content items have common settings tabs that determine content, access, standards, and objectives, automate and assignment. The **Content** tab determines the page settings such as Title and Subtitle of the content item. Access is determined on the **Access** tab which sets tracking of the item and viewing restrictions. The **Standards** tab allows instructors to map content to institution standards and the **Objectives** tab allows instructors to create objectives and map content to the specified objective. The **Automate** tab allows instructors the ability to add an agent to run on a schedule, when a content item is accessed or when a user accesses specific areas within the environment. Adding milestone and gradebook settings are done on the **Assignment** tab.

Available tabs vary based on the content item. Assessments, Surveys and Discussion Forums have unique tabs related to how the item is delivered or permissions to view the items.

How to Create and Manage Folders

As the primary tab for course content, the Lessons tab can include both a high volume and a wide assortment of items, such as assignment guidelines, assessments, lecture notes, discussion forums, and more. One way to manage your course content effectively in this area is to use folders. Lesson content can be nested within folders or subfolders.

To add a folder to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add content** hyperlink located underneath the Lessons title. The Add Content page appears displaying a list of ANGEL content items available to add to the Lessons tab.
3. Click the **Folder** hyperlink. The Folder editor appears displaying the Content, Access, Automate, and Assignment editor tabs.

The screenshot shows a web-based form titled "New Folder". At the top left is a folder icon. Below the title, there are two radio buttons for "Settings": "Normal" (which is selected) and "Advanced". Below this is a row of four tabs: "Content", "Access", "Automate", and "Assignment". The "Content" tab is currently active. Underneath the "Content" tab, there is a section titled "Page Settings" which contains two text input fields: "Title" and "Subtitle". At the bottom of the form, there are two buttons: "Save" and "Cancel".

On the Content tab:

1. Enter a **Title** for your folder.
2. Enter a **Subtitle** for your folder. The subtitle is used to provide additional information concerning the content item.

On the Access tab:

1. Select **User Tracking**. This is an optional setting and is used to track when users view or access a content item.
2. If users are not allowed to view the content item, select the **Do not allow users to view this item** checkbox.
3. Select the **Viewable By** option. By default **Students** is selected.
4. Enter a **Password**. This is an optional setting and is used to restrict access to a content item.
5. Select **Team Access**. This is an optional setting and is used to restrict access to a particular team.

On the Assignment tab:

1. Select the **Assignment** in the Gradebook Settings. This is an optional selection.
2. Select the **Task Type** for the Milestone Settings. This is an optional selection.

Click the **Save** button when all desired items are complete.



To place content into the folder, click the **Add Content** hyperlink (located on the left side of the toolbar). To modify or delete the folder, use the **Edit** and **Delete** hyperlinks (located under the folder you created on the **Lessons** tab main page). To rearrange created folders, click **Rearrange** (located on the left side of the toolbar). Highlight the folder that you wish to move; then use the **Top**, **Up**, **Down**, or **Bottom** buttons to relocate your folder.

How to Create an Assessment

ANGEL offers an online assessment tool that auto-grades and auto-tabulates most items.



For more information on creating and administering assessments, see the *ANGEL 7.2 Instructor Reference Manual*.

To create an assessment:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink.
3. Click the **Assessment** hyperlink. The new assessment editor appears.

New Assessment

Settings: Normal Advanced

Content | Access | Interaction | Review | Automate | Assignment

Page Settings

Title

Subtitle

Link Settings

Link Target: Same Window no banner

Link URL

On the Content tab:

1. Enter a **Title** for your link.
2. Enter a **Subtitle** for you link. The subtitle is used to provide additional information concerning the content item.

On the Access tab:

1. Select **User Tracking**. This is an optional setting and is used to track when users view or access a content item.
2. If users are not allowed to view the content item, select the **Do not allow users to view this item** checkbox.
3. Select the **Viewable By** option. By default **Students** is selected.
4. Enter a **Password**. This is an optional setting and is used to restrict access to a content item.

On the Interaction tab:

The Interaction tab is a unique tab for assessments. This tab allows the instructor the ability to select how the questions are displayed to the student – all at once, as part of a question set or one question at a time.

1. Select the delivery setting **Date enabled** and/or **Date disabled**.
2. Select the **Display Mode**. The default setting is **All at once**.
3. Select the **Question Set Defaults**. This is an optional setting.
4. Select the **Submission Settings** which determine how many attempts a user has to take the assessment; the mastery settings required before the student has mastered the concepts within the assessment; save options and anonymous options.
5. Select the **Time Settings** determining how long the student has to complete the assessment and if the assessment will have a time warning or automatically submit when the time expires.

On the Review tab:

1. Select the **View submission history** option. The default value is **Full review**.
2. Select the **Review Availability**. This determines when the review is available to view and how long this review remains available to the students.
3. Select the **Display feedback** option. The Display feedback is set to Assessment Completion by default
4. Select the **Feedback options**. All options are selected by default. Clearing the checkboxes removes the item from review.

On the Assignment tab:

1. Select the **Assignment** in the Gradebook Settings. This is an optional selection.
2. Select the **Task Type** for the Milestone Settings. This is an optional selection.

Click the **Save** button when all desired items are complete.



Select the **show advanced settings** checkbox to display all of the editor options.

Several of the common access settings can be very useful when used on an assessment. In particular:

Select the **Do not allow users to view this item** to hide a quiz which is a “work-in-progress”. This setting is also useful for assessments that are being used as “question banks” or for future assessments that should not yet be made available to students.

The **Password** field supports proctored testing through the process of 1) password protecting an assessment or test and 2) providing the password to each designated proctor. The student would be required to schedule and meet with the proctor to take the test. At test time, the proctor would provide the password and observe the student during the test to ensure testing rules are followed (e.g. time limit, use of notes, etc.).

The **Date enabled** and **Date disabled** settings are useful for limiting the “window of time” that an assessment is available. In combination with the “Time Limit” and “Auto-submit” options available on the Interaction tab, this approach is very useful for take-home assessments, to decrease the amount of time available for unwanted student collaboration or sharing of printed copies of the assessment.


Adding Questions to Assessments

Adding questions to your assessment can be done by accessing the Assessment Editor. The assessment editor contains two tabs for setting up the questions and understanding the performance of students taking the assessment.

The **Assessment Editor** tab provides the ability to add individual questions or question sets. Adding a Question Set groups similar question types or questions concerning a particular concept.

The **At a Glance** tab provides information concerning the performance of the assessment such as the high/low scores, mean and median scores plus the status of the assessment. The At a Glance tab also provides information on the number of question types contained within the assessment and general information concerning access, interaction and visibility of the assessment.

To add a multiple choice question:

1. Click the hyperlinked name of your assessment.
2. Click the **Add Question** hyperlink (located underneath the Question Set title).
3. Click the **Multiple Choice** hyperlink or icon (.
4. Place the point value for the question in the **Points** field.
5. Type or paste the question text in the **Question Text** field.
6. Type the user choices in the **Answer Choice** field. The HTML Editor can be used for the choice by selecting the HTML Editor hyperlink located beneath the Answer Choice field.
7. Select the radio button next to the correct answer.
8. Type or paste feedback in the **Incorrect answer feedback** field. Optionally type or paste feedback for the correct answer under the **Correct answer feedback** tab.

9. By default, all questions are added to a question bank. You can optionally deselect the checkbox *Add to question bank*.
10. Click the **Done** button when all selections and fields have been completed.



You may add images, animations, or other media to assessment questions, choices, or feedback by using the HTML editor or by typing/pasting HTML code directly in any of the fields. Be aware that filenames for embedded or linked media files may be easily seen by students by selecting right-click > properties, viewing the browser status bar, etc.

Other questions types are added in the same manner.


How to Upload a Lesson File

The File option allows you to upload any type of electronic file to your ANGEL course to share with your students. Common uploaded file types include web pages, word processing documents, spreadsheets, PowerPoint presentations, project files, etc.



Uploading a file allows the upload of a single file to share with students. Multiple file uploads are done using the Associated File Manager. For additional information on the Associated File Manager, see the *ANGEL 7.2 Instructor Reference Manual*.

To upload a file to Lessons:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the left side of the toolbar).
3. Click the **File** hyperlink or icon (). The Upload a File form appears.

Upload a File

Upload Form

Instructions: Click "Browse" to locate the file then click "Upload File" to add it to your content.

File to Upload

Title

File Type
 ▼

File Upload Facts

When you upload a file, ANGEL first interrogates the file (including Zip file contents) to determine it's file type. It then performs the appropriate action for that file type. See the list below for details on how ANGEL handles various file types during the upload process. The AutoDetect feature is your best choice for file uploads.


Graphic Files. Graphic files are automatically imported (even when stored in a Zip file) and configured to display automatically when the student clicks on the lesson content link. Supported file types include .JPG, .GIF, .BMP, .PNG, TIFF files will require the student to download the file for offline viewing.

MS Office Files. Files created in Microsoft Office applications (Word, PowerPoint, Excel, Access, etc.) will be uploaded and stored for student download and viewing.


Web Pages. ANGEL uploads web pages seamlessly and presents the contents of the page to the student when they follow the lesson content link.

Zipped Web Pages/Sites. You may load complex course material and multi-page HTML content by zipping your HTML files and then uploading that Zip file. After upload, the ANGEL file upload program will ask you to pick the top-level (index) page from a list and then it automatically save all the graphics and update all the links so your files load properly. ANGEL even updates the lesson link to automatically launch the HTML pages within the ANGEL interface when the student clicks on the lesson content.

4. Click the **Browse...** button. A **Choose file** dialog box appears allowing you to select the file from your computer.
5. Once you have located your file, click the filename and click the **Open** button. The file name appears in the File to Upload field.
6. Type a title for the document into the **Title** field.

 The document title entered into the **Title** field does not need to match the actual filename. The title you enter appears next to the file icon for your uploaded file. The **File Type** drop-down menu is set to auto-detect your file type by default. You may optionally use this drop-down menu to select the type of file that you are uploading.


7. Click the **Upload File** button. A File Upload Successful screen appears.
8. Click the **OK** button.

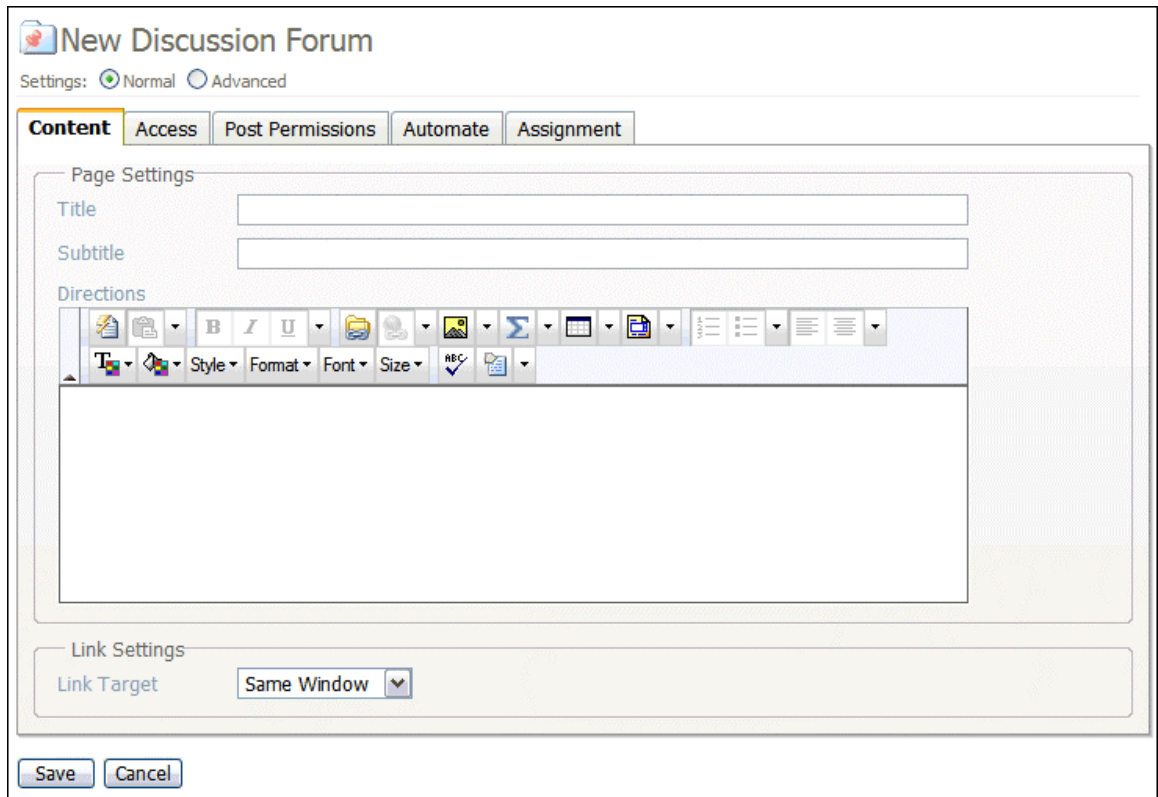
 To modify the file settings (such as title and subtitle), click the **Settings** hyperlink (located below the uploaded file). To delete the file, click the **Delete** hyperlink.

How to Create a Discussion Forum

ANGEL allows instructors to create an unlimited number of threaded discussion forums. Each discussion forum is accessible in the appropriate section of the **Lessons** tab and also in the discussion forums section of the **Communicate** tab.

To create a discussion forum

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the left side of the toolbar).
3. Click the **Discussion Forum** hyperlink or icon (). The Discussion Forum Content page appears.



New Discussion Forum

Settings: Normal Advanced

Content Access Post Permissions Automate Assignment

Page Settings

Title

Subtitle

Directions

Link Settings

Link Target

On the Content tab:

1. Enter a **Title** for your drop box.
2. Enter a **Subtitle** for your drop box. The subtitle is used to provide additional information concerning the content item.
3. Type or paste text in the **Directions** field.



Use the inline HTML editor to add or edit formatting to the page text. For detailed information on using the HTML editor, refer to the Appendix section *How to Use the Inline HTML Editor*.

On the Access tab:

1. Select **User Tracking**. This is an optional setting and is used to track when users view or access a content item.

2. If users are not allowed to view the content item, select the **Do not allow users to view this item** checkbox.
3. Select the **Viewable By** option. By default **Students** is selected.
4. Enter a **Password**. This is an optional setting and is used to restrict access to a content item.
5. Select **Team Access**. This is an optional setting and is used to restrict access to a particular team.

On the Post Permissions tab:

1. Clear the default post permissions by selecting the **Default** checkboxes. By default, all teams are granted read, new post and reply permissions. The team post permissions are:
 - **Read** – indicates that the team members can read all posts
 - **New Posts** – indicates that the team members can create new posts
 - **Reply** – indicates that the team members can reply to all posts.
2. Select the specific permission, per team, by selecting the corresponding read, new post and reply checkboxes.

On the Assignment tab:

1. Select the **Assignment** in the Gradebook Settings. This is an optional selection.
2. Select the **Task Type** for the Milestone Settings. This is an optional selection.


Click the **Save** button when all desired items are complete.

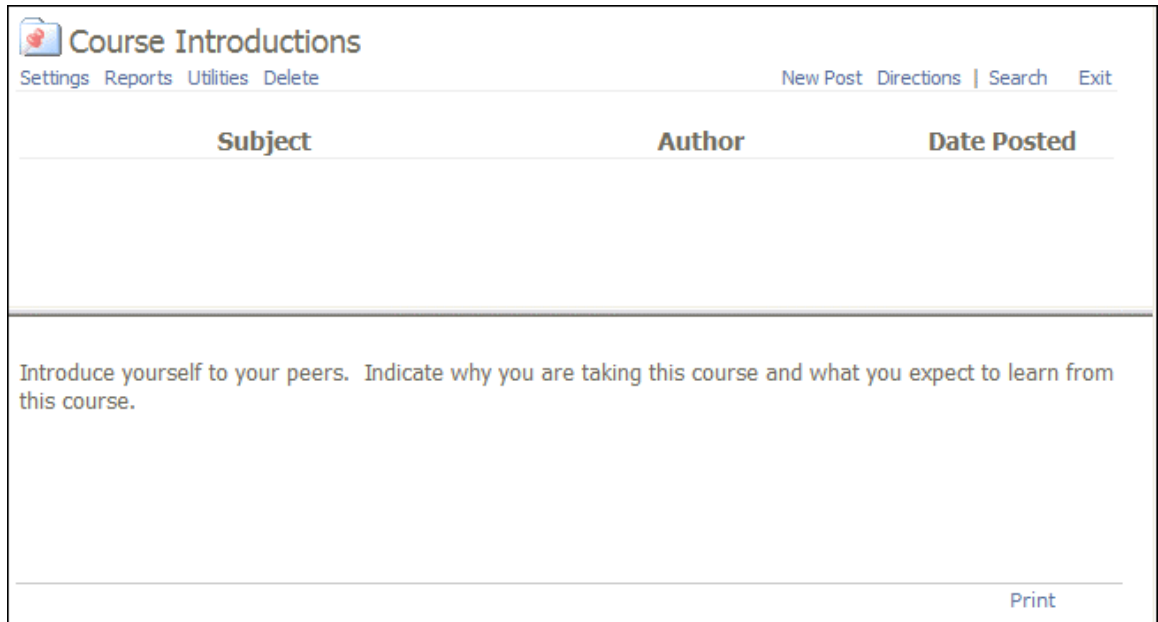


For more information on common and advanced settings, see the *ANGEL 7.2 Instructor Reference Manual* section titled *Common Editor Tabs*.

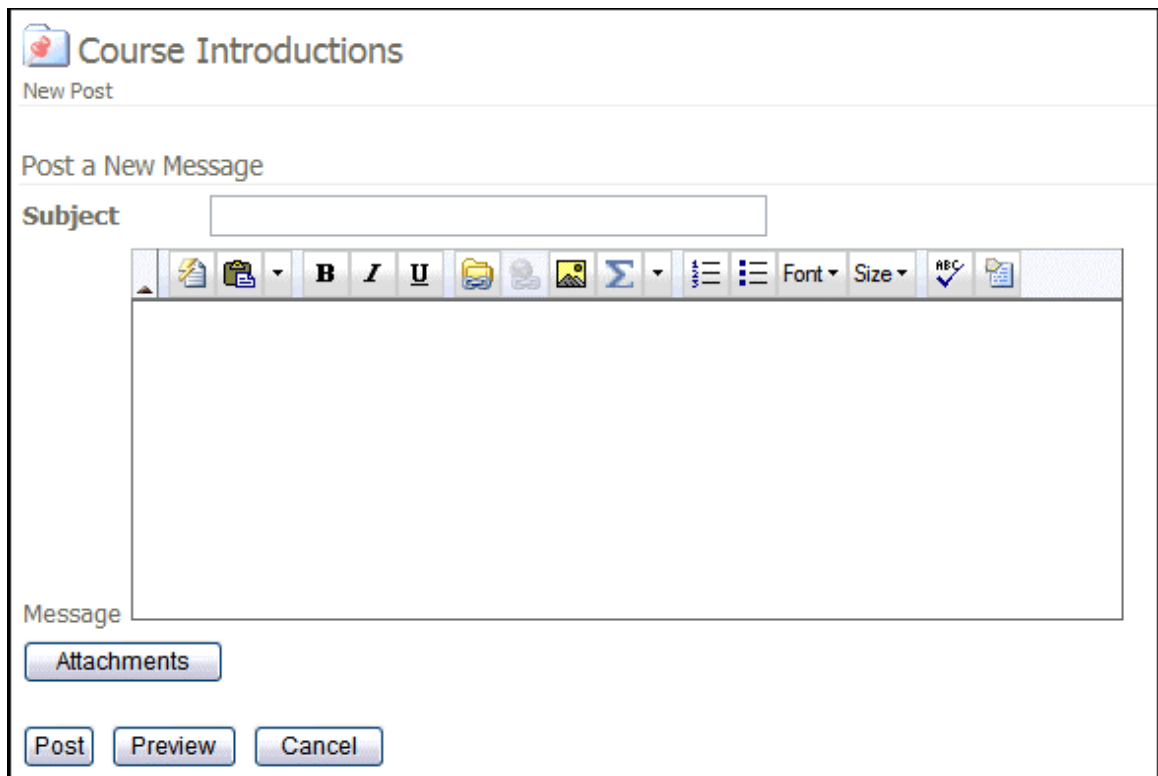
How to Post to a Discussion Forum

To post a message to a discussion forum:


1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum or icon () for the discussion forum you wish to post a message.



3. Click the **New Post** hyperlink (located on the upper right of the toolbar). The Post a New Message window appears.




4. Type a subject in the **Subject** field.
5. Type a message in the **Message** field

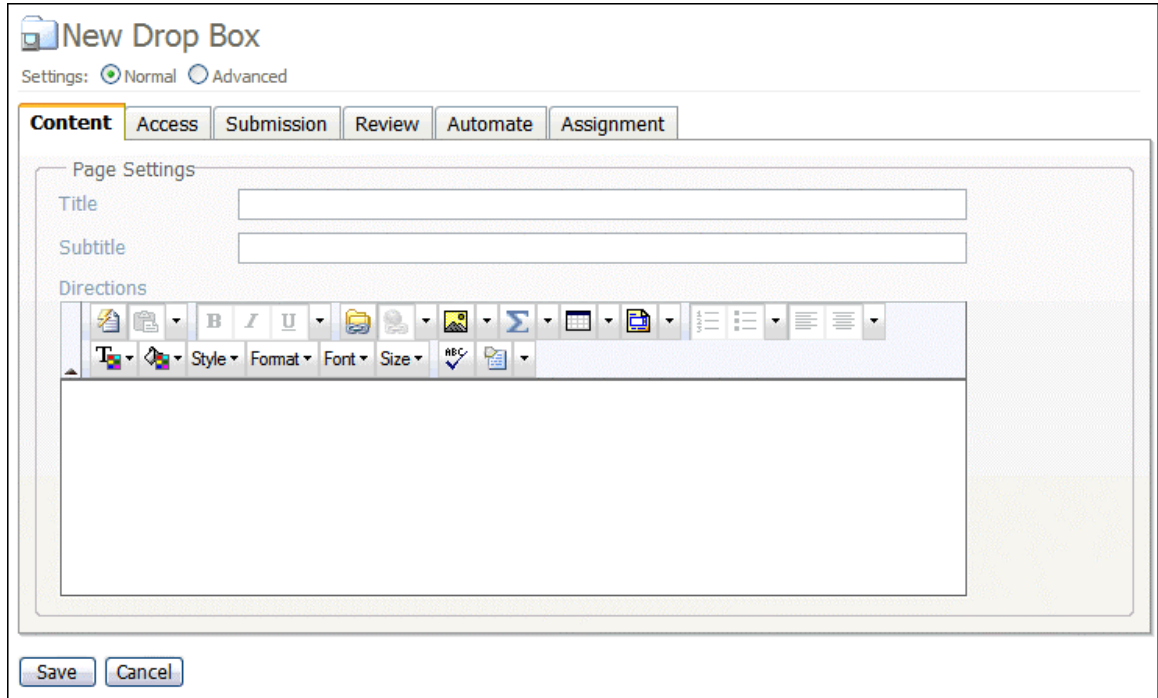
 You may add an attachment to your post by clicking the **Attachments** button.

6. When finished, click the **Post** button.

How to Create a Drop Box

To create a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the left side of the toolbar).
3. Click the **Drop Box** hyperlink or icon (). The Drop Box editor appears.



On the Content tab:

1. Enter a **Title** for your drop box.
2. Enter a **Subtitle** for your drop box. The subtitle is used to provide additional information concerning the content item.
3. Type or paste text in the **Directions** field.



Use the inline HTML Editor to add or edit formatting to the page text. For detailed information on using the HTML editor, refer to the Appendix section *How To Use the Inline HTML Editor*.

On the Access tab:

1. Select **User Tracking**. This is an optional setting and is used to track when users view or access a content item.
2. If users are not allowed to view the content item, select the **Do not allow users to view this item** checkbox.
3. Select the **Viewable By** option. By default **Students** is selected.
4. Enter a **Password**. This is an optional setting and is used to restrict access to a content item.

5. Select **Team Access**. This is an optional setting and is used to restrict access to a particular team.

On the Submission tab:

1. Select the **Max Submissions**. By default, the setting is **Unlimited**.
2. Select the **Message Box** option. By default, the message box is enabled to allow students to type a message concerning their submission.
3. Select the **Attachments** option. By default, attachments are enabled to allow students to attach their document to the drop box.

On the Review tab:

1. Select the **User Review** option. By default, Normal is selected allowing users to see only their own submissions. Other options include:
 - Peer Review allows all users to see all other submissions.
 - Disabled specifies that only course editors may see submissions.

On the Assignment tab:

1. Select the **Assignment** in the Gradebook Settings. This is an optional selection.
2. Select the **Task Type** for the Milestone Settings. This is an optional selection.

Click the **Save** button when all desired items are complete.



For more information on common and advanced settings, see the *ANGEL 7.2 Instructor Reference Manual* section titled *Common Editor Tabs*.

How to Review and Grade a Drop Box Submission

To review and grade a drop box submission:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Locate and click your drop box. An upload area appears followed by a submissions log.

Week 1 Homework

[Print My Notes](#) | [Previous](#) [Next](#)

Settings Reports Utilities Delete

Review: User Review, Anonymous: No

Instructions: Enter or paste your written work and/or click "Attachments" to upload your files.

Title

Message

^
v


HTML Editor

Submissions

<i>Subject / Submitted</i>	<i>User ID</i>	<i>Grade (100 pts)</i>
Samantha's Week 1 Assignment <i>submitted 2/13/2007 9:47:39 AM</i>	Swenby, Samantha (pumpkin)	
Hailey's Week 1 Assignment <i>submitted 2/13/2007 9:46:11 AM</i>	Longardner, Hailey (peanut)	


Pages: [Previous](#) | [Next](#) | 1

3. Click the hyperlinked name of the submitted drop box item. The grading screen appears along with the student's submittal as a hyperlinked item.

 **Week 1 Homework**
 Place your assignment for Week 1 in this drop box.
 Utilities > Submissions > Grade submission by Swenby, Samantha (pumpkin) on 2/13/2007 9:57:14 AM

Grade
 points(100 max.)

Remarks




Samantha - This is a great start. You have the fundamentals for web page development down. You are ready to move to the next step on your web page development.

Send as mail message to user


Samantha's Week 1 Assignment
 Submitted by Swenby, Samantha (pumpkin) on 2/13/2007 9:57:14 AM

It seems that my first attachment did not attach. I have tried it again here.

Submitted Files

 [assignment_1.txt](#) (49 bytes)

4. Click the submitted file name to view the student's file submission.

 Try typing your feedback directly into the student's file using an alternative color font. Then save the file under a new name to your computer. When you enter the student's grade and remarks, you can upload the amended document as a feedback file for your student's review.

5. Type a numeric grade (use a whole number with no decimals) in the **Grade** field. The grade field uses a point value for the drop box assignment based on the point value provided during the drop box set-up.
6. Type remarks in the **Remarks** field.
7. Use the **Attachment** button to locate and upload any feedback file created using the original file or another program (optional).
8. Click the **OK** button.

How to edit a content item

To edit a content item after creation:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Briefly hold your mouse pointer on the title of the content item you wish to edit. The settings, reports, utilities and delete hyperlinks appear.

ANGEL® 7.2 INSTRUCTOR QUICKSTART GUIDE

3. Click on the **Settings** hyperlink. The content editor appears.
4. Edit the content item as necessary.
5. Click the **Save** button when finished.

Resources Tab

The Resources tab provides access to resources for a course such as syllabus, course resources, institutional resources, Wikipedia and Google web search.

Syllabus

How to Create a Syllabus

To add a syllabus:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button in the **Syllabus** title bar. The Syllabus Source appears.

3. Click the **Syllabus Editor** button to create a syllabus using the syllabus form. The syllabus editor page appears.

In the General Information section:

1. Type or paste the title of the syllabus in the **Heading** field.
2. Type or paste the keywords in the **Keywords** field.

In the Faculty Information section:

1. Type or paste the name of the primary instructor in the **Name** field.
2. Type or paste the home and office phone numbers in the **Home** and **Office Phone** fields.
3. Type or paste the office address, calling hours and office hours in the **Office Address**, **Calling Hours** and **Office Hours** fields.
4. Type or paste the email address, homepage URL and photograph URL in the **E-mail**, **Homepage** and **Photograph URL** fields.

In the Course Information section:



The titles of the fields are hyperlinks to context sensitive help. The context sensitive help in the Course Information section are pedagogically based to assist the instructor with the completion of this section.

1. Complete the fields that you want to include on your syllabus. Fields not completed are not displayed to the students.
2. Click the **Save** button.

How to Upload a Syllabus



By converting your word processing document to a web page (File > Save As Web Page (filtered)) before uploading it into ANGEL, your uploaded syllabus is more accessible to your students – not requiring the student to have your specific word processing program installed to be able to view the syllabus.

To upload your syllabus to the Syllabus tab:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button on the Syllabus toolbar.
3. Select the **Upload a File** from the Syllabus Source drop-down menu.
4. Click the **Browse** button to browse your computer for your syllabus file.
5. Once the appropriate filename appears in the form click **Open**. The path to your syllabus file appears in the **File** field.
6. Click the **Update** button. Uploading your file may take a few minutes. When complete the Course Syllabus appears in the Syllabus nugget. The Course Syllabus title is a hyperlink to your syllabus.

Communicate Tab

The **Communicate** tab provides access to all course communication tools.

The **Edit Page** hyperlink (located under Communicate) permits you to choose which communication features to make available to your students.

Use the **Course Mail** tool to communicate with your students. Access your course mail using the **Read and compose course mail messages** hyperlink.

Course Roster provides a list of people in the course. **Team Files** provides a space for student teams to share project files and other documents (this is viewable if file sharing has been enabled for teams).

The **Course News and Events** area allows you to post course announcements, class news, and polls for your students. To add/edit announcements, course news or polls, click on the hyperlink name to access the editor.

Live Chat allows communication online in the modes of today's learners – in real time. Participate in peer-to-peer chat reinforcing concepts and building community.

Live Office Hours provides a virtual office including scheduling capabilities and a queue manager to control student access.

Discussion forums are listed and are accessible not only under the Lessons tab, but can be quickly accessed through the Communicate tab.

Click the **Add/Edit Links** hyperlink to include hyperlinks to specific web pages in the Communicate Links area.

Course Mail

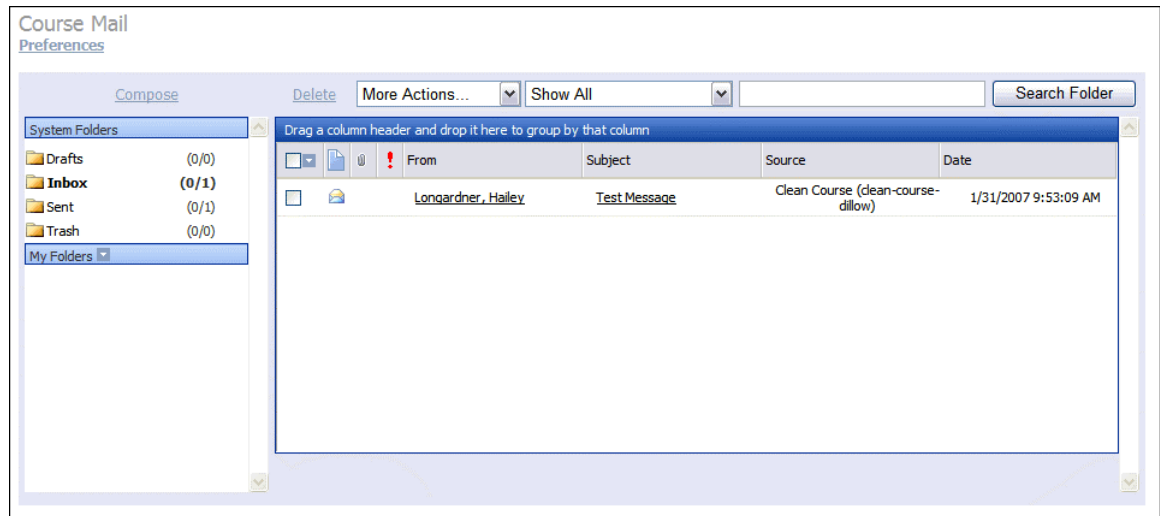
How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an internet email account. The Course Mail tool provides

access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the **Read and compose course mail messages** hyperlink. The Course Mail interface appears.



3. Select the **Compose** hyperlink located above the **System Folders** to send course mail.
4. Select the **Add Recipients** hyperlink to add recipients to the mail message. When all recipients have been added click the **OK** button to close the **Select Recipients** window.



Press and hold the **Control** key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients.

Optionally, you can send a copy of your message by using the Cc -> button to add selected name(s) to copy. Bcc -> sends a blind copy of your message to the selected name(s).

5. Type a subject for the message in the **Subject** field.
6. Select a priority from the **Priority** drop-down list. By default, Normal is selected.
7. Type the message in the message field or use the inline HTML editor to format your message.



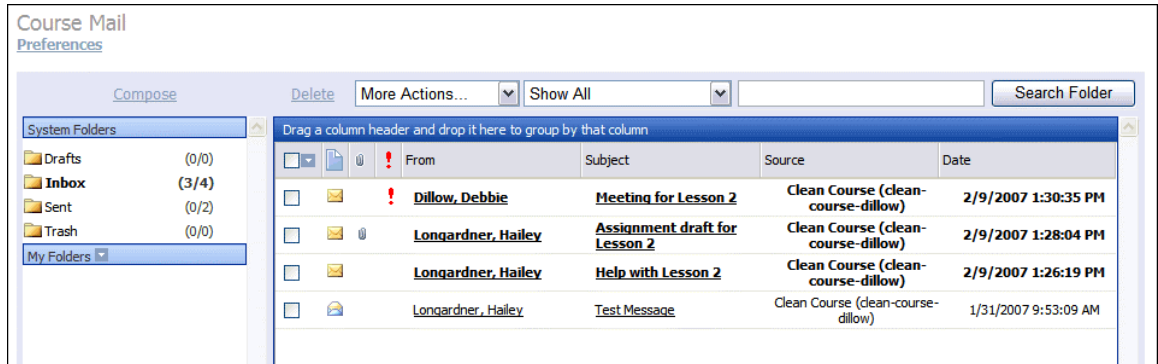
Click the **Attach files** hyperlink if you want to add an attachment to your message. Select the **Do not disclose recipients** checkbox if you want to blind carbon copy (bcc) or hide the identities of the recipients. Select the **Send a copy of this message to recipient's Internet email account** checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address. You may save a draft of your mail message by clicking on the **Save Draft** button.


8. Click the **Send** button. A message appears stating that the message was successfully sent.
9. Click the **OK** button.

How to Read Course Mail

To view a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the **Read and compose course mail messages** hyperlink. Your Course Mail Inbox appears on the screen.




 New/Unread messages appear in bold. Once the message has been opened, it appears non-bold.

Messages with attachments display a paperclip icon located to the left of the message subject.

The message importance is displayed in the column marked by the red exclamation point.

To delete a message, select the **checkbox** located next to the message and click the **Delete** hyperlink. Deleted messages are moved to the **Trash** folder. To completely delete a message, you must delete the message from the **Trash** folder view.

To select all of the messages listed, select the checkbox on the **Menu** icon (). You can then move the selected messages to another folder, delete selected messages, etc.

To move a message to another folder, select the checkbox located next to the message, select **Send to Folder** from the **More Actions...** drop-down list and select the desired folder from the Send to Folder pop-up list.

To view a different folder, select a folder from the **System Folders** or **My Folders** list located on the left side of the Course Mail.

Click the **Preferences** hyperlink to configure course mail preferences for viewing, signatures, editing and privacy.

3. Click the hyperlinked name of the sender or the subject of a course mail message to display the full message. The course mail message appears on the screen.

Announcements

How to Create Course Announcements

The Announcements tool allows course editors to create course announcements that display on the Course page and on the student's My Page page.

To create a course announcement:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click on the **Announcements** hyperlink in the News and Events section.
3. Click the **Add Announcement** hyperlink. The Announcement Editor appears.

The screenshot shows the 'Announcement Editor' interface. It features a title bar 'Announcement Editor' and a subtitle 'Announcement Settings'. Below this is a section titled 'Announcement' which contains a rich text editor with a toolbar for formatting (bold, italic, underline, font color, background color, link, unlink, list, table) and a large text area for the announcement content. Below the text area are several configuration fields: 'Start Date' (February 9, 2007, PM 02:45), 'End Date' (February 16, 2007, PM 02:45), 'Sequence' (Default), 'Section' (clean-course-dillow), and 'User' (Everyone). At the bottom of the form are 'Save' and 'Cancel' buttons.

4. Type your announcement into the **Announcement** text area. Use the inline HTML editor to format your message.
5. Use the drop-down list to designate a **Start Date** and an **End Date** for the announcement display.
6. Use the **Sequence** drop-down list to determine the display order when multiple announcements are shown simultaneously.
7. Select the user from the **User** drop-down list.



You can create an announcement for an individual user, by selecting the user from the drop-down list.

8. Click the **Save** button.

How to Modify or Delete Course Announcements

- To modify or to delete an announcement, click the **Edit** or **Delete** buttons (located to the left of your announcement on the Announcement Editor screen).

Report Tab

The Report tab provides access to several reports which help an instructor track student progress in the course.

The **Learner Profile** offers learner-centric performance measures and statistics. This feature enables the instructor access to a particular student's profile easily, while also providing the student with information on his/her performance in the course relative to the class averages.

The **WhoDunit** compiles reports on who has or has not completed a particular item, logged into the course environment since a specific date, and more. Additionally, the agent allows you to email students who appear in the report at the touch of a button.

Class provides reports on user activity in the course. Items such as the activity logs, attendance, submissions, etc. provide a quick view of student progress in a course allowing an instructor to take action, if needed, at the touch of a button.

Content provides access to activity detail and activity summary which gives the instructor information on how many times a user has accessed an item and an activity log of the item. Item analysis is used to show a summary of responses by question of a quiz or survey. SCORM logs and submission information is also available under the Content report.

The **Grades** report provides access to student grades without accessing the gradebook allowing you to take action based on the report of the student's grade. **Milestones** provide a list of items that have been assigned a milestone and a legend indicating student progress.

The **Learning Outcomes** report provides reports for objectives that are mapped to content or standards that are mapped to content. This provides an overview of the standards or objectives mapped to the content with the number of items meeting the standard/objective, the content type and the name of the content item.

Reports Console

ANGEL's Reports Console presents a wealth of data-mining opportunities in one central location. This allows instructors the flexibility with a full range of report options in a simple console interface that makes selecting components easy. You can track all aspects of an individual learner, class, milestone or specific content with the Report Console.

Reports Console

Report Settings

Saved Reports

Choose Report

Category: Learner Profile Report: Logons User(s): Koch, Brad [Show filter](#)

Configure Report [\[-\]Collapse](#)

Starting: This Month Ending before: Now

Select report view: Chart

Run
Print Preview
Send Report
Export
Save

Date	Total Logons
2/11/2007	7
2/12/2007	3
2/13/2007	0
2/14/2007	0
2/15/2007	3
2/16/2007	1
2/17/2007	6
2/18/2007	2
2/19/2007	0

Automate Tab

The Automate tab contains the Agents Console. The Agents Console allows an instructor the ability to schedule actions to run automatically. There are three types of agents that can be added:

- Scheduled Agent – agents that run on a schedule basis or upon request
- Content Agent – agents that run when users view, take, submit or review a content item
- System Agent – agents that run when users access specific areas within the environment.

Content Agent

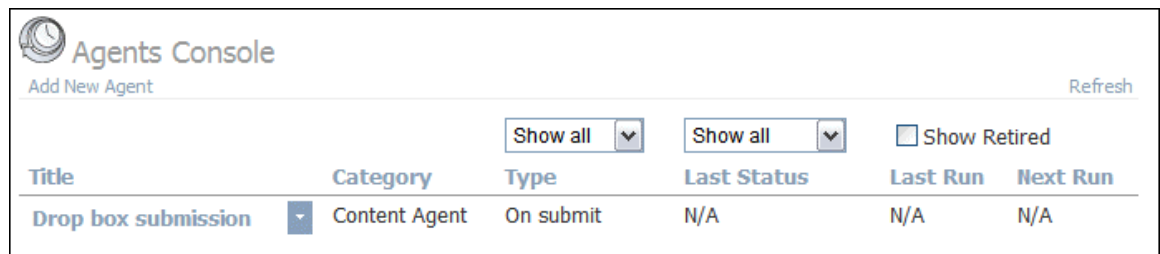
The Content Agent can be used to set up an action on any type of content item. Many instructors use this agent to release content as a student progresses through a course instead of having all the content available to the student from the beginning.

The scenario that we use is to release the next lesson folder based on a student quiz grade.

How to use the Content Agent

To set up a content agent:

1. Log into your ANGEL course and click the **Automate** tab. The Agents Console appears.



Title	Category	Type	Last Status	Last Run	Next Run
Drop box submission	Content Agent	On submit	N/A	N/A	N/A

2. Click the **Add New Agent** hyperlink located underneath the Agents Console title. The Create Agent wizard step 1 appears.

Create Agent

Creating an Agent is a three-step process. First you determine and configure your agent type. Then you select which users you want the agents to monitor and the conditions required to trigger an action. Finally, you configure the desired action.

Step 1 of 3: Choose Agent Type

Name your Agent

The Agent name appears in the Agent console list.

Agent Type & Configuration

Choose Agent type

Choose the type of event that you wish to use to initiate an Agent.

Scheduled Agent
Agents that run on a scheduled basis or upon request

Content Agent
Agents that run when users view, take, submit or review a content item

Event Agent
Agents that run when users access specific areas within the environment

Choose Schedule

On demand On this date ... Daily ... Weekly ... Monthly ...

Agent Summary

Scheduled Agent "(name your agent)" will run on demand .

3. Type the name of your agent in the **Name your Agent** text field.
4. Select the type and configuration (schedule) from the **Agent Type & Configuration** section.
5. Click the **Next** button. Step 2 of 3: page appears.

Create Agent

Step 2 of 3: Configure Users and Conditions

Select which users you want the agent to monitor and the conditions required to trigger an action.

Name Selection
Name this combination of user and condition criteria.

User Selection Properties

Select Users
Choose all users of a specific user for the Agent to monitor.

Any User Specific Users

Rights Filter
Refine your user selection by choosing which course rights the users must have to be included in the user selection.

Any Rights Specific Rights

Team Filter
Refine your user selection by choosing which team memberships the users must have to be included in the user selection.

Any Team Specific Teams

User Selection Conditions
Under what conditions should the users selected above be included in this Agent?

Condition: ▼

Agent Summary
Content Agent "Quiz Completion" will run for *All users* when Any quiz is (temp).

6. Type a name for the user selection and conditions in the **Name Selection** text field.
7. Select the user properties from the **User Selection Properties** selections. This section determines which group of users will be monitored and the conditions required triggering the action being created.
8. Select the user selection conditions from the **User Selection Conditions** drop-down list. This selection determines which users selected under the User Selection Properties will be included in this agent.
9. Click the **Next** button to continue.

Create Agent

Step 3 of 3: Configure Actions

Choose Action Type
Description here... Brad? Brad?

Choose Action Type... ▾ Action descriptions

Agent Summary
Content Agent "Unlocking Content" will run for Students when Week 1 - Lesson 1 Assessment is (temp).

Add Another Action

Cancel Previous

10. Select the action type from the **Choose Action Type** drop-down list. We are using an Unlock action to unlock the next folder.

Create Agent

Step 3 of 3: Configure Actions

Choose Action Type
Description here... Brad? Brad?

Unlock ▾ Action descriptions

Configure Action
Release password-protected content to the user.

Unlock content for

Event Originator
All Filtered Users
Filter: All Users
All Faculty

Add ->

Password(s)

Agent Summary
Content Agent "Unlocking Content" will run for Students when Week 1 - Lesson 1 Assessment is (temp).

Add Another Action

Cancel Previous Next

11. Select the **Event Originator** from the **Unlock content for** list and click the **Add->** button.
12. Add the password in the **Password(s)** field. If you use an exclamation point in front of a password, the content item is automatically hidden from student view until the content item has been released with the agent.
13. Click the **Next** button. A review of your agent appears allowing you to edit the item if you click on the hyperlink name of the section you want to edit.

Edit Agent

Edit an agent's specific by clicking a link below. If you wish to work through all the properties, start with the "Agent Name" link. Note: changing the Agent Type will clear all User Filter and Action settings.

Agent Name
[Unlocking Content](#)

Agent Type
[Content Agent](#)

User Selection
[All Users](#) ▼ [Students](#)

Action
[Unlock](#) ▼ [Unlock Content](#)
 Password: !lesson2

Summary
 Content Agent "Unlocking Content" will run for Students when Week 1 - Lesson 1 Assessment is (temp).

14. Click the **Save** button when your review is complete.

Manage Tab

The Manage tab provides a wide array of course management tools, including: common course tools to help you manage grades, attendance, and course milestones; data management tools that allow you to manage course files, import/export content and backup/restore course data; and environmental tools that enable you to alter a variety of course settings.

The screenshot displays the 'Management Console' interface. At the top left is a pencil icon and the text 'Management Console' with an 'Edit Page' link below it. At the top right is a 'Refresh' button. The main area is divided into three columns:

- Course Management:**
 - Gradebook:** Manage both on-line and off-line grades for this course
 - Roster:** Manage enrollments and rights
 - Teams:** Manage team enrollments and settings
 - Attendance:** Take attendance and review attendance information
 - Question Bank Manager:** Create, edit and manage assessment items
- Course Settings:**
 - General Course Settings:** Modify settings such as title and URL for this section.
 - Course Theme Selector:** Change the colors and fonts used for this section.
 - Tab Settings:** Control which tabs are displayed and where they link.
 - Environment Variables:** Edit advanced environment variable settings.
- Data Management:**
 - Course Files Manager:** Manage Course files
 - Backup/Restore:** Backup and restore course data and files
 - Import Wizard:** Import content from the content library or a file
 - Export Wizard:** Export course content for archive or distribution
 - Data Maintenance:** Remove old logs data and submissions
 - Date Manager:** Change the date settings for all content associated with this course
 - Keyword Manager:** Change the keywords for all content associated with this course

Course Management

Course Management allows course editors to manage both on-line and off-line course grades; manage enrollments and rights; manage team enrollments and settings; take attendance and review attendance information; and manage course milestones.

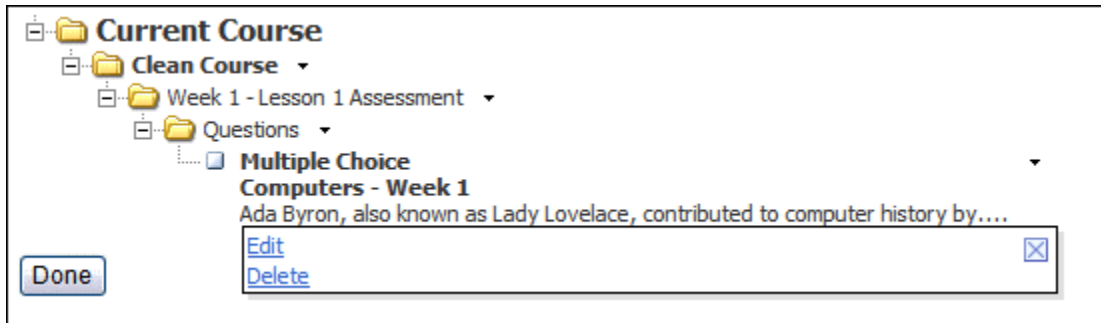
The **Gradebook** allows instructors to keep track of grades for quizzes and homework drop boxes within ANGEL as well as for assignments handed-in outside of ANGEL. The gradebook can be set up to use points or percentage-based grading.

The **Roster** manages the course roster allowing the instructor to add a user, batch enroll students and export. Additionally, instructors can edit user rights and team membership from within the roster editor.

Teams allow an instructor to set up and manage teams. In courses with a large course roster, the Random Team Generator tool can assist in the setting up of several teams with multiple users. This option randomly places users from the course roster on teams eliminating the need to manually pick and choose users for individual teams.

Attendance allows instructors and course assistants to track student attendance for classroom and online sessions.

The **Question Bank Manager** allows instructors to edit and move questions in all assessments in the course in one location. Instructors can see the type of question in the assessment, the name you assigned to the question and the beginning text of the question. Clicking on the arrow to the right of the questions allows the instructor to edit or delete the question.

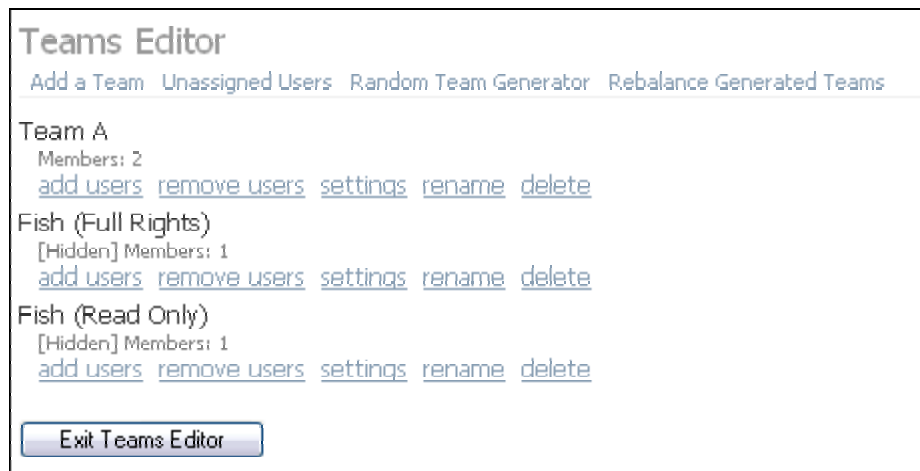


Teams

How to Add a Team

To add a team:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Teams** hyperlink. The Teams Editor appears.



3. Click the **Add a Team** hyperlink (located on the Teams Editor toolbar). The New Teams editor appears.

New Team
Team Settings

General Settings

Team

Description

Homepage

Project URL

Hidden

Disabled

Team Tools

File Sharing

Quota MB

- Enter a team name and description of the team. Complete the homepage (if applicable) project URL, hidden and disabled areas.



If you plan to use the Random Team Generator to create sub-teams, the maximum number of characters that can be used for a team name is 20 characters.

- Select disabled or enabled from the **File Sharing** drop-down list and enter megabyte (MB) quota, if applicable.
- Click the **Save** button. The Add Team Member page appears.
- Select users by checking the checkbox next to the desired users.
- Click the **Add Selected** button.
- When finished selecting members, click the **Done** button.

Course Settings

The Course Settings area contains tools for changing several settings for your course including course tab names, enrollment and access settings, and the course theme.

The **General Course Settings** editor allows course editors to view and change general course information and settings. Items such as the course title and URL for the course can be changed in general course settings.

The **Course Theme Selector** tool allows course editors to select, edit or create a custom theme for the course. The **Tab Settings** utility allows course editors to rename, disable and/or redirect course tabs to another web page. The **PIN Enrollment Settings** utility allows course editors to modify enrollment settings for the course.

The **Environment Variables** utility allows course editors to add, view, edit, and delete a wide range of available environment variables which can modify aspects of the course environment for one or more users. Examples of environment variable uses within a course include: changing the names of one or more tools, defining values for custom tokens, and updating lesson icons based on student progress.



Search ANGEL Learning's Knowledge Base (<http://support.angellearning.com>) using keywords "environment variable" for example uses of environment variables within a course.

Data Management

The Data Management area contains tools for managing course files, backing up and restoring your course, importing and exporting content and maintaining the data in your course.

The **Course Files Manager** allows access to files uploaded to course content, syllabus files, and team files. Attachments to drop boxes and course mail are also stored in the course files manager.

The **Backup/Restore** tool allows course editors to backup and restore all course content and student data. Course backups are stored on and can be easily restored from the ANGEL server. Backup files can also be downloaded to a course editor's local computer as an additional safeguard.

The **Import Wizard** utility allows course editors to import different types of content including ANGEL courses, groups, and master courses; WebCT and Blackboard course exports; IMS content packages; calendar events and announcements; and standard zip files.

The **Export Wizard** allows course editors to easily export course content, enrollment information, and student activity data for archival purposes. Exported files can be imported into other ANGEL courses, shared with other course editors, and imported into other course environments.

The **Data Maintenance** utility allows course editors to delete user data including tracking data, instructor notes, chat logs, and quiz, survey and drop box submissions for one or more students.

The **Date Manager** tool allows the instructor the ability to change the date settings for all content associated with the course. This tool is useful when importing content from a previous semester where dates have been set for that semester. The Date Manager contains two tabs – Set Course Dates and Set Content Dates. **Set Course Dates** allows the instructor to set the schedule for the course. **Set Content Dates** allows the instructor to set the release dates for each content item in the course.

ANGEL 101 - Date Manager

Set Course Dates

Set Content Dates

Establish Course Dates
 Enter the schedule for the course using the tools below. We'll highlight these dates to make it easier for you to schedule your content dates.

Date and Time Settings

Beginning

Ending

Time EST/EDT

Duration hour(s) minutes

Interval Settings

Weekly ...
 on these days : Sun Mon Tue Wed Thu Fri Sat

Monthly ...
 on the day of the month
 every month(s)

The **Key Word Manager** provides an area to manage keywords used on assessments and assessment questions.

Keyword Manager

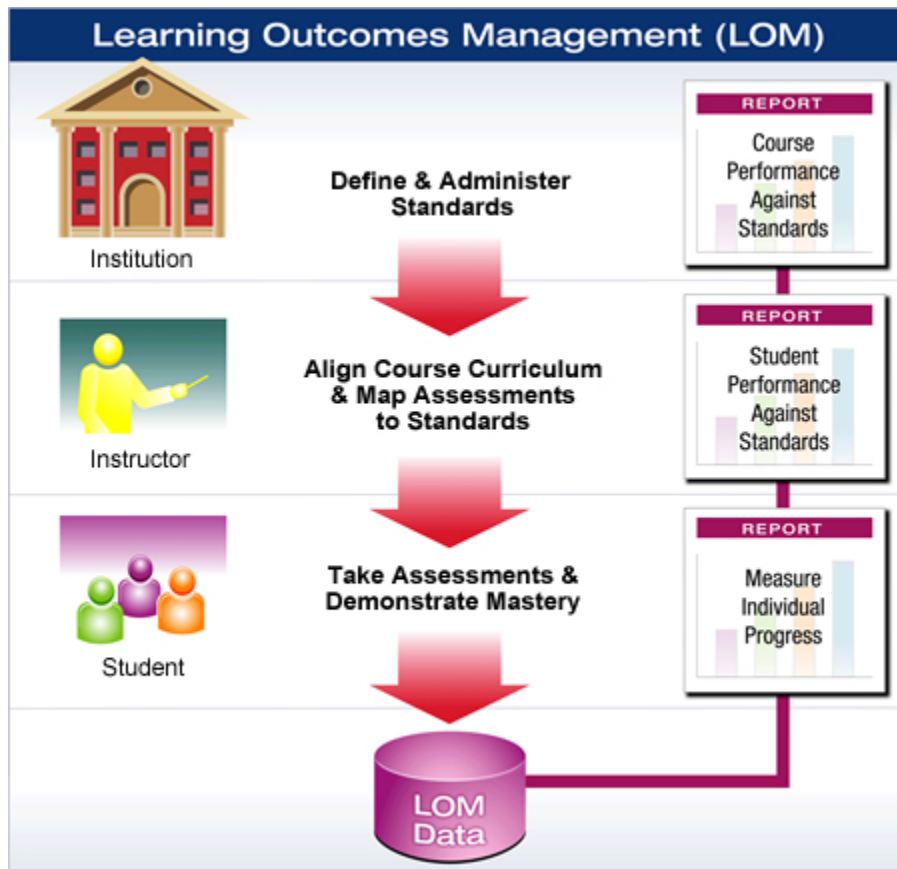
Import Export

<input type="checkbox"/> Agents	<input type="checkbox"/> Course syndication	<input type="checkbox"/> Keyword manager	<input type="checkbox"/> Question pools
<input type="checkbox"/> Assessment at a glance	<input type="checkbox"/> Date manager	<input type="checkbox"/> LOM	<input type="checkbox"/> Question Set
<input type="checkbox"/> Assessments	<input type="checkbox"/> HTML Editor	<input type="checkbox"/> Permissions	<input type="checkbox"/> Reports
<input type="checkbox"/> Content Manager	<input type="checkbox"/> Item analysis	<input type="checkbox"/> Question banks	<input type="checkbox"/> Wiki & Blog
<input type="checkbox"/> Course mail			

Click on a keyword to view all content associated with it.

Select All

Learning Outcomes Management (LOM)



ANGEL’s Learning Outcomes Management gives the instructor unprecedented insight into student performance against standards, confidence that course content is aligned to standards, and most importantly – shows the instructor what is working (and what isn’t) so you can take action.

Instructors map content and assessments by quickly browsing or searching for standards. Mapping progress reports show you which content items and assessments are mapped to each standard and quickly identify gaps in coverage.

Use the Reports tab to investigate trends for your entire course or individual students to make sure you are on the right path to achieve desired learning outcomes. ANGEL LOM performance reporting extends to students, encouraging active participation and ownership of learning. Individual student performance reports ensure students know where they stand against standards as well as their standing in relation to the class.


Learning Outcomes Management Terminology and Approach

Standards are statements of what students should know and be able to do. Standards are managed by a standards administrator within ANGEL, and can be manually created or gathered from outside organizations such as accreditation bodies and state/federal agencies. Standards are organized hierarchically, and can be mapped to content within ANGEL. These mappings allow extensive reporting on student and course performance against standards.

Objectives are similar to standards except objectives are created and managed by the instructor within a course. Objectives allow instructors to design educational outcomes that best fit that course's curriculum.

- Instructors can use objectives in conjunction with standards to create desired outcomes without being constrained by the hierarchical structure of the standard.
- Objectives can be mapped to standards.
- Single or multiple standards may be mapped to any objective.

Learning Object Repository (LOR)

The Learning Object Repository (LOR) enables storage, tagging, searching, sharing, reuse, and management of learning objects. The ability to easily reuse learning objects across courses, sections, departments, schools, and campuses reduces the investment of effort and time. Every instructor has a personal LOR () accessible from the left hand power strip.

LOR Tab

Entering the LOR begins on the LOR tab. This tab displays all repositories to which you have editor access and a LOR Tip. The upper right-hand corner indicates that you are in the Learning Object Repository and which repository is active. Many of the same tools are available on the LOR tab as in a course or group such as the Edit Page feature and Refresh hyperlink.

Repository Tab

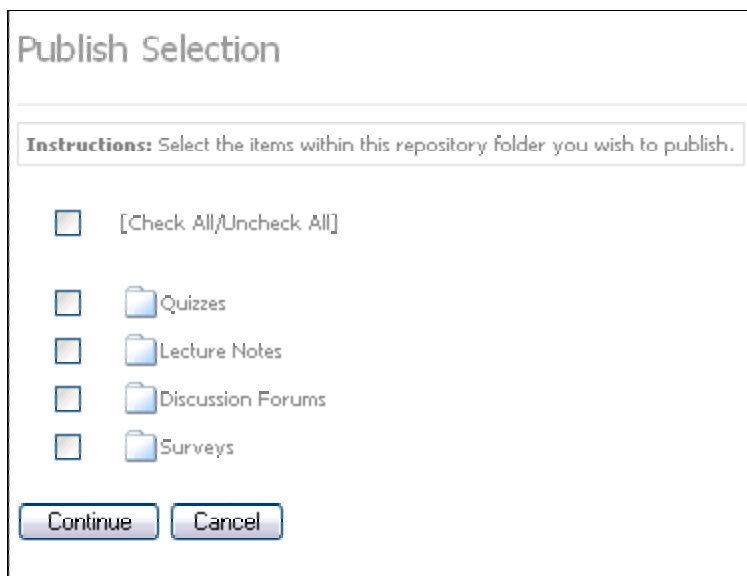
The **Repository** tab is designed to house the majority of your instructional content. The Repository tab is similar to the Lessons tab in a course. You can create the same type of content in a repository as in a course or group. For additional information concerning content creation, refer to the section of this document titled *Lessons Tab*.

Publish

The Repository tab contains an additional tool in the toolbar. The Publish hyperlink allows you to push content into a course or group to which you have editor rights.

To publish content:


1. Log into ANGEL and click the **LOR** icon (located on the left power bar).
2. Click the **Repository** tab.
3. Click the **Publish** hyperlink (located on the upper left toolbar). The Publish Selection page appears.





Publish Selection


Instructions: Select the items within this repository folder you wish to publish.

[Check All/Uncheck All]

 Quizzes

 Lecture Notes

 Discussion Forums

 Surveys

4. Select the checkboxes next to the items you want to publish to a course or group.
5. Click the **Continue** button. The course search page appears.
6. Type a keyword in the **Keyword Search**, select a semester, campus, school, department, or add Course/Section information and click the **Search** button. A list of courses in which you are a course editor displays.

Publish Content

Keyword Search

Semester **Campus** **School** **Department** **Course** **Section**

▼ ▼ ▼ ▼

Fundamentals of Web Management

Category: test **Instructor:** Hailey Longardner

7. Click the **Copy Content** button to copy the selected content into the course. Click the **Link Content** to link the content from your LOR to the selected course.



Items that require grading such as quizzes, surveys, drop boxes and discussion forums should be copied directly into the course. Responses to graded items go directly to the source course or repository, so linking places responses in the LOR.

LOR Manage Tab

The Manage tab contains tools that are pertinent to Learning Object Repositories. Your personal LOR has limited Management Console tools such as Edit Page, Refresh, Repository Access and Data Management.

Appendix

How to Use the Inline HTML Editor

ANGEL's editor is a full WYSIWYG (*What you see is what you get*) HTML editor specifically designed to work within the ANGEL LMS. The editor is present any place text can be formatted or edited.

Notable features include:

- Full WYSIWYG editing everywhere you're able to edit content within ANGEL.
- Simple menu options allow you find and link to any other content item within your course or the World Wide Web.
- The Insert Image tool features an integrated file / web browser with the ability to select a graphic, seamlessly upload it to the course, and then insert the image into the document.
- Content template support allows for the creation of course content with a consistent look and feel.
- Integrated equation editor from industry-leader WebEQ
- Full table support makes it easier to present complex tabular data.
- Paste from MS Word feature allows you to paste into your HTML editor directly from MS Word.
- Edit window automatically resizes as you enter text – allowing the window to start small and expand dynamically as you add text.

Accessing Menus

The HTML editor is a toolbar which contains a menu of tools which will help you enhance your pages within ANGEL. The editor has three modes that are implemented to best support the user's current task:

- Full Menu – The menu bar with all 32 menu features active.
- Partial Menu – the menu bar with 16 menu features active. Available in ANGEL's Announcement Editor, Page Banner, Data management nugget, Page Folder, Institutional Resource nugget, Did you know nugget, About this section nugget, Course News and Events nugget and Syllabus nugget.
- Slim Menu – the menu bar with 13 menu features active. Available in ANGEL's Calendar feature.

ANGEL® 7.2 INSTRUCTOR QUICKSTART GUIDE

The HTML editor includes the following menus and tools:



Letter	Menu/Tool	Description	Full	Partial	Slim
A	Collapse/Expand toolbar arrow	Allows you to hide the HTML editor toolbar	✓		
B	Macro Icon	Allows you to create and edit macros.	✓	✓	✓
C	Edit menu	Allows you to cut, copy, paste, undo/redo, find, replace, select all and remove.	✓	✓	✓
D	Font Style menu	Allows you to bold, underline, italicize, strikethrough, superscript and subscript text.	✓	Bold, italic and underline only	Bold, italic and underline only
E	Link menu	Allows you to enter content and web links, remove links and create anchors.	✓	Content link, web link only	Content link, web link only
F	Media menu	Allows you to insert and format images, movies and Flash presentations.	✓	Images	
G	Insert menu	Allows you to use an HTML Widget, create and modify equations, insert special characters, use the universal keyboard, insert lines and page breaks.	✓	Equation editor and special characters only	Equation editor only
H	Table menu	Allows you to manipulate rows, columns and cells.	✓		
I	Form menu	Allows you to create forms using	✓		

Letter	Menu/Tool	Description	Full	Partial	Slim
		elements such as buttons, text fields and form parameters.			
J	List menu	Allows you to add bullets, numberings and indents.	✓	Numbered and bulleted only	Numbered and bulleted only
K	Justify menu	Allows you to justify your text either left, right, center or block.	✓		
L	Text & Background color	Allows you to change your text and background colors.	✓		
M	Formatting & Styles arrow	Allows you to change your styles, fonts, font size and format your text.	✓	Font and Size only	Font and Size only
N	File Menu	Allows you to view HTML source code, spell check, preview, save or change document properties.	✓	Spell check only	Spell check only



You will need to enable pop-ups to use some tools in the HTML editor. Failing to enable pop-ups may result in loss of information in the HTML editor.