ANGEL® 7.3 Instructor Quickstart Guide

ANGEL® LEARNING

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Introduction

Welcome to the ANGEL® 7.3 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 with 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 discussions or 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 parts of this guide may not apply to your use of ANGEL. Contact your institution's support desk if you have questions regarding ANGEL administration.

Special Features Used in This Manual

This document includes a variety of special features to help you master ANGEL's features and capabilities. Each feature is marked with an icon for easy identification. The following table describes these features.

Special Features	
Icon	**Name – Description**
	Tip – A Tip helps you apply the procedures described in the text to your specific needs. A Tip may also suggest an alternative method for performing a task, or may explain the benefits and capabilities of a feature.
	Note – A Note calls your attention to information of special importance.
	Reference – A Reference points you to another source of information.
	Caution – A Caution alerts you when an action could cause problems.

ANGEL Home

The ANGEL Home page (ANGEL Home) functions primarily as the log-in screen and starting point for each ANGEL session.
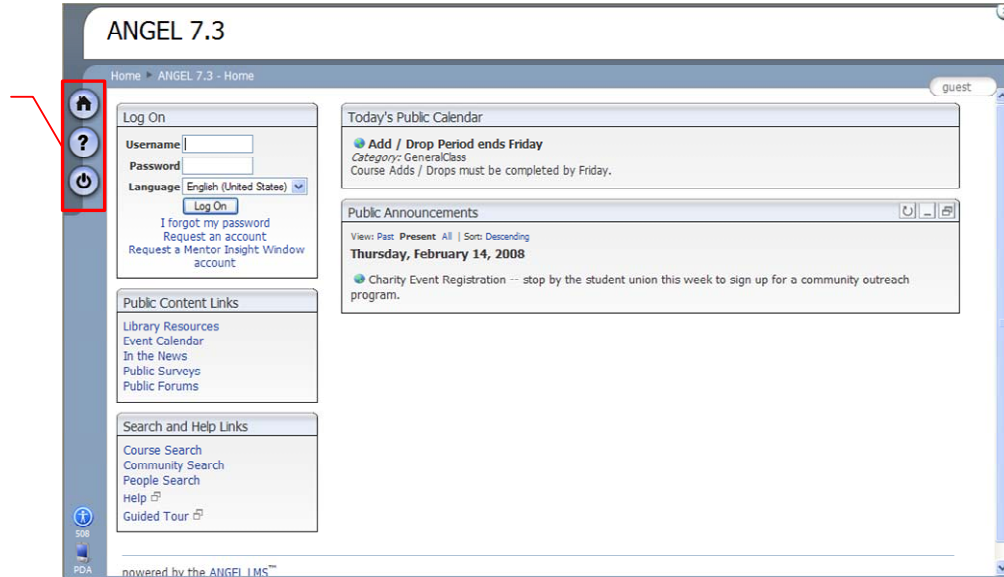
The left edge of the ANGEL Home page is called the **Power Strip**; this area contains basic system navigation tools. Other sections of the screen enable you to log into ANGEL and access various resources.

Navigation Tools

There are three system navigation tools at the top of the Power Strip. These icons are always available on the ANGEL Home page and when you are working in a course or a group.
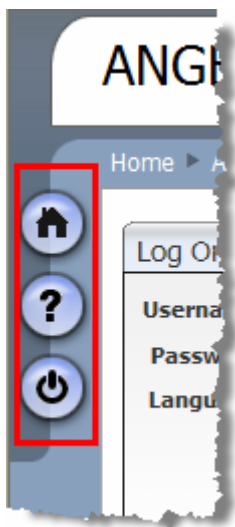
Power Strip icons

The following table explains these navigation tools.

Icon	Name - Description
🏠	**Home** – Returns you to your home page
❓	**Help** – Displays ANGEL online help, guides, and resources
⏻	**Log Off** – Logs you out of the ANGEL environment

Public Resources

ANGEL Home offers a variety of public resources for instructors and students. To access a resource, simply click its hyperlinked title.

> *All these resources may not be available at your institution. Further, your institution may offer additional customized resources.*

Standard resources include the following:

- **Library Resources** provides access your institution's library resources, such as electronic journals, catalogs, and databases.

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

- **In the News** keeps you up to date on your institution's latest news.

- **Public Surveys** enables you to participate in public surveys at your institution.

- **Public Forums** lets you join public discussions at your institution.

> *These resources are also available in the **Toolbox** section of your personal home page.*

Search and Help

The **Course Search**, **Community Search**, and **People Search** links enable you to find and view any course, group, or user profile that is viewable by 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.

How to Log In to ANGEL

Before you can log in to ANGEL, you must have an ANGEL account, a username, and a password. Your institution's ANGEL administrator must create your account.

To log in to ANGEL:

1. Click in the **Username** box and key the user ID assigned to you by your institution's ANGEL administrator.

2. Click in the **Password** box and key your password.

3. Click the **Log On** button.

If your log-in is successful, the ANGEL home page is replaced by your personal home page. (The personal home page is discussed in the next section of this guide.)

If your attempt to log in is not successful, contact your institution's ANGEL administrator for assistance.

Personal Home

When you log into ANGEL, your personal home page (Home) appears. Home enables you to access all the courses and groups in which you are enrolled. The page also provides a variety of tools to assist you with your coursework.

> To customize the selection and appearance of tools on your personal home page, click the **Edit Page** link in the Home menu bar.

Navigation Tools

Your personal home page features a set of navigation tools, located in the Power Strip along the left edge of the screen. These icons are always available on your personal home page and whenever you are working in a course or group.

"Power Strip" icons

508 Accessibility & PDA mode controls
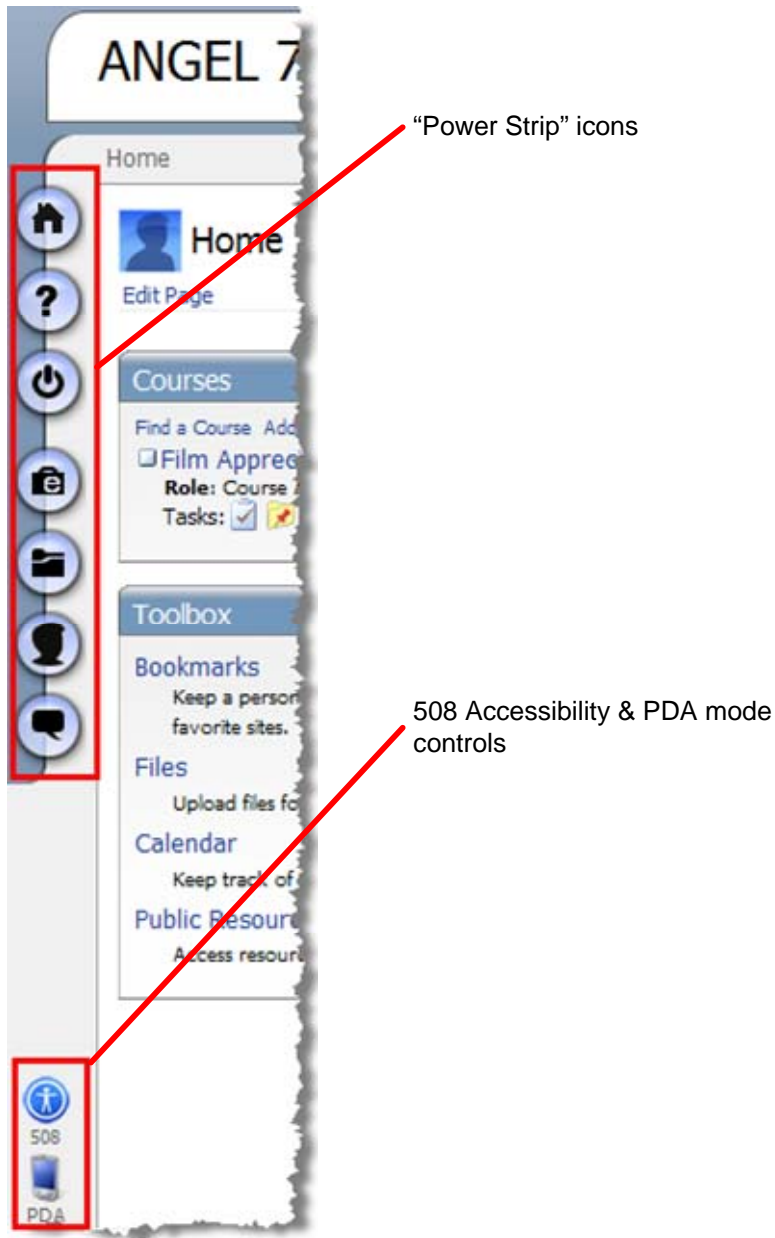
The following table describes these navigation tools.

Icon	Name - Description
	Home – Returns you to your home page
	Help – Displays ANGEL online help, guides, and resources
	Log Off – Logs you out of the ANGEL environment

Icon	Name - Description
	ePortfolio – Launches ePortfolio (only appears if your institution has ePortfolio installed.)
	Learning Object Repository (LOR) – Accesses your personal LOR
	Personal Preferences – Provides access to your user settings, such as your personal information, password, theme selector, system settings, and PDA agent
	ANGEL IM – Opens the online ANGEL instant messenger

There are two additional accessibility-related icons at the bottom of the page that function as illustrated and described below.

Icon	Name - Description
	508 – Allows you to create a profile that describes your particular needs for accessing course material. If necessary, you can access an ACCLIP for use with ANGEL. The acronym ACCLIP stands for "Accessibility for Learner Information Profile." ANGEL's Accessibility menu allows you to create, save, or import ACCLIP profiles.
	PDA – Allows you to activate ANGEL in PDA mode. Page layout and navigation are customized to suit your selection.

Help

You can open ANGEL's online help system by clicking the **Help** icon ( ). By default, ANGEL's online help system displays a searchable copy of this Quickstart Guide.
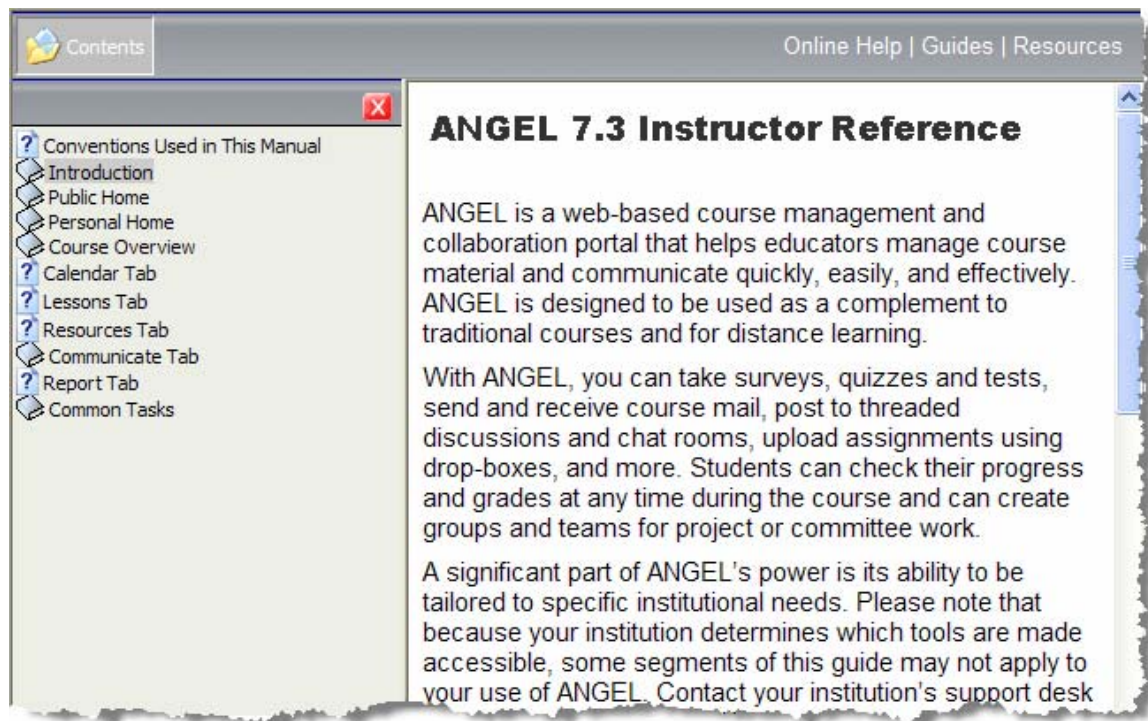
The left-hand pane of the Help window displays the Quickstart Guide's contents. When you click a help topic's heading in the left pane, the topic's text appears in the right-hand pane.

In the upper right corner of the window, three links let you access different parts of the help system:

- The **Online Help** link returns you to the searchable Quickstart guide.

- The **Guides** hyperlink opens a list of guides that are available in PDF format, which you can download and print.

- The **Resources** hyperlink provides access to your institution's resources, which can be made available by your institution's ANGEL Administrator.

Learning Object Repository (LOR)

Clicking the **Learning Object Repository** icon ( ) opens the Learning Object Repository (LOR) window. You can use this window to store, tag, search, share, reuse, and manage learning objects of various types. The Learning Object Repository is discussed in detail later in this guide.

Personal Preferences

Clicking the **Personal Preferences** icon ( ) opens the Preferences window. From this window, you can customize the information about your profile and courses, change your password (if applicable), adjust system settings, and further configure ANGEL to suit your needs.

> *The Personal Preferences icon has changed to a silhouette image ( )*
> *from the previous wrench icon ( ).*
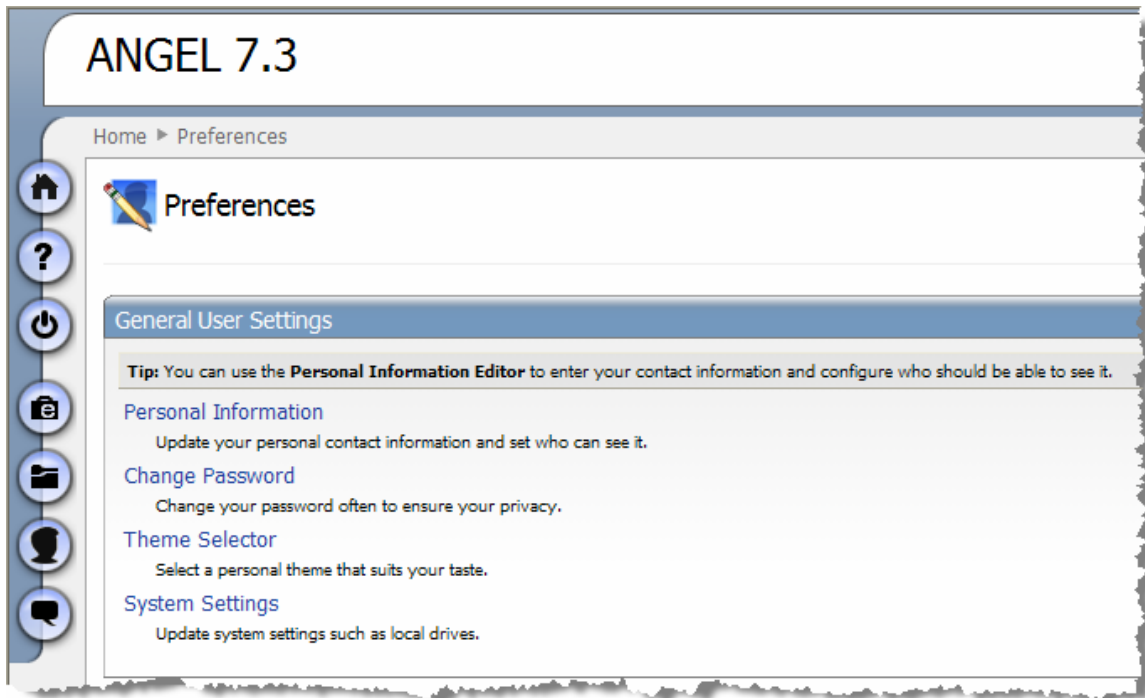
The Preferences window contains the following links:

- **Personal Information** allows you to change your personal information and determine who can view it.

- **Change Password** enables you to change your ANGEL password. As a precaution, you must provide your current password and confirm your new password before applying the change.

- **Theme Selector** allows you to select different ANGEL themes or even create your own to change how the environment looks when you log in.

- **System Settings** lets you specify local media drives to map online course material to CD-ROMs or other media for enhanced instruction. In the System Settings window, you can also configure ANGEL to send a copy of all course mail to your favorite e-mail account.

Instant Messenger

Clicking the **Instant Messenger** icon ( ) launches ANGEL's built-in Instant Messenger (IM) utility. This convenient tool enables you to communicate with other ANGEL users online, in real time.
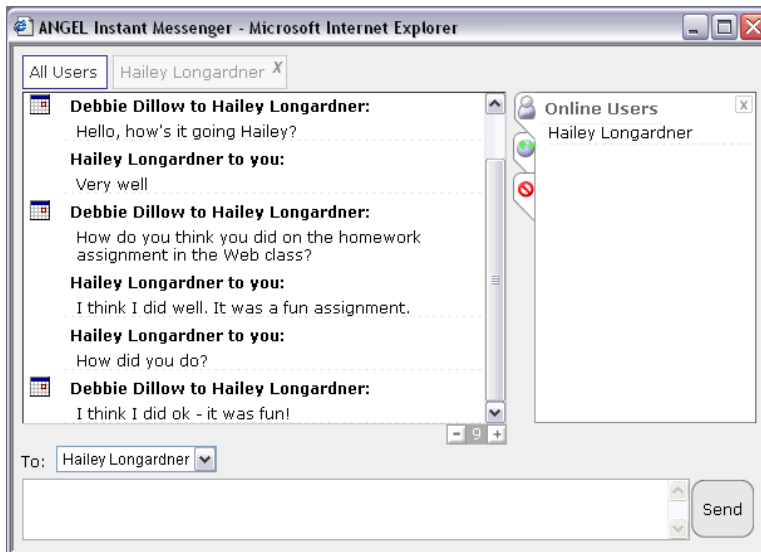
To converse with an online user, select a name from the *To:* drop-down list, type your message, and click the **Send** button.

Courses

The **Courses** section of your personal home page gives you access to all the courses for which you are enrolled, either as a student or instructor. To access a course, simply click its name; information about the selected course appears on a new page.
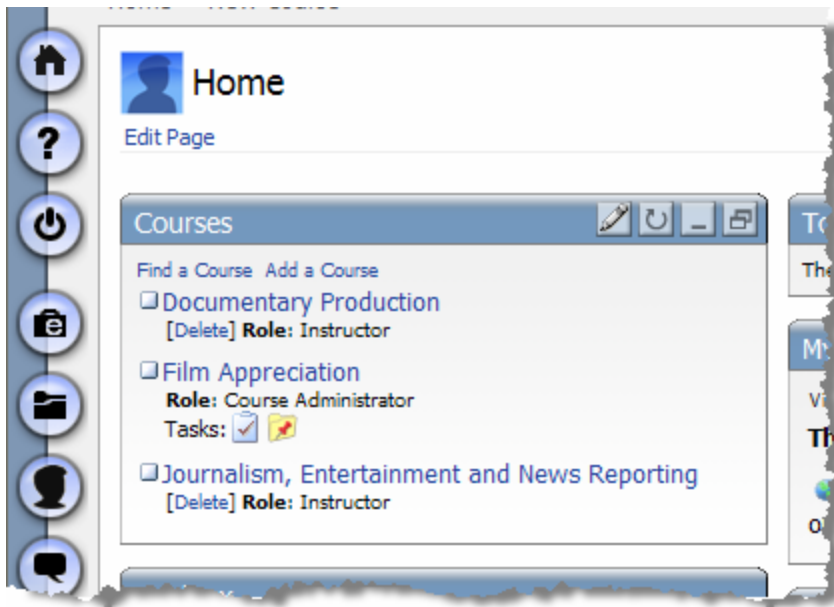
ANGEL's course-related tools are described in more detail later in this guide.

Community Groups

The **Community Groups** section of your personal home page gives you access to all the groups you have joined, either as a student or instructor. To access a group, simply click its name; information about the selected group appears on a new page.
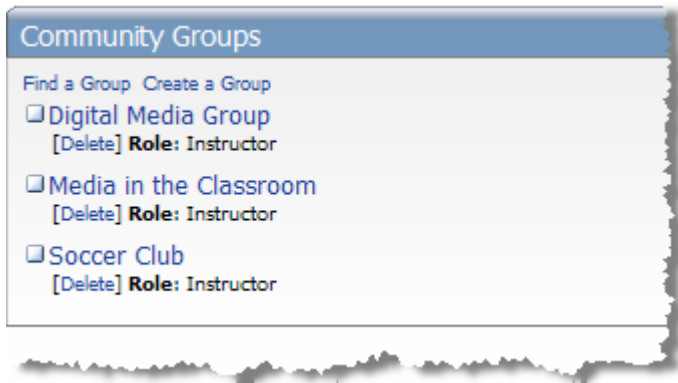
ANGEL's group-related tools are described in more detail later in this guide.

Toolbox

The **Toolbox** section features tools that can increase your productivity and further customize your ANGEL environment.
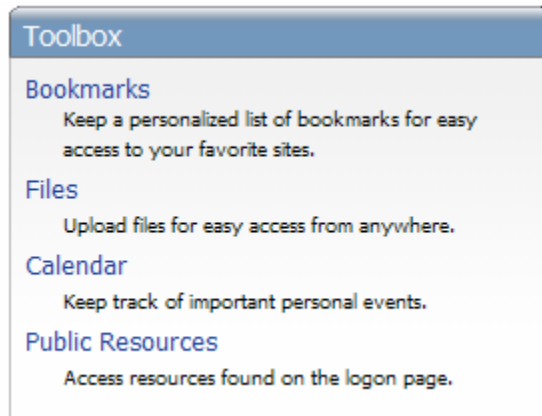
The Toolbox contains the following links:

- **Bookmarks** lets you place links to your favorite Web sites on your personal home page. You can also sort your links by category, and set permissions for individual bookmarks to make them accessible to other ANGEL users.

- **Files** enables you to set up folders and create text files, and to upload documents and images for storage. You can also use ANGEL's built-in HTML Editor to create new Web pages or edit existing ones with an easy-to-use word processor-style interface.

- **Calendar** lets you view or add personal calendar events or public institutional events.

- **Public Resources** is your link to the resources found on the ANGEL Home page.

Course Mail

The **Course Mail** section functions like most other e-mail programs: it enables you to exchange e-mail messages with other ANGEL users.
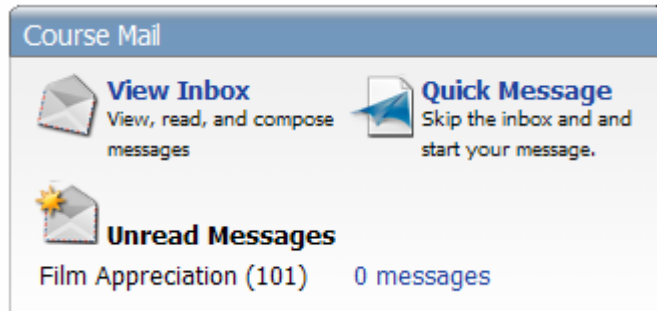
The Course Mail section contains the following three options:

- **View Inbox** opens the Course Mail application and shows all the messages in your inbox.

- **Quick Message** lets you bypass the inbox and start composing a message.

- **Unread Messages** displays a count of unread messages in your inbox.

Course Overview

ANGEL's course-related tools enhance the instructional and collaborative experience and make it easy to manage many aspects of your courses.

To access a course, click its name in the Courses section of your personal home page. When the course opens, you can navigate the course-related information by using two different sets navigation tools: the navigation tabs or the course guide. These navigation tools are described briefly in the following sections.

Navigation Tabs

When you access a course, a set of **navigation tabs** appears across the top of the ANGEL window. Click a tab to view a page containing one or more specific types of information about the course. As you navigate through the tabs, the **Breadcrumb** frame updates to show your current location within the course-related information.

The following tabs are available for each course:

- The **Course** tab is the "dashboard" into your course. Among the options for this page are the "At a Glance" object, the Grades object, Course Mail, Discussions and more than a dozen other optional items.

- The **Calendar** tab displays events that have been assigned **Milestones** within the course (such as exams or assignment due dates).

- The **Lessons** tab provides access to all the lessons that have been created and posted for the course.

- The **Resources** tab provides a set of helpful resources made available by your institution's administrator. These items can include syllabi, links to Web sites related to the course, institutional resources such as library records, a Web search tool, and others.

- The **Communicate** tab displays tools that let you communicate with others in the course via e-mail, live chat, and discussion groups. The tab also provides a course roster and displays any course related news, events, or announcements.

- The **Report** tab's tools enable you to generate and save various types of reports related to the course, such as reports on student grades or course milestone achievement.

- The **Automate** tab enables you to create and run services called "agents," which can perform specific tasks according to any schedule you set.

- The **Manage** tab features a console of tools that allow you to configure and control various course-related items, such as a gradebook or course-related files.

These tabs and their functions are discussed in greater detail later in this guide.

> *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 Guide

The **Course Guide** opens the same pages as the navigation tabs, but also provides additional tools. To open and close the Course Guide, click the **Guide** bar located to the right of the Home button.

Open and Close the Course Guide by clicking on this tab.

The "Contents" view of the Course Guide.

In addition to the names of the navigation tabs, the Course Guide includes the following tools:

- The **Contents** tool provides a course-at-a-glance view and one-click access to all course content.

- The **What's New** link displays a list of new mail messages, calendar items, content items, and other items for the course.

- The **Tasks** link displays Milestones, Personal Tasks, Unread Mail, and Ungraded Items as task items to be completed.

- The **Search** lets you search calendar, content, mail, or roster entries.

Course Tab

By default, the Course tab appears when you enter a course. This page contains several sections that provide at-a-glance information about the course.

By default, the Course tab includes the following sections:

- **Activity at a Glance** shows a summary of course-related activities that have occurred during the past week, including the number of log-ins, discussion posts, mail messages, and submissions.

- **Grades** displays a summary of the grades of the course's enrolled participants.

- **Course Mail** provides an entry point to Course Mail. Use View Inbox to jump to your inbox, use Quick Message to bypass the inbox and go directly to the compose message page, and use Unread Messages to see a count of unread messages in the course.

- **Section Polls** allow you to gather feedback from students and introduce a point of interaction on the course home page.

- **Course Announcements** displays any recent announcements that have been posted for the course.

How to Edit the Course Tab

You can rearrange, add, edit, or delete elements on the Course tab. ANGEL 7.3 features a new drag-and-drop editor that makes it easy to configure the way information is displayed on your tabs.

Rearrange Items on the Course Tab

To rearrange items on the Course tab:

1. Log in to ANGEL, select a course, and click the **Course** tab.

2. Click the **Edit Page** link (located under the course's name in the upper left corner of the tab).

   ANGEL switches to Page Layout view.

> 📝 *The **Edit Page** option is available on several tabs.*

3. Click the desired item and drag it to a different location.

   The mouse pointer changes to a four-way arrow (⊕) when you can move the item. As you move the item, other elements on the tab automatically move out of the way.

In edit mode, you may drag and drop components to a new page location.
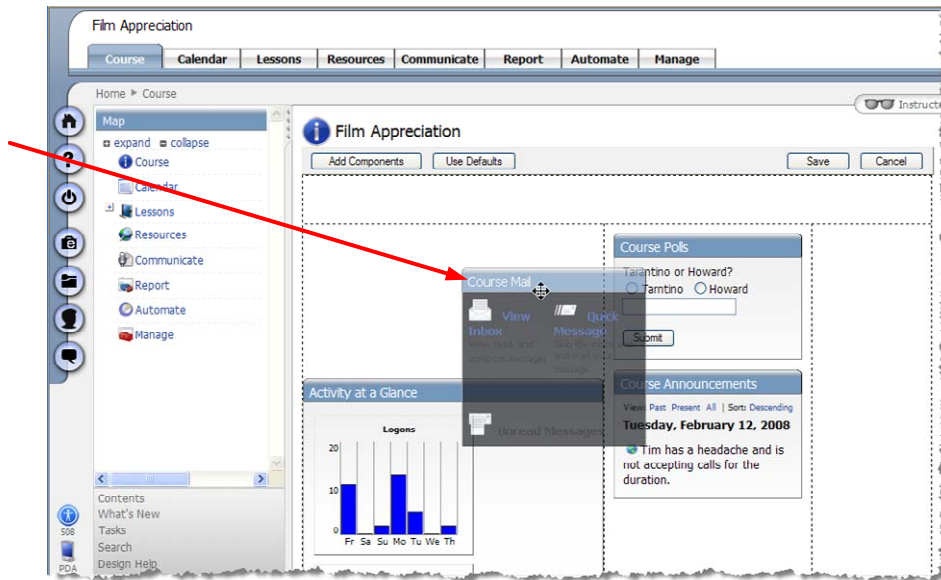
4. When you are finished, click the **Save** button to return the Course tab to Normal view.

Add an Item to the Course Tab

To add an item to the Course tab:

1. Log in to ANGEL, select a course, and click the Course tab.

2. Click the **Edit Page** link.

    ANGEL switches to Page Layout view. The **Add Components** and **Use Defaults** buttons now appear under the course's name, replacing the Edit Page link.
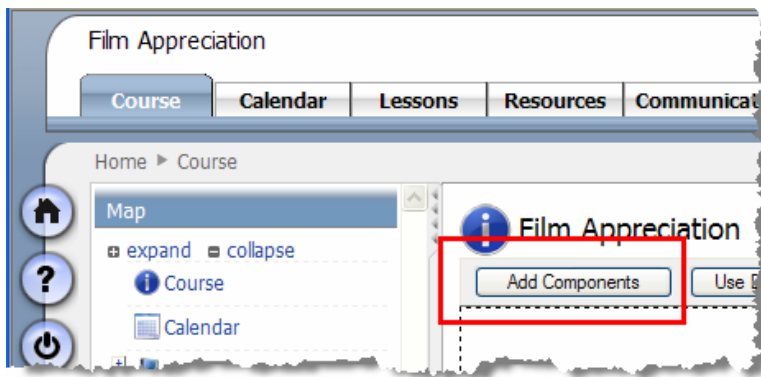
3. Click the **Add Components** button.

    The **Available Components** list appears, showing the names of items that can be added to the tab. Items marked with a check are already on the tab.
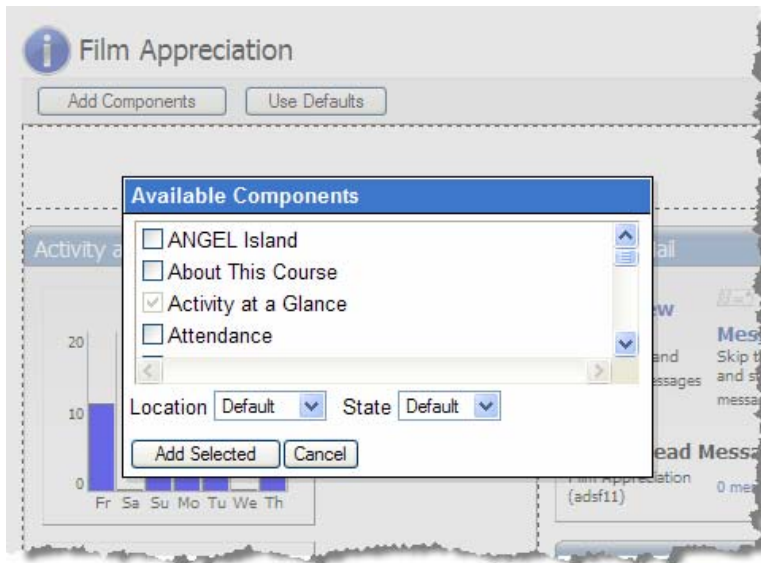
4. Click the component you want to add, then click the **Add Selected** button.

    The Available Components box closes and the selected component is added to the tab.

> 💡 *You can select more than one component at a time.*

5. If desired, rearrange the items on the tab as described previously in "Rearrange Items on the Course Tab."

6. When you are finished, click the **Save** button to return the Course tab to Normal view.

Delete an Item from the Course Tab

To delete an item from the Course tab:

1. Log in to ANGEL, select a course, and click the **Course** tab.

2. Click the **Edit Page** link.

    ANGEL switches to Page Layout view.

3. Rest the mouse pointer on the item you want to delete.

    The **Delete** icon (☒) appears on the item's title bar.

4. Click the **Delete** icon to remove the item.

5. When you are finished, click the **Save** button to return the Course tab to Normal view.

> 💡 *If you change your mind, you can add the deleted item back to the tab as described previously in "Add an Item to the Course Tab."*

Edit an Item on the Course Tab

Some items on the Course tab have user-configurable settings. You can edit these settings to change the data displayed by the item, to determine who can view the item, and other features specific to the item.

To edit an item on the Course tab:

1. Rest the mouse pointer on the item.

   If the item has user-configurable settings, a **Settings** icon () appears on the item's title bar.

2. Click the Settings icon to view the item's settings.

3. Change the desired settings.

4. When you are finished, click the **Save** button to return the Course tab to Normal view.

Calendar Tab

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

In addition to appearing on the Calendar tab of the course site, ANGEL calendar entries also appear on each student's personal home page, on the dates designated for the events.
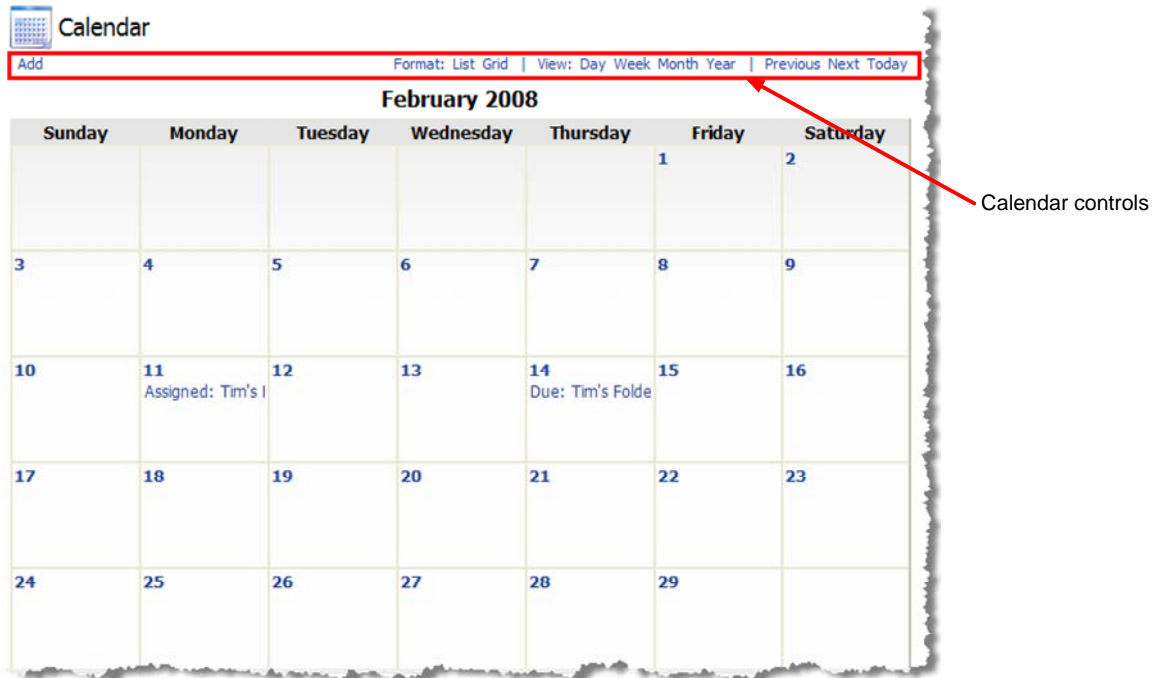
Calendar controls

The Calendar tab's toolbar contains the following options:

- The **Add** link opens a form for creating calendar entries.

- The **List** and **Grid** links let you view calendar dates and events as a list or in standard calendar grid format. When viewing calendar entries in List format, you can choose a specific date from the small calendar navigator or choose a month and year from the drop-down menus.

> *By default, the calendar appears in Grid format.*

> *If your calendar navigator does not appear in List format, click the Show Calendar link (at the left end of the toolbar) to make it visible.*

- The **Day**, **Week**, **Month**, and **Year** links (at the right end of the toolbar) let you change your calendar view.

- The **Next** and **Previous** links enable you switch to the next view (Day, Month, or Year). Click **Today** to bring up the current day's events.

- In the **All Entries** box (located below the calendar grid), there are links that let you view public entries, entries made by members of a given team, or just your personal entries.

How to Add a Calendar Entry

To add an entry to the calendar:

1. Log in to ANGEL, select a course, and click the **Calendar** tab.
2. Click the **Add** link.

    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. Set the event's **Date, Time,** and **Duration** from the appropriate drop-down lists.

> Instead of clicking the **Add** link, you can click the desired date on the calendar. This opens the Event Settings page and automatically applies the chosen date to the **Date** field.

7. Optionally, you can use the **Contact**, **Location**, and **Notes** fields to provide additional information for the event.

> *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 tab appears, with your calendar entry listed.

9. For a recurring event, click the **Recurrence** button. The **Interval Settings** page appears.

10. Specify the **Beginning Date**, **Ending Date**, **Time**, and **Duration** in the **Date and Time Settingss** area.

11. In the **Interval Settings** area, specify whether the event will recur daily, weekly, or monthly. If you select the **Weekly** or **Monthly** option, set the specific day on which the event will take place.

12. Click **Save**.

The Calendar tab appears with your new event 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.
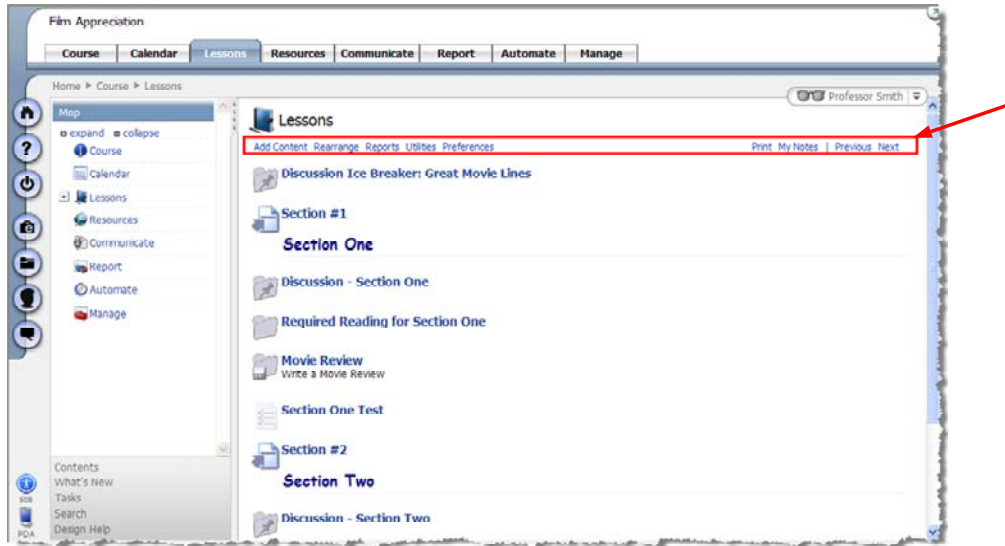
The Lessons tab's toolbar contains the following options:

- The **Add Content** link (at the left end of the toolbar) displays several types of content that instructors can create, including folders, pages, hyperlinks, discussion forums, assessments, surveys, drop boxes, and more.

- The **Rearrange** link allows you to determine the order in which content appears on the page.

- The **Reports, Utilities,** and **Preferences** links provide tools to manipulate created content, to monitor each student's activity within the content, and set the preferences for the lessons pages.

- The **Print** link (at the right end of the toolbar) lets you print the current page.

- The **My Notes** link provides any user with an online space to create notes about any content located on the Lessons tab.

- The **Previous** and **Next** hyperlinks allow you to navigate through the lesson content.

Adding Content Items

The following sections show you how to create new content items in ANGEL. This includes folders, assessments, discussion forums, and drop boxes. You also will learn how to upload lesson files, add questions to an assessment, and other important content-creation tasks.

Create an Item Page

All content is add to a course via the **Create an Item** page. To access this page, click the "Add Content" from the top of the Lessons page.

The **Create an Item** page appears.

To add a lesson item, simply click on the type of item you wish to add to your course. The following sections detail how to create the most common content types. For coverage of the remaining content types, see the Instructor Reference Manual.

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** link.

   The Add Content page appears. This page displays a list of content items you can add to the Lessons tab.

3. Click the **Folder** hyperlink.

   The Folder editor appears.

4. Click the **Content** tab.

5. Click in the **Title** field and enter a title for the folder.

6. Click in the **Subtitle** field and enter a subtitle for your folder.

   The subtitle provides additional information to describe the folder.

7. Click the **Access** tab.

8. Choose **User Tracking** level. When User Tracking is enabled, the system keeps a log of all user activity within this folder (reports available via the Reports tab). This optional setting is disabled by default. To enable it, use the pull down menu to select which types of users to track; students, all enrolled users, guests or everyone.

9. If users are not allowed to view the folder, select the **Do not allow users to view this item** checkbox.

10. Select a **Viewable By** option. This option determines which user types may view the item. By default, **Students** is selected, which allows students to view the item. See the Instructor Reference Manual for details on the other options.

11. Click in the **Password** field and enter a password, if desired. A password is optional and is used to restrict access to the folder.

12. Select a **Team Access** value. By default, all teams may access a content item. If you wish to limit access to specific teams, choose the "Selected Teams" option then choose the teams you want to be able to view the item. Note that non-team members will not be able to view the item.

13. Click the **Assignment** tab.

14. In the **Milestone Settings** section of the page, choose a **Task Type** from the pull down menu. You'll then assign dates – Assign Date and Due Date. The item will appear on the calendar based upon these dates. Manually marked items must me marked as complete manually. Item completion items will be marked complete by the system upon submission.

15. In the **Gradebook Settings** section of the page, you can associate the item with an existing Gradebook Assignment or you can create a new one. Select "None" if you don't want to grade the item. Select an existing assignment to associate this content item with that column of the gradebook. Or you can select "New Assignment" if you want to create a new gradebook column.

16. Click **Save** when all desired items are complete.

After a folder has been created, you can make changes to it from the Lessons page:

- *To add content to the folder, click the folder's title in the Lessons page. When the folder's page opens, click the **Add Content** link.*

- *To delete the folder, click the foldler's title in the Lesson's page. When the folder's page opens, click the **Delete** link.*

- *To rearrange folders, click the **Rearrange** link on the Lessons page's toolbar, then drag the folder to a new location on the Lessons page.*

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 7.3 Instructor Reference Manual.

To create an assessment:

1. Log into your ANGEL course and click the **Lessons** tab.

2. Click the **Add Content** link.

The Add Content page appears. This page displays a list of content items you can add to the Lessons tab.

3. Click the **Assessment** hyperlink.

The New Assessment page appears.

4. Click the **Content** tab.

5. Click in the **Title** box and enter a title for your assessment.

6. Click in the **Subtitle** box and enter a subtitle for your assessment.

The subtitle provides additional information to describe the assessment.

7. In the **Link Settings** page area, you may choose how the assessment opens within the browser by choosing a **Link Target** setting from the pull down menu.

8. Click the Access tab.

9. Choose **User Tracking** level. When User Tracking is enabled, the system keeps a log of all user activity for this assessment (reports available via the Reports tab). This optional setting is disabled by default. To enable it, use the pull down menu to select which types of users to track; students, all enrolled users, guests or everyone.

10. If users are not allowed to view the assessment, select the **Do not allow users to view this item** checkbox.

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

11. Select a **Viewable By** option. This option determines which user types may view the item. By default, **Students** is selected, which allows students to view the item. See the Instructor Reference Manual for details on the other options.

12. Click in the **Password** box and enter a password, if desired. A password is optional and is used to restrict access to the assessment.

> *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.).*

13. Click the **Interaction** tab.

   The Interaction tab is unique to assessment creation. This tab lets you determine how the assessment's questions are displayed to the student: all at once, as part of a question set, or one question at a time.

14. To specify a date when the assessment will become available to users, check the **Date Enabled** checkbox and set a date.

15. To specify a date when the assessment will stop being available to users, check the **Date Disabled** checkbox and set a date.

> *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.*

16. Select one of the **Display Mode** options. The default setting is **All at once**.

17. Select any combination of options under **Question Set Defaults**. These settings are optional.

18. Select the **Submission Settings** to determine how many attempts a user has to take the assessment, the mastery settings required before the student has mastered the concepts covered by the assessment, save options, and anonymous options.

19. Select the **Time Settings** to determine how long the student has to complete the assessment and whether the assessment will have a time warning or automatically submit when the time expires.

20. Click the **Review** tab.

21. Select one of the **View submission history** options. The default value is **Full review**.

22. Select **Review Availability** options to determine when the review is available for viewing and how long the review remains available.

23. Select a **Display feedback** option. The Display feedback is set to **Assessment Completion** by default

24. Select the **Feedback options**. All options are selected by default. Clearing a checkbox removes an item from review.

25. Click the **Assignment** tab.

26. In the **Milestone Settings** section of the page, choose a **Task Type** from the pull down menu. You'll then assign dates – Assign Date and Due Date. The item will appear on the calendar based upon these dates. Manually marked items must me marked as complete manually. Item completion items will be marked complete by the system upon submission.

27. In the **Gradebook Settings** section of the page, you can associate the item with an existing Gradebook Assignment or you can create a new one. Select "None" if you don't want to grade the item. Select an existing assignment to associate this content item with that column of the gradebook. Or you can select "New Assignment" if you want to create a new gradebook column.

28. Click **Save** when all desired items are complete.

Adding Questions to an Assessment

You can add questions to an assessment by using the Assessment Editor. The Assessment Editor contains two tabs:

- The **Assessment Editor** tab enables you to add individual questions or question sets.

- 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.

The following procedure shows you how to add a multiple-choice question to an assessment. Other question types are added in the same manner.

To add a question to an assessment:

1. Log into your ANGEL course, click the **Lessons** tab, and click the assessment's name.

   The Assessment Editor opens, with the Assessment Editor tab visible.
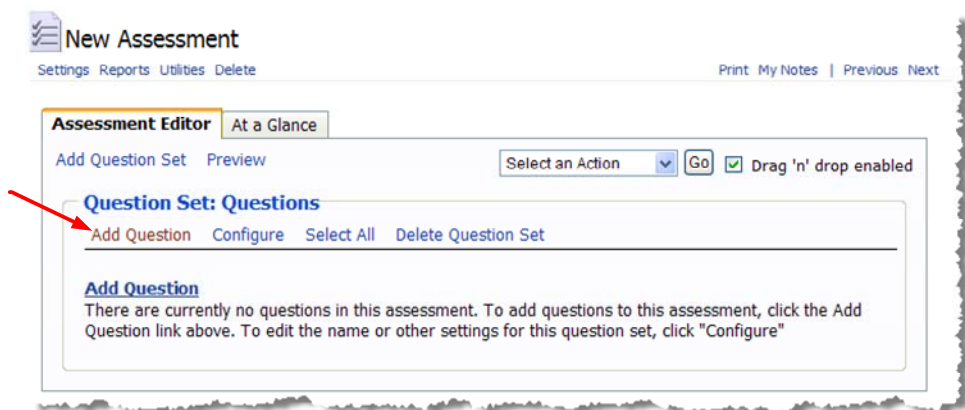
2. Click the **Add Question** link (located below the **Question Set** title).

3. Click the **Multiple Choice** hyperlink or icon ( ).

   The Multiple Choice Editor opens in a new window.

4. Click in the **Points** field and enter a point value for the question.

5. Enter the question text in the **Question Text** field.

6. Enter the answer choices in the **Answer Choice** fields.

> *You can use the HTML Editor to edit an answer choice by clicking the*
> ***HTML Editor*** *link located below the Answer Choice field.*

7. Click the **Correct** option button next to the correct answer.

8. Enter feedback in the **Incorrect answer feedback** field.

9. If desired, click the **Correct answer feedback** tab and enter feedback for the correct answer.

10. If you do not want the question to be added to a question bank, deselect the **Add to question bank** checkbox.

11. When you have completed all the selections and fields, click **Save** to close the Multiple Choice Editor window. If you want to add another multiple choice question, click **Save and Create New**.

> *You can add images, animations, or other media to assessment*
> *questions, choices, or feedback by using the HTML Editor or by entering*
> *HTML code directly in any of the fields. Be aware, however, that*
> *students can easily see filenames for embedded or linked media files by*
> *right-clicking and selecting Properties, by viewing the browser status*
> *bar, or by other means.*

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.*
> *To upload multiple files use the Associated File Manager. For additional*
> *information on the Associated File Manager, see the ANGEL 7.3*
> *Instructor Reference Manual.*

To upload a file for a lesson:

1. Log into your ANGEL course, click the **Lessons** tab, and click the **Add Content** link.

2. 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

[_____] [Browse...]

Title

[_____]

File Type

[AutoDetect ▼]

[Upload File] [Drag-n-Drop] [Cancel]

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.

3. Click the **Browse…** button.

   A Choose file dialog box appears, allowing you to select the file from your computer.

4. Locate the desired file, click the filename, then click **Open**.

   In the Upload a File form, the file's name appears in the **File to Upload** field.

5. Type a title for the document into the **Title** field.

> *The document title you enter in 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 can optionally use this drop-down menu to select the type of file that you are uploading.*

6. Click **Upload File**.

   A File Upload Successful screen appears.

7. Click **OK**.

> *To modify the file's attributes (such as its title), click the **Settings** link that appears below the file's title on the Lessons page. To delete the file,*

> *click the **Delete** link.*

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 in the discussion forums section of the **Communicate** tab.

To create a discussion forum:

1. Log into your ANGEL course, click the **Lessons** tab, and click the **Add Content** link.

2. Click the **Discussion Forum** link or icon (   ).

   The New Discussion Forum page appears.

3. Click the **Content** tab.

4. Click in the **Title** field and enter a title for your discussion forum.

5. Click in the **Subtitle** field and enter a subtitle for your discussion forum.

6. Enter text in the **Directions** field.

> *You can 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 "How to Use the Inline HTML Editor."*

7. Click the **Access** tab.

8. Choose **User Tracking** level. When User Tracking is enabled, the system keeps a log of all user activity within this discussion (reports available via the Reports tab). This optional setting is disabled by default. To enable it, use the pull down menu to select which types of users to track; students, all enrolled users, guests or everyone.

9. If users are not allowed to view the forum, select the **Do not allow users to view this item** checkbox.

10. Select a **Viewable By** option. This option determines which user types may view the item. By default, **Students** is selected, which allows students to view the item. See the Instructor Reference Manual for details on the other options.

11. Click in the **Password** box and enter a password, if desired. A password is optional and is used to restrict access to the assessment.

12. Select a **Team Access** value.   By default, all teams may access a content item. If you wish to limit access to specific teams, choose the "Selected Teams" option then choose the teams you want to be able to view the item. Note that non-team members will not be able to view the item.

13. Click the **Post Permissions** tab.

14. 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.

    • **Moderated** – indicates that the team members must have their posts approved before they'll appear in the forum.

15. Set specific permissions, per team, by selecting the appropriate **Read**, **New Post**, and **Reply** checkboxes.

16. Click the **Interaction** tab.

17. By default, forums automatically approve all messages. If you want the forum to be moderated, select the **Moderators must approve all messages** option from the **Discussion Moderation** pull-down menu.
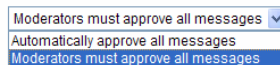
18. Select the forum's moderators. You can do so by rights level (such as all Course Editors) or individually via the **Moderator Rights** options illustrated in the following figure.

Moderator Rights:

Choose moderators by Course Rights level or by selecting specific moderators.

☉ Choose moderator(s) by rights level:

Course Assistant

○ Choose specific moderators:

Select / Edit Moderators

19. Review the other options and select as desired.

> *For information and help on each option, just click the bold-faced option name. A pop-up window appears with details on how that option functions.*

20. Click the **Assignment** tab.

21. In the **Milestone Settings** section of the page, choose a **Task Type** from the pull down menu. You'll then assign dates – Assign Date and Due Date. The item will appear on the calendar based upon these dates. Manually marked items must me marked as complete manually. Item completion items will be marked complete by the system upon submission.

22. In the **Gradebook Settings** section of the page, you can associate the item with an existing Gradebook Assignment or you can create a new one. Select "None" if you don't want to grade the item. Select an existing assignment to associate this content item with that column of the gradebook. Or you can select "New Assignment" if you want to create a new gradebook column.

Gradebook Settings

Assignment	(New Assignment)	Edit
Category	Homework	other
Points Possible	100	
Calculation Type	First submission	

23. Click **Save** when all desired items are complete.

> *For more information on common and advanced settings, see the ANGEL 7.3 Instructor Reference Manual.*

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 desired discussion forum's name or icon.

   The forum opens on your screen.

3. Click the **New Post** button.

 The Post a New Message window appears.

4. Type a subject in the **Post Subject** field.

5. Type the body of your message in large text field.

> ✎ *You can add an attachment to your post by clicking the **Attachments** button.*

6. When your message is finished, click **Save**.

How to Create a Drop Box

A drop box is like a file folder; users can place files into your drop box so you can review, edit, grade, or perform other tasks with them. Instructors can create any number of drop boxes and associate them with lessons.

To create a drop box:

1. Log into your ANGEL course, click the **Lessons** tab, and click **Add Content**.

2. Click the **Drop Box** link or icon (📁).

   The Drop Box editor appears.

3. Click the **Content** tab.

4. Click in the **Title** field and enter a title for your drop box.

5. Click in the **Subtitle** field and enter a subtitle for your drop box. The subtitle provides additional descriptive information about the drop box.

6. Enter directions for the Drop Box in the **Page Text** field.

> 💡 *You can 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 "How To Use the Inline HTML Editor."*

7. Click the **Access** tab.

8. Choose **User Tracking** level. When User Tracking is enabled, the system keeps a log of all user activity within this drop box (reports available via the Reports tab). This optional setting is disabled by default. To enable it, use the pull down menu to select which types of users to track; students, all enrolled users, guests or everyone.

9. If users are not allowed to view the drop box, select the **Do not allow users to view this item** checkbox.

10. Select a **Viewable By** option. This option determines which user types may view the item. By default, **Students** is selected, which allows students to view the item. See the Instructor Reference Manual for details on the other options.

11. Click in the **Password** box and enter a password, if desired. A password is optional and is used to restrict access to the assessment.

12. Select a **Team Access** value.   By default, all teams may access a content item. If you wish to limit access to specific teams, choose the "Selected Teams" option then choose the teams you want to be able to view the item. Note that non-team members will not be able to view the item.

13. Click the **Submission** tab.

14. Click the **Max Submissions** drop-down arrow and select the maximum number of files that can be submitted to the drop box. By default, the setting is **Unlimited**.

15. Click the **Message Box** drop-down arrow and select either **Enabled** or **Disabled**. By default, the message box is enabled to allow students to type a message concerning their submission.

16. Click the **Attachments** drop-down arrow and select either **Enabled** or **Disabled**. By default, attachments are enabled to allow students to attach their document to the drop box.

17. Click the **Review** tab.

18. Click the **User Review** drop-down arrow and select one of the following options:

    - **Normal** – allows users to see only their own drop-box submissions

    - **Peer Review** – allows all users to see all other submissions

    - **Disabled** – specifies that only course editors may see submissions.

19. Click the **Assignment** tab.

20. In the **Milestone Settings** section of the page, choose a **Task Type** from the pull down menu. You'll then assign dates – Assign Date and Due Date. The item will appear on the calendar based upon these dates. Manually marked items must me marked as complete manually. Item completion items will be marked complete by the system upon submission.

21. In the **Gradebook Settings** section of the page, you can associate the item with an existing Gradebook Assignment or you can create a new one. Select "None" if you don't want to grade the item. Select an existing assignment to associate this content item with that column of the gradebook. Or you can select "New Assignment" if you want to create a new gradebook column.

22. Click **Save** when all desired items are complete.

> *For more information on common and advanced settings, see the ANGEL 7.3 Instructor Reference Manual.*

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. Click the desired drop box' name. An upload area appears, followed by a submissions log.

3. Click the name of a submitted drop box item.

The grading screen appears along with the student's submittal as a hyperlinked item.

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 to review.*

5. Click in the **Grade** field and type a numeric grade (use a whole number with no decimals). 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 **Attachments** button to locate and upload any feedback file created using the original file or another program (optional).

8. Click **OK**.

Editing Content Items

Content items have their own set of settings tabs that determine content, access, standards, objectives, automated agents, and assignments. These settings are accessed by positioning your mouse near the title of the content item as shown in the following figure.
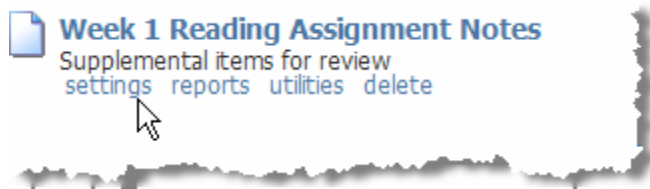
Clicking on **settings** will take you a settings menu like the one shown in the following figure.

All content items have the following tabs:

- **Content** – determines page settings, such as the content item's Title and Subtitle.
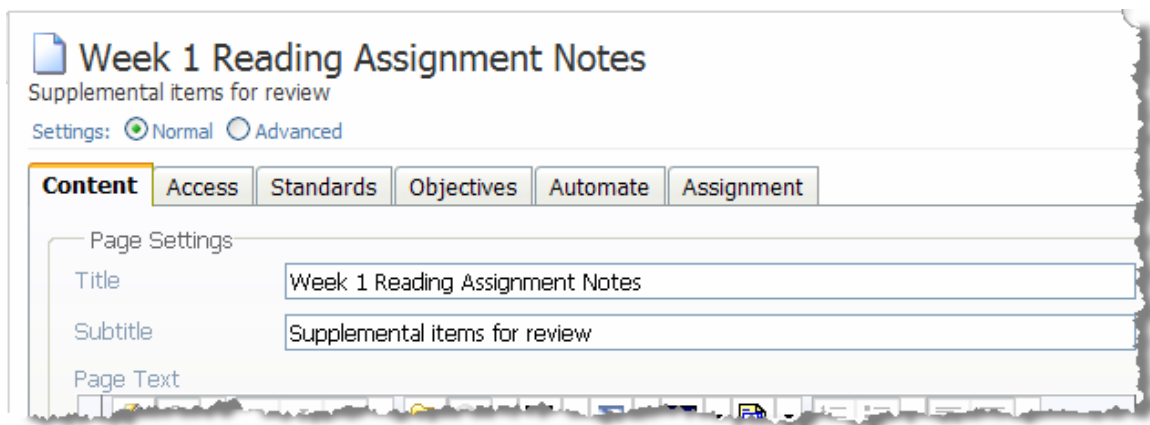
- **Access** – sets the tracking of the item and viewing restrictions.

- **Standards** – allows instructors to map content to standards established and controlled by the institution.

- **Objectives** – allows instructors to create objectives and map content to the specified objective(s).

- **Automate** – allows instructors to automate tasks by creating agents that run on a schedule, when a content item is accessed, or when a user accesses specific areas within the environment.

- **Assignments** – allows instructors to associate content items with the gradebook. You can also add items to the calendar by setting a milestone date.

Additional tabs may be available, depending upon the content item being edited. For example, assessments, surveys, and discussion forums have unique tabs that determine how the item is delivered or set permissions for viewing the items.

## How to Edit a Content Item

To edit a content item:

1. Log into your ANGEL course and click the **Lessons** tab.

2. Rest your mouse pointer on the title of the content item you want to edit.

    The settings, reports, utilities, and delete links appear.

3. Click the **Settings** link.

    The content editor appears.

4. Edit the content item as necessary.

5. Click **Save** when you are finished.

Resources Tab

The Resources tab provides access to resources for a course such as syllabus, course resources, institutional resources, the Wikipedia online encyclopedia, and Google Web search.
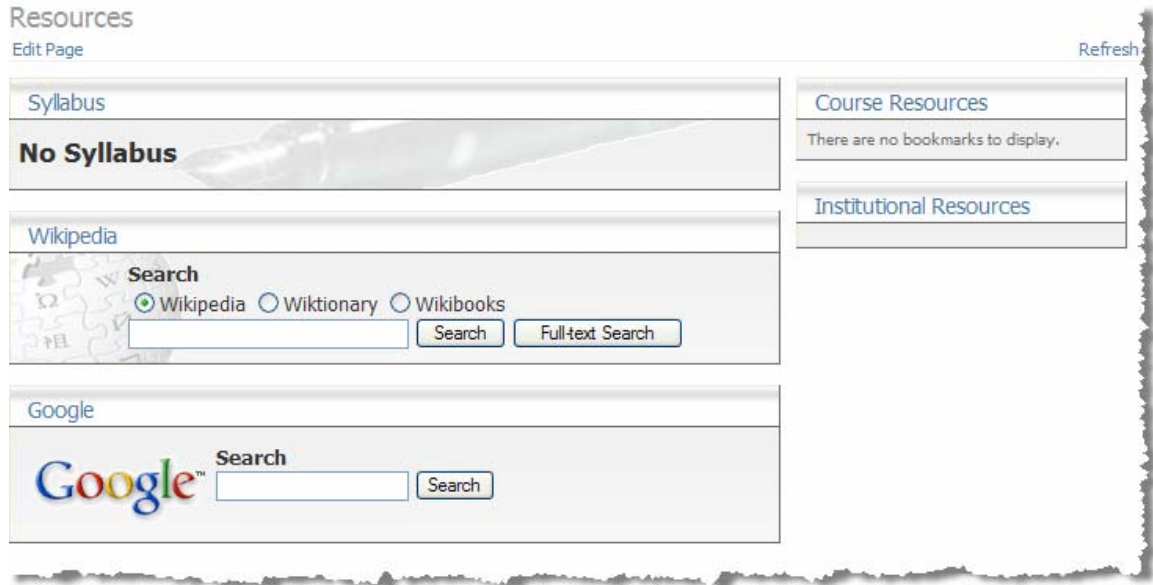
Syllabus

A syllabus provides students with an outline of topics to be covered during a course, an overview of the course's purpose and objectives, and often a timeline or list of milestones. Your institution may have specific guidelines for creating syllabuses. Regardless, ANGEL's syllabus editing tools make it easy to create and update a course syllabus and to ensure that it is distributed to anyone who needs it.

How to Create a Syllabus

To create a syllabus:

1. Log into your ANGEL course and click the **Resources** tab.

2. Rest the mouse pointer on the **Syllabus** component's title bar.

   An Edit button ( ) appears at the right end of title bar.

3. Click the **Edit** button.

   The Syllabus Source appears.

4. Click the **Syllabus Editor** button to create a syllabus using the default syllabus form. The Syllabus Editor appears.

The page is divided into sections that match the layout of the syllabus form being used. Each section contains one or more fields in which you can enter information.

> *The field titles are links to context-sensitive help. The help topics in the Course Information section are pedagogically based to assist the instructor with the completion of that section.*

5. In the **General Information** section, click in the **Heading** field and enter the title for your syllabus.

6. Click in the **Keywords** field and enter appropriate keywords for your course. Separate the keywords with spaces; do not use commas or other characters.

Specify keywords that will help users find your syllabus when conducting a search in ANGEL. Helpful keywords might be main terms from the course's title and primary topics covered in the course.

7. In the **Faculty Information** section, click in the **Name** field and enter the primary instructor's name.

8. Enter the appropriate phone numbers in the **Home Phone** and **Office Phone** fields.

9. Enter the office address, calling hours, and office hours in the **Office Address**, **Calling Hours** and **Office Hours** fields.

10. Enter the instructor's e-mail address, homepage URL, and photograph URL in the **E-mail**, **Homepage**, and **Photograph URL** fields.

11. In the **Course Information** section, complete the fields that you want to include on the syllabus.

    Any fields you leave blank are not displayed to the students.

12. Click **Save** when you are finished.

How to Upload a Syllabus

To upload your syllabus to ANGEL:

1. Log into your ANGEL course and click the **Resources** tab.

2. Rest the mouse pointer on the **Syllabus** component's title bar.

    An Edit button (✎) appears at the right end of title bar.

3. Click the **Edit** button.

    The Syllabus Source appears.

4. Click the **Syllabus Source** drop-down arrow, then click the **Upload a File** option.

5. Click the **Browse** button to browse your computer for your syllabus file.

6. When you locate the file, click its name, then click **Open**.

    The path to your syllabus file appears in the **File** field.

7. Click the **Update** button.

    When the process is complete, the hyperlinked words **Course Syllabus** appear in the Syllabus content item on the Resources tab. Users can click this link to view your syllabus.

> *If you convert 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. Students won't need your specific word processing program installed to view the syllabus.*

Communicate Tab

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

By default, the Communicate tab contains the following items:

- The **Edit Page** link (at the left end of the toolbar) permits you to choose which communication features to make available to your students.

- The **Course Mail** area provides access to ANGEL's e-mail tools, so you can exchange messages with your students and other ANGEL users.

- **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 item is viewable only 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.

- **Live Chat** enables you to communicate with other ANGEL users online, in real time.

- **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.

- **Communications Links** lets you display a list of selected links to specific Web pages.
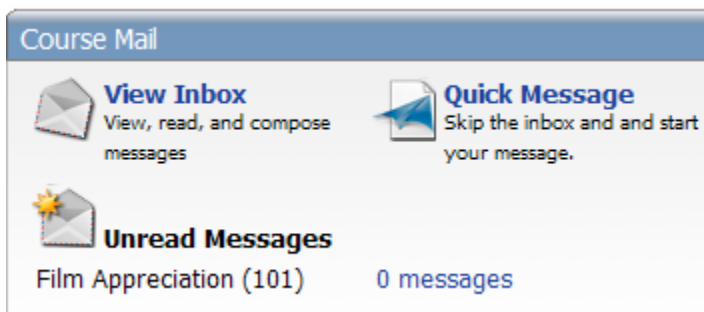
Course Mail

The Course Mail tool allows students and instructors to correspond with each other without the use of an Internet e-mail account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, and supports attachments. Course Mail can forward messages to Internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

How to Send Course Mail

To send a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.

   You'll see the Course Mail area of the tab, as shown in the following figure.

2. Click the **Quick Message** hyperlink.

   The Course Mail interface appears and displays the message composition window.

3. Click the **To:** button to open the **Select Message Recipients** dialog box.

> Press and hold the **Control** key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients. You may also send the message to students in other courses by selecting a different course from the **View Section** drop-down list.

4. To select a recipient for your message, click his or her name in the left-hand pane of the dialog box, then click the **To** button to add the name to the list of recipients. (Click the **Cc** or **Bcc** button to "copy" or "blind copy" the message to the selected recipient.)

5. Click **OK** to close the dialog box and return to the message window.

6. Click in the **Subject** field and enter a subject for your message.

7. Select a priority from the **Priority** drop-down list. By default, Normal is selected.

8. Click in the large text box and type your message. Alternatively, you can use the inline HTML Editor to format your message.

9. Click the **Send** button.

> *Click the **Attach files** link if you want to add an attachment to your message. Select the **Send a copy to each recipient's Internet e-mail** checkbox to send a duplicate message outside the ANGEL environment to the recipients' e-mail address. You can save a draft of your message by clicking the **Save Draft** button.*

How to Read Course Mail

To read a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab. You'll see the Course Mail component.

2. In the Course Mail section, click the **View Inbox** link.

   Your Course Mail Inbox appears.

In the Inbox, messages have the following attributes:

- New and unread messages appear in bold. After a message has been opened, it appears non-bold.

- If a message has an attachment, a paperclip icon appears to the left of the sender's name.

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

3. To open and read a message, click the sender's name or the message's subject.

4. To return to your inbox, click the **Inbox** link in the list of folders that appears in the left-hand pane of the message window.

5. You can perform the following tasks from the inbox:

- To delete a message, select the checkbox located at the left end of the message header. Click the **Actions** drop-down arrow and select **Delete**, then click the **Go** button.

> *Deleted messages are moved to the Trash folder. To completely delete a message, you must delete it from the Trash folder.*

- To select all your messages, select the checkbox on the **Menu** icon (▢▾). You can then move the selected messages to another folder, delete them, and perform other tasks.

- To move a message to another folder, select its checkbox, select **Send to Folder** from the **Actions** drop-down list, then click the **Go** button. Select the desired folder from the **Send to Folder** pop-up list, then click the **Continue** button. The selected message is removed from the inbox and placed in the selected folder.

- 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 window.

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

How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. You can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet e-mail 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 e-mail account:

1. Log into ANGEL and click the **Personal Settings** icon (🔲) in Power Strip.

   The Preferences page appears.

2. Click **System Settings** in the **General User Settings** area. The System Settings page appears.

3. Locate the **Mail Settings** area, click the **Forwarding Address** field, and type the full e-mail address where your ANGEL mail should be sent.

4. Click the **Forwarding Mode** drop-down list and select the forwarding mode of your choice.

5. Click the **Save** button.

Announcements

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

How to Create a Course Announcement

To create a course announcement:

1. Log into your ANGEL course and click the **Communicate** tab.

2. Click the **Announcements** link in the **News and Events** section.

3. Click the **Add Announcement** link.

   The Announcement Editor appears.

4. Type your announcement into the **Announcement** text area. Use the inline HTML Editor to format your message.

5. Use the drop-down lists to select a **Start Date** and an **End Date** for the announcement.

6. Click the **Sequence** drop-down arrow and select a number to determine the announement's display order when multiple announcements appear simultaneously.

7. Click the **User** drop-down arrow and select the person or persons who should be able to see the announcement.
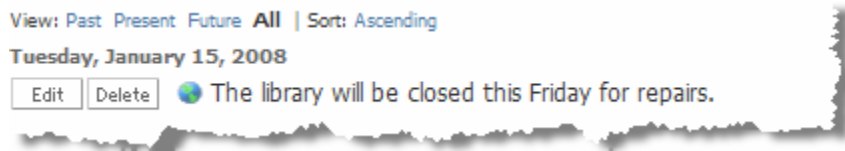
> *You can create an announcement for an individual user by selecting the user's name from the **User** drop-down list.*

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).

View: Past Present Future **All** | Sort: Ascending
Tuesday, January 15, 2008
Edit | Delete The library will be closed this Friday for repairs.

Report Tab

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

The default reports include:

- **Learner Profile** offers learner-centric performance measures and statistics. This report enables the instructor to see a particular student's profile and give the student information on his or her performance relative to the class averages.

- **WhoDunIt** compiles reports on who has or has not completed a particular item, logged into the course environment since a specific date, and more. This report features an agent than allows you to e-mail students who appear in the report at the touch of a button.

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

- **Content** provides access to activity details and activity summaries, which give the instructor information on how many times a user has accessed an item and an activity log of the item. Item analysis shows a summary of responses by question of a quiz or survey. SCORM logs and submission information is also available under this report.

- **Grades** provides access to student grades without accessing the gradebook, allowing you to take action based on the report of a student's grade.

- **Milestones** provides a list of items that have been assigned a milestone and a legend indicating student progress.

- **Learning Outcomes** 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.

ANGEL's Reports Console presents a wealth of data-mining opportunities in one central location. This allows instructors 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 item with the Reports Console.
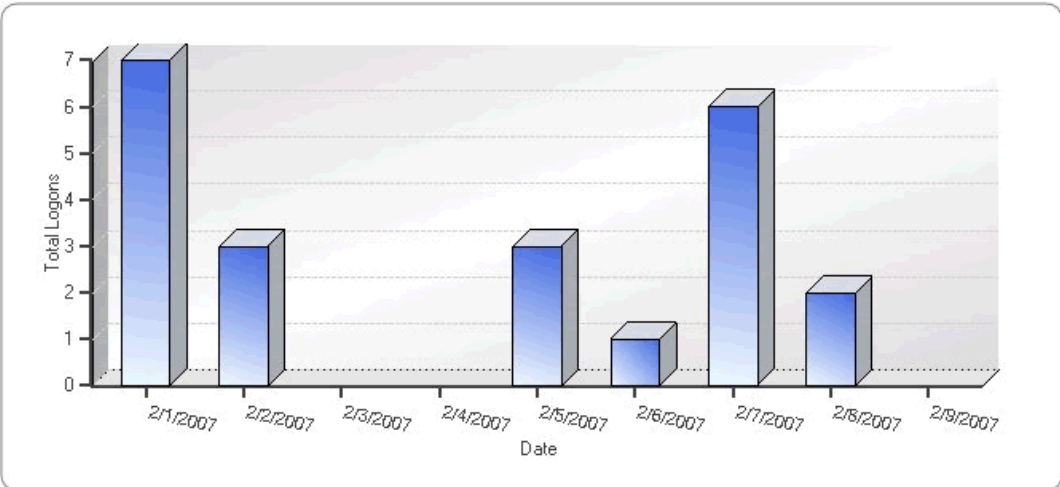
Automate Tab

The Automate tab contains the Agents Console. The Agents Console allows you to schedule actions that run automatically.
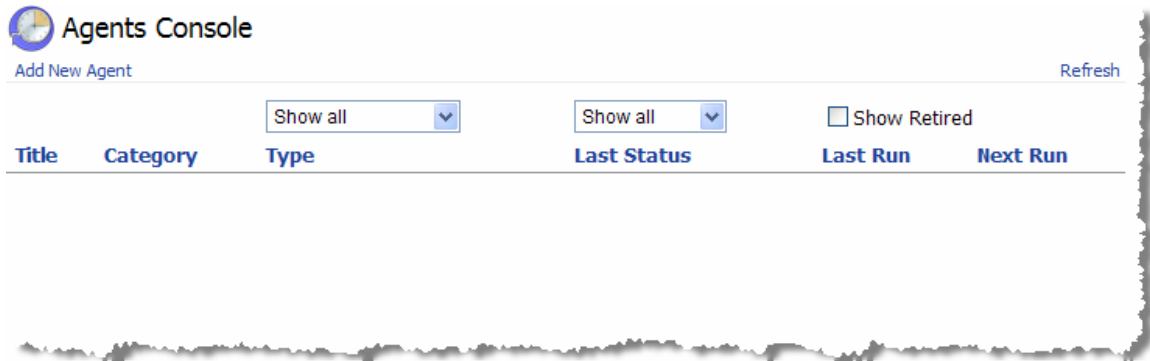
You can add the following three types of agents:

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

Content Agent

You can use the Content Agent 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 making all the content available to the student from the beginning.

In the following example, and instructor sets up an agent to release the next lesson folder based on a student's 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.
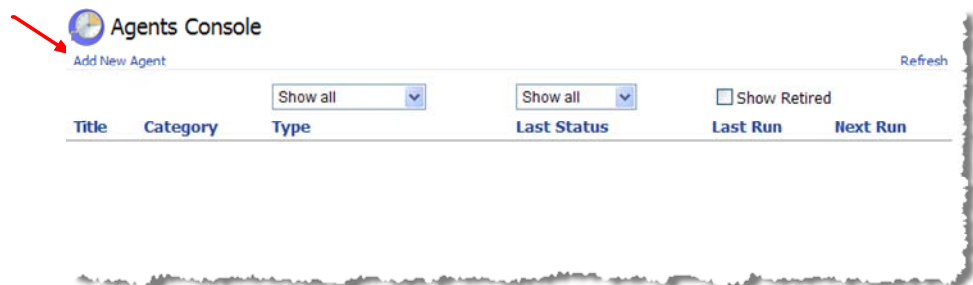
2. Click the **Add New Agent** link at the left end of the toolbar.

The Create Agent wizard step 1 appears.

3. Click in the **Name your Agent** field and type and name for the agent.

4. Select the type and configuration (schedule) from the **Agent Type & Configuration** section.

5. Click the **Next** button.

   The 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.

All Users

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: None ▾

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

Add Another User Selection

Cancel   Previous   Next

6. Click in the **Name Selection** text field and type a name for the user selection and conditions.

7. Select the user properties from the **User Selection Properties** section. This section determines which group of users will be monitored and the conditions required triggering the agent 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.

   The Step 3 of 3 page appears.

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. In this example, the instructor is choosing an **Unlock** action to unlock the next folder.

11. Select **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. You can edit the agent by clicking the linked name of the section you want to edit.

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; course settings tools that let you manage the course environment; and data management tools that allow you to manage course files, import and export content, and backup or restore course data.

Course Management

The **Course Management** section provides the following tools:

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

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

- **Teams** allow an instructor to set up and manage teams. In courses with a large course roster, the Random Team Generator tool can set up several teams with multiple users. This option randomly places users from the course roster on teams, eliminating the need to manually assign students to teams.

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

Course Settings

The **Course Settings** section contains the following tools:

- 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 can be changed here.

- The **Course Theme Selector** enables you to select and edit and existing theme for the course, or to create a custom theme.

- The **Tab Settings** utility lets you rename, disable, and redirect course tabs to another Web page.

- The **Environment Variables** utility allows course editors to add, view, edit, and delete a wide range of available environment variables, which can modify certain aspects of the course environment for one or more users. For example, you can change the names of one or more tools, define values for custom tokens, and update lesson icons based on student progress.

- The **Mail Settings** utility allows you to set the minimum rights required to utilize various Course Mail options within the course. It also allows the instructor to external mail options.

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

Data Management

The Data Management area contains the following tools:

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

- The **Backup/Restore** tool lets you back up 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-format 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 lets you 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 you 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 **Key Word Manager** provides an area to manage keywords used on assessments and assessment questions.

- 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 assigned to the question and the beginning text of the question. Clicking on the arrow to the right of a question allows you to edit or delete the question.

Learning Outcomes Management (LOM)

ANGEL's **Learning Outcomes Management (LOM)** gives the instructor insight into student performance against standards and confidence that course content is aligned to standards. Most important, LOM shows the instructor what is working (and what isn't) so you can take action. Full coverage of the ANGEL tools associated with LOM is provided in the Instructor Reference Manual.

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 achieving desired learning outcomes. ANGEL LOM performance reporting extends to students, encouraging active participation and ownership of learning. Individual student performance reports ensure that students know where they stand against standards as well as their standing in relation to the class.
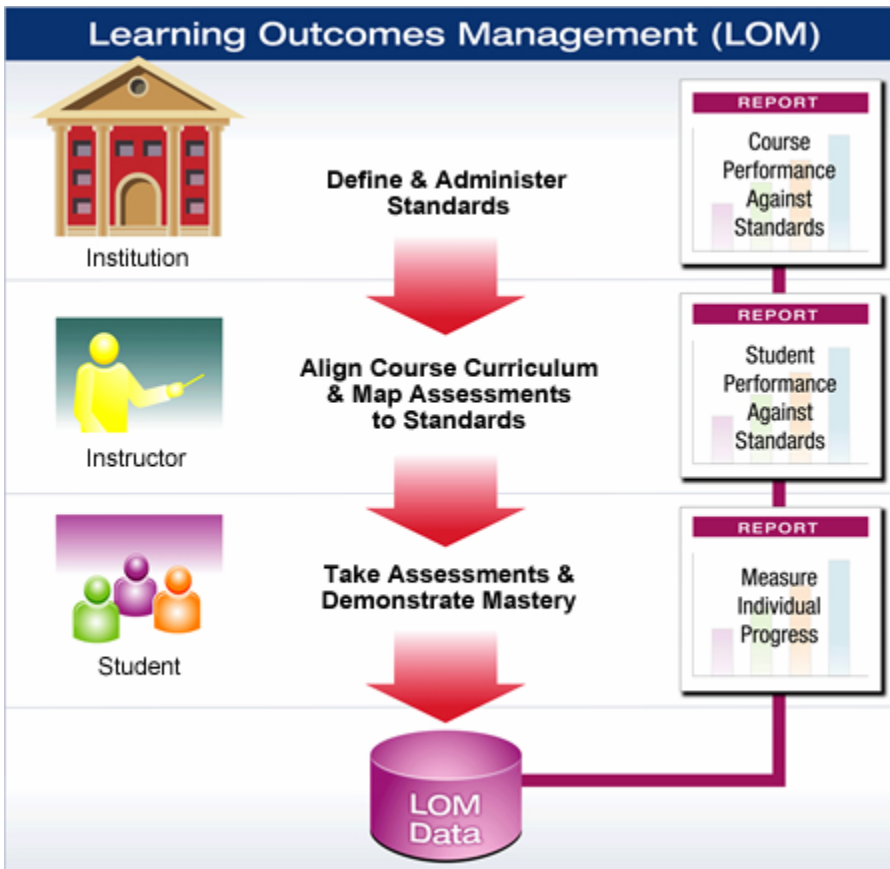
LOM Terminology and Approach

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, but 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. For example:

- 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 instructors to store, tag, search, share, reuse, and manage 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 ANGEL 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.*


The Repository tab's toolbar contains an additional tool: the Publish link. This link allows you to push content into a course or group to which you have editor rights.

How to Publish Content

To publish content:

1. Log into ANGEL and click the **LOR** icon on the Power Strip.

2. Click the **Repository** tab.

3. Click the **Publish** link on the toolbar.

   The Publish Selection page appears.
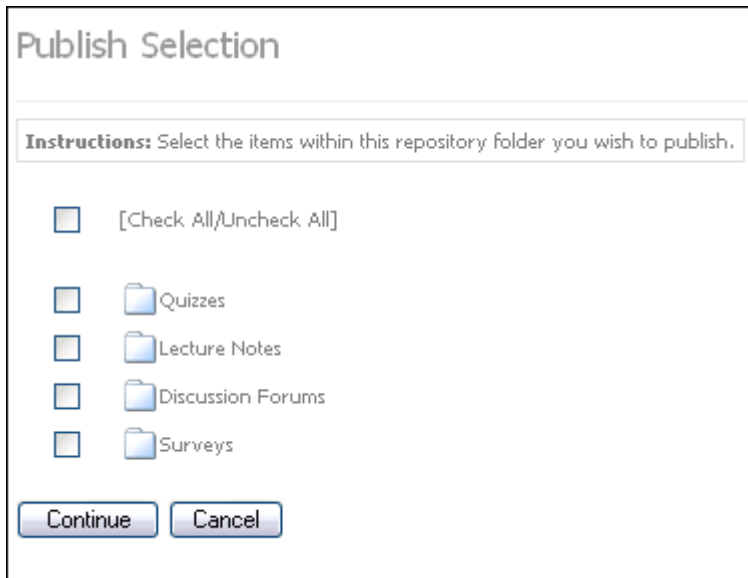
4. Select the checkboxes next to the items you want to publish to a course or group.

5. Click the **Continue** button

   The course search page appears.

6. Type a keyword in the **Keyword Search** field, select a semester, campus, school, and department, or add Course/Section information and click the **Search** button.

   ANGEL displays a list of courses for which you are a course editor.

7. Click the **Copy Content** button to copy the selected content into the course, or 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.

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 A: 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 is available everywhere you can 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 easy 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 that contains a menu of tools to 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.

The HTML Editor includes the following menus and tools:

A   B   C   D   E   F   G   H   I   J   K   L   M   N

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*	✓		

		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.