

ANGEL[®] 7.2 Instructor Reference Manual



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Conventions Used in This Manual

Typographic Convention	
Type Style	Represents
Example Text	Words or characters that appear on the screen. These include field names, screen titles, and pushbuttons.

Abbreviation Convention	
Abbreviation	Represents
N	Normal view of the content item editor
A	Advanced view of the content item editor

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 Reference Manual. This manual 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>.

Public Home

Public 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

guest

Log On

Username

Password

Language

☐ Save my password

[I forgot my password](#)

Public Announcements

View: Past Present All | Sort: Descending

There are no new announcements.

Public Content Links

[Library Resources](#)

[Event Calendar](#)

[In the News](#)

[Public Surveys](#)

[Public Forums](#)

Search and Help Links

[Course Search](#)

[Community Search](#)

[People Search](#)

[Help](#)

[ANGEL Tour](#)

This application is powered by the ANGEL LMS™
If you have any questions, please contact your [ANGEL Administrator](#).

508
PDA

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Public Resources

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

Public Information

Public Information is available without logging into the ANGEL environment.



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

Resource Name	Description
Library Resources	Accesses your institution's library resources, such as electronic journals, catalogs, and databases.
Event Calendar	Provides quick access to your institution's public calendar, including events, significant academic or training dates, and other events.
In the News	Keeps you up-to-date on your institution's latest news.
Public Surveys	Participate in public surveys available at your institution.
Public Forums	Participate in public forums available at your institution.

Search and Help

The Search and Help section provides search capabilities for courses and community groups. Access is provided to the online help and guided tour of ANGEL.

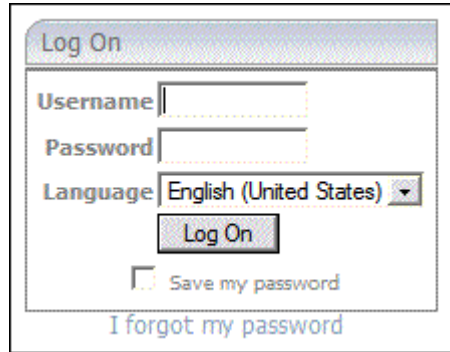
Resource Name	Description
Course Search	Allows a user to search for courses available at your institution. Course search displays only those courses designated searchable by your institution.
Community Search	Allows a user to search for groups available at your institution. Community search displays only those groups designated searchable by your institution.
People Search	Allows a user to search for user profiles at your institution. Due to privacy concerns, public listing of personal information is voluntary.
Help	Provides access to online ANGEL help, guides and resources. Available resources vary based on your institution's requirements.
Guided Tour	Provides an overview of the ANGEL environment.



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.

How to Log On

To log on to ANGEL you need your username and password provided by your institution.

A screenshot of the ANGEL Log On interface. It features a title bar labeled "Log On". Below the title bar are three input fields: "Username", "Password", and "Language". The "Language" field is a dropdown menu currently showing "English (United States)". Below these fields is a "Log On" button. Underneath the button is a checkbox labeled "Save my password". At the bottom of the form is a blue hyperlink that reads "I forgot my password".

1. Type your **Username** and **Password** into the appropriate fields.
2. Click the **Log On** button.



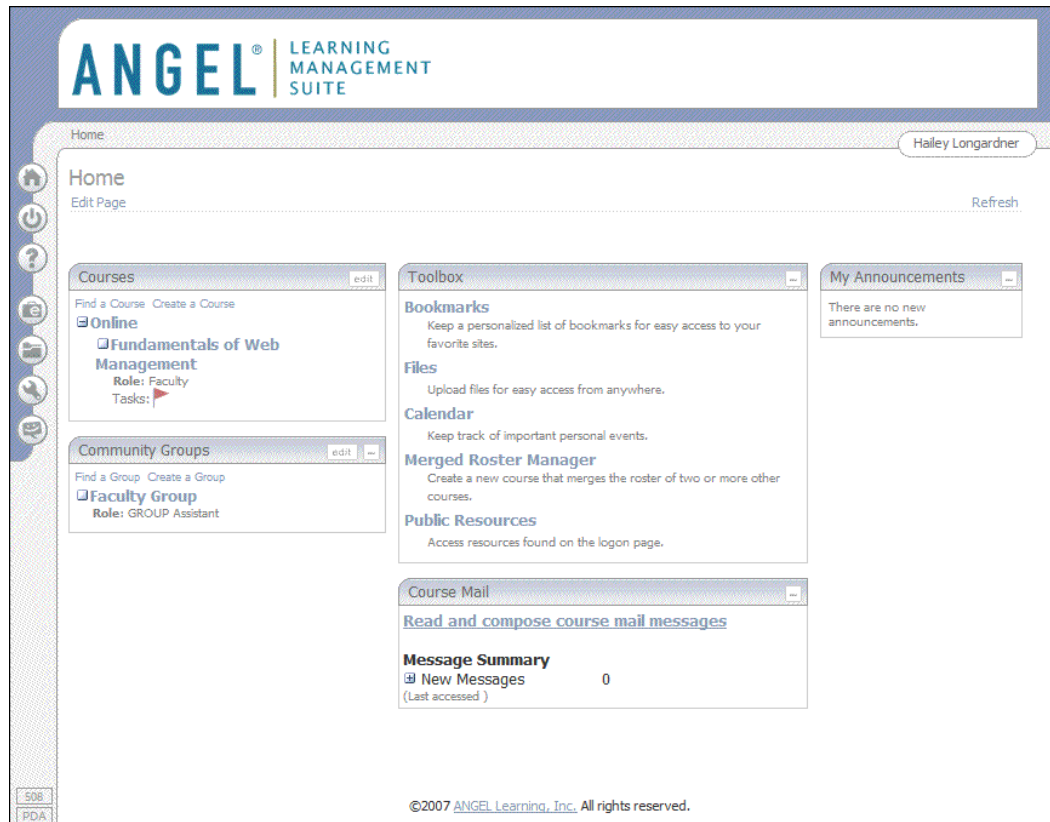
If you are on your personal computer and want ANGEL to remember your password every time you access the login page, select the **Save my password** checkbox before clicking the **Log On** button.

Click **I forgot my password** hyperlink to request a reminder email or click the **Request an account** hyperlink to request a username and password for the system.

The password reminder and account request options are not available at all institutions. For information regarding how to request an ANGEL user account contact your institution's support desk.

Personal Home

When you log into ANGEL, you are presented with your personal page – Home. Home provides you with access to all courses that you are teaching or taking, as well as to all groups that you are leading or participating in at your institution. Additionally, Home contains a variety of tools to assist you with your instructional work.



System Navigation

System navigation is represented by icons along the left power strip. These icons are available on your 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

Edit Page

Located under the Home title the **Edit Page** hyperlink allows a user to change what is shown on Home. The Edit Page tool uses drag-n-drop to move items to different locations on your Home page.

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

- Calculator
- Community Groups
- Courses
- Dictionary Tools
- Did You Know ...
- Enroll By PIN
- Google
- Institutional Resources
- Mentor Tools
- My Announcements

Add Component >>

Component Layout

Location: **Header**

State: **Opened**

Page

Header

Column 1	Column 2	Column 3
Courses	New Mail	Wikipedia
Community Groups	Toolbox	

Footer

Save **Cancel** **Use Defaults**

Available components are displayed in the **Available Components** list.

To add a component to your Home page:

1. Select the item from the list.
2. Click the **Add Component >>** button. The component is displayed in its default location.

To change the location:

1. Left-clicking on the item.
2. While continuing to hold down the mouse button, drag the item to the desired column.
3. Release the mouse button.
4. Click the **Save** button to save your selected components.

The **Component Layout** section provides information concerning the component being added. When a component is selected, the **Location** list changes to indicate the default location for the selected component. You can change the default by selecting a different location from the list. The **State** list indicates how the component is displayed on the page, e.g. opened, closed, fixed or inline. To change the default state, select from the state list the desired affect.

Courses

The **Courses** section contains all the courses that you may be taking or teaching. The toolbar contains an **Edit** button that allows you to customize additional information displayed for each course (see Course Settings below for additional information). **Find a Course** and **Create a Course** hyperlinks are located below the Courses title bar (access to these hyperlinks may vary based on your institution's configuration).



Find a Course

Search for existing courses by clicking on the **Find a Course** hyperlink (located below the Courses title bar). The Course Search page allows you to search existing courses by keyword, semester, campus, school, department, course or section criteria. Once you have clicked the **Search** button a list of available courses is displayed based on your search criteria.

Course Search

Keyword Search

Semester	Campus	School	Department	Course	Section

1. Algebra 101

[Enroll \(no PIN required\)](#)
 Category: Hybrid Instructor: Robert Jones Begins: 5/15/2007 Ends: 8/15/2007

2. Writing 101

[Enroll \(no PIN required\)](#)
 Category: Online Instructor: John Smith Begins: 5/15/2007 Ends: 8/15/2007

3. Networking 101

[Enroll \(no PIN required\)](#)
 Category: Supplemental Instructor: Betty Lewis Begins: 5/15/2007 Ends: 8/15/2007

Create a Course

If enabled, click the **Create a Course** hyperlink to create a course. The New Course editor is divided into four tabs: Course Data, Enrollment Dates, Standards, and Objectives.

Create a Course

Course Data | Enrollment Dates | Standards | Objectives

Control Code Settings

Department: Choose Department ▾ Other **Semester:** Choose Semester ▾ Other

School: Choose School ▾ Other **Course:**

Campus: Choose Campus ▾ Other **Section:**

General Information

Title:

Category: Choose Course Category ▾ Other

Keywords:

Description:

Course Begins: ☒ March ▾ 28 ▾ 2007 ▾  PM 3 ▾ 40 ▾

Course Ends: ☒ March ▾ 28 ▾ 2007 ▾  PM 3 ▾ 40 ▾

Course Data Tab

The Course Data tab allows the user to set the information concerning the course. Control Code Settings, General Information and Access Settings.



When creating a course it is recommended to follow institutional guidelines for campus codes, department codes, etc. Course codes should be comprised of alpha numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used. The Other button allows you to create a new semester, campus, school, or department code following the standards listed below.

Control Code Settings

Control Code Settings

Department: Choose Department Other Semester: Choose Semester Other

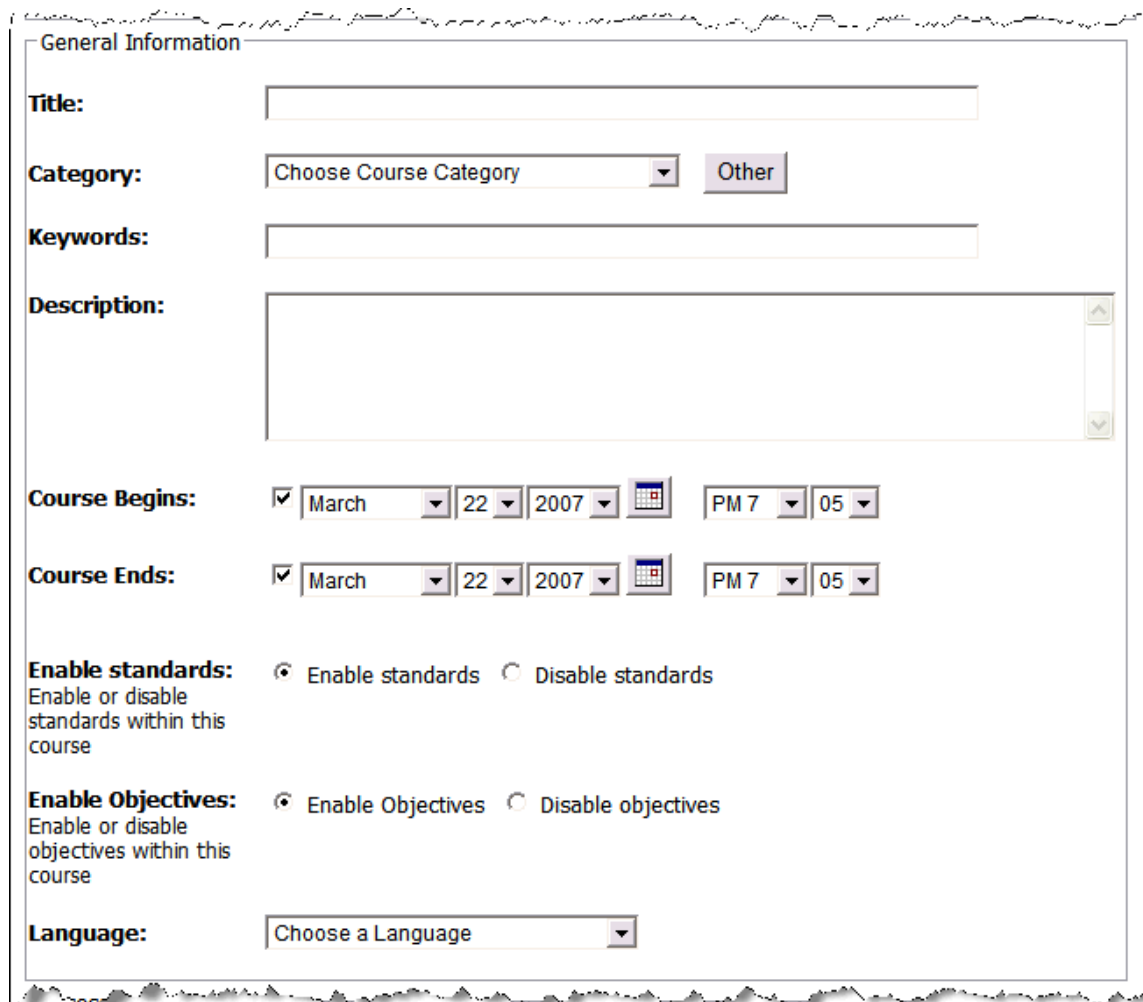
School: Choose School Other Course:

Campus: Choose Campus Other Section:

Field Name	Definition
Department	A unique identifier for the department in which the course is taught. Field limitation is 6 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.
Semester	A unique identifier for the semester in which the course is taught. Field limitation is 12 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.
School	A unique identifier for the school in which the course is taught. Field limitation is 6 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.
Course	A unique identifier for the course. Field limitation is 8 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.
Campus	A unique identifier for the campus on which the course is taught. Field limitation is 4 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.
Section	A unique identifier for the section. Field limitation is 8 characters and comprised of alpha-numeric characters and may include underscore, dash, or period special characters. Other special characters should not be used.

General Information

General Information contains the title, category, keywords and description for the course as well as when the course begins and ends. Enabling Standards and Objectives and setting the default language for the course are set in the General Information section. General Information settings can be changed at a later time using the General Course Settings tool located under the Manage tab within the course.



General Information

Title:

Category:

Keywords:

Description:

Course Begins: ☒

Course Ends: ☒

Enable standards: ☒ Enable standards ☐ Disable standards
Enable or disable standards within this course

Enable Objectives: ☒ Enable Objectives ☐ Disable objectives
Enable or disable objectives within this course

Language:

1. Type a name for the course in the **Title** field.



If there are several sections with the same name, you want to place a unique identifier for each section after the name of the course (e.g., Introduction to Engineering Technology – section B101, Introduction to Engineering Technology – section B102, etc.). This aids the instructor who may be teaching several sections of the same course and assist in differentiating between sections.

2. Select an appropriate category from the **Category** drop-down list.



Keywords (optional) can be added to aid the searching capabilities. Students and faculty may use these keywords to locate specific classes through the Course Search utility.

3. Provide a description in the **Description** field (optional) to specify additional information concerning the course and the course objectives.
4. Select a **Course Begins** and **Course Ends** date (optional) to show the dates for the class when viewed through the Course Search utility.
5. Enabling standards (optional) allows the instructor the ability to map course content to institution standards that have been added to the ANGEL environment by the standards administrator. Standards may not be provided

by your institution. Information for mapping standards to course content is provided in the section of this document titled *Learning Outcomes Management (LOM)*.

6. Enabling objectives allows the instructor the ability to map objectives to course content. Objectives are created by the instructor at the course level and may be tied to institution standards. Information for creating and mapping objectives to standards and course content is provided in the section of this document titled *Learning Outcomes Management*.
7. Language options can be selected. Current languages available are English and Spanish.



The option for the Spanish language is determined by the ANGEL administrator at your institution.

Access Settings

Access Settings allows the user to determine who has access to the course and if the course can be seen in *Find a Course* searches.

Access Settings

Member Access: All Members

Guest Access: Anonymous

Search Engines: ☒ Yes ☐ No

Show this course in 'Find a Course' searches?

- **Member Access** determines if students or members of the course have access or if the editor only has access. Setting the Member Access to editor only provides access to the instructor but no students. This option can be used before the start of a semester, term or quarter to allow the instructor time to create course content and structure the online course. Once the course is ready for student access the instructor can change access to the course to All Members under the Manage tab > General Course Settings in the course. Additional information on how to use the General Course Settings is available in the section of this document titled *Manage Tab*.
- **Guest Access** determines whether guests are allowed to access the course.
 - The Anonymous setting allows users that have not logged in to the ANGEL environment access to the course. Once in the course the anonymous user does not have access to content or student information unless the instructor has set the Viewable By settings to Everyone. Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.
 - The Authenticated setting allows users that have logged in to the ANGEL environment access to the course. Once in the course the authenticated user does not have access to content or student information unless the instructor has set the Viewable By settings to Authenticated Guest.

Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.

- The Search Engines option allows users to set if the course can be located using the *Find a Course* searches. No disables the search for the course and Yes enables the search for the course.

Enrollment Dates Tab

Enrollment Settings allow you to set an enrollment PIN and designate enrollment Start and End dates for the course. Enrollment Settings can be changed at a later time using the General Course Settings tool under the Manager tab within the course.

Create a Course

Course Data **Enrollment Dates** Standards Objectives

Enrollment Settings

Enrollment PIN

CADFAJ

Note: Leaving the enrollment PIN blank will allow anyone to self-enroll for the course without having to be invited or added by an editor in the course.

Enrollment Begins

☒ March 28 2007 PM 3 40

Enrollment Ends

☒ March 28 2007 PM 3 40

Note: Enrollment beginning and ending dates only affect self-enrollment. Course/group editors will still be able to add and remove users at any time. Setting the end date to a date in the past will disable the PIN enrollment feature.

Cancel Save



For information regarding modifying General Course Settings, refer to the section of this document titled *General Course Settings*.

Share the **Enrollment PIN** with users to allow them to use the Course Search tool to self-enroll in the course. Courses that are hidden from the Course Search tool are not available for PIN self-enrollment. The Enrollment PIN specified by ANGEL may be changed prior to saving the course information.



Leaving the enrollment PIN blank allows anyone to self-enroll for the course without having to be invited or added by an editor in the course.

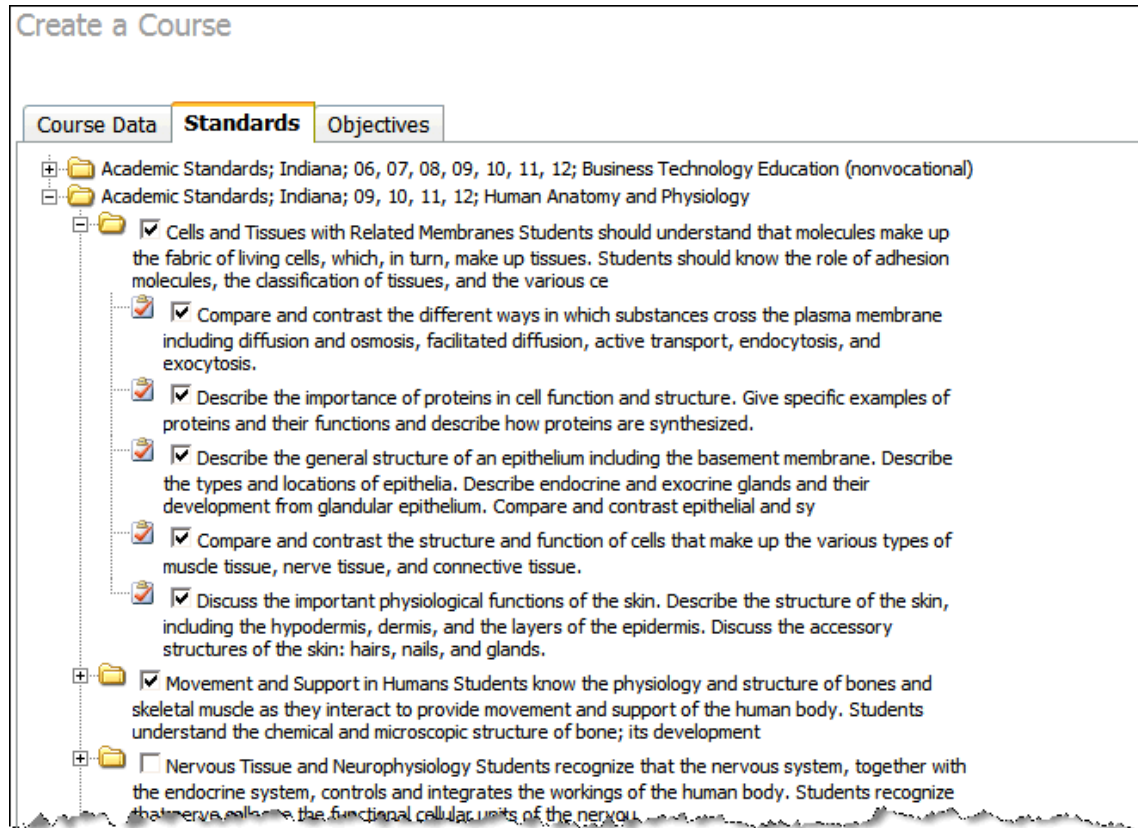
The **Enrollment Begins** and **Enrollment Ends** fields allow course editors to specify an enrollment period for the course.



Enrollment beginning and ending dates only affect self-enrollment. Course editors are still able to add and remove users at any time. Setting the end date to a date in the past disables the PIN enrollment feature.

Standards Tab

The **Standards tab** provides an option for instructors to map their course to provided standards. Standards that have been published by your institution show in a list as available standards. Availability of standards is controlled by your ANGEL Standards Administrator.



To activate a standard for a course:

1. Click on the **Standards tab**.
2. Expand the desired standard by clicking on the plus sign ().
3. Select the standards folder checkbox to select all standards contained within the folder. Optionally, the user can expand a standard folder to select specific standard items.
4. Click the **Save** button when all standards have been selected.

Objectives Tab

The **Objectives tab** allows the instructor the opportunity to create objectives for the course at the time the course is created. This can also be done later in the course using the General Course Settings under the Manage tab.

Create a Course

Course Data Enrollment Dates Standards **Objectives**

Course Objectives ▾

Cancel Save

To add a course objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the Course Objectives folder. The Add New Outcome and Add New Folder hyperlinks appear.

Create a Course

Course Data Enrollment Dates Standards **Objectives**

Course Objectives ▾

Add New Outcome ☐

Add New Folder ☐

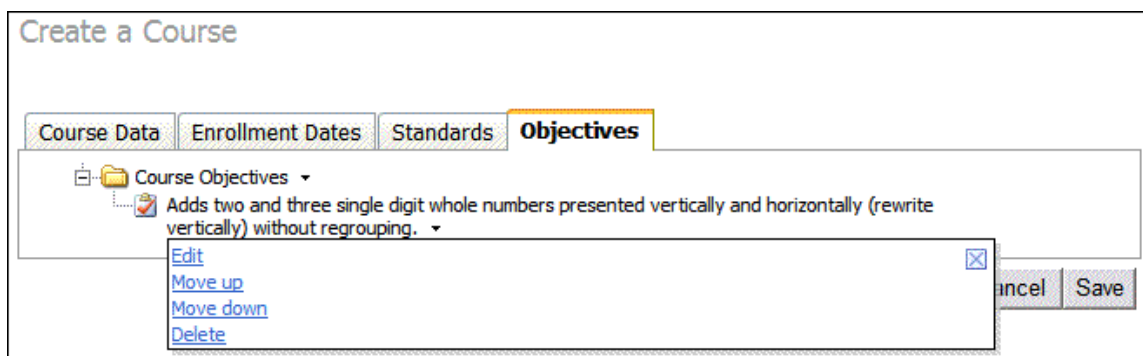
Cancel Save

If	Then
Adding a New Outcome	1. Click the Add New Outcome hyperlink. 2. Provide the Objective Outcome in the text field.
Adding a New Folder	1. Click the Add New Folder hyperlink. 2. Enter the name of the folder in the prompt. 3. Click the OK button.  Folders can be used to organize objectives into similar groups.

3. To close the window, click on the X icon (☐).

To edit, move or delete a course objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the created objective. The Edit, Move Up, Move Down and Delete hyperlinks appear.



3. To close the window, click on the X icon ()

If	Then
Editing an objective	1. Click the Edit hyperlink. 2. Modify or change the text of the objective in the text field. 3. Click the Save button when complete.
Moving an objective up	1. Click the Move Up hyperlink. 2. Continue clicking the Move Up hyperlink until the objective has moved to the correct location.
Moving an objective down	1. Click the Move Down hyperlink. 2. Continue clicking the Move Down hyperlink until the objective has moved to the correct location.
Deleting an objective	1. Click the Delete hyperlink. 2. On the prompt to confirm the <i>Delete this outcome?</i> Click the OK button to delete. Click the Cancel button to cancel the delete of the objective,

Course Settings

Click the **Edit** button in the Courses title bar to hide specific courses or to customize the additional information displayed for each. To prevent a course from appearing under your Courses section, clear the checkbox next to the course prior to saving. To access a previously hidden course, select the checkbox next to the course prior to saving or simply click on the course title.

Courses Settings

Display Filter

Directions: The following is the list of the for which you are currently a member. To prevent a Courses from being displayed, deselect the checkbox next to the Courses.

- ☒ [Clean Course](#)
- ☒ [Debbie's Sandbox](#) [Disabled]
- ☐ [Employee Training](#)
- ☐ [Fundamentals of Web Management - Master Course](#)

Advanced Settings

Group By ☐ Semester ☐ Category

Also Display ☒ Role ☐ Category ☒ Instructor ☐ Semester ☐ Course Dates

Tasks ☒ Ungraded ☒ Mail ☒ Posts ☒ Milestones ☒ Tasks

Show Disabled ☒ Yes ☐ No

The **Advanced Settings** section of the Course Settings page allows the user to specify how the courses are displayed on the Home page. Courses can be grouped by semester and/or course category and can display user role, course category, instructor name and/or semester. The **Tasks** option allows you to determine what new items display under each course. By default, Ungraded, Mail, Posts, Milestones, and Tasks are checked. The **Show Disabled** option allows the user to view disabled courses for which they have editing rights.

Community Groups

Community Groups can be used as an online collaborative community for committees, user groups, etc.

Community Groups edit —

[Find a Group](#)
[Create a Group](#)

☒ **Sharing Instructional Design Ideas**

Role: Group Leader

Find a Group

Search for existing groups by clicking the **Find a Group** hyperlink (located below the Community Groups title bar). The Community Search page allows you to search existing groups by keyword, category, campus, school, or department criteria. Once you have clicked the **Search** button, a list of available groups displays based on your search criteria.

Community Search

Keyword Search

Instructional

Category Campus School Department

Search Done

1. [Sharing Instructional Design Ideas](#)

Category: Faculty Group Manager: Hailey Longardner-Instructor

Create a Group

If enabled, you may click the **Create a Group** hyperlink to create a group. The Create a Group editor is divided into four tabs: Group Data, Enrollment Dates, Standards, and Objectives.

Group Data

The **Group Data** tab allows the user to set the information concerning the group using General Information and Access Settings.

General Information

General Information contains the title, category, keywords and description for the group. Enabling Standards and Objectives and setting the default language for the group are set in the General Information section. General Information settings can be changed at a later time using the General Group Settings tool located under the Manage tab within the group.

General Information

Title:

Category:

Keywords:

Description:

Course Begins: ☒

Course Ends: ☒

Enable standards: ☒ Enable standards ☐ Disable standards
 Enable or disable standards within this course

Enable Objectives: ☒ Enable Objectives ☐ Disable objectives
 Enable or disable objectives within this course

Language:



For information regarding modifying General Group Settings, refer to the section of this document titled *Manage Tab*.

1. Type a name for the group in the **Title** field.
2. Select an appropriate category from the **Category** drop-down list.
3. **Keywords** (optional) can be added to aid the searching capabilities. Students and faculty may use these keywords to locate specific groups through the Group Search utility.
4. Provide a description in the **Description** field (optional) to specify additional information concerning the group and the group objectives.
5. Select a **Group Begins** and **Group Ends** date (optional) to show the dates for the group when viewed through the Group Search utility.
6. Enabling standards (optional) allows the instructor the ability to map group content to institution standards that have been added to the ANGEL environment by the standards administrator. Standards may not be provided by your institution. Information for mapping standards to group content is provided in the section of this document titled *Learning Outcomes Management*.

7. Enabling objectives allows the instructor the ability to map objectives to group content. Objectives are created by the instructor at the group level and may be tied to institution standards. Information for creating and mapping objectives to standards and group content is provided in the section of this document titled *Learning Outcomes Management*.
8. Language options can be selected. Current languages available are English and Spanish.



The option for the Spanish language is determined by the ANGEL administrator at your institution.

Access Settings

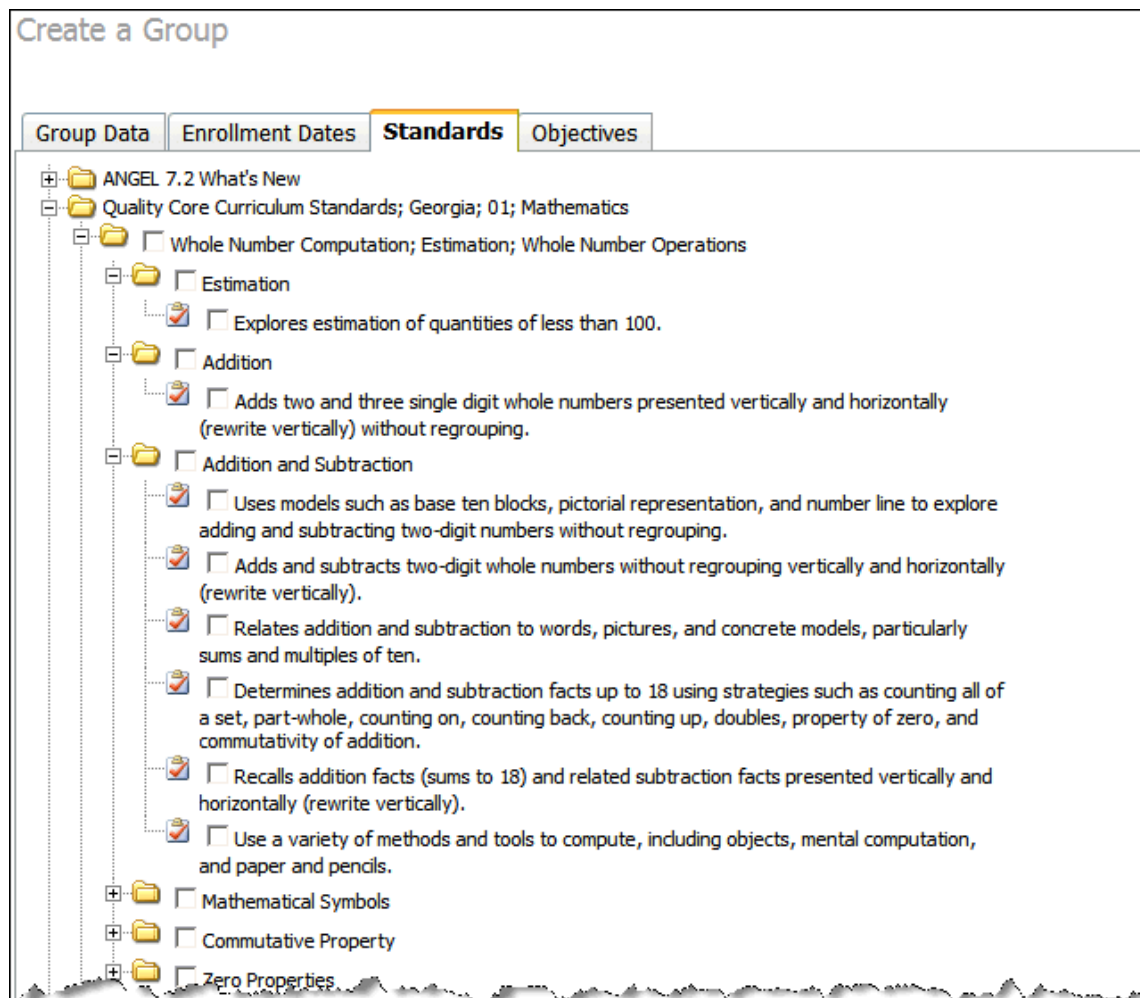
Access Settings allows the user to determine who has access to the group and if the group can be seen in *Find a Group* searches.

- **Member Access** determines if students or members of the group have access or if the editor only has access. Setting the Member Access to editor only provides access to the instructor but no students. This option can be used before the start of a semester, term or quarter to allow the instructor time to create group material and structure the online collaboration tools. Once the group is ready for student access the instructor can change access to the group to All Members under the Manage tab > General Group Settings in the group. Additional information on how to use the General Group Settings is available in the section of this document titled *Manage Tab*.
- **Guest Access** determines whether guests are allowed to access the group.
 - The Anonymous setting allows users that have not logged in to the ANGEL environment access to the group. Once in the group the anonymous user does not have access to content or student information unless the instructor has set the Viewable By settings to Everyone. Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.
 - The Authenticated setting allows users that have logged in to the ANGEL environment access to the group. Once in the group the authenticated user does not have access to content or student information unless the instructor has set the Viewable By settings to Authenticated Guest. Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.

- The Search Engines option allows users to set if the group can be located using the *Find a Group* searches. No disables the search for the group and Yes enables the search for the group.

Standards tab

The **Standards tab** provides an option for instructors to map their community group to provided standards. Standards that have been published by your institution show in a list as available standards. Availability of standards is controlled by your ANGEL Standards Administrator.



To activate a standard for a group:

1. Click on the **Standards tab**.
2. Expand the desired standard by clicking on the plus sign ().
3. Select the standards folder checkbox to select all standards contained within the folder. Optionally, the user can expand a standard folder to select specific standard items.
4. Click the **Save** button when all standards have been selected.

Objectives Tab

The **Objectives** tab allows the instructor the opportunity to create objectives for the community group at the time the group is created. This can also be done later in the group using the General Group Settings under the Manage tab.

The screenshot shows the 'Create a Group' window with the 'Objectives' tab selected. Below the tabs, there is a folder icon and the text 'Course Objectives' with a dropdown arrow. At the bottom right, there are 'Cancel' and 'Save' buttons.

To add a group objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the Group Objectives folder. The Add New Outcome and Add New Folder hyperlinks appear.

This screenshot is similar to the previous one, but it shows a small pop-up menu with two options: 'Add New Outcome' and 'Add New Folder', each with a small 'X' icon next to it. The 'Cancel' and 'Save' buttons are still at the bottom right.

3. To close the window, click on the X icon ().

If	Then
Adding a New Outcome	1. Click the Add New Outcome hyperlink. 2. Provide the Objective Outcome in the text field.
Adding a New Folder	1. Click the Add New Folder hyperlink. 2. Enter the name of the folder in the prompt. 3. Click the OK button.  Folders can be used to organize objectives into similar groups.

To edit, move or delete a group objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the created objective. The Edit, Move Up, Move Down and Delete hyperlinks appear.

3. To close the window, click on the X icon ()

If	Then
Editing an objective	1. Click the Edit hyperlink. 2. Modify or change the text of the objective in the text field. 3. Click the Save button when complete.
Moving an objective up	1. Click the Move Up hyperlink. 2. Continue clicking the Move Up hyperlink until the objective has moved to the correct location.
Moving an objective down	1. Click the Move Down hyperlink. 2. Continue clicking the Move Down hyperlink until the objective has moved to the correct location.
Deleting an objective	1. Click the Delete hyperlink. 2. On the prompt to confirm the <i>Delete this outcome?</i> Click the OK button to delete. Click the Cancel button to cancel the delete of the objective.

Community Group Settings

Click the **Edit** button in the Community Groups title bar to hide specific groups or to customize the additional information displayed for each. To prevent a group from appearing under your Community Groups section, clear the checkbox next to the group prior to saving. To access a previously hidden group, select the checkbox next to the group prior to saving or simply click on the group title.

Community Groups Settings

Display Filter

Directions: The following is the list of the communities for which you are currently a member. To prevent a community from being displayed, deselect the checkbox next to the community..

☒ [ANGEL Users](#)

Advanced Settings

Group By ☐ Semester ☐ Category

Also Display ☒ Role ☐ Category ☐ Instructor ☐ Semester

Tasks ☒ Ungraded ☒ Mail ☒ Posts ☒ Milestones ☒ Tasks

Show Disabled ☐ Yes ☒ No

The **Advanced Settings** section of the Community Group Settings page allows the user to specify how the groups are displayed on the Home page. Groups can be grouped by semester and/or group category and can display user role, group category, instructor name and/or semester. The **Tasks** option allows you to determine what new items display under each group. By default, Ungraded, Mail, Posts, Milestones, and Tasks are checked. The **Show Disabled** option allows the user to view disabled groups for which they have editing rights.

Course Mail

Students and instructors can use the Course Mail tool to correspond with each other without requiring the use of Internet e-mail accounts. Users access a powerful Inbox to:

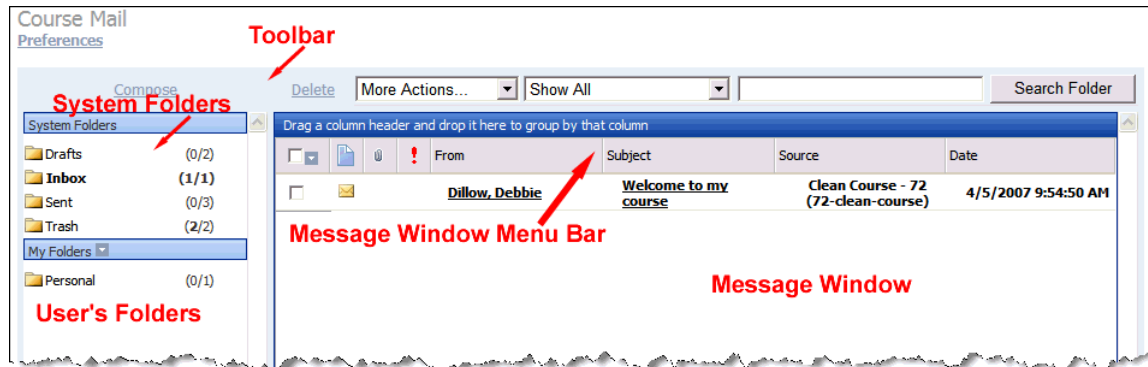
- compose messages using the inline HTML Editor and Spell Checker
- add attachments
- view messages by sender, subject, source, and date
- read and reply to messages
- create folders to store messages
- search for messages
- monitor who has and has not read a message
- block users
- send messages to Internet e-mail addresses

Touring the Inbox

The Inbox is the focal point for Course Mail which enables a user to send, read, and store all your Course Mail messages in one view. There are five main elements to the Inbox as shown in the following figure.

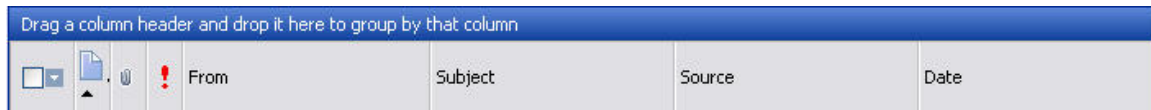
- Message Window
- Toolbar

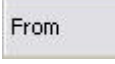
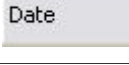
- System Folders
- My Folders
- Preferences



Message Window

The message window displays the email messages for the active folder. This window contains the following components in the Message Window Menu Bar.



Field Name	Icon	Definition
Menu		Select messages by those that are unread, read, or with file attachments
Icon		Designates read and unread messages
Attachment		Messages containing a file attachment
Priority		Designates the urgency of a message with Low, Normal, or High classification
From		Who sent the message
Subject		What the message is about
Source		Personal or Course name (includes section ID if logged in as instructor)
Date		Date and time message sent



You can sort from ascending to descending order by each of the fields. You can

also drag a column header, located in the message window, to the blue bar labeled **Drag a column header and drop it here to group by that column.**

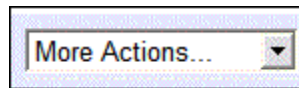
Toolbar

The toolbar contains commands that can be performed within Course Mail. The toolbar commands within the Inbox Messages area include the following.

Command	Definition
Compose	Compose a course mail message. See section <i>Composing and Sending a Course Mail Message</i> .
Delete	Delete a message. Message is moved to the Trash folder. Use this command when selecting multiple messages to be deleted.

 The **Delete** command is also available in the **More Actions** drop down box and performs the same action.

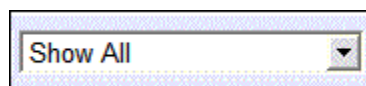
More Actions Drop-down Box



Clicking on this drop-down box notes the following fields:

Field Name	Definition
Send to Folder	Send a message to a System folder or one of your folders that you created under My Folder.
Mark as Read	Mark an unread message as read.
Mark as Unread	Mark a read message as Unread. These messages always appear in a bold font.
Delete	Delete a message. Message is moved to the Trash folder.  The Delete link next to the More Actions drop down box performs the same action.
Message Read By	Check who else has read the message. Messages sent using the Do not disclose recipients option do not display the names of recipients who have and have not read the message.

Show All Drop-down Box

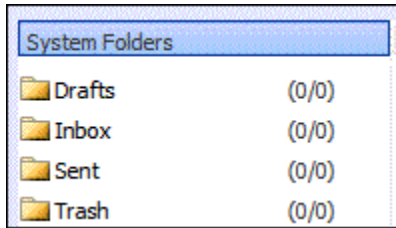


Clicking this drop-down box gives you the following fields:

Field Name	Definition
Show All	Show all personal and course email messages.
Personal	Show personal email only.
Course	Show individual course email only.

System Folders

The System Folders are default folders.

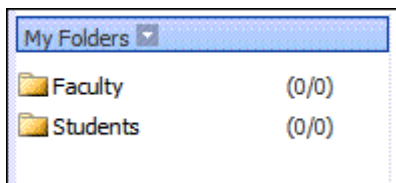


 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

Field Name	Definition
Drafts	Save a draft email message that has not been sent.
Inbox	All incoming email messages arrive in this folder first.
Sent	Course Mail messages that have been sent are found in this folder.
Trash	Messages you wish to delete are contained in the trash folder. To permanently delete, user must go into trash folder, select messages and delete again.

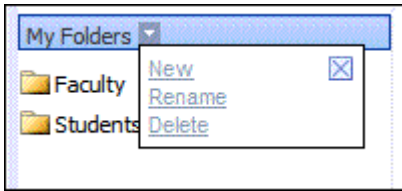
My Folders

My folders are folders that you create and tailor to your specific storage needs.



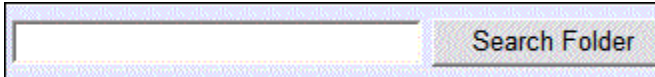
 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

The functions you can perform in My Folders include:



Field Name	Definition
New	Create a New Folder to store messages.
Rename	Rename a folder that has been created.
Delete	Delete a folder.  Deleting a folder also deletes any email messages in the folder.

Search Folder



Field Name	Definition
Search Folder	Search messages by subject term.

Preferences

The **Preferences** hyperlink located to the left of the Inbox view allows the user to define the message view preferences, signatures, editing options and privacy settings.

User Course Mail Preferences

Message Preferences

Message Format: Number of message per page:

Font Preference: Forward to Internet E-Mail:

Font Color: Email Address:

Signature Options

☒ Use E-Mail signatures ☐ Use Course-Specific Signatures Course:



Debbie Dillow | Learning Solutions Specialist | ANGEL Learning, Inc.

Editing Options

☒ Automatically spell check messages before sending

Privacy Settings

☒ Don't show my name in public search

Selecting this option will prevent users who do not share a course with you from sending you Course Mail.

The window is described in greater detail in the following table:

Field Name	Definition		
View Message Preferences	Message Format	Choose Plain Text or HTML for how you want to format messages.	
	Font Preference	• Arial • Courier • Times Roman • Verdana • System	
	No. of Messages Per Page	• 25 • 50	
	Forward to Internet E-Mail	• Do not forward mail • Forward mail and keep as new • Forward mail and mark as read • Forward mail and delete	
	Email Address	Enter an Internet e-mail address where you want the mail forwarded to.	

Field Name	Definition
Signature Options	Signatures may be customized for each course.
Editing Options	Check the box to automatically check your spelling before you send a message.
Privacy Settings	To prevent users who do not share a course with you from sending you Course Mail, check “Don’t show my name in public search”. You can also remove users from your blocked list. See section <i>Blocking a User</i> for more detail.

Composing and Sending a Course Mail Message

The Compose Message section allows the user to compose and send messages to members of their courses.

To compose and send a message:

1. Log into your ANGEL course, click the **Communicate** tab, and click the **Read and Compose course mail messages** hyperlink. The Inbox appears.
2. Click the **Compose** hyperlink and the compose message window opens.

The following elements makeup the Compose Message window:

Field Name	Definition
Add Recipients Hyperlink	The Add Recipients hyperlink displays the Select Recipients list box of available recipients to send course mail. Refer to <i>Selecting and Removing Recipients</i> for more information.
Subject	Enter a subject for the message.
Priority	Select message urgency from: • Low • Normal • High
Message	The Message field is where you type the message.
HTML Editor toolbar	The HTML Editor toolbar allows you to apply formatting, add images, etc. to your message. For information regarding how to use the HTML Editor, refer to <i>Appendix I Inline HTML Editor</i> .
Attachments	The Attach files hyperlink allows you to add a file attachment to your message.
Message Options	• Do not disclose recipients is another way to Bcc or hide the identities of the recipients. • Send a copy to each recipient's Internet e-mail allows you to send a duplicate message outside the ANGEL environment to the recipients' email address. • Send a copy to each recipients mentor if known sends a copy of the email to a known mentor or advisor for the recipient.
Send Button	Click this button when you are ready to send the message to selected recipients.
Save Draft Button	Click this button to save a draft of your message in the Draft System Folder.
Cancel Button	Click this button to delete the message. You lose all information contained in the message.

3. Select the intended recipient(s) from the **Add Recipient** list box, and click the **To** button. The recipient name appears in the To field. Do the same for **Cc** and **Bcc** fields.



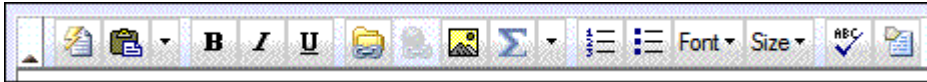
Hold the **Control** key on your keyboard (or the **Apple** key on a Macintosh) and click to select multiple recipients.

4. Type a subject for the message in the **Subject** field.

5. Type the message in the **Message** field. Format as necessary using the inline HTML text editor.
6. Attach any files if necessary. (see *Adding an Attachment* section below)
7. Choose a message Priority. Default is Normal but you can select Low or High.
8. Choose from the three message options. (see *Selecting and Removing Recipients* below)
9. Click the **Send** button to send the message to its recipients. Click the **Save Draft** button to save in the Drafts folder for future editing. Click the **Cancel** button to delete your message. These three buttons are located at the top and bottom of the message window.

Formatting Text

When composing messages you can use the inline HTML editor to format your message.



The components of the inline editor from left to right.

Field Name	Icon	Definition
Collapse Toolbar		Hides the inline editor.
Insert/Edit Macro		Insert or Edit a macro to enhance a message.
Paste		Paste text or picture into the message.
Edit Menu		Click arrow to pull down more toolbar features. • Undo • Redo • Cut • Copy • Paste • Paste as plain text • Paste from Word • Find • Replace • Select All • Remove Format
Bold		Add bold text.
Italic		Add italics to text.

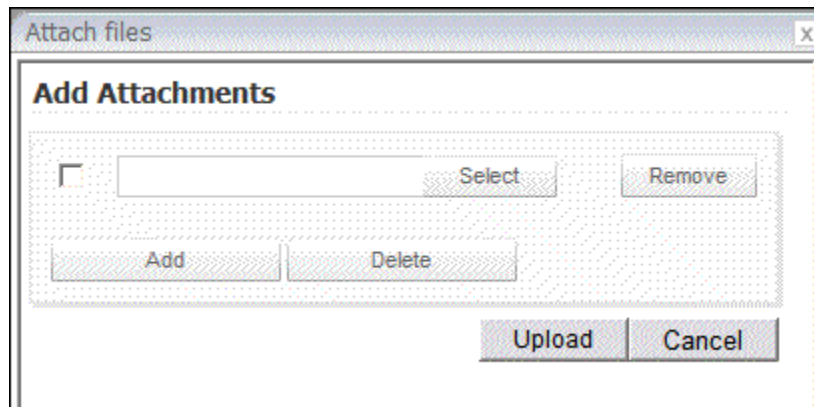
Field Name	Icon	Definition
Underline		Underline text.
Insert Content Link		Attach ANGEL content such as a survey or quiz to the email.
Insert/Edit Web Link icon		Insert an Internet hyperlink in the message.
Insert/Edit Image		Insert an image or picture into the message.
Insert Equation icon		Insert spreadsheet equation.
Insert Menu		Insert an additional toolbar feature for the following: • HTML Widget • Insert Equation • Special Character • Universal Keyboard • Line • Page Break
Insert/Remove Numbered List		Insert or remove a numbered list.
Insert/Remove Bulleted List		Insert or remove a bulleted list.
Font		Change type of font. • Arial • Comic Sans MS • Courier New • Tahoma • Times New Roman • Verdana
Size		Change size of text. • xx-small • x-small • small • medium • large • x-large

Field Name	Icon	Definition
		xx-large
Check Spelling		Check spelling in the message.
Source		Add HTML source code.

Adding and Removing Attachments

To attach a file to your course mail message:

1. Click the **Attach files** hyperlink. The **Add Attachments** upload window appears.



2. Click the **Select** button. A **Choose file** dialog box appears on the screen.
3. Locate and select your attachment file and click the **Open** button. Click the **Add** button to select more files to upload.
4. Click the **Upload** button to upload the files. The uploaded file(s) appears in the **Attachments** box of the message window.



With the **Add Attachments** window open, you can check the box next to a file that you have designated for upload and click the **Delete** button or you can click the **Remove** button next to the file. If you discover that you need to remove the file after uploading it to your message, you can click the **remove** hyperlink next to the file name.

5. Proceed with editing or sending the message.

Selecting and Removing Recipients

To select or remove recipients:

1. Within Compose Message, click the **Add Recipients** hyperlink. The **Select Recipients** window opens.

2. Click on the **Source list** drop down box to choose All users or users by individual course. You can also type a name in the **Search** form to find a user by first or last name.
3. Click on the user name to highlight it and then click the **To** or **Cc** or **Bcc** buttons and the name appear in its respective list box.



You can select multiple names at once by using the **CTRL + Click** keys. After having selected a recipient, remove the name by clicking on it to highlight it and then clicking on the **Remove selected recipients** hyperlink.

4. After you are satisfied with the recipients that you have selected, click the **OK** button. The compose message window appears and you see the names listed in the respective list boxes.



If you want to cancel the recipients, click the **Cancel** button and return to the Compose Message window and the To field will be blank.

Message Options

There are three options for sending messages.

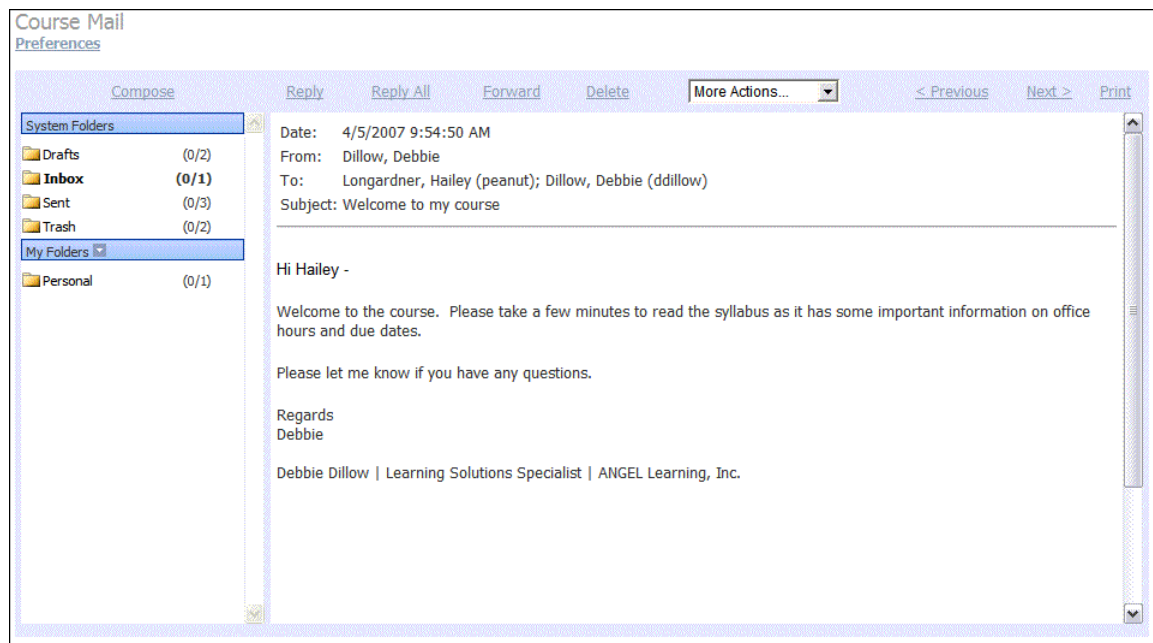
Field Name	Definition
Do not disclose recipients	Instead of selecting user names for the Bcc list box, check this box to keep names of recipients private.

Field Name	Definition
Send a copy to each recipient's Internet e-mail	If you wish to send a copy of the Course Mail to a recipient's Internet e-mail address, check this box.
Send a copy to each recipient's mentor if known	If you wish the recipient's mentor to have a copy of the Course Mail, check this box.

Reading and Replying to a Course Mail Message

The Course Mail Read Message section allows the user to read and reply to messages. The Read Message elements as shown in the following figure include:

- Message Window
- Toolbar

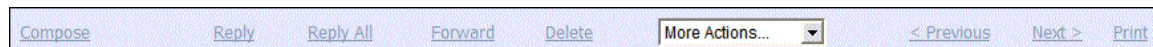


Message Window

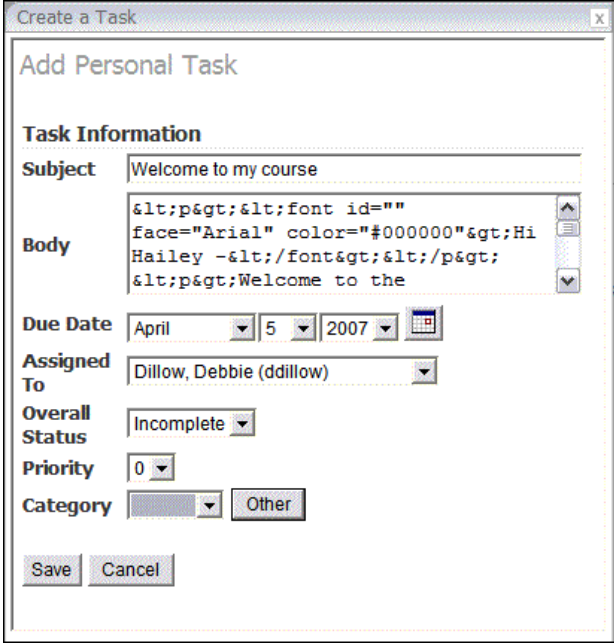
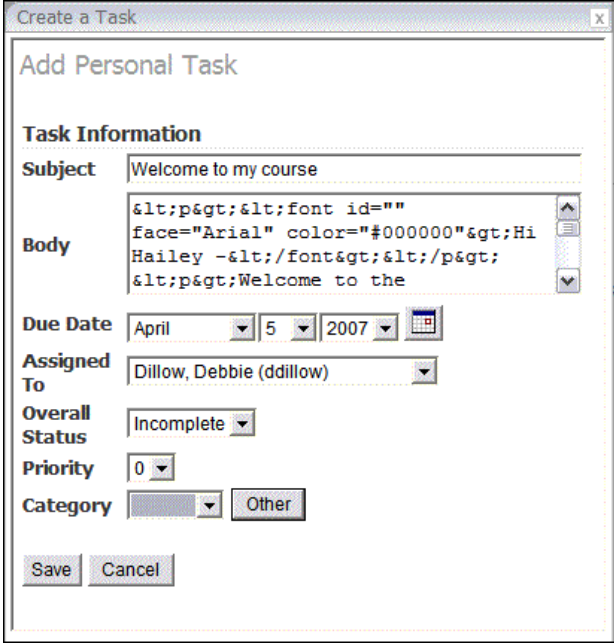
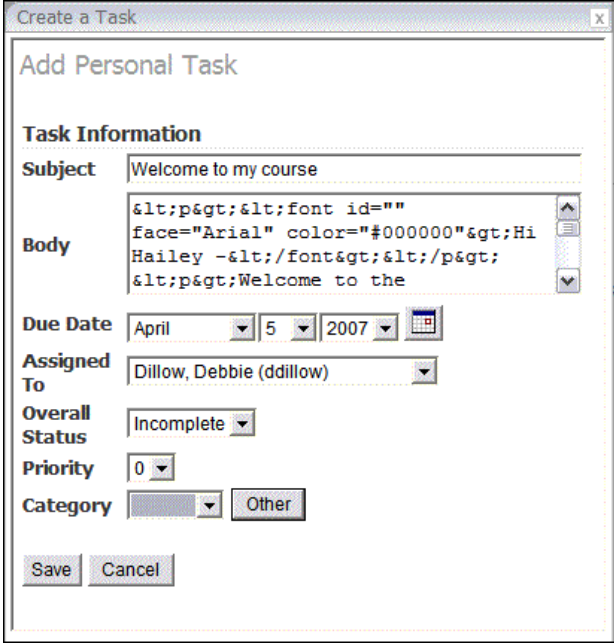
The Read Message window displays the email message.

Toolbar

The toolbar contains commands that can be performed within Read Message and includes the following elements:



The following elements makeup the Read and Reply window:

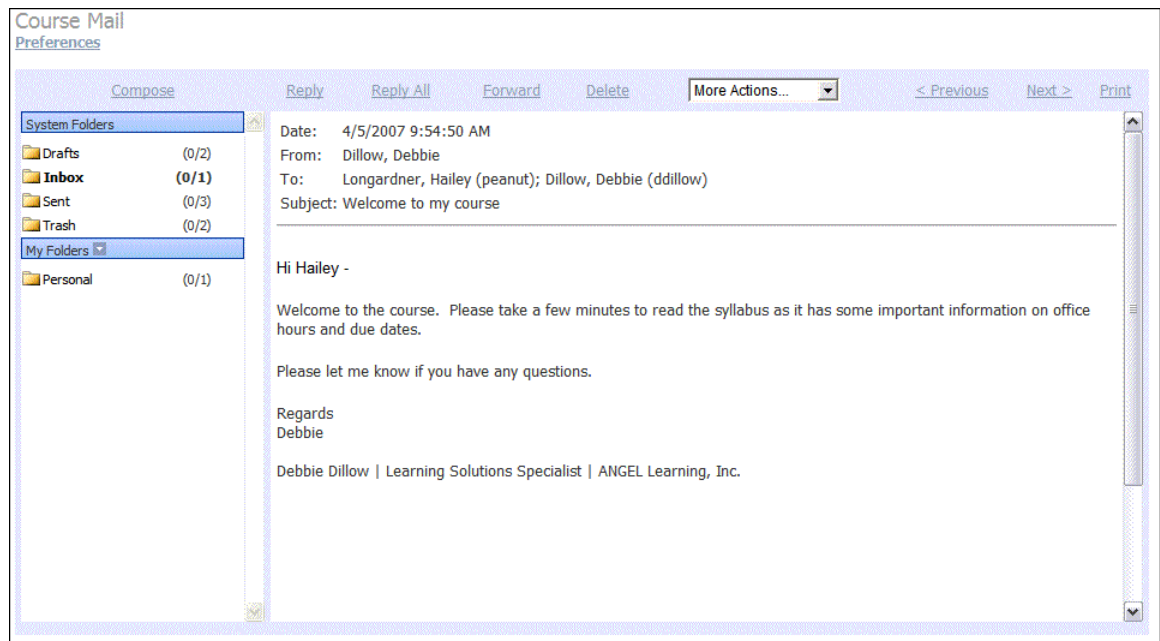
Command	Definition										
Compose	Compose a course mail message. See section <i>Composing and Sending a Course Mail Message</i> .										
Reply	Replies to the sender of the message.										
Reply All	Replies to all recipients of the message (within the rights of the user replying – e.g. can't reply to an All Campus message).										
Forward	Forwards message to a new recipient that you select.										
Delete	Moves message into trash folder.										
More Actions	Same as the Inbox more Actions except for the addition of the "Create a Task" option detailed below. <table border="1"> <tr> <td>Create a Task</td><td> Add a personal task based on the information contained within the mail message.  </td></tr> <tr> <td>Send to Folder</td><td>Send a message to a System folder or one of your personal folders that you created under My Folder.</td></tr> <tr> <td>Mark as Unread</td><td>Mark a read message as Unread. Unread messages always appear in a bold font.</td></tr> <tr> <td>Delete</td><td>Delete a message. Message is moved to the Trash folder.</td></tr> <tr> <td>Message Read By</td><td>Select the checkbox next to the message to see who has read the message.</td></tr> </table>	Create a Task	Add a personal task based on the information contained within the mail message. 	Send to Folder	Send a message to a System folder or one of your personal folders that you created under My Folder.	Mark as Unread	Mark a read message as Unread. Unread messages always appear in a bold font.	Delete	Delete a message. Message is moved to the Trash folder.	Message Read By	Select the checkbox next to the message to see who has read the message.
Create a Task	Add a personal task based on the information contained within the mail message. 										
Send to Folder	Send a message to a System folder or one of your personal folders that you created under My Folder.										
Mark as Unread	Mark a read message as Unread. Unread messages always appear in a bold font.										
Delete	Delete a message. Message is moved to the Trash folder.										
Message Read By	Select the checkbox next to the message to see who has read the message.										
<Previous Next>	Previous / Next – loads the previous and next messages within the current active folder.										

Command	Definition
Print	Opens the Print dialog box to select a printer.

Read Course Mail Message

To read a course mail message:

1. Log into your ANGEL course, click the **Communicate** tab, and click the **Read and compose course mail messages** hyperlink. The Inbox appears.
2. 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.



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

In the Inbox view, messages with attachments display a paper clip icon located to the left of the message subject.

3. Click the appropriate button to **Reply**, **Reply All**, or **Forward** the course mail message at which point the process is similar to composing a message.



When out of office is active, and a user opens Course Mail, a dialog box opens reminding the user that the feature is active and asks them if they want to turn it off.

Viewing and Saving an Attachment

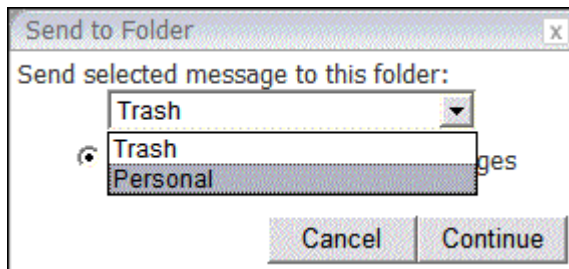
To view and save a message attachment:

- To view the attachment, click the name of the file attachment hyperlink and the message opens.
- To save the attachment to your hard drive, right click on the attachment hyperlink and choose **Save Target As. . .** The **Save As** dialog box opens for the user to save the attachment.

Sending Message to a Folder

To send a message to a folder:

1. After opening a message to read, go to the **More Actions** drop down box and choose **Send to Folder**. You will see the following dialog box.



You can also send a message to a folder by checking the box next to the message within a folder view and choosing **Send to Folder** from the **More Actions** drop down box.

2. Using the drop down box, choose the system or personal folder that you either want to move the message to or copy the message to.
3. Click **Continue**. The message appears in the folder that you have chosen.

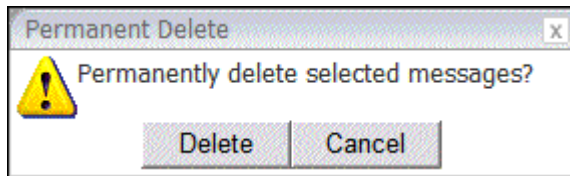
Deleting a Message

There are several ways to delete a message.

- In the system or personal folder view, select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.
- After the user opens a message to read, delete the message by clicking the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.

Both of these options move the message to the Trash folder.

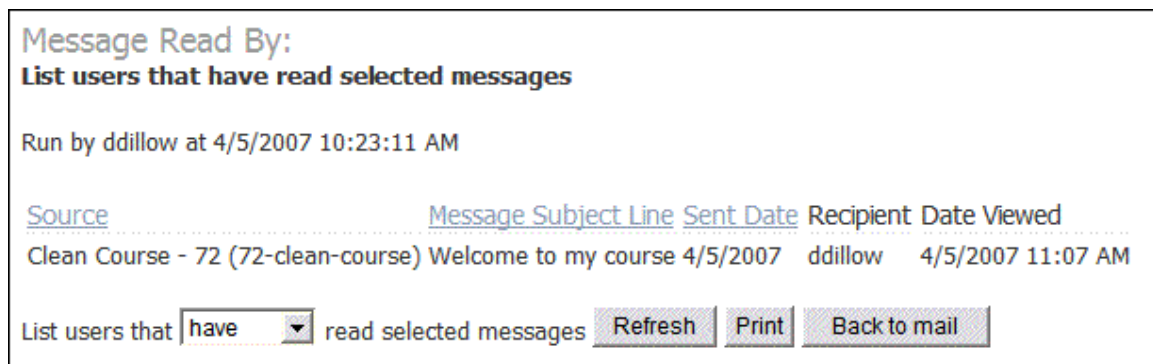
- To permanently delete a message, you must be in the Trash folder view. Select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**. A **Permanent Delete** dialog box opens. Click the **Delete** button if you want to permanently delete the message from the Course Mail Inbox.



Viewing Who has Read or not Read a Message

Selecting the **Message Read By** option from the **More Actions...** drop-down list provides the user with a list of who has read the selected message. To view a list of who has read or not read the mail message perform the following:

1. Click the **Read and compose course mail messages** hyperlink.
2. Select the checkbox next to the mail message you want to check.
3. Select **Message Read By** option from the **More Actions...** drop-down list. The Message Read By page appears.



4. Optionally select **have not** from the *List users that* drop-down list.
5. Click the **Refresh** button.
6. To return to course mail, click the **Back to mail** button.

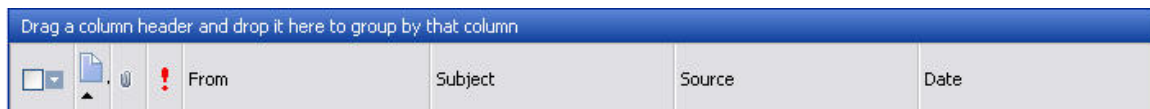
Sorting and Viewing Messages

The Course Mail Inbox gives you a powerful tool to sort and view your messages.

Sorting by Column Headers

If you want to group Course Mail by column, you can drag a column header to the blue subject bar. A spinning **Loading** icon is the signal that the sorting is beginning and you have successfully moved the column into the new position.

The figure below shows the blue bar before dragging the subject column to the blue subject bar.



The figure below shows the blue bar after dragging the subject column. Note that messages are grouped by Subject.

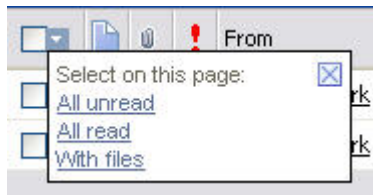
Subject						
			From	Subject	Source	Date
Subject: test						
☐			Cierzniak, Mark	test	Angel 7.2 Overview	12/22/2006 10:55:49 AM
☐			Cierzniak, Mark	test	Angel 7.2 Overview	12/20/2006 4:06:39 PM

To remove a grouping, drag the column on the blue bar, in this example **Subject**, from the blue bar back to one of the column headers.

Selecting Messages from My Folders

To select messages from the My Folders view, choose the folder containing the messages that you want to select.

1. Within a folder view, click the **Menu** drop down box and the following window opens.



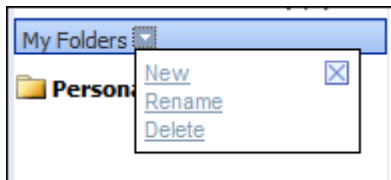
2. When the user clicks on one of the three options, the active folder view shows only those messages relevant to the command selected.
 - Select **All unread** messages. Selects all Unread Messages in the currently active folder.
 - Select **All read** messages. Selects all Read messages in the current folder.
 - Select all **With Files**. Selects all messages with a file attached.

Showing Messages by Personal or Course

To further sort and group messages, click the **Show All** drop down box and choose either **Personal** messages or course mail designated by the **Course Name**.

Working with Inbox Folders

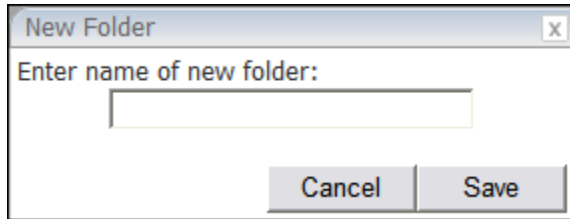
The Inbox folders allow users to store Course Mail messages. Aside from the default System Folders, users can create, rename, and delete personal folders in the My Folders section.



Creating a Folder

To create a folder:

1. Click the **down arrow** next to My Folders. Choose **New** and the following window appears.



2. Type the name of the new folder and choose **Save**.



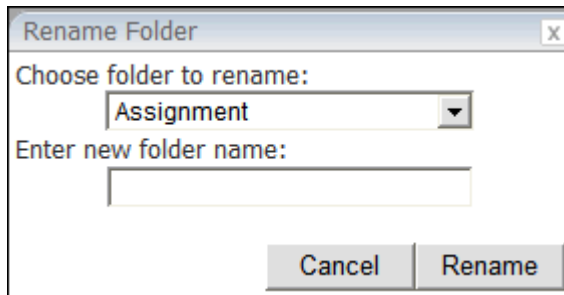
You can type up to 64 characters for a folder name.

3. The new folder appears under the My Folders blue bar in alphabetical order.

Renaming a Folder

To rename a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Rename**. You see the following window.

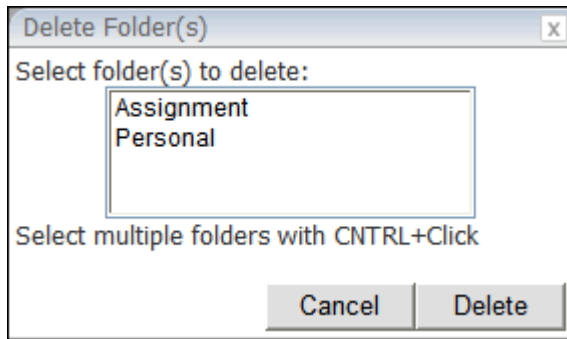


2. Click the drop down arrow under **Choose folder to rename:** and choose the folder to rename.
3. Type the new name for the folder.
4. Click the **Rename** button.
5. The renamed folder appears under the My Folders blue bar.

Deleting a Folder

To delete a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Delete**. You see the following window.

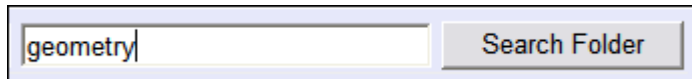


2. Choose the folder to delete.
3. Click the **Delete** button.
4. The deleted folder is removed from My Folders.

Searching a Folder

To search a folder:

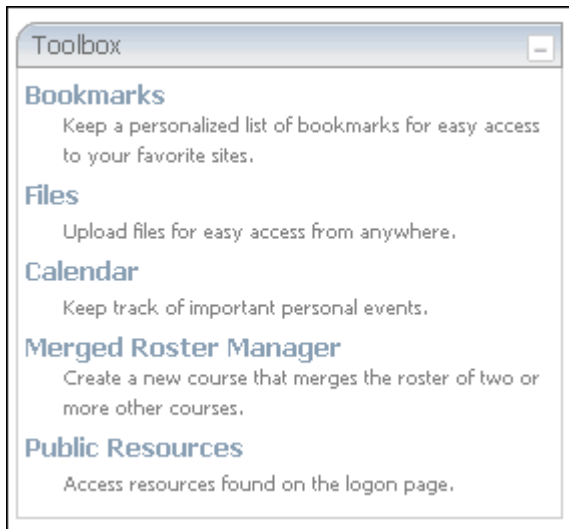
1. Choose the system or personal folder that you want to search.
2. Type the subject of the message in the Search Folder form.



3. Click **Search Folder** button.
4. The message window shows the search results.

Toolbox

The **Toolbox** offers several useful tools designed to increase productivity and to customize your ANGEL environment.



Bookmarks

Bookmarks allow you to add your favorite web page links for easy access and to sort them by category. You may set permissions on each bookmark to optionally allow others to use the bookmark as well.

Field	Description
Title	Provide the name of the bookmark. This title is displayed as the hyperlink to the web page.
URL	A fully qualified URL for the web page.
Description	Additional information concerning the bookmark and information contained on the web page.
Target	A drop-down list of how the web page is displayed when the bookmark is clicked.
Category	Allows you to organize your bookmarks in similar groups.
Viewable By	Allows the specified user group to view your bookmark. Specifying Everyone from the drop-down menu potentially allows anyone, including unauthenticated users to view the bookmark.

To add a bookmark:

1. Log into ANGEL and click the **Bookmarks** hyperlink.
2. Click the **Add a Bookmark** hyperlink (located in the upper left toolbar). The Bookmark Editor appears.

Bookmark Editor
Bookmark Settings

Title

URL

Description

Target

Category

Viewable By

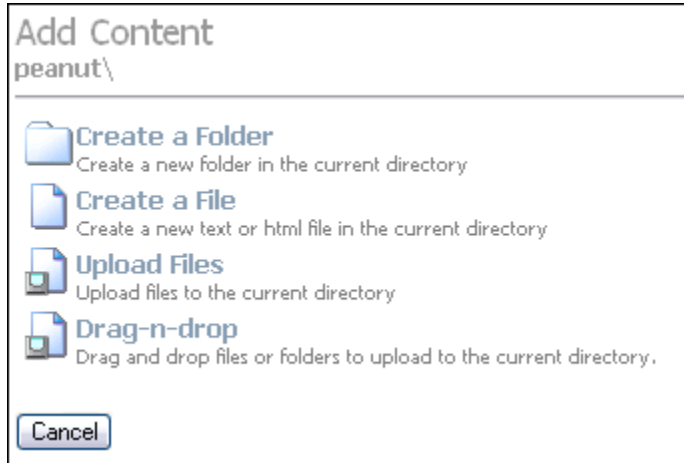
3. Type the title of the bookmark in the **Title** field.
4. Type the bookmark web address (fully qualified URL) in the **URL** field.
5. Type a description in the **Description** field.
6. Select a category from the **Category** drop-down list.
7. Select the viewing permissions from the **Viewable By** drop-down list.
8. Click the **Save** button.

Files

Create folders, files and upload images and documents to your personal file manager (Files) for storage purposes or to publish your content on the World Wide Web. The built-in HTML Editor allows you to create new web pages or to edit existing ones with an easy-to-use word processing-style interface.

To create a folder:

1. Log into ANGEL and click the **Files** hyperlink.
2. Click the **Add Content** hyperlink (located on the upper left toolbar). The Add Content page appears.



3. Click the **Create a Folder** hyperlink. The Create a Folder page displays.
4. Type a name in the **Folder Name** field.
5. Click the **OK** button.

To create a file:

1. Log into ANGEL and click the **Files** hyperlink.
2. Click the **Add Content** hyperlink (located on the upper left toolbar).
3. Click the **Create a File** hyperlink. The Create a File page appears.

Create a File

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File Name

File Contents

[Check Spelling](#) [HTML Editor](#)

☒ Unicode format

OK Cancel

4. Type a name in the **File Name** field.



When creating a web page, add the proper extension (.htm or .html) to the end of the filename (i.e., index.html) to ensure the file type is properly identified and rendered by the web browser. For best results, web page names should be comprised of alphanumeric characters with no spaces or special characters other than hyphen and underscore characters.

5. Type or paste text or HTML code in the **File Contents** field. Optionally use the HTML Editor to apply formatting, insert images, or create hyperlinks in an HTML file.
6. Click the **OK** button.

To upload a file:

1. Log into ANGEL and click the **Files** hyperlink.
2. Click the **Add Content** hyperlink (located on the upper left toolbar).

- Click the **Upload Files** hyperlink. The Upload a File page appears.

Upload a File

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Directions: Click "Browse" to select the file to upload then click "Upload File". To upload several files, use the [Drag-n-Drop](#) tool or zip the files before uploading.

File To Upload

Maximum file size: 3.0 MB

- Click the **Browse** button. A Choose file dialog box appears.\



For best results do not upload files that have blank spaces in the titles (e.g. Assignment Guidelines.doc). Instead rename your files prior to uploading into the ANGEL environment (e.g. Assignment_Guidelines.doc).

- Locate and select the file and click the **Open** button.
- Click the **Upload File** button, then **Done** or **Upload Another File**.

To upload a file using Drag-n-drop:



In order to use Drag-n-drop you need to have Sun's JVM 1.4.1 installed on your computer. If you do not have this installed you are prompted to download the JVM (Java Virtual Machine).

- Log into ANGEL and click the **Files** hyperlink.
- Click the **Add Content** hyperlink (located on the upper left toolbar).
- Click the **Drag-n-drop** hyperlink. It may take a few seconds to load the applet for the drag-n-drop.
- Drag one or more files or folders from your computer to the Drag-n-drop upload area. A progress bar appears as your files are uploaded. Once the upload is complete the uploaded files display in the Drag-n-drop window.

Drag-n-Drop

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Directions: Drag the files and folders you want to upload into the area below. To browse to another folder click on its name. If your browser does not support drag-n-drop you can use the [Upload Form](#).

Upload Successful for 1 files

- GradebookImports
- faq.htm
- gradebook.csv

- Click the **Done** button when you are finished uploading files.

Calendar

Use the Calendar tool to add and view personal calendar events, course or group events, or public institutional events. The calendar provides **Format** options of **List** or **Grid** to customize the view of the calendar. The **List** option displays calendar items as a list of appointments or events. The **Grid** option displays the calendar format as displayed below.

Calendar

Add

Format: List Grid | View: Day Week Month Year | Previous Next Today Search

2006

Friday, March 17

Due: Lesson 1

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM 02:00p Office Hours

3 PM

4 PM

5 PM

March 2006

		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

Mar 2006

All Entries

Public Entries

Team Entries

Personal Entries

The calendar provides options to view calendar events by **Day** (default), **Week**, **Month**, or **Year**.

Previous and **Next** navigation options vary based on the selected view of the calendar. For example, when the calendar view is set to Day, clicking the Previous hyperlink displays events for the previous day and clicking the Next hyperlink displays events for the next day. However, when the calendar view is set to Week clicking the Previous hyperlink displays events for the previous week and clicking the Next hyperlink moves the calendar ahead one week.

Click the **Today** hyperlink to quickly access all events for the current day. Click the **Search** hyperlink to search all calendar events for specific keywords.

In Day view a small calendar appears on the right side of the displayed day. Click a hyperlinked date on the calendar to quickly access all events for the particular date. Select a different month or year from the date drop-down list (located underneath the small month calendar) to quickly view a different month and/or year. Further customize your calendar view by clicking the **Public Entries**, **Team Entries** or **Personal Entries** in the **All Entries** box located underneath the month/year drop-down lists.

For information on how to add calendar entries, see the section of this document titled *Calendar Tab*.

Personal Home Public Resources

The Public Resources hyperlink takes you to the ANGEL Home page. The ANGEL Home page contains Public Information hyperlinks, Search and Help hyperlinks, Public Announcements and any Top Stories for your institution. For additional information on these resources see the section of this document titled *Public Resources*.

Preferences

Preferences located on the left power strip () allows you to personalize your personal home page and course environment, change your password (if applicable), to set system drives, and more.

Personal Information

The User Profile editor allows users to specify personal information including name, organizational information, contact information, and more with the capability of limiting who may view each type of information. The personal information editor is divided into three areas: Name Settings, Organizational Settings and Contact Settings.

User Profile Editor

Settings: ☒ Normal ☐ Advanced

Name Settings

Viewable By:

First Name:

Last Name:

About Me



Organizational Settings

Viewable By:

Title:

Contact Settings

WWW Settings

Email: Viewable By:

Homepage: Viewable By:

Photo URL: Add Viewable By:

Phone Settings

Work Phone: Viewable By:

Work Phone: Viewable By:

Name Settings

Field	Description	Mode
Viewable By	Determines who can view the name information	N
First Name	First name as you want it to appear.	N
Last Name	Last name as you want it to appear.	N
Middle Name	Middle name as you want it to appear.	A
Title Prefix	Title such as Mr., Mrs., Dr. that you want to precede your name.	A
Honor Suffix	Honor that you want to follow your name, such as Jr., Sr., PhD., etc.	A
Nickname	Nickname that you want to share with other users.	A
About Me	Information concerning you, your interests, clubs, hobbies, etc. that you want to share with other users.	N

Organizational Settings

Field	Description	Mode
Viewable By	Determines who can view the organizational information.	N
Title	Title within the organization.	N
Role	Role within the organization.	A
Logo	Logo for the organization.	A
Department	Department associated with the organization.	A
Division	Division of the organization.	A
Organization	Organization name.	A

Contact Settings

Field	Description	Mode
Email	Email address you want to share with others.	N
Viewable By	Determines who can view the information you provide.	N
Homepage	URL to your personal web page.	N
Photo URL	URL where your personal photo is stored	N
Phone Settings	Fields for personal phone contacts.	N
Type	Selection determines the type of address provided.	N
P.O. Box	P.O. Box address.	N
Line 1	Line 1 of an address.	N
Line 2	Line 2 of an address.	N
Line 3	Line 3 of an address.	N
City	City of your address.	N
State/Prov	State or Province for your address.	N
Postal Code	Zip code or country postal code for your address.	N
Country	Country of your address.	N
UTC Timezone	The Greenwich Mean Time (GMT) specified as a + or – from GMT.	A
Longitude	Specifies the longitude coordinate of the primary address. In conjunction with the latitude coordinate, this information can be used to generate a map of the location.	A
Latitude	Specifies the latitude coordinate of the primary address. In conjunction with the longitude coordinate, this information can be used to generate a map of the location.	A

To access the User Profile Editor:

1. Log into ANGEL.
2. Click the **Preferences** icon  located on the left power strip.
3. Click the **Personal Information** hyperlink.

In the **Name Settings**:

1. Select the **Viewable By** setting from the drop-down list.
2. Type your **First Name**.
3. Type your **Last Name**.
4. Type or paste information about yourself in the **About Me** field.

In the **Organizational Settings**:

1. Select the **Viewable By** setting from the drop-down list.
2. Type a **Title** within the organization.

In the **Contact Settings**:

1. Type your email address in the **Email** field.
2. Select the **Viewable By** setting from the drop-down list of who can see your email address.
3. Type a homepage URL in the **Homepage** field. Select the **Viewable By** setting from the drop-down list of who can see your personal home page.
4. Type a photo URL or click the **Add** button to upload a photo to your profile. Select the **Viewable By** setting from the drop-down list of who can see your photo.
5. Select the phone settings from the **Phone Settings** drop-down list. Type a phone number in the **Phone Settings** field and select the **Viewable By** setting from the drop-down list of who can see your phone numbers.
6. Select the **Viewable By** setting from the drop-down list of who can see your address information. Select the **Type** of address from the drop-down list.
7. If applicable, type a P.O. Box in the **P.O. Box** field.
8. Type address information in **Line 1**, **Line 2**, and/or **Line 3**.
9. Type the city information in the **City** field.
10. Type the state or providence information in the **State/Prov** field.
11. Type the postal code (zip code) in the **Postal Code** field.
12. Type the country in the **Country** field.
13. When complete, click the **Save** button.

Change Password

It is important to change your password periodically to maintain maximum security of your account. Some of the following guidelines can be used when creating your new password.

- Do not choose a password that could be found in a dictionary.
- Do not choose a password that uses public information such as your social security number, phone number, credit card, birth date, etc.
- Use at least eight characters.
- Use a random mixture of characters, upper and lower case, numbers, punctuation and symbols.
- Use a password that you can remember so that you do not need to keep looking it up. This reduces the chance somebody discovering where you have written it down.
- Choose a password that you can type quickly. This reduces the chance of somebody discovering your password by looking over your shoulder.

Change Password

Current Password

New Password

Confirm

Directions: Enter your **current** password in the first box and your **new** password in the next two boxes above and click OK to change your password or click Cancel to exit without changing your password.

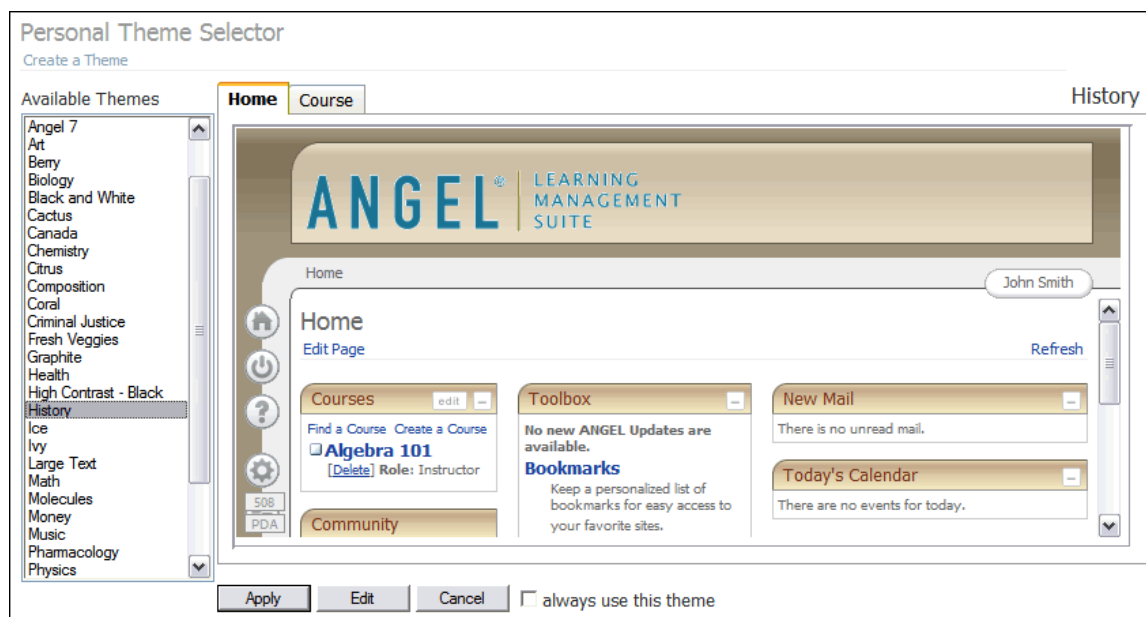
To change your password:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Change Password** hyperlink.
3. Type your current password in the **Current Password** field.
4. Type your new password in the **New Password** field.
5. Confirm your new password by typing it in the **Confirm** field.
6. Click the **OK** button.

You are required to use your new password the next time you log into ANGEL.

Theme Selector

The Theme Selector allows you to select different ANGEL themes or even create your own theme to change how your Home page looks when your log in. Theme Editor settings are divided into tabs: General, Colors, Styles, and Other.



General Tab

The General tab contains the Theme Settings and Font Settings.

Fields	Description	Mode
Theme Name	Provide a unique name for the theme you are creating.	N

Fields	Description	Mode
Portal Theme	Specifies the basic color theme of the Personal Home page.	N
Subject Theme	Specifies subject of your theme, i.e. Art, Biology, Money, etc.	N
Nugget Icons	Specifies the icons to be used for individual nuggets.	N
Tab Icons	Specifies the icons to be used for tabs.	N
Sidebar Buttons	Specifies if the buttons should be standard or transparent.	N
Face	The font settings for the type of font used in the theme.	N
Size	Size of the font used in the theme.	N
Text Attributes	Specifies Cascading Style Sheet attributes for text. Example: text-align: center	A
Link Attributes	Specifies Cascading Style Sheet attributes for links. Example: A:link {text-decoration: none}	A
Hover Attributes	Specifies Cascading Style Sheet attributes for when the mouse is hovering over a hyperlink. Example: A:hover {background: blue; color: white}	A

Colors Tab

The Colors tab consists of the Page Colors, Portal Colors, Tab Colors and Map Colors.

Theme Editor
Settings: ☐ Normal ☒ Advanced

General **Colors** Styles Other

Page Colors

Page BG Normal Text Link Text Highlight Text

Heading Text Heading BG Note Text Note BG

Page Title Text Breadcrumb Text

Portal Colors

Banner Text Banner BG Toolbar Text Toolbar BG

Nugget Title Text Nugget Title BG Nugget Text Nugget BG

Tab Colors

Tab Text Tab BG Active Text Active BG

Map Colors

Map Text Map BG Footer Text Footer BG

Preview Cancel

Fields	Description	Mode
Page BG	Background color for the page.	N
Normal Text	Display color for all non-hyperlink text.	N
Link Text	Display color for hyperlink text.	N
Highlight Text	Color to display when a hyperlink is clicked.	N
Heading Text	Display color for the heading on the course/group page.	N
Heading BG	Background color for the heading on a course/group page.	N
Note Text	Text color when using Notes.	N
Note BG	Background color for Notes.	N
Page Title Text	Text color for the title on a page. Example: Lessons when the Lessons tab is active.	N
Breadcrumb Text	Specifies the color of breadcrumbs.	N
Banner Text	Specifies the color of the title of the course on the upper right corner when in a course.	N
Banner BG	Specifies the background color for the banner in a course.	N
Toolbar Text	Specifies the color of the text on a toolbar.	N
Toolbar BG	Specifies the color of the background of a toolbar.	N
Nugget Title Text	Specifies the color of the Nugget title text. Example: Courses, Community Groups, Toolbox, etc.	N
Nugget Title BG	Specifies the background color of the Nugget title.	N
Nugget Text	Specifies the color of the text in a nugget. Examples: explanations located underneath a hyperlink in a nugget.	N
Nugget BG	Background color of nuggets. Example: Courses nugget background color may be different than the Page BG to make it more visible.	N
Tab Text	Specifies the color of the text on tabs.	N
Tab BG	Background color for tabs.	N
Active Text	Specifies the color of the active tab.	N
Active BG	Background color for the active tab.	N
Map Text	Specifies the text color for the guide.	N
Map BG	Specifies the background color for the guide.	N
Footer Text	Specifies the text color for the footer. This is the footer displayed on each page.	N
Footer BG	Specifies the background color for the footer.	N

Styles Tab

The Styles tab consists of Styles and Advanced Style Attributes.

Theme Editor
Settings: ☐ Normal ☒ Advanced

General **Colors** **Styles** **Other**

Styles

Banners: (Default) Portal Components: (Default)

Toolbars: (Default) Section Headings: (Default)

Active Tab: (Default) Other Tabs: (Default)

Identity Bubble: (Default)

Advanced Style Attributes

Page Attributes: Breadcrumb Page Attributes:

Site Banner Page Attributes: Section Banner Page Attributes:

Toolbar Attributes: Section Heading Attributes:

Active Tab Attributes: Other Tab Attributes:

Tab Bar Attributes: Note Area Attributes:

Portal Component Title Attributes: Portal Component Area Attributes:

Fields	Description	Mode
Banners	Specifies a unique image banner to your course.	N
Portal Components	Specifies a unique image on your portal components.	N
Toolbars	Specifies specific style to the toolbars.	N
Section Headings	Specifies specific styles to the section headings.	N
Active Tab	Specifies the style of the active tab in a course/group.	N
Other Tabs	Specifies the style of non-active tabs in a course/group.	N
Identity Bubble	Specifies the color surrounding the name (identity) bubble.	N
Page Attributes	Specifies Cascading Style Sheet attributes for a page.	A
Breadcrumb Page Attributes	Specifies Cascading Style Sheet attributes for the breadcrumbs.	A
Site Banner Page Attributes	Specifies Cascading Style Sheet attributes for the site banner page. This is the image that is displayed as you enter and exit the ANGEL application.	A
Section Banner Page Attributes	Specifies Cascading Style Sheet attributes for the banner located in a section (course/group).	A

Fields	Description	Mode
Toolbar Attributes	Specifies Cascading Style Sheet attributes for the toolbars within a course/group.	A
Section Heading Attributes	Specifies Cascading Style Sheet attributes for the section heading of a course/group. This is the title displayed in the upper right corner in a course/group.	A
Active Tab Attributes	Specifies Cascading Style Sheet attributes for the tab that is active in a course/group.	A
Other Tab Attributes	Specifies Cascading Style Sheet attributes for the non-active tab in a course/group.	A
Tab Bar Attributes	Specifies Cascading Style Sheet attributes for the tab bar.	A
Note Area Attributes	Specifies Cascading Style Sheet attributes for the notes in a course/group.	A
Portal Component Title Attributes	Specifies Cascading Style Sheet attributes for the title of the portal components.	A
Portal Component Area Attributes	Specifies Cascading Style Sheet attributes for the area behind the portal component (background).	A

Other Tab

The Other tab provides an area to specify Imported Stylesheets and any custom Cascading Style Sheet (CSS) you want to add for your theme.

The screenshot shows the 'Theme Editor' window with the 'Other' tab selected. At the top, there are 'Settings' for 'Normal' and 'Advanced' (selected). Below the settings are four tabs: 'General', 'Colors', 'Styles', and 'Other' (highlighted). The 'Other' tab contains two main sections: 'Imported Stylesheets' with three empty text input fields, and 'Custom CSS' with a large text area and a vertical scrollbar. At the bottom of the window are 'Preview' and 'Cancel' buttons.

Changing the Theme

To change the theme:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Theme Selector** hyperlink. The Personal Theme Selector page appears.
3. Select a theme from the **Available Themes** drop-down list. The theme you select is displayed. Click on the Course tab to see the theme in a course environment.
4. Click the **Apply** button.

Editing a Theme

To edit a theme perform the following steps:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Theme Selector** hyperlink. The Personal Theme Selector page appears.
3. Select a theme from the **Available Themes** drop-down list. The theme you select is displayed.
4. Click the **Edit** button.

On the General tab:

1. Type a name for the theme in the **Theme Name** field.
2. If desired, select a portal theme from the **Portal Theme** drop-down list.
3. If desired, select a subject theme from the **Subject Theme** drop-down list.
4. Select the **Nugget Icons**, **Tab Icons**, and **Sidebar Buttons** from the drop-down lists.
5. Select the **Font Settings** from the **Face** and **Size** drop-down lists.

On the Colors tab:

1. Select the colors for the Page PG, Normal Text, Link Text, Highlight Text, Heading Text, Heading BG, Note Text, Note BG, Page Title Text and Breadcrumb Text from the drop-down lists in the **Page Colors** area.
2. Select the colors for the Banner Text, Banner BG, Toolbar Text, Toolbar BG, Nugget Title Text, Nugget Title BG, Nugget Text, and Nugget BG from the drop-down lists in the **Portal Colors** section.
3. Select the colors for the Tab Text, Tab BG, Active Text, and Active BG from the drop-down lists in the **Tab Colors** section.
4. Select the colors for the Map Text, Map BG, Footer Text, and Footer BG from the drop-down lists in the **Map Colors** section.

On the Styles tab:

1. Select the styles for the Banners, Portal Components, Toolbars, Section Headings, Active Tab, Other Tabs, and Identity Bubble from the drop-down lists in the **Styles** section.
2. Click the **Preview** button to view your choices.
3. If you are satisfied with your settings, click the **Save** button. Otherwise, click the **Back to Editor** button to return to the theme editor.

Create Your Own Theme

To create your own theme:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Theme Selector** hyperlink.
3. Click the **Create a Theme** hyperlink located in the upper left toolbar.
4. Follow the steps under the *Editing a Theme* section above.

System Settings

The **System Settings** allows you to customize you mail settings, configure ANGEL to send a copy of all course mail to an Internet email account, select your user level of expertise based on your comfort level with the ANGEL system, and to specify your local drive settings.

System Settings

User Level

Directions: Select the option below that best describes your level of comfort with the system. Choosing a higher-level provides less and exposes more advanced features of the system.

☒ Unspecified
You have not specified a user level. Please choose one of the following options.

☐ Beginner
This option provides helpful notes and descriptions of most links throughout the environment.

☐ Intermediate
This option eliminates most of the link descriptions making the pages more compact and easy to navigate.

☐ Advanced
This option removes link descriptions and makes advanced settings more accessible by starting editors in Advanced mode.

Local Drive Settings

Directions: Some content in some courses and groups may be stored on compact discs or installed on another drive on your computer. The following settings allow you to specify which drive letters your computer uses for each of the local drive types. Set each of the options below to match the configuration of the computer that you will be using to access the site.

CD ROM

default

DVD ROM

default

Floppy Drive

default

Hard Drive

default

Mail Settings

Directions: You can have a copy of mail that you receive in your courses and groups forwarded to an Internet e-mail account. Simply enter the e-mail address below and specify a forwarding mode.

Forwarding Address

Forwarding Mode

Do not forward my course mail

Save

Cancel

To change your system settings:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **System Settings** hyperlink. The System Settings page appears.
3. Select the **User Level** which best fits your ANGEL expertise. By default, Unspecified is selected which provides the same information as a Beginner.



Beginner level provides helpful notes and descriptions of most links used throughout the ANGEL environment. This option is good if you are new to the ANGEL environment.

Intermediate level eliminates most of the link descriptions making the pages more compact and easy to navigate. If you are comfortable with the ANGEL environment, you may elect to use the intermediate level.

Advanced level provides access to advanced settings by starting editors in Advanced mode. Descriptions are removed.

4. Select the local drive settings in the **Local Drive Settings** section, if necessary.
5. Click the **Save** button.

How to Forward Course Mail

ANGEL has the ability to send and receive mail. By default, any mail that you send to or receive from students resides inside the course environment. However, you may alter your course mail settings to instruct ANGEL to forward your course mail to an Internet email account.



Forwarding your mail is a global setting, meaning that your mail for all your courses and all of your community groups is forwarded to the address you specify.

To forward your ANGEL course/group mail:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip)
2. Click the **System Settings** hyperlink. The System Settings page appears.
3. Locate the **Mail Settings** area at the bottom of the page and type in the **Forwarding Address** field the full email address where you want your ANGEL mail to be forwarded.
4. Select the **Forwarding Mode** from the drop-down list.

Forwarding Address

Forwarding Mode

Do not forward my course mail

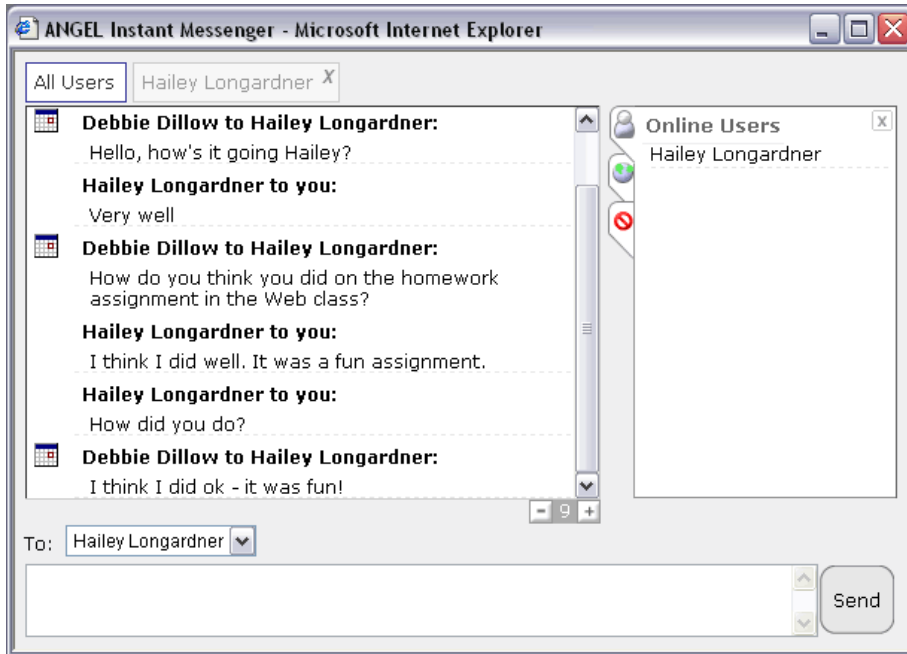
▼

Do not forward my course mail
Forward my course mail and keep as new in course
Forward my course mail and mark as read in course
Forward my course mail and delete from course

5. Click the **Save** button.

Instant Messenger

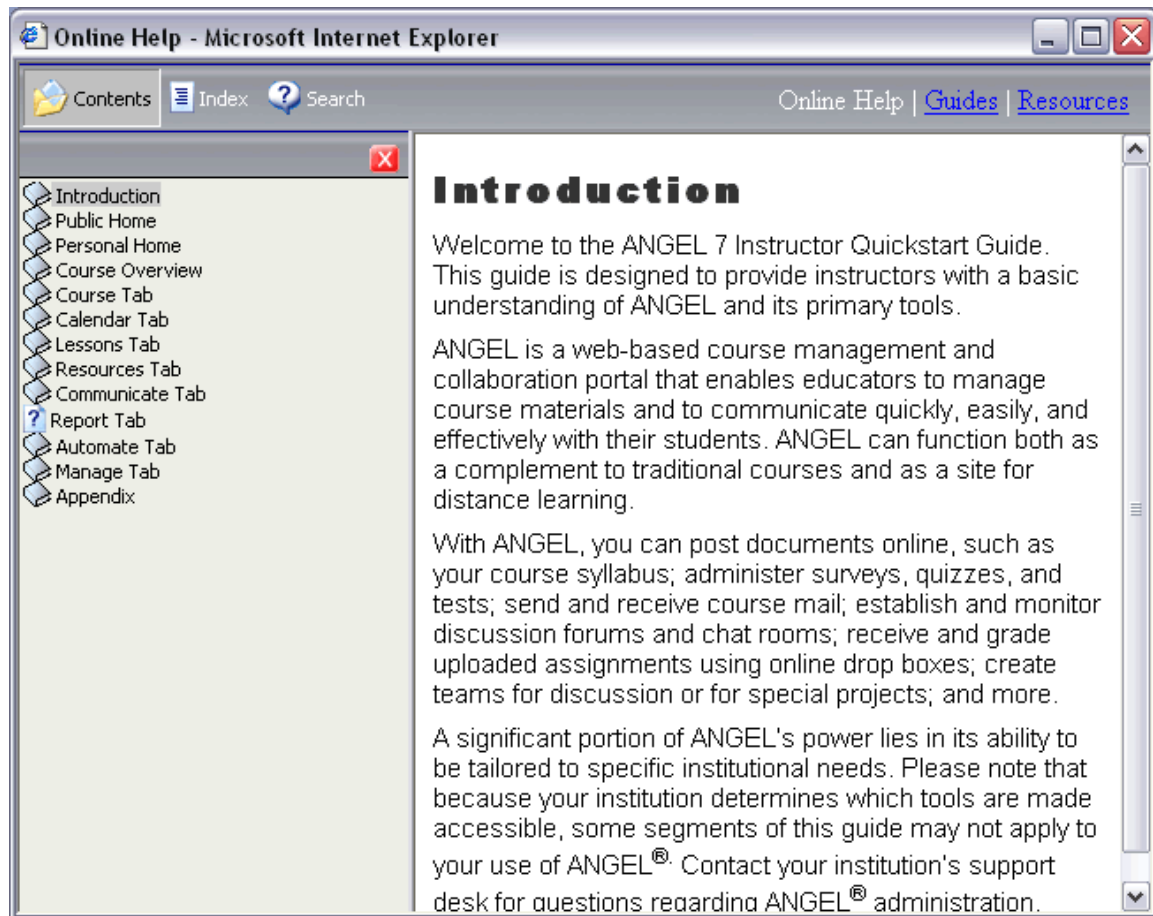
ANGEL provides an instant messenger tool that can be accessed from the Instant Messenger icon () on the left power strip. Communicate online in the modes of today's learners – in real time.



To access Instant Messenger, click the messenger icon . To converse with an online user, select their name from the **To:** drop-down list, type your message and click the **Send** button.

Help

Online help is available by clicking the Help icon . Online help provides a searchable Instructor Reference Manual in the form of web pages. Students are provided a searchable Student Quickstart guide as a reference.



The **Guides** hyperlink provides access to the Instructor Reference Manual, Instructor Quickstart Guide and Student Quickstart Guide in PDF format. These guides can be downloaded and printed as a reference.

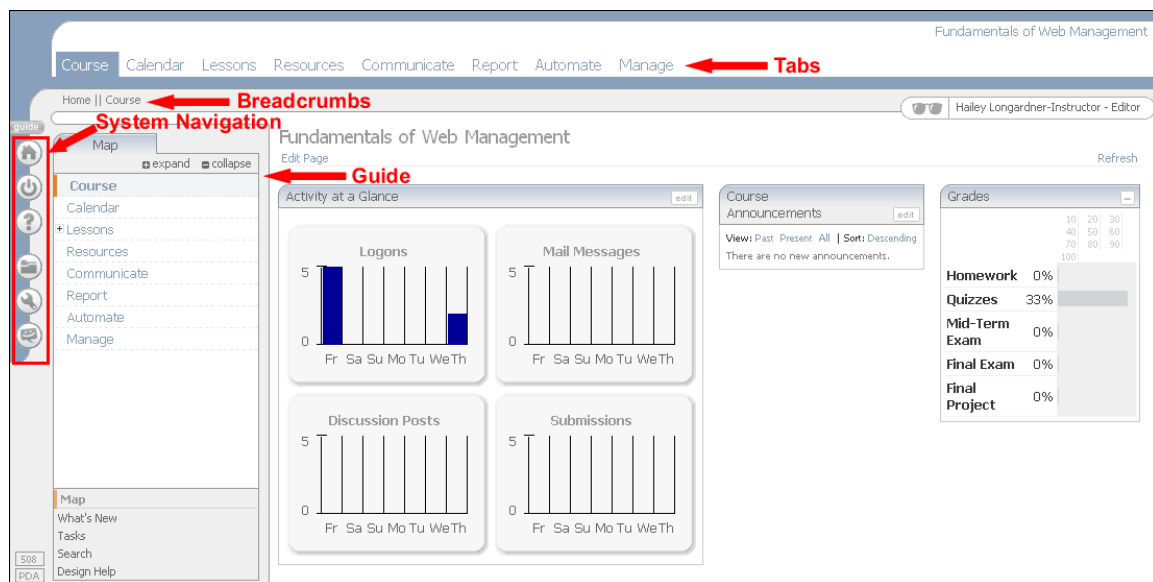
The **Resources** hyperlink provides access to your institution's resources. Information available under Resources can be added by your institution's ANGEL Administrator.

Course Overview

The course or group interface within ANGEL serves as the core of the ANGEL environment. It provides the instructor and the student with a variety of collaborative tools that enhance the instructional experience. The following sections provide detailed instructions for performing course related tasks.

Course Navigation

ANGEL provides several navigation methods that can be used within a course. Many navigate to the same area of ANGEL. As you use ANGEL, you will find a navigation method you prefer over another.



Tabs

The Tabs across the top of a course or group provide easy access to course content. To move through a course or group, click the hyperlinked name of the tab.

Breadcrumbs

Breadcrumbs are another navigation method that can be used while in the ANGEL environment. Breadcrumbs are hyperlinks and can be used to quickly navigate through the ANGEL environment.

System Navigation

System navigation is represented by icons along the left power strip. These icons are available on your 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

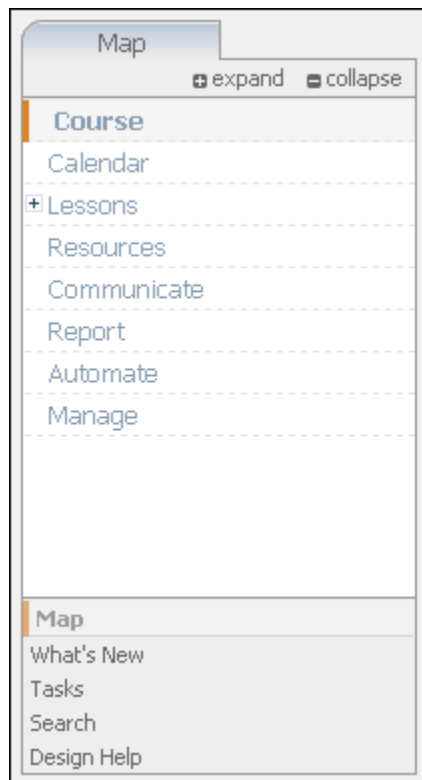
Icon	Name - Description
	Help – displays ANGEL online help, guides and resources
	Learning Object Repository (LOR) – accesses your personal LOR
	Preferences – opens access to your user settings such as your personal information, change password, theme selector, system settings and PDA agent.
	ANGEL IM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

Guide

The Guide is another way to navigate through a course or group. By default, the Guide is turned off but can be easily activated by clicking the **guide** button located above the system navigation. The Guide provides access to the Map, What's New, Tasks, Search, and Design Help functions. To change to a new guide item, click the hyperlinked name at the bottom of the guide.

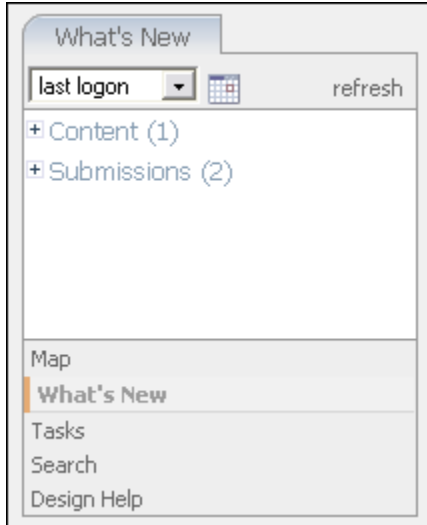
Map

The Map indicates where you are located within your course. The highlighted, bolded word indicates your current location within the course. You can click on the hyperlinked name within the Map to move to a content item or tab.



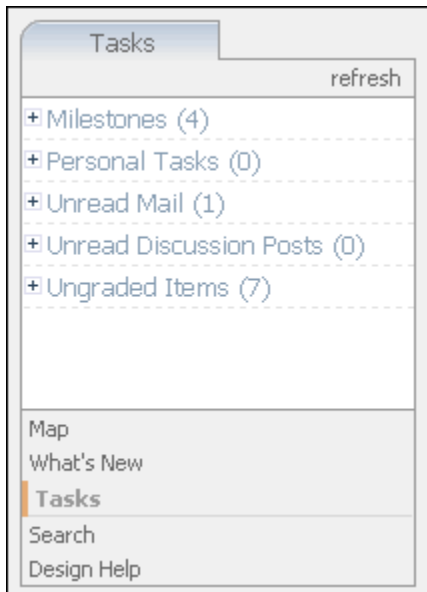
What's New

The What's New guide lists any items within the course content that may be new. New items can be course mail, assignments, pages, ungraded items, etc. To access a new item, click on the name hyperlink in the list of items. To check for new items, click the refresh hyperlink or select last logon, last week, last 2 weeks or last 30 days from the drop-down list.



Tasks

The Tasks area displays milestones, personal tasks, unread mail, and ungraded items. To check for new items, click the **refresh** hyperlink.



Milestones

Students can track their course progress by viewing a list of pending, completed, or past due milestones. Course editors and course assistants can view milestone achievements for each individual student. The number of milestones is indicated in parentheses.

Click the **PLUS SIGN** (+) to view pending, completed or past due milestones.

Personal Tasks

Users can view personal tasks they created for themselves, tasks assigned to them or assigned to all course members. The number of personal tasks is indicated in parentheses.

Click the **PLUS SIGN** (+) to view tasks.

Unread Mail

The Unread Mail section displays a list of all new (unread) course or group mail. The number of new email messages is indicated in parentheses.

Click the **PLUS SIGN** (+) to view unread mail.

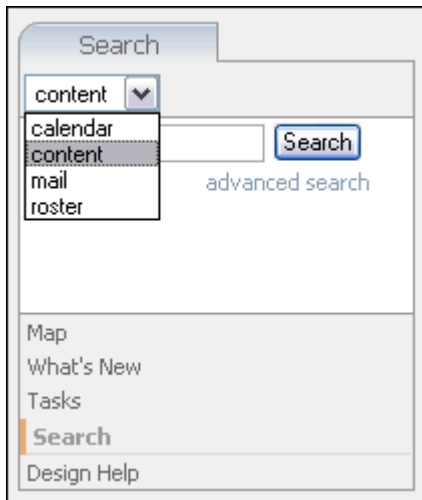
Ungraded Items

The Ungraded Items section displays a list of all new ungraded course items. The number of ungraded items is indicated in parentheses.

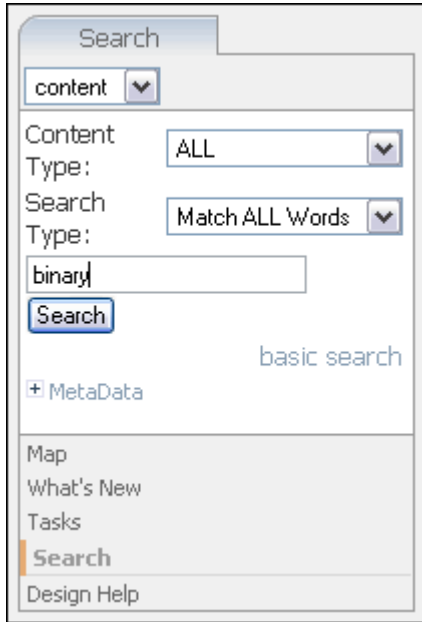
Click the **PLUS SIGN** (+) to view the ungraded items.

Search

The basic Search area allows the user to type a keyword to search for an item in the content, calendar, mail or roster of a course. Select the course area from the drop-down list, type the keyword in the **Search** field and click the **Search** button.



The advanced Search area provides specific search parameters.



The screenshot shows a web interface for searching. At the top is a tab labeled "Search". Below it is a dropdown menu currently set to "content". Underneath, there are two more dropdown menus: "Content Type:" set to "ALL" and "Search Type:" set to "Match ALL Words". Below these is a text input field containing the word "binary". A blue "Search" button is positioned below the input field. To the right of the button, the text "basic search" is visible. Below the search area is a section with a plus icon and the label "MetaData". At the bottom of the interface is a vertical navigation menu with the following items: "Map", "What's New", "Tasks", "Search" (which is highlighted with an orange bar), and "Design Help".

Design Help

The Design Help provides help with designing your environment based on information provided by your institution. This tool gives you access to context sensitive suggestions from an experienced ANGEL user and instructional designer. The tool changes based on the course tab that is active.

Course Tab

ANGEL's "Digital Dashboard" Course Home Page gathers the information educators need and assembles it with visual clarity and simplicity. Vital course information is displayed immediately on login in one central location with graphic summaries and quick navigation options. Featuring ANGEL's "Activity at a Glance" information summaries, the Course Home Page provides instant feedback with visual graphics. The convenient "Course Guide" area provides helpful features you can expand, collapse, or click for navigation within your course.

Course Guide: 1 click navigation to expand or hide

What's New: Immediate updates on log in

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

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 Course Home Page for a course titled "Pharmacology with Karen". The page includes a navigation menu on the left with links like "Calendar", "Lessons", "Resources", "Communicate", "Report", "Automate", and "Manage". The main content area displays "Activity at a Glance" with four bar charts: Logons, Mail Messages, Discussion Posts, and Submissions. A "What's New" section shows updates like "last login" and "refresh". A "Tasks" section lists "Milestones", "Personal Tasks", "Unread Mail", and "Ungraded Items". A "Grades" section shows a visual representation of student performance with a bar chart and a table of assignments: Uncategorized (0%), Chapter Exams (88%), Research Project (%), Participation (%), and Homework (%).

Edit Page

Located under the course title, the **Edit Page** hyperlink allows the course editor to change what is shown on the Course Home Page. The Course Home Layout tool uses drag-n-drop to move items to different locations on the Course Home Page.

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

Add Component >>

Component Layout

Location: **Header**

State: **Opened**

Page Header

Column 1	Column 2	Column 3
RecentActivity	Course/Group Polls	Grade Report
	Course/Group Announcements	

Footer

Save Cancel Use Defaults

Field Name	Definition
Available Components	Available components are displayed in the Available Components list.
Component Layout	The Component Layout section provides information concerning the component being added. When a component is selected, the Location list changes to indicate the default location for the selected component. You can change the default by selecting a different location from the list. The State list indicates how the component is displayed on the page, e.g. opened, closed, fixed or inline. To change the default state, select from the state list the desired affect.

Add a Component

1. Select the item from the list.
2. Click the **Add Component >>** button. The component is displayed in its default location.
3. When finished, click the **Save** button.

Delete a Component

- Click the **X** button to the right of the component you want to remove.

Rearrange Components

1. Click on the component and drag it to the column where you want it displayed.
2. When finished, click the **Save** button.

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.

Activity at a Glance

Settings

Graphs

☒ Recent Mail Messages
☒ Recent Discussion Posts

☒ Recent Logins
☒ Recent Submissions

☐ Grades Distribution

Viewable By

Students

Save Cancel

Field Name	Definition
Recent Mail Messages	Displays recent daily mail messages.
Recent Logins	Displays daily login summary.
Grades Distribution	Displays grade summary.
Recent Discussion Points	Displays daily discussion summary.
Recent Submissions	Displays daily submission summary.
Viewable By	Allows the course editor to select who can view these graphs.

Add an Activity Graph

1. On the Activity at a Glance toolbar, click the **Edit** button. The Activity at a Glance Settings page displays.
2. Select the graphs you want to display from the **Graphs** checkboxes.
3. Select who you want to view these graphs from the **Viewable By** drop-down list.
4. Click the **Save** button.

Grades

The Grades section displays course grades for exams, quizzes and assignments. Clicking on the graph displays the Reports Console page. Refer to the section of this document titled *Reports* for details.

Course Calendar

The Course Calendar section displays public or personal course calendar events. You may select to display All, Public or Personal calendar information. You can also show or hide notes.

Course Announcements

The Course Announcements section displays past or present course announcements. You may select to display Past, Present or All. You can also sort by Ascending or Descending. Clicking on the **Edit** button displays the Announcement Editor. Refer to the section of this document titled *Announcement* for details.

Course News

The Course News section displays links to news articles. Clicking the **Edit** button displays the News Editor. Refer to the section of this document titled *News* for details.

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, for a team, 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' Homepage on the dates designated for the events.

Calendar						
Add						
Format: List Grid View: Day Week Month Year Previous Next Today						
March 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Assigned: Introduction Assigned: Welcome Di Assigned: Binary Numl 02:00p Office Hours	4
5	6	7 02:00p Lecture	8 02:00p Office Hours	9	10 Due: Welcome Discus Assigned: Lesson 1 Due: Introduction 02:00p Office Hours	11
12	13	14 02:00p Lecture	15 02:00p Office Hours	16	17 Due: Lesson 1 02:00p Office Hours	18
19	20	21 Due: Binary Numbers 02:00p Lecture	22 02:00p Office Hours	23	24 02:00p Office Hours	25
26	27	28 02:00p Lecture	29 02:00p Office Hours	30	31	

All Entries
 Public Entries
 Team Entries
 Personal Entries

Field Name	Description
Add	The Add hyperlink (located on the left side of the toolbar) allows you to enter calendar entries.
Format: List Grid	The Format option allows you to view the calendar in List format (as shown above) or Grid format which is similar to Microsoft Outlook.
View: Day Week Month Year	To change your calendar view, click the Day, Week, Month, or Year hyperlinks (located on the right side of the toolbar). Refer to the section of this document titled <i>Calendar Views</i> for more details.
Previous Next Today	Use the Previous and Next toolbar hyperlinks to navigate to the next view (Day, Month, or Year) or click Today to bring up the current day's events.
All Entries	To view all calendar items, click the All Entries hyperlink.
Public Entries	To view public calendar items, click the Public Entries hyperlink.
Team Entries	To view team calendar items, click the Team Entries hyperlink.

Field Name	Description
Personal Entries	To view only personal items, click the Personal Entries.

Event Settings

The Event Settings form allows you to add a calendar item for the entire class, for a specific team, or for a particular student. This provides an opportunity to set up appointments with students, teams or the entire class to discuss assignments, provide academic advising, and more. This event is displayed on the user's personal calendar, Today's Calendar and the user's course calendar.

Calendar

Event Settings

Title

[Check Spelling](#)

User

Everyone

Section

Fundamentals of Web Management

Category

Appointment

Other

Contact

Location

Notes

[Check Spelling](#)
[HTML Editor](#)

Password

Confirm

Date and Time Settings

Date

February

28

2006



Time

AM 12

:

00

EST/EDT

Duration

0 hr

00 min

Save

Cancel

Recurrence

Field Name	Description
Title	This is the title for the calendar item.
User	The User drop-down list allows you to select the entire class, a specific team, or a particular student
Section	This is the section of the course.
Category	The Category drop-down list allows you to specify the calendar entry type.

Field Name	Description
Contact	The Contact text box allows you to provide additional information for the event.
Location	The Location text box allows you to provide additional information for the event.
Notes	The Notes text box allows you to enter any information that you would like to appear with the calendar entry.
Password/Confirm	The optional Password and Confirm fields allow you to password-protect a calendar entry.
Date/Time/Duration	The Date, Time and Duration drop-down lists allows you to designate the event timing.

How to Add 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 toolbar). The Event Settings form 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 section to which this event applies from the **Section** drop-down list.
6. Select the event category from the **Category** drop-down list.
7. 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.

8. 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.



A **Check Spelling** and an **HTML Editor** hyperlinks (requires the use of Internet Explorer on PC platform) are available beneath the **Notes** text box. For instructions on using the HTML Editor to format text within ANGEL, refer to Appendix I *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 February 28, 2006 

Ending February 28, 2006 

Time PM 02:00 EST/EDT

Duration 2 hr 00 min

Interval Settings

☒ **Rekurs every ...**
 1 Day(s)

☐ **Weekly ...**
 on these days: ☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
 every 1 week(s)

☐ **Monthly ...**
 on the Fourth Tuesday
 every 1 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.

How to Edit/Delete/Export Course Calendar Items

Use the **Edit** or **Delete** buttons to modify or delete your calendar entry. The **Edit** button displays the **Event Settings** editor allowing you to make necessary changes. The **Delete** button displays the **Delete Event** notification. Select the **Export** button to save the calendar entry as a file.

The screenshot shows the 'Calendar' toolbar with the following elements:

- Add** button
- Format:** List | Grid | **View:** Day | Week | Month | Year | **Previous** | **Next** | **Today**
- Event details: Lecture, 02:00p-04:00p [2/28/2006](#), Public, Category: Lecture
- Buttons: **Edit**, **Delete**, **Export**, **Cancel**

Calendar Views

ANGEL provides several view options for your course calendar. The Calendar toolbar has a **Format** section allowing you to select how the calendar is viewed – either **List** or **Grid**. **List** format displays the calendar items in a list. The **Grid** format displays the calendar in a format similar to Microsoft Outlook.

The Calendar toolbar also has a **View** section allowing you to select **Day**, **Week**, **Month** or **Year** for viewing appointment, meetings, assignments, etc.

In the lower left section of the Calendar, you may select to view:

- All Entries - displays all Public and Personal entries for your Calendar.
- Public Entries - displays only those items that are created for the Entire Class.
- Team Entries - displays those calendar items that are specific to a team.
- Personal Entries - displays those calendar items that are specific to the user.

The screenshot shows the 'Event Settings' form with the following fields and options:

- Title:** Final Project Analysis (with [Check Spelling](#) link)
- User:** Swenby-Student, Samantha (dropdown menu)
- Section:** Fundamentals of Web Management (dropdown menu)
- Category:** Appointment (dropdown menu) and **Other** (button)
- Contact:** Hailey Longardner
- Location:** SL 247
- Notes:** Please bring your complete outline and any preliminary information you have collected for use in your final project presentation. (with [Check Spelling](#) and [HTML Editor](#) links)
- Password:** (text input) and **Confirm:** (text input)

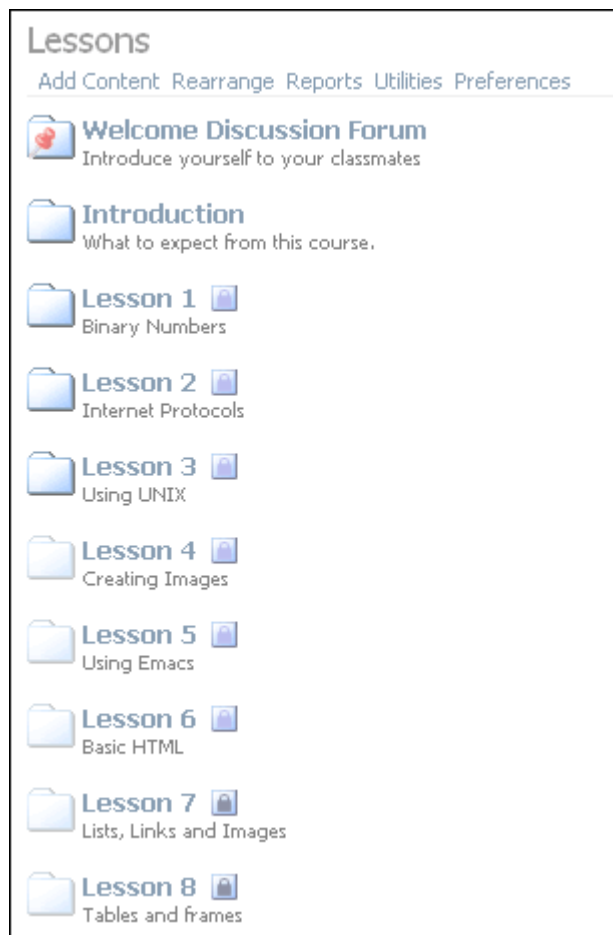
Lessons Tab

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.

Principles for Nesting Content

Since the **Lessons** tab supports nested content, you have the ability to organize your course content in a variety of ways. Effective nesting assists students in locating materials quickly and easily while also allowing the instructor maximum effectiveness in revealing course content gradually. There are three basic principles to keep in mind when nesting content: the importance of **First-level Content**, effective **Titling**, and organizing **Sequential Content**.

First-level Content: First-level content refers to the content viewable when students first click onto the **Lessons** tab. This view serves as the entry-point to all course materials housed on the **Lessons** tab, acting as a signpost that directs students to content that exists at deeper levels. Consequently, first-level content should be quickly scan-able and easy to navigate.





Consider organizing your course content into a set of folders that exist as first level content. When students first click the **Lessons** tab, they see only a list of folders that breaks content down into useful categories.

Effective Titling: Creating effective titles for content items helps students locate specific content quickly and easily. Subtitles can be particularly useful in specifying content. At the folder level, subtitles can augment the folder title by providing additional specifics about what materials are contained inside the folder. At the item level (quiz, drop box), subtitles can specify due dates or provide other relevant details concerning the content item.

Organizing Sequential Content: If you plan to reveal content items gradually, nesting your course content accordingly allows you to specify settings such as start and end dates easily using cascade settings. For example, if you create a first-level content folder named "Readings & Homework" that contains sub-folders for Chapters 1 through 10 of the course textbook, each chapter folder and its contents (perhaps including: the reading itself, supplemental links to related websites, and a practice quiz on the chapter) can be set to reveal at the same time. For detailed instructions on using cascade settings, refer to the section of this document titled *Cascade Settings*.

Add Content

The **Add Content** hyperlink allows course editors to create a variety of content items including: folders, pages, hyperlinks, assessments, surveys, games, discussion forums, drop boxes and more.

Lessons
Add Content

Create an Item

Folder
Create a new folder to organize your content.

Page
Create a new page of content from scratch.

Link
Create a URL to link to a document on the World Wide Web.

Quiz
Create a new quiz, practice test or exam.

Survey
Create a new form or online survey.

File
Upload Zip, Word, Excel, graphic files and more from your computer.

Drop Box
Create a drop box for users to submit files for review or grading.

Game
Adds a crossword puzzle or quiz show content item.

IMS/SCORM Package
Adds a reference to an IMS/SCORM content package.

Discussion Forum
Adds a gradable Discussion Forum for collaboration or Q & A.

Blog
Adds a blog page where all users can post.

Wiki
Adds a wiki page where users can freely edit each others posts.

Course Syndication Folder
Create a new Course Syndication Folder to organize your content for RSS aggregators or Podcasting.

Assessment
Create a new assessment, practice test or exam.

Authorware Component (Custom)
Create an AICC Compatible Authorware Component (4/2 test)

More Options

Copy Items
Create a duplicate of an existing folder or item.

Import from Learning Object Repository
Copy or link to items in the Learning Object Repository

Import from a Course or Group
Copy items from any other course or group in which you are an editor

Templates and Wizards

Add content from MERLOT
Add content from MERLOT

Discussion Forums Wizard
Creates a new forum using the default settings for certain types of forums.

Add From Template
Add content using a predefined template.

Cancel

Folder

As the primary tab for course content, the Lessons tab can include both a high volume and wide assortment of items, such as assignment guidelines, assessments, lectures 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. For information concerning best practice for nesting lesson content, see the section of this document title.

Folders contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the assessment you are creating.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur.
Assignment	The Assignment tab provides access to creating assignments for the content item that is being created.

How to Create a Folder

To add a folder to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click Add Content. 2. Click Folder.
You are editing an existing folder	1. Navigate to the folder and click Settings.

New Folder

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate Assignment

Page Settings

Title: Introduction

Subtitle: What you can expect from this course

Save Cancel

3. On the **Content** tab, complete the following fields:

Field Name	Description	View
Title	The title text is used when listing the item. It also appears at the top of the page when the item itself is selected.	N
Subtitle	The subtitle text is used when listing the item in its parent and also appears at the top of the page when the item itself is selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	N
Page Text	Describes your Folder content.	A
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Type a fully qualified URL to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

- Click the **Access** tab.

New Folder

Settings: ☒ Normal ☐ Advanced

Content **Access** Standards Objectives Automate Assignment

Access Tracking

User Tracking: Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By: Students

Password:

Team Access: All Teams

Save Cancel

5. Complete the following fields:

Field Name	Description	View
User Tracking	Determines whether visits to the content item will be logged in the reports console.	N
Do not allow users to view these items	This checkbox hides the content item from users. This is useful as you are creating course material that has not been completed. Determines if users are allowed to view the discussion forum.	N

Field Name	Description	View
Viewable by	The Viewable By setting allows the instructor to restrict access to the ANGEL content item according to the course rights designation assigned to the user. - Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system. - Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not. - Students restricts access to the content item only to those users on the course roster who have course rights of student or higher. - Team Leaders restricts access to the content item only to those users on the course roster who have course rights of team leader or higher. - Course Mentors restricts access to the content item only to those users on the course roster who have course rights of course mentor or higher. - Course Assistants restricts access to the content item only to those on the course roster who have course rights of course assistants or higher. - Course Editors restricts access to the content item only to those users on the course roster who have course rights of course editor. - Author Only restricts access to the author of the content item.	N
Password	Assign a password to an item to further restrict who can view it. When not in edit mode, the system asks the user to type the password before it allows the user to view the item.	N
Team Access	The Team Access setting allows you to restrict access to a particular group of users. This can be useful when conducting group projects to ensure that only group members see material for their group. Select the Selected Teams option designate which teams have access to the content item.	N
Start Date	Select a Start Date to prevent the content item from being displayed until the specified date.	A
End Date	Select an End Date to prevent the content item from being displayed after the specified date.	A

Field Name	Description	View
Editable By	The Editable By setting allows the course editor to determine who can edit the access settings for the content item. The default setting allows all course/group editors to edit these settings but can be set to author only to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the content of the item.	A
Cascade Settings	Folders have the unique option to cascade or copy access settings preferences to all sub-Files eliminating the need to modify access settings for each sub-item. To use this feature select the settings that you want to apply to all existing sub-items. If unchecked, the setting only applies to the Folder itself and new sub-items.	A

6. Click the **Standards** tab. See the section of this document titled *Learning Outcomes Management (LOM)* for additional information.

New Folder

Settings: ☒ Normal ☐ Advanced

Content Access **Standards** Objectives Automate Assignment

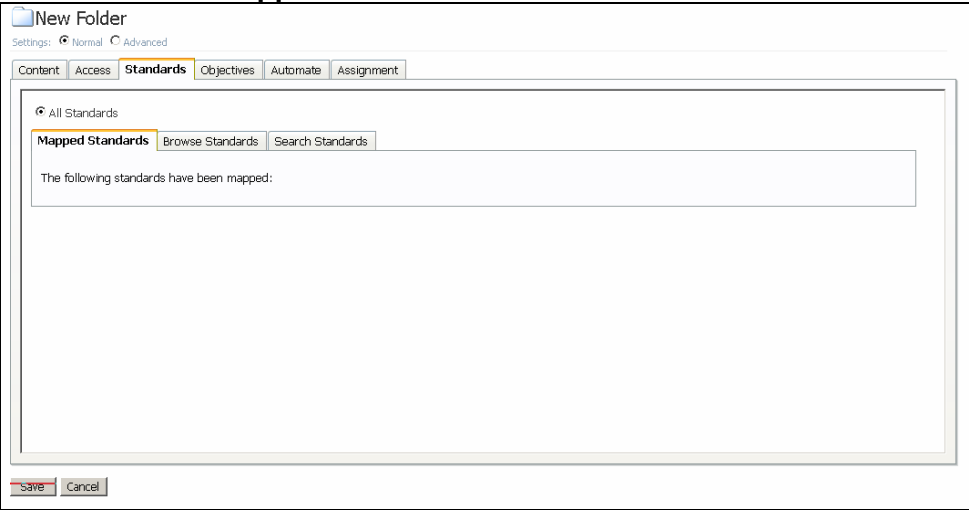
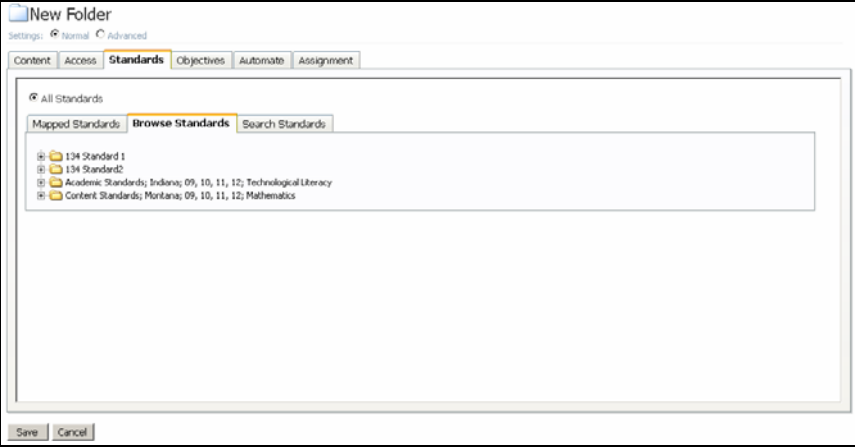
☒ All Standards

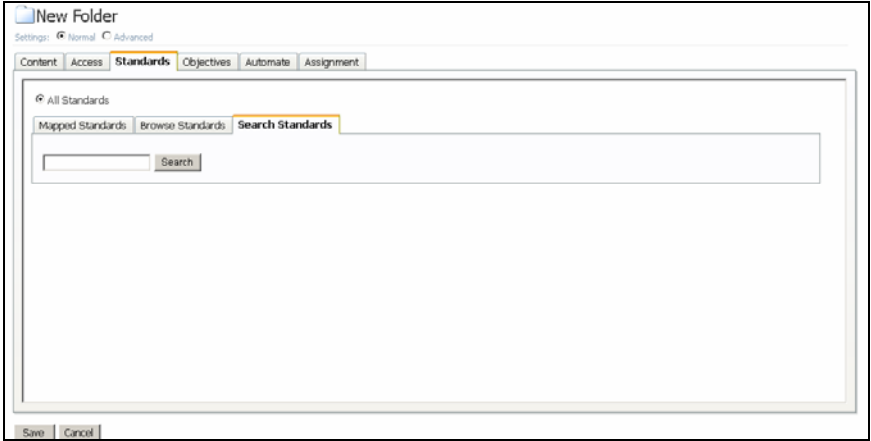
Mapped Standards Browse Standards Search Standards

The following standards have been mapped:

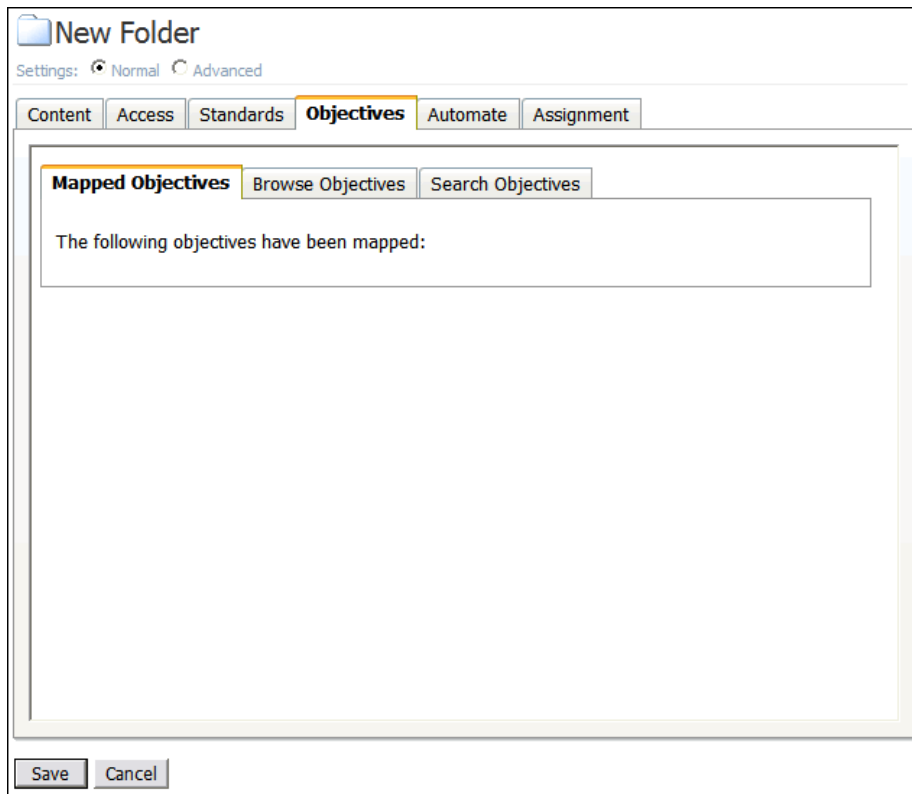
Save Cancel

7. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab.  2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?” 4. Click the Save button.
Mapping a new standard	Do one of the following: a. Browse for a standard  1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click Save. b. Search for a Standard 1. Click the Search Standards tab.

If you are	Then
	 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click Save.

8. Click the **Objectives** tab.



New Folder

Settings: ☒ Normal ☐ Advanced

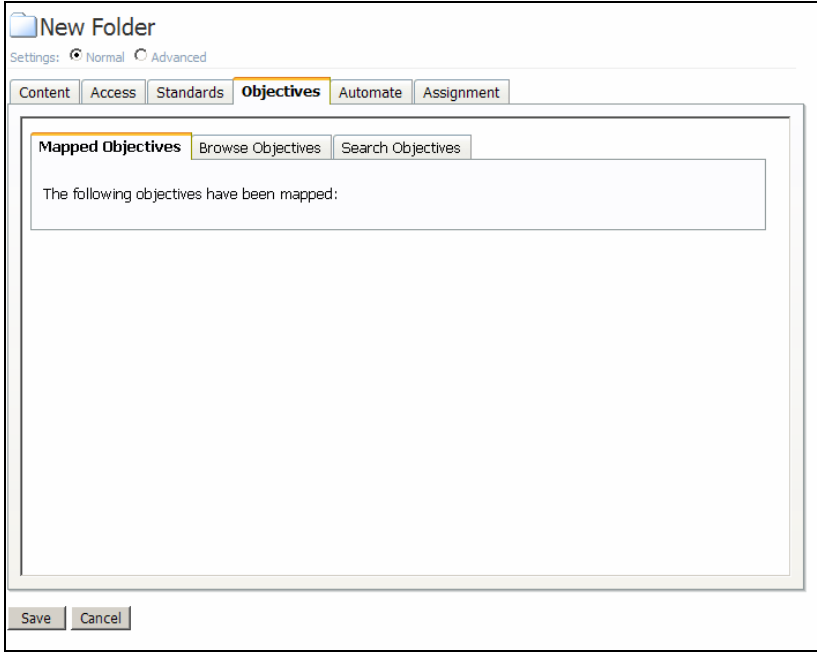
Content Access Standards **Objectives** Automate Assignment

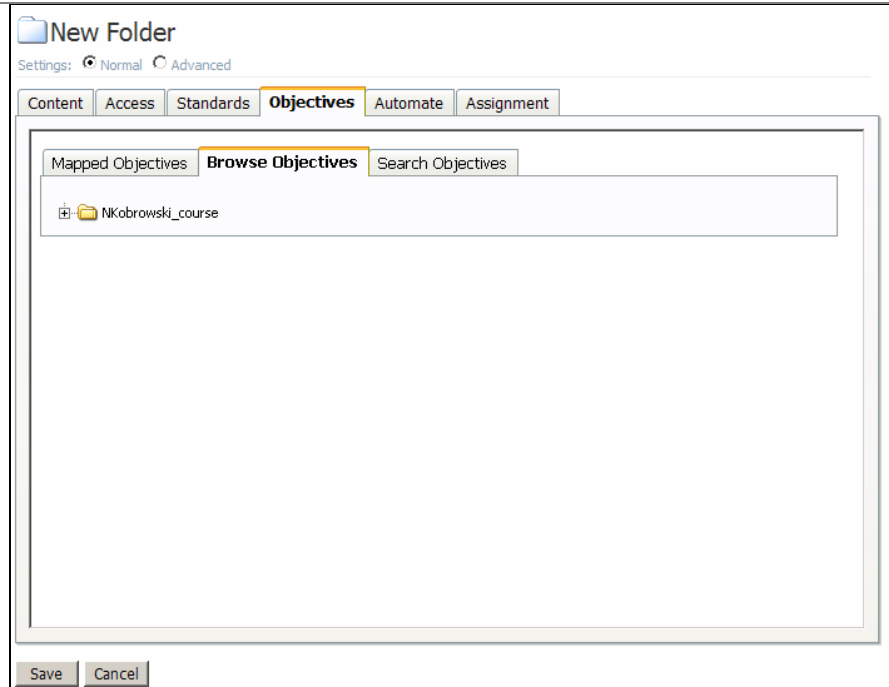
Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

Save Cancel

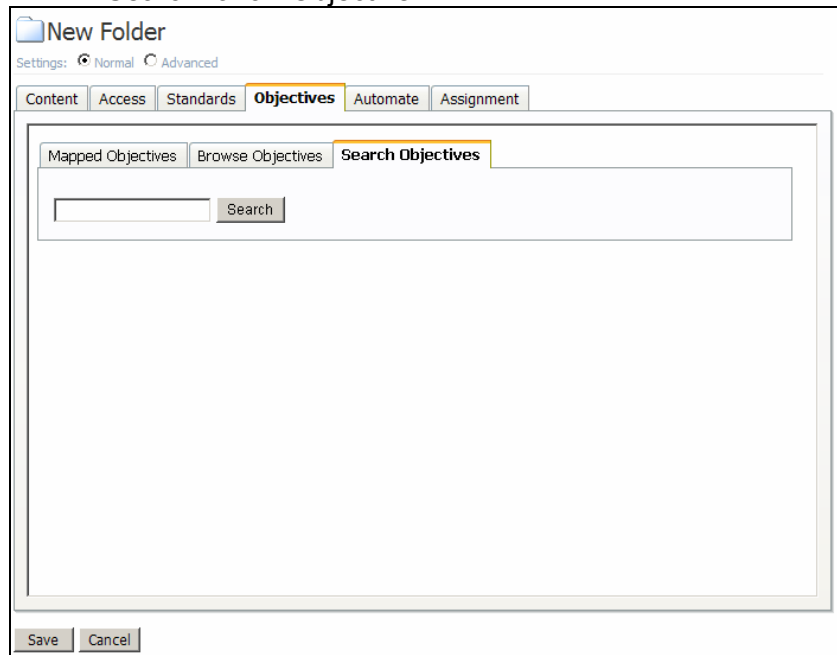
9. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab.  2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to “Remove this?”. 4. Click Save.
Mapping a new objective	Do one of the following Browse for an objective



1. Click the **Browse Standards** tab and navigate to the objective to map.
2. Click a checkbox next to the objective to map.
3. Click the **Save** button.

b. Search for an Objective



1. Click the **Search Objectives** tab.
2. Type a keyword and click **Search**.
3. Click the checkbox next to the objective to map.

10. Click the **Automate** tab. See Automate tab, Agents Console for more information.

New Folder

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents
The following agents are associated with this lesson item. Agents may be managed from the course's main Agents Console.

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

11. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

12. Click the **Assignments** tab.

New Folder

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Milestone Settings
Task Type (None)

Gradebook Settings
Assignment (None) Edit

Save Cancel

13. Complete the following fields:

Field Name	Description	View
Milestone settings	Task Type: Determines when a milestone is considered to have been completed. - Manually marked: Users must explicitly indicate completion by clicking a link. - Item completion: Milestone is considered complete when the lesson item itself is marked as completed for the user. Assign date: Specifies the date on which the students should begin work on the milestone. This date is displayed on the course calendar. Due date: Specifies the date by which the milestone should be completed. This date is displayed on the course calendar.	N
Gradebook settings	Specifies the category the gradebook assignment is associated with. - Assignment: This associates the content item with the gradebook. - Category: Determines which category the content is associated with in the gradebook. Includes quizzes, exams and homework.	N

Field Name	Description	View
	- Points Possible: Species the point scale for the assignment with respect to gradebook reporting. - Calculation Type: Select the appropriate calculation type from the Calculation options to determine whether the category average should be based the grade of all category assignments (Use all assignments) or a subset using the highest scored assignments (Use highest or Drop lowest). Note: The Calculation Type option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student’s category average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average will be calculated based on their 10 highest quiz scores. - Display Format: Specifies the format to use when displaying the assignment grades in the gradebook. - Hide gradebook assignments from students: Specifies whether the gradebook assignment should be viewable by students.	

14. Click the **Save** button.

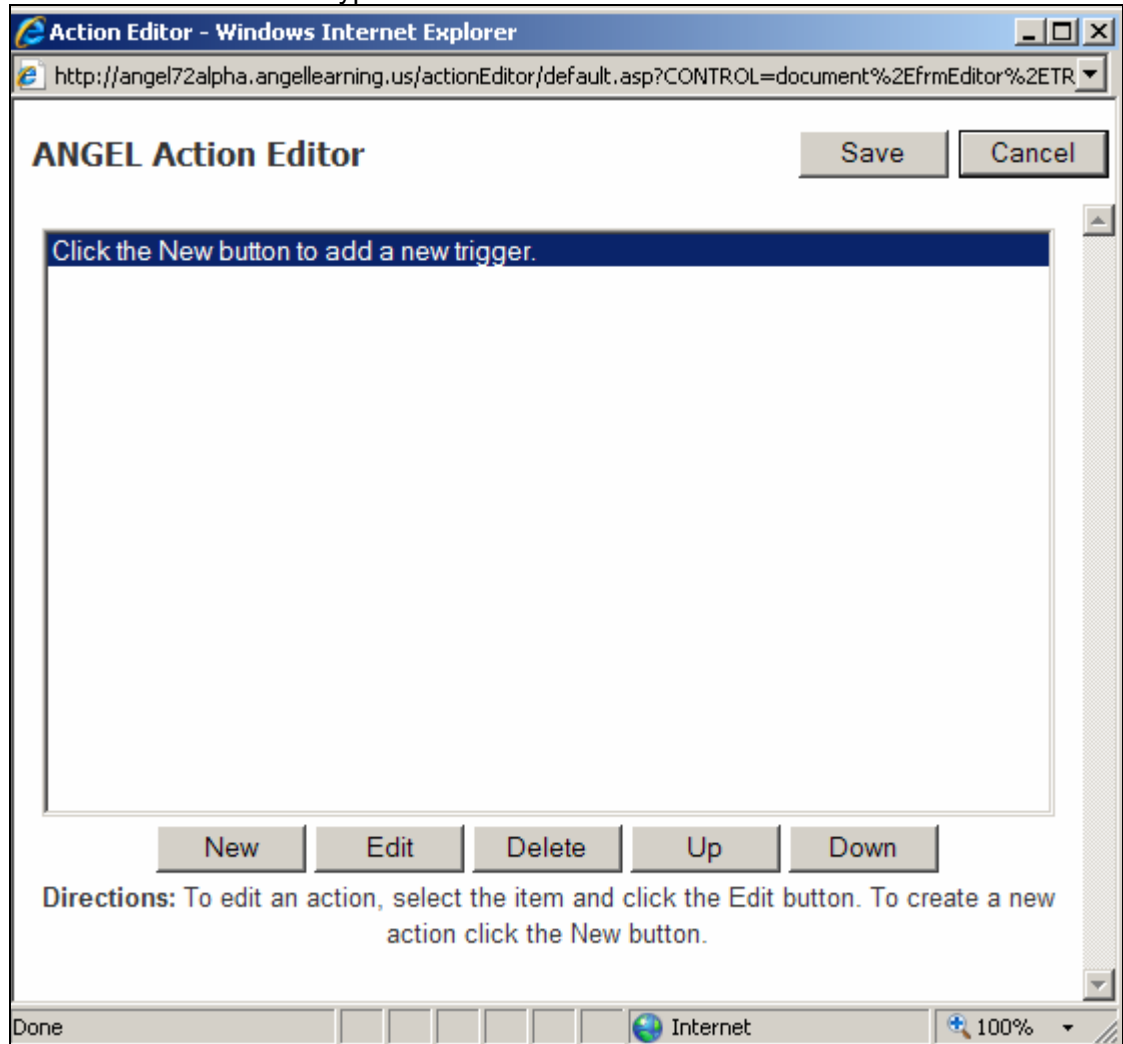


Click **Cancel** to exit the window without making changes.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate** tab.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.

Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed.
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.

Link	Field Name	Description
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the assessment or form, bypassing the intermediate "Take the Assessment" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	Specifies a password to lock out unauthorized users.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL

Link	Field Name	Description
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

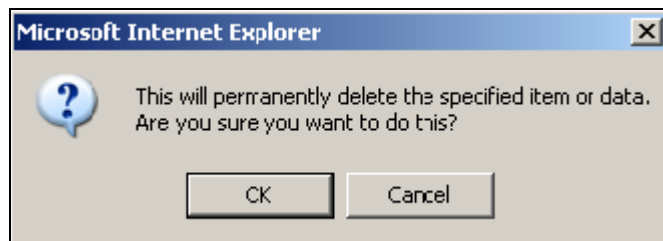
6. Click the **Save** button.
7. Repeat steps 5 and 6 as necessary.

How to delete a folder

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink located underneath the name of the Folder to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the Folder	Click Delete this Folder. This removes the folder, it's contents, files and data.
Remove this folder only	Click Remove this folder only. This removes the folder and moves the contents up a level.
Delete Access Logs	Click Delete Access Logs. This removes all access log entries for this folder.
Delete Associated files	Click Delete Associated files. Permanently deletes all files associated with this folder.
Delete sub-items	Click Delete sub-items. Provides a checklist to delete one or more sub-items.

4. When prompted by the dialog screen, click **OK** or **Cancel**. You are returned to the list of Lessons.



Page

A page content item allows an instructor the ability to provide lecture notes, course expectations, assignment requirements, etc.

The Page item contains the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides page settings for the page you are creating. The Content tab provides a title and a subtitle (optional) as well as a page text area for your lecture notes, course expectations, assignment requirements, etc.
Access	The Access tab provides settings for access, viewing and editing content items. This editor allows the instructor to set tracking on content items to control information about visits to a lesson item. This editor also determines who can view the lesson item.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur. The Automate tab could be used to allow a student to gain access to previously locked material (action) after they view the current page.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and gradebook items from within the content item.

How to Create or Edit a Page

To create or edit a Page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	a. Click the Add Content hyperlink b. Click the Page hyperlink.
You are editing an existing page	a. Navigate to the Page item and click the Settings hyperlink.

- Click the **Content** tab.

The screenshot shows the 'New Page' dialog box with the 'Content' tab active. It includes input fields for 'Title' and 'Subtitle', a large text area for 'Page Text', and a rich text editor toolbar. The 'Save' and 'Cancel' buttons are at the bottom.

- Complete the following fields:

Field Name	Description	View
Title	The title text is used when listing the item. It also appears at the top of the page when the item itself is selected.	N
Subtitle	The subtitle text is used when listing the item in its parent and also appears at the top of the page when the item itself is selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	N
Page Text	The page text provides additional information that appears on the content page. How the text is formatted depends on the Page Format setting. Currently, the page text field is available on Folder and Game in normal view and Page in advanced view.	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window. This	A

Field Name	Description	View
	option eliminates the title and editor settings for the item when it opens in the new window.	
Icon URL	Icon URL is used to change the image of the item's default icon. Type a fully qualified URL to a GIF or JPEG image.	A
Help URL	Type a fully qualified URL to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and "sounds like" algorithm. NOSOUNDSLIKE=1 :Disables the "sounds like" NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user's answer contains the specified text. MATCH: Auto-grades correctly if any part of the user's answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

5. Click the **Access** tab.

New Page

Settings:
☒ Normal
☐ Advanced

Content
Access
Standards
Objectives
Automate
Assignment

Access Tracking

User Tracking
Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By
Students

Password

Team Access
All Teams

Save
Cancel

6. Complete the following fields:

Field Name	Description	View
User Tracking	Use the tracking option to control when information about visits to a page are logged. You can elect to log access by only certain types of users so that you get the information you need without wasting valuable drive space on the server.	N
Do not allow users to view this item	This checkbox hides the content item from users. This is useful as you are creating course material that has not been completed.	N
Viewable By	The Viewable By setting allows the instructor to restrict access to the ANGEL content item according to the course rights designation assigned to the user. • Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system. • Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not. • Students restricts access to the content item only to those users on the course roster who have course rights of student or higher. • Team Leaders restricts access to the content item only to those users on the course roster who have course rights of team leader or higher. • Course Mentors restricts access to the content item only to those users on the course roster who have course rights of course mentor or higher. • Course Assistants restricts access to the content item only to those on the course roster who have course rights of course assistants or higher. • Course Editors restricts access to the content item only to those users on the course roster who have course rights of course editor. • Author Only restricts access to the author of the content item.	N
Password	Assign a password to an item to further restrict who can view it. When not in edit mode, the system asks the user to type the password before it allows the user to view the item.	N

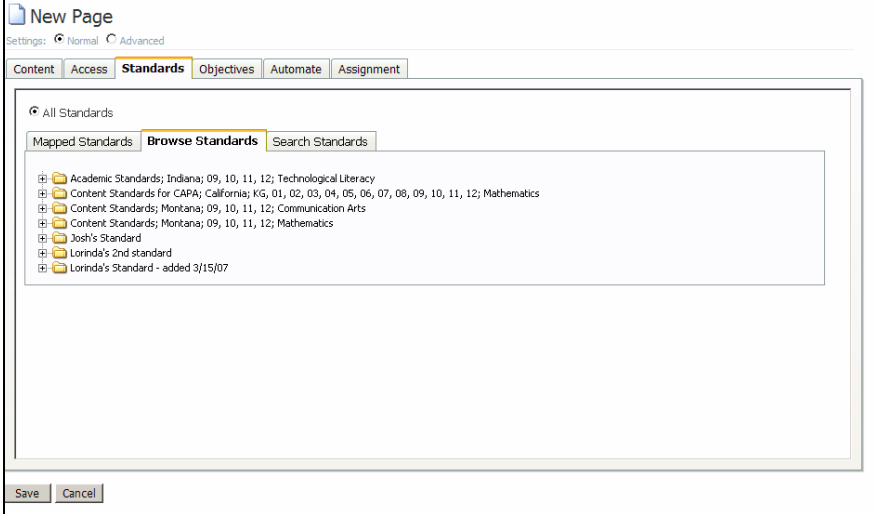
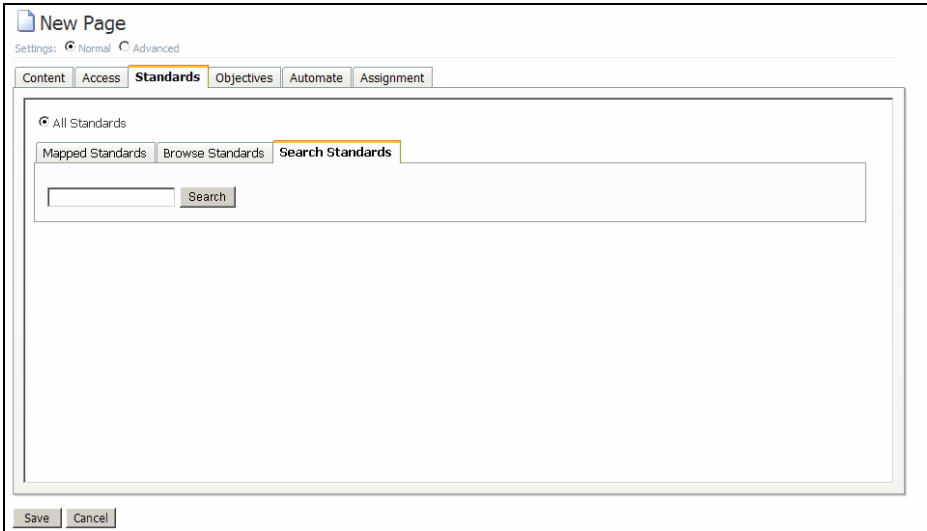
Field Name	Description	View
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a test to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as	A

Field Name	Description	View
	long as the answer is not blank.	

7. Click the **Standards** tab.

The screenshot shows the 'New Page' interface with the 'Standards' tab selected. The 'Mapped Standards' section is active, showing a list of mapped standards. The 'Save' button is visible at the bottom.

If you are	Then
Removing a standards mapping	- Click the Mapped Standards tab. - Clear the checkbox next to the mapping to remove. - Click OK when prompted to "Remove this?" - Click the Save button.
Mapping a new standard	Do one of the following: Browse for a standard

If you are	Then
	 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click Save. • Search for a Standard 1. Click the Search Standards tab.  2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click Save.

8. Click the **Objectives** tab.

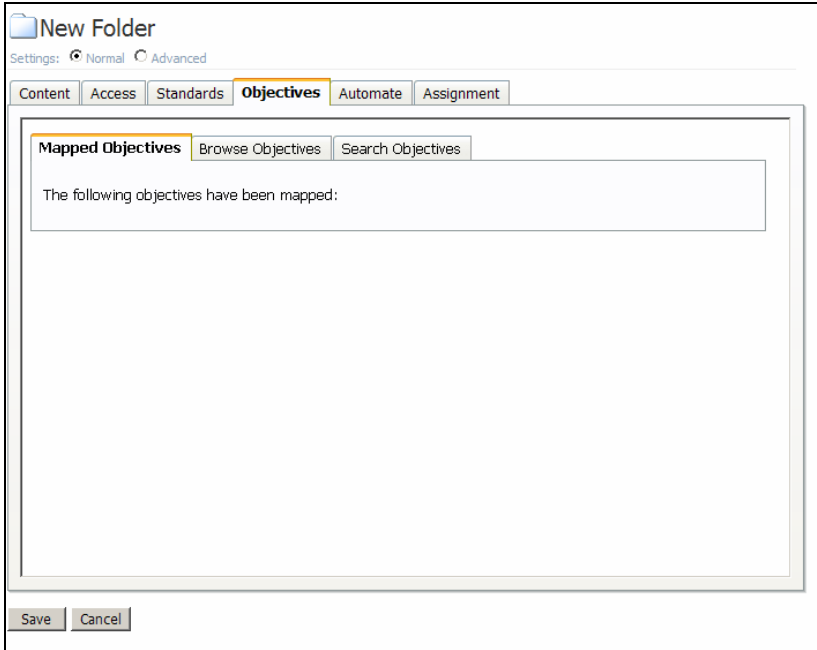
New Page
 Settings: ☒ Normal ☐ Advanced

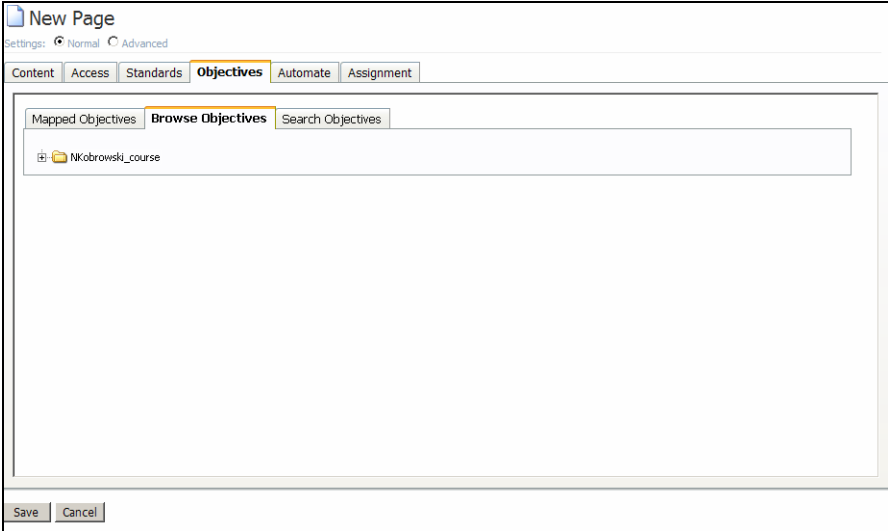
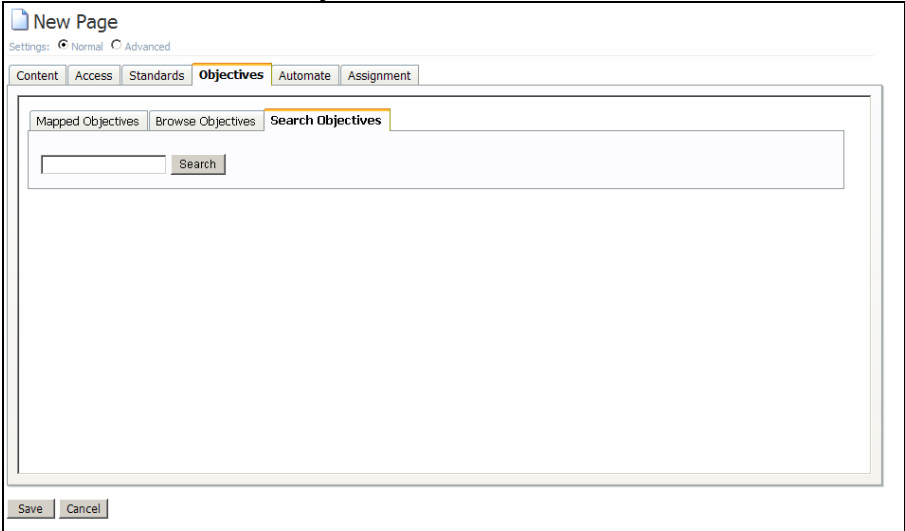
Content Access Standards **Objectives** Automate Assignment

Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

Save Cancel

If you are	Then
Removing an object mapping	5. Click the Mapped Objectives tab.  6. Clear the checkbox next to the mapping to remove 7. Click OK when prompted to “Remove this?”.

	8. Click Save.
Mapping a new objective	Do one of the following - Browse for an objective  - Click the Browse Standards tab and navigate to the objective to map. - Click a checkbox next to the objective to map. - Click the Save button. - Search for an Objective  - Click the Search Objectives tab. - Type a keyword and click Search. - Click the checkbox next to the objective to map.

9. Click the **Automate** tab.

New Page
 Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents
 The following agents are associated with this lesson item. Agents may be managed from the course's main Agents Console.

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

10. The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur. For example, an action could be defined to allow a student to gain access to previously locked material (action) after they view the current page. Refer to the section of this document titled *Appendix I Inline HTML Editor*.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Actions	Provides a list of current actions set for this content item.	A

11. Click the **Assignments** tab.

New Page
 Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Milestone Settings
 Task Type: (None)

Gradebook Settings
 Assignment: (None) Edit

Save Cancel

12. Complete the following fields:

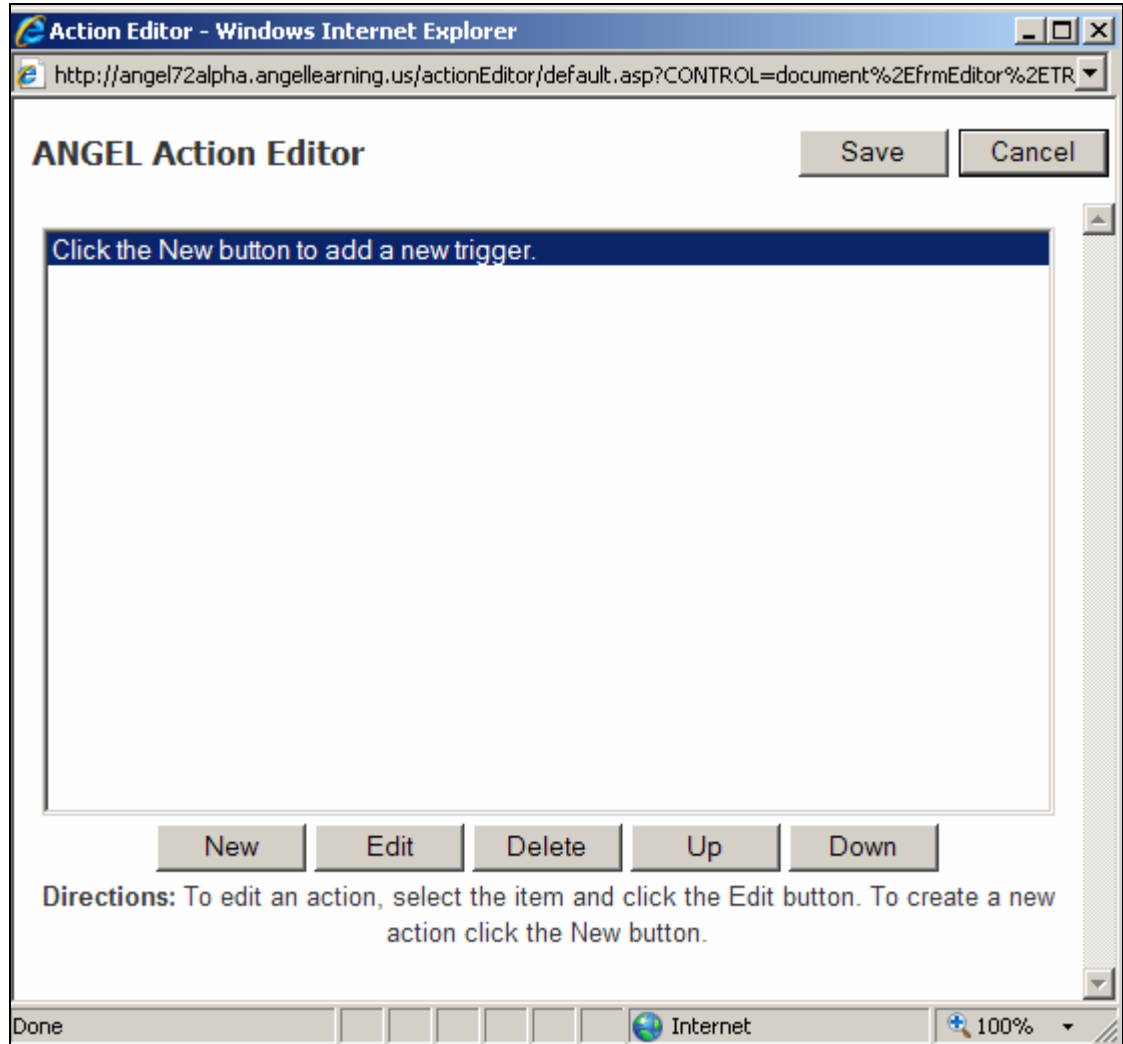
Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Title	This is the title for the gradebook item. This is used if you want the assignment to have a different title than the content item.	A
Category	Determines which category the content is associated with in the gradebook.	N
Points Possible	The points value for the content item.	N
Calculation Type	This determines how the grade is calculated. The default is first submission.	N
Display Format	This determines how the grade is displayed to students. The default is Course Default.	N
Hide gradebook assignments from students	To keep students from seeing the content item in the gradebook, select this checkbox.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N
Assign Date	Provides an assignment date for the Milestone. The assigned date appears on the calendar providing a visual reminder to students and instructors of the assignment.	N
Due Date	Provides an assignment due date for the Milestone. The due date appears on the calendar providing a visual reminder to students and instructors of the assignment due date.	N

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

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate** tab.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New**.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.

Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed.
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.

Link	Field Name	Description
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are

Link	Field Name	Description
		redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click **Save**.

7. Repeat steps 5 and 6 as necessary.

Links

A link is a shortcut to content within or outside ANGEL®. It can be a link to photos, document files, links to websites, or media files.

Links help build engaging online learning environments and are used with discussions to foster a collaborative learning or a greater peer-to-peer and student-to-faculty communication. A short sample of online educational activities well suited to links includes:

- Instructor professional practice links – these links can provide information about leaders in their respective fields and provides a forum to discuss information pertaining to professional practice.

- Instructional tips for students – a simple, public way of communicating with your students.
- Course announcements and readings – instructor commentary about announcements or reading assignments.
- Annotated links – a collection of annotated research links.

In ANGEL® a link is treated as just another lesson item, with the same grading options as any other lesson item.

Understanding Links

Links are built by completing a series of tabs which contain fields where information about the link are stored. The picture below shows the basic link building environment from the content tab.

The screenshot shows the 'New Link' interface. At the top, there's a 'Settings' section with 'Normal' selected. Below are tabs for 'Content', 'Access', 'Standards', 'Objectives', 'Automate', and 'Assignment'. The 'Content' tab is active, showing 'Page Settings' with 'Title' and 'Subtitle' fields, and 'Link Settings' with 'Link Target' (set to 'Same Window'), a 'no banner' checkbox, and a 'Link URL' field with a 'Browse' button. 'Save' and 'Cancel' buttons are at the bottom.

Links contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the link you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the link.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the link. It also allows you to set the start and end dates for the link.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These

Tab	Description
	objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your link, such as releasing content based on viewing the link item.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones and/or set grade assignments for the link.

How to Create/Edit a Link

To add a link to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click the Add Content hyperlink. 2. Click the Link hyperlink.
You are editing an existing page	• Navigate to the link and click the Settings hyperlink.

3. Click the **Content** tab.

New Link

Settings: ☒ Normal ☐ Advanced

Content | Access | Standards | Objectives | Automate | Assignment

Page Settings

Title

Subtitle

Link Settings

Link Target: ☐ no banner

Link URL:

4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the link	N
Subtitle	Is the secondary title for the link. Can be used to provide more information for readers.	N
Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window. This option eliminates the title and editor settings for the item when it opens in the new window.	N
Description	Describes your link content.	A
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated	A

Field Name	Description	View
	with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user's answer contains the specified text. MATCH: Auto-grades correctly if any part of the user's answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

5. Click the **Access** tab.

New Link

Settings: ☒ Normal ☐ Advanced

Content **Access** Standards Objectives Automate Assignment

Access Tracking

User Tracking Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By Students

Password

Team Access All Teams

Save Cancel

6. Complete the following fields:

Field Name	Description	View
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. Use this setting in conjunction with the End Date setting to restrict access to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. Use this setting in conjunction with the Start Date setting to restrict access to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

7. Click the **Standards** tab.

The screenshot shows the 'New Link' dialog box with the 'Standards' tab selected. The 'Mapped Standards' sub-tab is active. A search bar with a 'Search' button is present. The 'All Standards' dropdown is at the top right. 'Save' and 'Cancel' buttons are at the bottom.

8. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?” 4. Click the Save button.
Mapping a new standard	• Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.

The screenshot shows the 'New Link' dialog box with the 'Standards' tab selected. The 'Browse Standards' sub-tab is active. A search bar with a 'Search' button is present. The 'All Standards' dropdown is at the top right. 'Save' and 'Cancel' buttons are at the bottom.

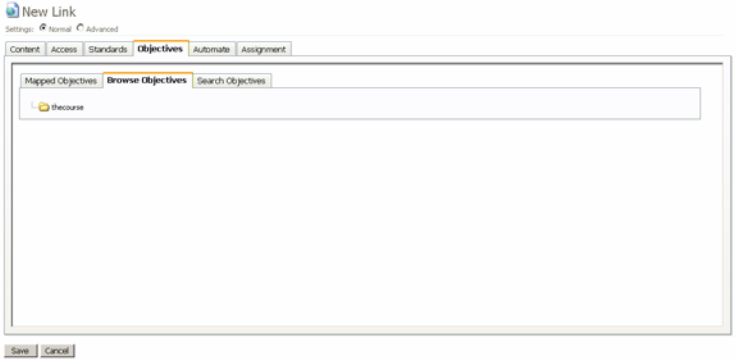
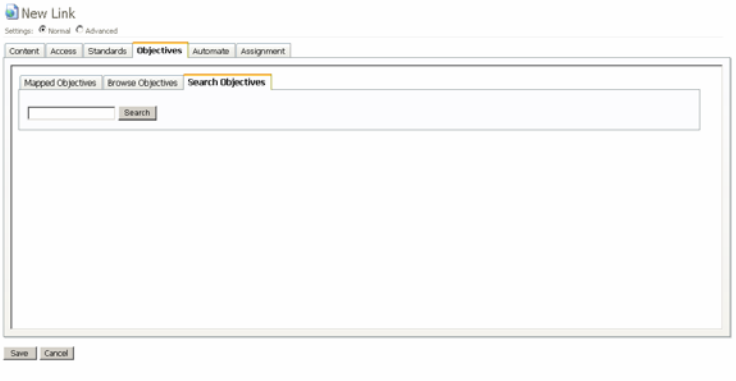
If you are	Then
	- Search for a Standard - Click the Search Standards tab. - Type a keyword and click the Search. - Click a checkbox next to the standard to map. - Click the Save button.

9. Click the **Objectives** tab.

The screenshot shows the 'New Link' dialog box with the following elements:

- Title:** New Link
- Settings:** Normal (selected), Advanced
- Tabs:** Content, Access, Standards, **Objectives** (selected), Automate, Assignment
- Sub-tabs (within Objectives):** Mapped Objectives, Browse Objectives, **Search Objectives** (selected)
- Search Interface:** A text input field and a 'Search' button.
- Buttons:** Save, Cancel

10. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to “Remove this?”. 4. Click the Save button.
Mapping a new objective	 • Browse for an objective 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click the Save button.  • Search for an Objective 1. Click the Search Objectives tab. 2. Type a keyword and click Search. 3. Click a checkbox next to the objective to map.

11. Click the **Automate** tab.

New Link
Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents
The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click it's name in the list below.

[Add Agent](#)

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

12. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

13. Click the **Assignments** tab.

New Link
Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Gradebook Settings
Assignment: (None) Edit

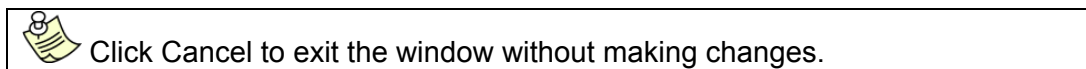
Milestone Settings
Task Type: (None)

Save Cancel

14. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Title	This is the title for the gradebook item. This is used if you want the assignment to have a different title than the content item.	A
Category	Determines which category the content is associated with in the gradebook.	N
Points Possible	The points value for the content item.	N
Calculation Type	This determines how the grade is calculated. The default is first submission.	N
Display Format	This determines how the grade is displayed to students. The default is Course Default.	N
Hide gradebook assignments from students	To keep students from seeing the content item in the gradebook, select this checkbox.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N
Assign Date	This is the date the content item is assigned.	N
Due Date	This is the date the content item is due.	N

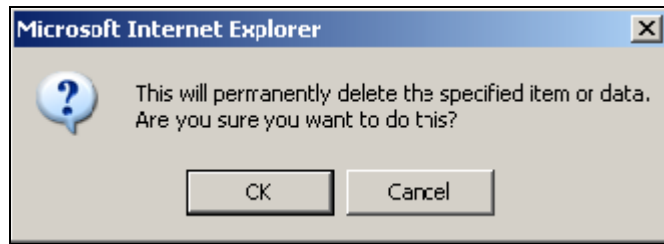
15. Click the Save button.



Deleting a link

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink located underneath the name of the Link to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the link	• Click Delete the Link.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.



4. When prompted by the dialogue screen, click OK or Cancel. You will return to the list of links.

Quizzes

A quiz is an assessment of students' knowledge. In ANGEL®, a quiz is treated as just another lesson item, with the same grading options as any other lesson item. It can consist of multiple choice, true/false and matching questions.

Quizzes will help build engaging online learning environments and are used with discussions to reinforce lessons. Quizzes allow instructors to find new ways to evaluate, recommend and refer student work.

Understanding Quizzes

You build quizzes by completing a series of tabs which contain fields where information about the quiz are stored. The picture below shows the basic quiz building environment from the content tab.

Quizzes allow an instructor the ability to create interactive, peer-to-peer collaborative learning communities.

Quizzes contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the quiz you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the quiz.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the quiz. It also allows you to set the start and end dates for the quiz.
Delivery	The Delivery tab provides settings used for the delivery of a quiz or survey. These settings include the Take Quiz link, display settings and time settings.
Submission	The Submission tab determines how many attempts are allowed for the quiz/survey. Instructors can validate quiz items to check for incomplete quiz questions under the submissions tab.
Review	The Review tab determines what the user quiz/survey items display when the quiz/survey is submitted.

Tab	Description
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your quiz, such as allowing certain discussion forums to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your quiz. Additionally, you can set grade assignments for the quiz.

How to Create/Edit a Quiz

To add a quiz to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click Add Content. 2. Click Quiz.
You are editing an existing page	• Navigate to the quiz and click the Settings hyperlink.

3. Click the **Content** tab.

New Quiz
Settings: ☒ Normal ☐ Advanced

Content | Access | Delivery | Submission | Review | Standards | Objectives | Automate | Assignment

Page Settings
Title:
Subtitle:

Directions

Save Cancel

4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the drop box	N
Subtitle	Is the secondary title for the quiz. Can be used to provide more information for readers.	N
Directions	The instructions for your quiz use	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window. This option eliminates the title and editor settings for the item when it opens in the new window.	N
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

5. Click the **Access** tab.

New Quiz

Settings: ☒ Normal ☐ Advanced

Content **Access** Delivery Submission Review Standards Objectives Automate Assignment

Access Tracking

User Tracking: Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By: Students

Password:

Team Access: All Teams

6. Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the discussion forum.	N
Viewable by	Determines who can view the discussion forum.	N
Password	Allows you to set a password for users to view your discussion forum.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a test to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

Field Name	Description	View
Browser Security	The Browser Security list allows the editor to open the quiz/survey in a new browser window (using Medium security) disabling common browser functions including menus, address bar, context menus (right-click), and the use of most control keys (Ctrl-C for copy, Ctrl-V for paste, etc.)	A
IP Filter	You can easily restrict quiz or survey access to a specific IP address. Using the IP Filter enter the IP Information as follows: • Use commas (,) to separate multiple IP address entries • Use a minus sign (-) to disallow the specific address • Use a plus sign (+) to allow the specified address • Use an asterisk (*) within an IP address as a wild card meaning all values between 0 and 255 • In cases where an IP address is included in more than one entry, the most specific entry is applied (e.g. a setting of - *.*.*.*,+207.46.249.*,-207.46.249.5) allowing access to any IP address within the 207.46.249 class C network with the exception of 207.46.249.5 which has been excluded.	A

7. Click the **Delivery** tab.

New Quiz

Settings: ☒ Normal ☐ Advanced

Content Access **Delivery** Submission Review Standards Objectives Automate Assignment

Delivery Settings

Take Quiz ☒ Enabled

Display Settings

Display Mode Note: single question mode requires a DHTML-capable browser.

☐ Scramble the order in which questions are delivered

☐ Scramble the order of choices on questions

Time Settings

Time Limit mins

☐ Automatically submit when time limit expires

Save Cancel

8. Complete the following fields:

Field Name	Description	View
Take quiz	Enabled/Disabled	N
Display Mode	Determines how the questions are displayed. Options include: - All questions - Single question - Single question – No Backtrack  Single question mode requires a DHTML-capable browser. Scramble the order in which questions are delivered - Scrambles the order in which questions are displayed. Selecting this checkbox provides a quiz displaying questions randomly for each student. This option is available only for quizzes. Scramble of the order of choices on questions- Scrambles the order of answer choices for multiple choice, multiple select, matching and ordering question types. This option is available only for quizzes.	N
Time Limit	Determines if the quiz is a timed quiz. This option is available only for quizzes.	N

Field Name	Description	View
Time Warning	Provides a pop-up window warning users the amount of time left on the quiz. Automatically submit when time limit expires- Selecting this checkbox automatically submits a user's quiz when the time limit is reached. The user receives a warning pop-up that time has expired.	A

9. Click the **Submission** tab.

New Quiz

Settings: ☒ Normal ☐ Advanced

Content Access Delivery **Submission** Review Standards Objectives Automate Assignment

Submission Settings

Max Attempts: 1

Validation: Warn about incomplete items

Save Cancel

10. Complete the following fields:

Field Name	Description	View
Max Attempts	Restricts the number of times an individual user can take a quiz or survey.	N
Validation	Allows the instructor to specify what, if any, validation is done when the user attempts to submit the quiz or survey.	N
Auto-Save	Allows the instructor to determine if auto-saving is disabled or how frequently a quiz is saved. This option can be used as a safeguard if the Save button is disabled.	A
Do not allow users to save and finish later	Checkbox disables the Save button.	A
Make submissions anonymous	Allows the use anonymous submittal of a quiz or survey. It is recommended that this NOT be used on quizzes.	A

11. Click the **Review** tab.

New Quiz
Settings: ☒ Normal ☐ Advanced

Content Access Delivery Submission **Review** Standards Objectives Automate Assignment

Review Settings
User Review: **Full review**

Full Review Options

☒ Overall score	☒ User response	☒ Right or wrong	☒ Question text	☒ Feedback text	☒ Points possible
☒ Answer key	☒ Grader remarks	☒ Points awarded			

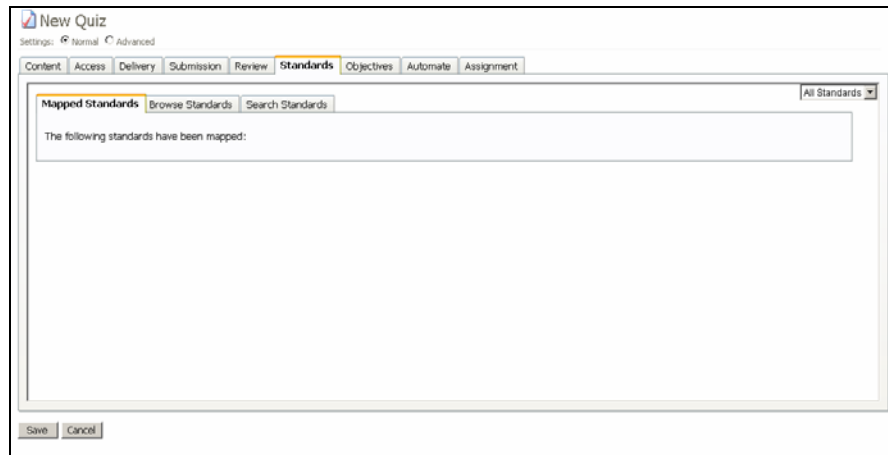
Save Cancel

12. Complete the following fields:

Field Name	Description	View
User Review	Works in conjunction with the related Full Review Options to determine the level of review to which users have access. The User Review option applies to the submission of the quiz or survey, as well as to the review of previously submitted quiz or survey.  Anonymous quizzes and surveys do not allow feedback regardless of this setting. Full Review allows the user to review the full results of the quiz or survey upon submission, restricted only by the current Full Review Options. In addition, upon returning to a previously submitted quiz or survey, the user is presented with a hyperlinked list of the dates on which he/she has taken the quiz or survey. The user may click on the hyperlinked item to review the full results of the submission restricted only by the current Full Review Options. Summary only allows the user to review a summary of the quiz or survey upon submission, including the number of points awarded, the number of points missed, and an overall score. In addition, upon returning to a previously submitted quiz or survey, the user is presented with a list of the dates on which the user submitted a quiz or survey and the grade for each submission (if applicable). Disabled prevents the display of feedback upon submission of a quiz or survey and also disables the display of information regarding previously submitted quizzes and surveys.	N

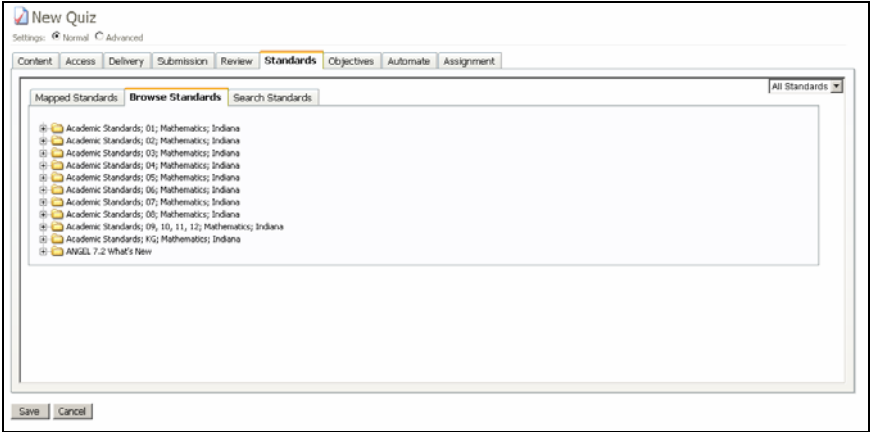
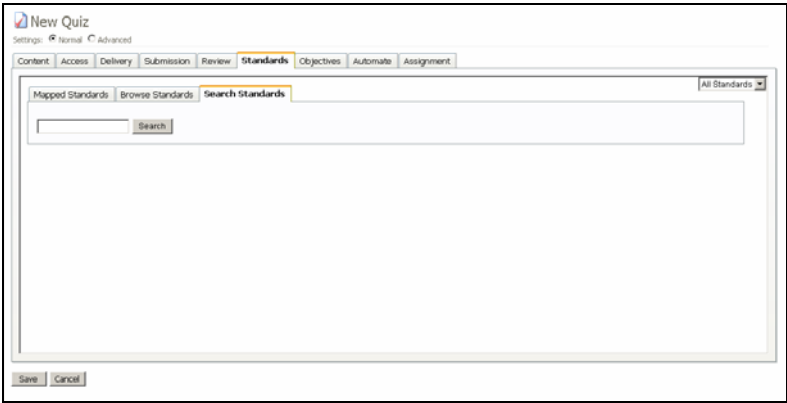
Field Name	Description	View																				
Review options	Review using one of the following options	N																				
	<table><tr><th>Field Name</th><th>Description</th></tr><tr><td>Answer key</td><td>Displays the correct answer.</td></tr><tr><td>Feedback text</td><td>Displays feedback provided in the quiz.</td></tr><tr><td>Grader remarks</td><td>Displays remarks from the grader.</td></tr><tr><td>Overall Score</td><td>Displays overall score for the quiz or survey.</td></tr><tr><td>Points awarded</td><td>Displays points awarded to the user.</td></tr><tr><td>Points possible</td><td>Displays total points possible.</td></tr><tr><td>Question text</td><td>Displays the question text.</td></tr><tr><td>Right or wrong</td><td>Indicates whether the question is right or wrong.</td></tr><tr><td>User response</td><td>Display user response to the questions.</td></tr></table>	Field Name	Description	Answer key	Displays the correct answer.	Feedback text	Displays feedback provided in the quiz.	Grader remarks	Displays remarks from the grader.	Overall Score	Displays overall score for the quiz or survey.	Points awarded	Displays points awarded to the user.	Points possible	Displays total points possible.	Question text	Displays the question text.	Right or wrong	Indicates whether the question is right or wrong.	User response	Display user response to the questions.	
	Field Name	Description																				
	Answer key	Displays the correct answer.																				
	Feedback text	Displays feedback provided in the quiz.																				
	Grader remarks	Displays remarks from the grader.																				
	Overall Score	Displays overall score for the quiz or survey.																				
	Points awarded	Displays points awarded to the user.																				
	Points possible	Displays total points possible.																				
	Question text	Displays the question text.																				
	Right or wrong	Indicates whether the question is right or wrong.																				
User response	Display user response to the questions.																					

13. Click the **Standards** tab.



14. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove.

If you are	Then
	- Click OK when prompted to “Remove this?” - Click Save.
Mapping a new standard	 The screenshot shows the 'New Quiz' interface with the 'Standards' tab selected. Under the 'Mapped Standards' section, a list of standards is displayed, including 'Academic Standards: 01; Mathematics; Indiana' through 'Academic Standards: 10; Mathematics; Indiana', and 'ANGEL 7.2 What's New'. A 'Save' button is visible at the bottom left of the list. - Browse for a standard - Click the Browse Standards tab and navigate to the standard to map. - Click a checkbox next to the standard to map to this Page. - Click Save.  The screenshot shows the 'New Quiz' interface with the 'Standards' tab selected. The 'Search Standards' tab is active, showing a search bar and a 'Search' button. A 'Save' button is visible at the bottom left of the search area. - Search for a Standard - Click the Search Standards tab. - Type a keyword and click the Search. - Click a checkbox next to the standard to map. - Click Save.

15. Click the **Objectives** tab.

New Quiz

Settings: ☒ Normal ☐ Advanced

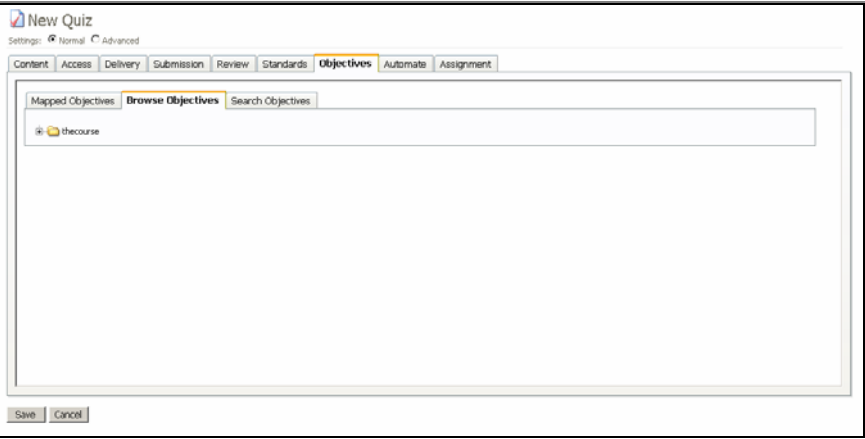
Content Access Delivery Submission Review Standards **Objectives** Automate Assignment

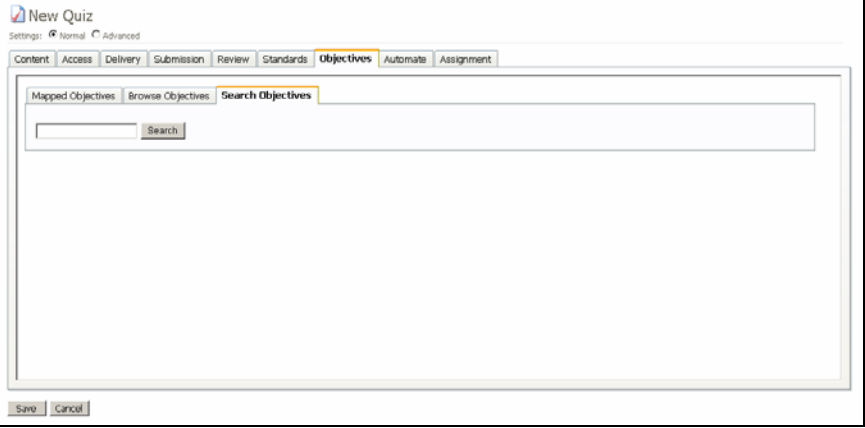
Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

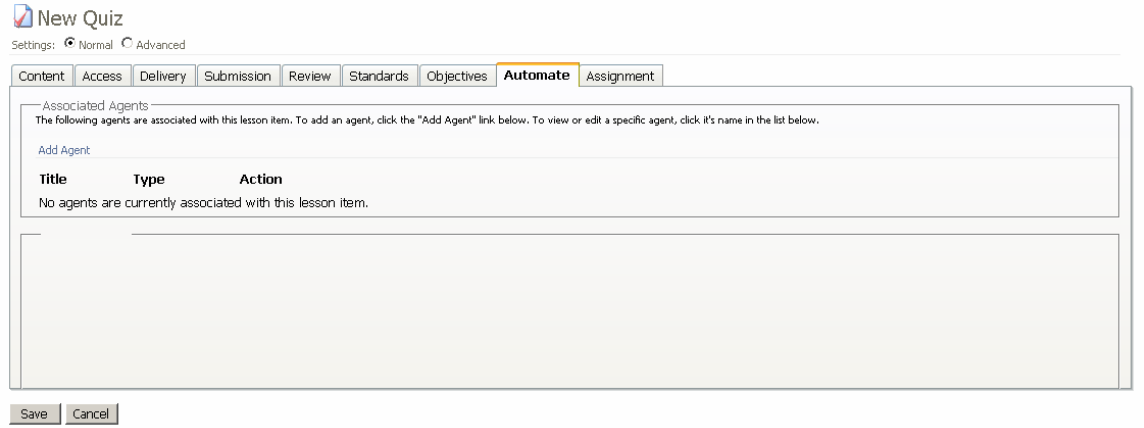
Save Cancel

16. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to “Remove this?”. 4. Click Save.
Mapping a new objective	 • Browse for an objective 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click Save.

If you are	Then
	 - Search for an Objective - Click the Search Objectives tab. - Type a keyword and click Search. - Click a checkbox next to the objective to map.

17. Click the **Automate** tab.



18. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Actions	Provides a list of current actions set for this content item.	N

19. Click the **Assignments** tab.

20. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

21. Click **Save**.



Click **Cancel** to exit the window without making changes.

 Select **Advanced options** to display all of the editor options.

Several of the common access settings can be very useful when used on a quiz. 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 quizzes that are being used as “question banks” or for future quizzes that should not yet be made available to students.

The **Team Access** option is useful for distributing multiple versions of a test (i.e. two versions of a test – one for every other seat in a computer lab, etc.).

The **Password** field supports proctored testing through the process of 1) password protecting a quiz 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.).

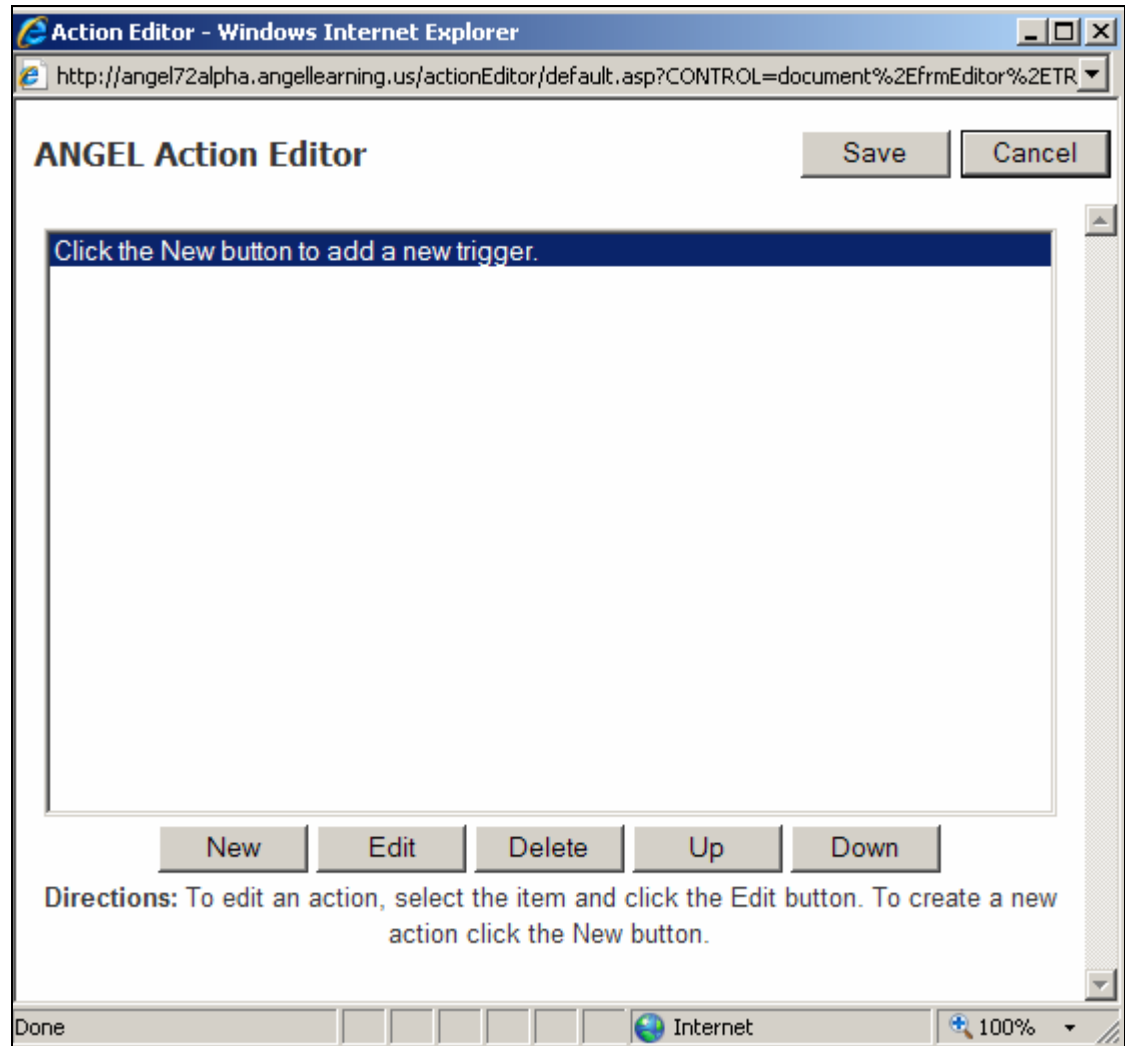
 The **Start Date** and **End Date** settings are useful for limiting the “window of time” that a quiz is available. In combination with the “Time Limit” and “Auto-

submit” options available on the Submissions tab, this approach is very useful for take-home quizzes, to decrease the amount of time available for unwanted student collaboration or sharing of printed copies of the quiz.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate tab**.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.

Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed.
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

Link	Field Name	Description
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.

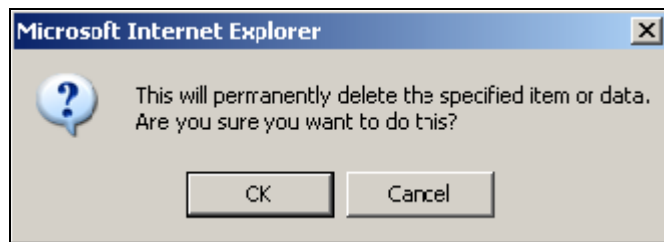
Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click **Save**.
7. Repeat steps 5 and 6 as necessary.

How to Delete a Quiz

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Quiz** hyperlink.
3. Point to the quiz you wish to delete.
4. On the pop-up menu, click **delete**.
5. Choose one of the following:

If you want to	Then
Delete the Quiz	Click Delete this Quiz.
Delete Access Logs	Click Delete Access Logs.
Delete Associated files	Click Delete Associated files.
Delete all submissions	Click Delete All Submissions.
Delete questions	Click Delete Questions.



6. When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

Creating Questions

ANGEL quizzes support the creation of several different question types. The following chart provides a description of the available question types and their methods of grading.

Question Type	Grading Method	Description
Section Heading	Not graded	Supports the placement of text (e.g. directions, story problem text, etc.)
Multiple Choice	Automatically graded	Presents users with a question followed by a list of choices. Only one choice may be selected.
Drop-down List	Automatically graded	Presents users with a question followed by a drop-down list of choices. Only one choice may be selected.
Multiple Select	Automatically graded	Presents users with a question followed by a list of choices. Multiple selections are allowed.

Question Type	Grading Method	Description
True False	Automatically graded	Presents users with a statement that they must determine to be either true or false.
Matching	Automatically graded	Presents users with a definition and a drop-down list of terms from which they must choose a match.
Ordering	Automatically graded	Presents users with a list of items to be placed in the correct order.
Fill-in-the-blank	Automatically graded	Presents users with a question followed by a single-line answer box. Responses are automatically graded against a list of allowed answers.
Fill-in-multiple-blanks	Automatically graded	Presents users with a question followed by multiple single-line answer boxes. Responses are automatically graded against a list of allowed answers.
Short Answer	Manually graded (online)	Presents users with a question followed by a single-line answer box.
Essay	Manually graded (online)	Presents users with a question followed by a multiple-line answer area.
Off-line Item	Manually graded (online)	Presents users with a question to be completed offline (no answer field appears).
Pool Item	Varies based on question type	Selects one or more random items from the question pool based on a specific criteria.

How to Add a Section Heading

Section headings can be used to place any block of text or visual element on the survey. Section headings are commonly used to place directions at the top of a survey or for placing a story problem, scenario, image, and/or animation above or in between several related questions.

The Section Heading question type provides quizzes with the option of displaying a random subset of questions (from a larger bank of question) for each copy of the quiz requested.

To add a section heading:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Section Heading** hyperlink or icon (.

Section Heading Editor

Settings: ☒ Normal ☐ Advanced

Text



☐ Never scramble

Max Items

Display All 

General Feedback



Image URL



3. Complete the following fields:

Field Name	Description	View
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Feedback	Used to specify a comment that should be returned to the user when the user submits the test.	N
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available	A

Field Name	Description	View
	choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user's answer contains the specified text. MATCH: Auto-grades correctly if any part of the user's answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

4. Click the **Save** button.



The Max Question option allows you to display a random subset of the questions located under the section heading for each copy of the quiz that is requested.



When properly placed, several Section Headings may be used within a single quiz to create several different sections or “banks” of questions from which to display random question subsets.

	Heading - Select 2 Questions
	Multiple choice questions - 4 points each.
	[Q1-2] Multiple Choice - 4 Points
	Multiple choice question 1.
	[Q1-2] Multiple Choice - 4 Points
	Multiple choice question 2.
	[Q1-2] Multiple Choice - 4 Points
	Multiple choice question 3.
	[Q1-2] Multiple Choice - 4 Points
	Multiple choice question 4.
	Heading - Select 1 Question
	Essay questions - 10 points each
	[Q3] Essay - 10 Points
	Essay question 1
	[Q3] Essay - 10 Points
	Essay question 2.

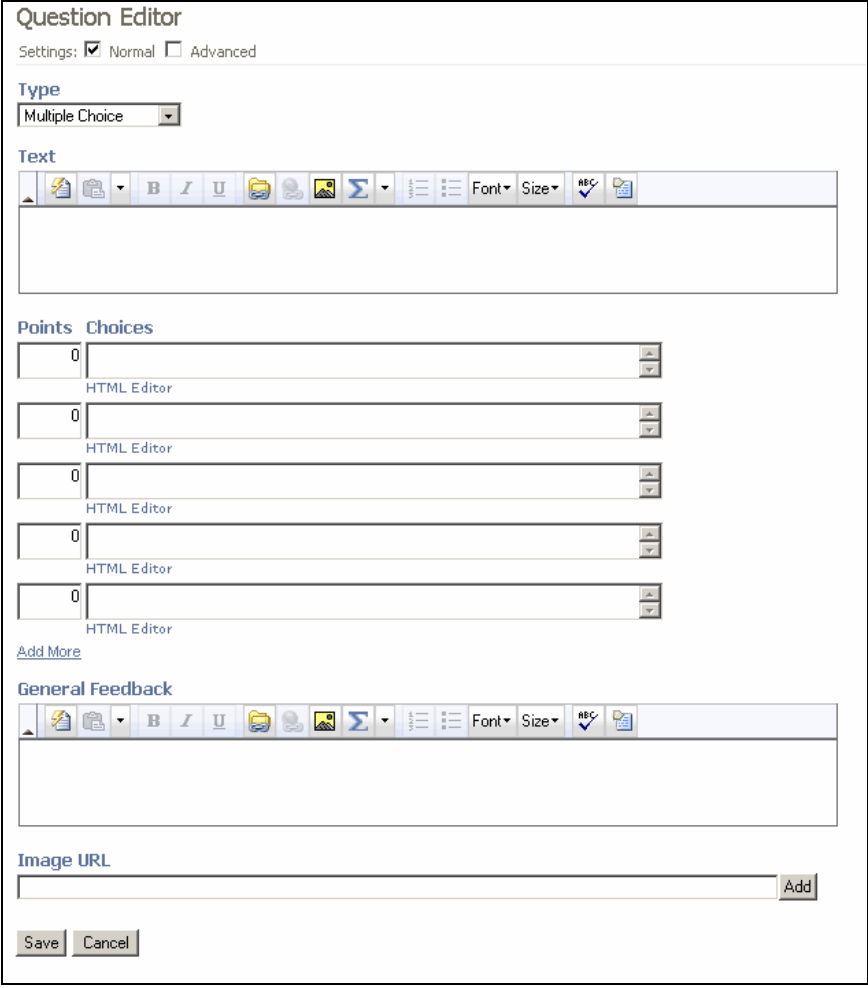
The position of the second Section Heading marks the end of the previous section; the position of a third Section Heading marks the end of the second Section Heading, and so on.

Add a Multiple Choice Question

Multiple choice questions are the most commonly used question type for online exams. The following steps outline the ease with which a multiple choice question can be created in ANGEL.

To add a multiple choice question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Multiple Choice** hyperlink or icon ().



The screenshot shows the 'Question Editor' window. At the top, there are 'Settings' for 'Normal' (checked) and 'Advanced'. Below this is a 'Type' dropdown menu set to 'Multiple Choice'. A 'Text' section contains a rich text editor toolbar with various icons for text formatting and a large text area. Below the text area is a 'Points' section with a dropdown set to '0' and a 'Choices' section with five 'HTML Editor' fields, each with a '0' in a small box to its left. An 'Add More' link is below the choices. A 'General Feedback' section also contains a rich text editor toolbar and a text area. At the bottom, there is an 'Image URL' field with an 'Add' button and 'Save' and 'Cancel' buttons.

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N

Field Name	Description	View
Points/Choices	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Feedback if selected	Used to provide selective information to the user concerning the answer selected after submitting a quiz. This may be used when several answers could be correct but one answer is better than the rest. This provides an area to explain why one answer would be better than another.	A
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-	

Field Name	Description	View
	the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

- Click the **Save** button.



You may add images, animations, or other media to quiz questions, choices, or feedback by using the HTML editor or by typing/pasting HTML code directly into 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. You may optionally use the Image URL option for image upload which masks the filename of the uploaded image.

Add a Drop-down List Question

The drop-down list question type provides another multiple choice question in a drop-down format. The traditional multiple choice question type uses a radio button selection type. The drop-down list question type may be a preferred question format if you are concerned with the question security. The student sees the question and selects the correct answer from the list of answers, thus showing only one answer when finished with a selection.

To create a drop-down list question:

- Click the **Add Question** hyperlink (located on the quiz toolbar).
- Click the **Drop-down List** hyperlink or the icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type
 Drop-down List

Text

[Rich Text Editor]

Points Choices

0	[HTML Editor]
0	[HTML Editor]
0	[HTML Editor]
0	[HTML Editor]
0	[HTML Editor]

[Add More](#)

General Feedback

[Rich Text Editor]

Image URL

[Text Field] [Add](#)

[Save](#) [Cancel](#)

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points/Choices	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Feedback if selected	Used to provide selective information to the user concerning the answer selected after submitting a quiz. This may be used when several answers could be correct but one answer is better than then rest. This provides an area to explain why one answer would be better than another.	A
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include	N

Field Name	Description	View
	an image that you want to reference in a question or a series of questions.	
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

- Click the **Save** button.

Add a Multiple Select Question

Unlike the multiple choice question type, the total points possible for a multiple select question are the sum of the values of all assigned answers. Negative values may be assigned to incorrect answers to penalize students who provide wrong guesses.



Multiple select questions that do not provide negative values for incorrect answers provide no penalty to students who select one or all of the incorrect answers. In this case, a student who indiscriminately selects ALL of the available choices (correct and incorrect) would receive the same full credit for the question as a student who answered it absolutely correct.

To add a multiple select question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Multiple Select** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type

Multiple Select

Text

Points Choices

0	HTML Editor
0	HTML Editor
0	HTML Editor
0	HTML Editor
0	HTML Editor

[Add More](#)

Grading

Normal

Max Selections

Unlimited

General Feedback

Image URL

Save Cancel

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points/Choices	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N

Field Name	Description	View
Never Scramble	This option will keep your quiz questions in a consistent order each time students access the quiz.	N
Feedback if selected	Used to provide selective information to the user concerning the answer selected after submitting a quiz. This may be used when several answers could be correct but one answer is better than the rest. This provides an area to explain why one answer would be better than another.	A
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Grading	Select how to grade the question: normal, all or nothing, allow negative.	N
Max selections	Set the number of answers the students can choose	N
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the	A

Field Name	Description	View
	specified text. MATCH: Auto-grades correctly if any part of the user's answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

- Click the **Save** button.



You may optionally assign negative points to choices that are incorrect by typing a negative number in the **Points** field next to the incorrect choices.



Normal grading grades the answers that are correct providing the point value for the total correct. All or Nothing grading provides a correct answer grade only if all the correct answers are selected. Allow Negative grading deducts a negative amount from the total should a user select an incorrect answer in their selection process.



You may add images, animations, or other media to quiz questions, choices, or feedback by using the HTML editor or by typing/pasting HTML code directly into 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. You may optionally use the Image URL option for image upload which masks the filename of the uploaded image.

Add a True False Question

Unlike the multiple choice question type, you select the correct answer from the answer drop-down list instead of first creating the choices.

To add a true/false question:

- Click the **Add Question** hyperlink (located on the quiz toolbar).
- Click the **True False** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type

True or False

Text

Answer

Points

0

General Feedback

Image URL

Add

Save Cancel

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points/Choices	Allows you to assign points to each response	N
Answer	Choose true or false	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N

Field Name	Description	View
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

4. Click the **Save** button.

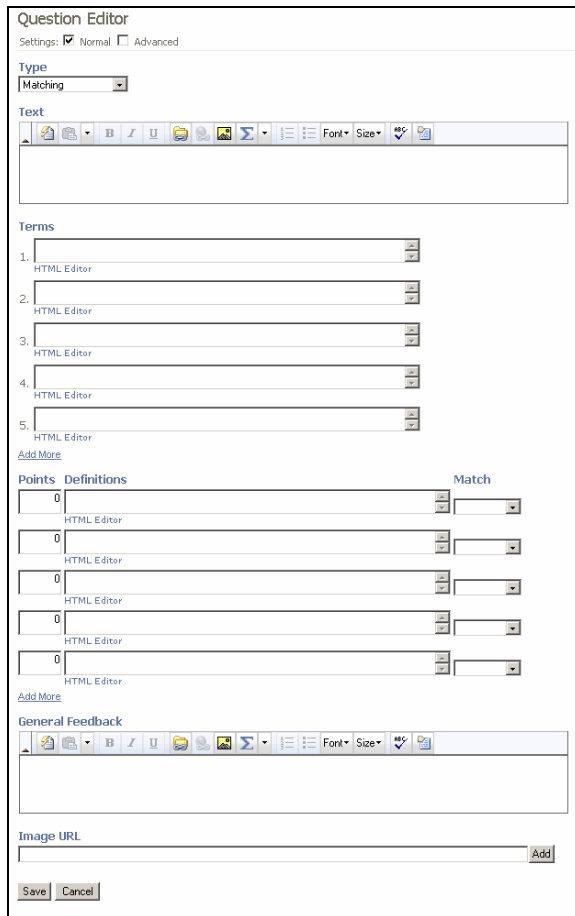
Add a Matching Question

The matching question provides a true matching capability to a quiz question. Use the matching question type for terms and definition type questions.

To add a matching question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).

2. Click the **Matching** hyperlink or icon ().



The screenshot shows the 'Question Editor' window. At the top, there are 'Settings' for 'Normal' (selected) and 'Advanced'. Below this is a 'Type' dropdown menu set to 'Matching'. A 'Text' section contains a rich text editor with various formatting tools. The 'Terms' section has five numbered input fields, each labeled 'HTML Editor'. Below this is an 'Add More' link. The 'Points' section has five rows, each with a 'Points' input field (set to 0), a 'Definitions' input field (labeled 'HTML Editor'), and a 'Match' dropdown menu. Below this is another 'Add More' link. The 'General Feedback' section contains another rich text editor. At the bottom, there is an 'Image URL' input field with an 'Add' button, and 'Save' and 'Cancel' buttons.

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points	Allows you to assign points to each response	N
Terms	Define the first part of the matching question. This can be vocabulary, part of a sentence, etc.	N
Definitions	Define the second part of the matching question. This can be vocabulary, part of a sentence, etc.	N
Match	Choose the correct term number to match with the correct definition.	N

Field Name	Description	View
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Never Scramble	This option will keep your quiz questions in a consistent order each time students access the quiz.	N
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Feedback if missed	Define messages that the user sees if the question is answered incorrectly.	A
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

- Click the **Save** button.



You may use the HTML Editor to compose your choice. Access the HTML Editor by clicking on the HTML Editor icon (.

Add an Ordering Question

The ordering question provides a list of terms that need to be placed in the correct order. This question type provides a list of items with a drop-down number list to place the item in the correct order.

To add an ordering question:

- Click the **Add Question** hyperlink.
- Click the **Ordering** hyperlink or icon (.

Question Editor

Settings: ☒ Normal ☐ Advanced

Type
 Ordering

Text

HTML Editor

Points **Choices** **Order**

0 HTML Editor

0 HTML Editor

0 HTML Editor

0 HTML Editor

0 HTML Editor

[Add More](#)

General Feedback

HTML Editor

Image URL

Add

Save Cancel

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points	Allows you to assign points to each response	N
Order	Choose the correct order in which answers should be put by users	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Never Scramble	This option will keep your quiz questions in a consistent order each time students access the quiz.	A

Field Name	Description	View
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Feedback if missed	Define messages that the user sees if the question is answered incorrectly.	A
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

- Click the **Save** button.

Add a Fill-in-the-blank Question

ANGEL quizzes provide a fill-in-the-blank question type that ANGEL attempts to grade using a sounds-like algorithm to compare student responses to a list of instructor-provided acceptable answers.

To add a fill-in-the-blank question:

1. Click the **Add Question** hyperlink.
2. Click the **Fill-in-the-blank** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type

Text

Points Allowed Answers

0		
	HTML Editor	
0		
	HTML Editor	
0		
	HTML Editor	
0		
	HTML Editor	
0		
	HTML Editor	

[Add More](#)

General Feedback

Image URL

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Points	Allows you to assign points to each response	N

Field Name	Description	View
Allowed Answers	Define acceptable answers	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Never Scramble	This option will keep your quiz questions in a consistent order each time students access the quiz.	A
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Grading	Determine grading of user answers: normal, exact match, no sounds like, no rounding	A
Precision	Specifies the number of decimal points the student answer must conform to (e.g. a value of 2 would require the student answer to be accurate when rounded to two decimal points).	A
Feedback if Selected	Used to provide selective information to the user concerning the answer selected after submitting a quiz. This may be used when several answers could be correct but one answer is better than the rest. This provides an area to explain why one answer would be better than another.	A
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

4. Click the **Save** button.



ANGEL attempts to grade fill-in-the-blank questions using a sounds-like algorithm to compare student responses to a list of instructor-provided acceptable answers. Student responses that are phonetically “sound like” one of the instructor-provided allowed answers are counted as correct. Depending upon the strictness of grading, it might be desirable to provide additional allowed answers to ensure phonetically incorrect student responses (that the instructor would have counted as correct) are counted as correct. Allowed answers are not case-sensitive.

Add a Fill-in-multiple-blanks Question

The fill-in-multiple-blanks question allows the instructor to ask a question that has multiple blanks the student has to complete. This question type allows the instructor to specify the allowed answers which is a percentage of the total amount of points for the question. It also allows you to add the correct number of answer boxes and give the question points.

To add a Fill-in-multiple-blanks question:

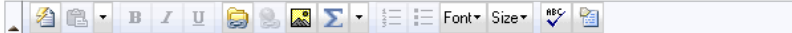
1. Click the **Add Question** hyperlink.
2. Click the **Fill-in-multiple-blanks** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type
 Fill-in-multiple-blanks

Text



% **Allowed Answers**

0

HTML Editor

0

HTML Editor

0

HTML Editor

0

HTML Editor

0

HTML Editor

[Add More](#)

Number of Answer Boxes
 1

Points
 0

General Feedback



Image URL
 [Add](#)

[Save](#) [Cancel](#)

5. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
%		N
Allowed Answers	Define acceptable answers	N

Field Name	Description	View
Feedback	Used to specify a comment that should be returned to the user when the user submits the test.	
Grading	Determine grading of user answers: normal, exact match, no sounds like, no rounding	A
Precision	Specifies the number of decimal points the student answer must conform to (e.g. a value of 2 would require the student answer to be accurate when rounded to two decimal points.	N
Number of Answer boxes	Determine the number of answer boxes which display to the student. If you have four answers and set the number of answers box to 1, only your first answer will display.	A
Points	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Never Scramble	This option will keep your quiz questions in a consistent order each time students access the quiz.	A
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Grading	Determine grading of user answers: normal, exact match, no sounds like, no rounding	A
Precision	Specifies the number of decimal points the student answer must conform to (e.g. a value of 2 would require the student answer to be accurate when rounded to two decimal points.	A
Feedback if Selected	Used to provide selective information to the user concerning the answer selected after submitting a quiz. This may be used when several answers could be correct but one answer is better than then rest. This provides an area to explain why one answer would be better than another.	A
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A

Field Name	Description	View
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

6. Click the **Save** button.



You may add images, animations, or other media to quiz questions, choices, or feedback by using the HTML editor or by typing/pasting HTML code directly into 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. You may optionally use the Image URL option for image upload which masks the filename of the uploaded image.



In advanced mode, Normal grading (under Grading drop-down list) determines the weight of the answer instead of the percentage. Placing the correct answer with the highest value first in the list gives this answer a higher weight than the second answer or third answer.

Add a Short Answer Question

Short answer questions provide the student with a textbox to type their response. Student responses must be manually graded. For short answer questions, the answer field allows the instructor to specify their grading criteria for what is considered as a correct response. This is very similar in purpose to the feedback text field.

To add a short answer question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Short Answer** hyperlink or icon ().

Question Editor
Settings: ☐ Normal ☒ Advanced

Type
Fill-in-multiple-blanks

Text



%	Allowed Answers	Feedback
0	HTML Editor	HTML Editor
0	HTML Editor	HTML Editor
0	HTML Editor	HTML Editor
0	HTML Editor	HTML Editor
0	HTML Editor	HTML Editor
0	HTML Editor	HTML Editor

[Add More](#)

Grading Precision
Normal

Number of Answer Boxes
1

Points
0

General Feedback



Image URL
 [Add](#)

Keywords

[Add](#) [Remove](#)

Difficulty

Advanced Options

[Save](#) [Cancel](#)

7. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Answers	Type answer in box.	N
Points	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

8. Click the **Save** button.



Because short answer questions must be manually graded, the answer text field serves the same purpose as the feedback text area – to provide the correct answer, a rubric, or feedback regarding the criteria to receive a good grade on the short answer. When you provide feedback or grading criteria, you may choose to use either of these fields or both.

Add an Essay Question

Essay questions cannot be automatically graded by ANGEL and must be manually graded before a final quiz score is posted to the gradebook.

To add an essay question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Essay** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type

Essay

Text

Answer

Points

0

General Feedback

Image URL

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Answers	Type answer in box.	N
Points	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N

Field Name	Description	View
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

- Click the **Save** button.



Because essay questions must be manually graded, the answer text field serves the same purpose as the feedback text area – to provide the correct answer, a rubric, or feedback regarding the criteria to receive a good grade on the essay. When you provide feedback or grading criteria, you may choose to use either of these fields or both.

Add an Off-line Item

Off-line items allow the instructor to add additional questions to a quiz that are answered or turned in by means other than quiz submission. The student may be advised to turn in the off-line item using the course mail or drop box or by other means, including physically handing in the additional question/exercise.

To add an off-line item question:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Off-line Item** hyperlink or icon ().

Question Editor

Settings: ☒ Normal ☐ Advanced

Type
Offline Item

Text

Answer

Points
0

General Feedback

Image URL

3. Complete the following fields:

Field Name	Description	View
Type	The drop-down list provides an option to change the question type when in the question editor.	N
Text	Provides an area for the question text. How the text is formatted depends on the page format setting.	N
Answers	Type answer in box.	N
Points	Allows you to assign points to each response	N
General Feedback	Used to specify a comment that should be returned to the user when the user submits the test. The feedback appears following the question. This field can be used to increase the effectiveness of quizzes by providing additional information such as where the material is covered in the book.	N
Image URL	Used if you would like an image to appear before the question. To use, type the fully-qualified URL to the GIF or JPEG image in this field. You can use this setting to include an image that you want to reference in a question or a series of questions.	N
Keywords	Provides an area where you can add keywords that pertain to a question. Setting keywords on a question allows it to be reused for additional quizzes based on a keyword selection.	A
Difficulty	Provides an option to assign a difficulty level to a question (very easy, easy, average, difficult and very difficult). This area is another tool that can be used when requesting a reusable question based on difficulty level.	A

Field Name	Description	View
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

4. Click the **Save** button.



It is advisable to leave the answer and feedback text fields blank if your quiz settings are set to provide immediate feedback to the student. Otherwise, the display of your grading criteria may provide the students with the answer before the student has the chance to complete the off-line item.

Add a Pool Item

A pool item question is selected based on criteria that you provide. As you create questions in a quiz, you have the advanced option to add keyword(s) and/or difficulty to a question.

Using the keyword and/or difficulty criteria provides a search mechanism to access questions in your course or any learning object repository associated with your course to pull these questions into your quiz. The advanced settings on the Pool Item editor provide additional settings which can aid in the selection of the pool questions.

To add an item from a pool:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Pool Item** hyperlink or icon ().

Pool Item Editor

Settings: ☒ Normal ☐ Advanced

Select

question(s)

Keywords to Match

[Add](#) [Remove](#)

Match

3. Complete the following fields:

Field Name	Description	View
Select	Select which question for which to enter key words	N
Keywords to Match	Type keywords to match when choosing pool items	N
Match	Choose how to match keywords	N
Min Points	Allows you to select the minimum point value from your pool item. This criterion is used when searching through your quizzes for questions that meet the minimum point criterion.	A
Max Points	Allows you to select the maximum point value from your pool item. This criterion is used when searching through your quizzes for questions that meet the maximum point criterion.	A
Min Difficulty	Allows you to determine the minimum difficulty criterion for the questions selected. This criterion is used when searching through your quizzes for questions that meet the minimum difficulty criterion.	A

Field Name	Description	View
Max Difficulty	Allows you to determine the maximum difficulty criterion for the questions selected. This criterion is used when searching through your quizzes for questions that meet the maximum difficulty criterion.	A
Ignored Question Types	Allows you to specify which question types to ignore when selecting questions. By default, no checkboxes are selected so ANGEL searches through all question types. To ignore a specific question type, select the checkbox next to the type to ignore.	A
Use questions from this section only	Pulls questions only from the current section. If unchecked, the pool search pulls from this section as well as any Learning Object Repository associated with this section.	A

- Click the **Save** button.



Selecting Any Keywords matches any of the keywords listed in your Keywords to Match. Selecting All Keywords searches and matches all the keywords listed in your Keywords to Match.

Copy Questions

ANGEL makes it very easy to copy quizzes or questions from existing quizzes.

To copy questions from an existing ANGEL quiz:

- From the **Copy Questions** drop-down list, select the quiz name from which to copy questions.
- Click **Copy**.
- Select the **Copy all questions** checkbox if you wish to copy all the questions or select the checkbox next to the question(s) you wish to copy.
- By default, the **Include Keywords** checkbox is selected. If the quiz questions being copied do not contain keywords, this checkbox can be cleared.
- Click the **OK** button.
- Questions added are indicated by Added in place of the checkbox. For additional questions on additional pages, click the **Next** hyperlink or the page number hyperlink.
- Click the **OK** button when your selection is complete.

Import Questions

To import questions from a word processing document, perform the following steps:

- Click **Import Questions**.

2. Replace the sample text in the **Import Questions** text field with the question text copied from your source document.



You may copy, paste, and import more than one question at a time. However, the pasted question text must follow the format of the sample question text as shown.

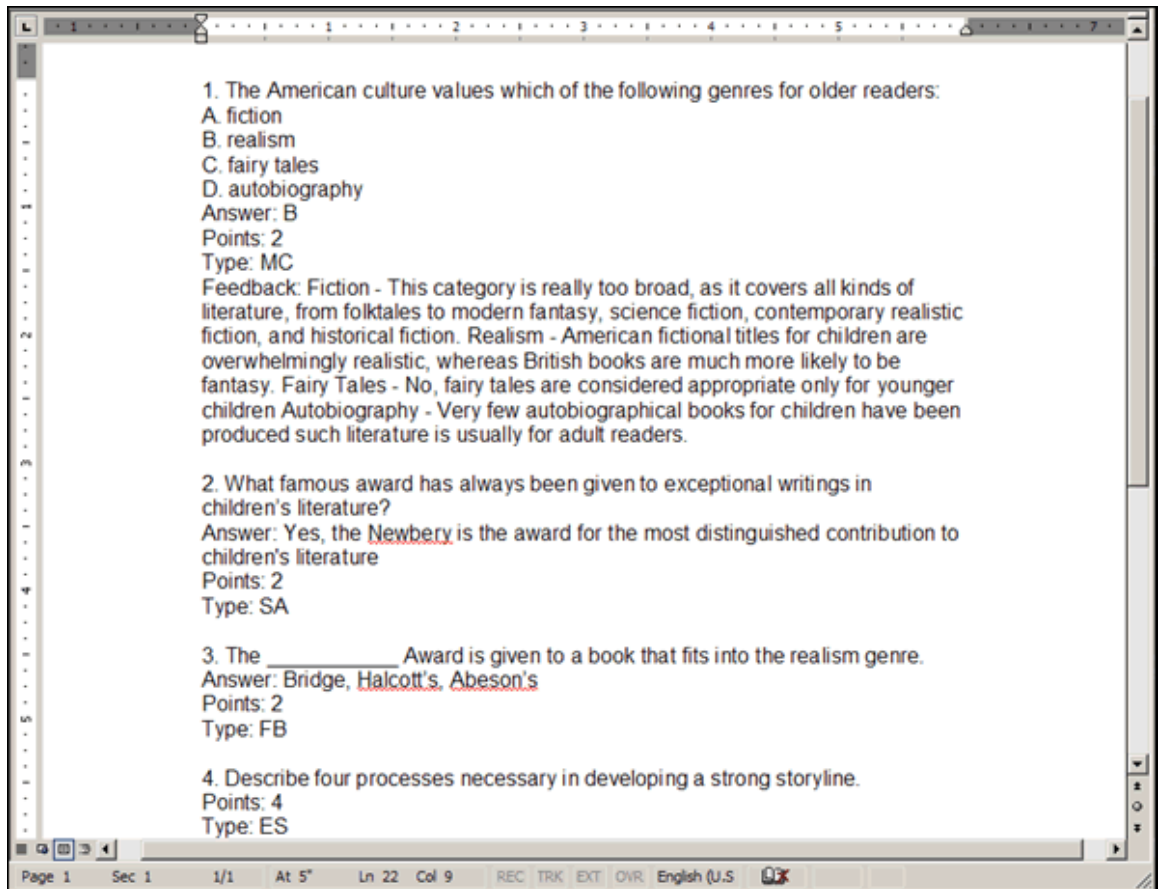
The question text must conform to the following specifications:

- Each question must begin on a new line.
- The first line of each question must start with 'Q:' or the question number followed by a period ('1.', '2.', '3.', etc.).
- If the question has choices the choices must immediately follow the question text.
- Each choice must be on a line by itself.
- Each choice must begin with a choice letter followed by a period ('A.', 'B.', 'C.', etc.).
- The following optional settings can be added after the question and choices. Each setting must be on a line by itself and follow the format SettingName: SettingValue. See the image below for a formatting example.

Setting	Description
ANSWER:	For choice questions type the letter of each correct choice separated by commas. For open-ended questions type the actual answer text.
POINTS:	The integer point value for the question. For Multiple Select questions this is the value of each correct choice.
IMAGE:	The URL of an image to display before the question text.
FEEDBACK:	Text to display after the user submits the quiz.
TYPE:	Identifies the specific question format to use.
SH	Section Heading
MC	Multiple Choice
MS	Multiple Select
TF	True/False
SA	Short Answer
FB	Fill-in-the-blank
ES	Essay
OI	Offline Item



To specify 'x' number of questions in a section heading you can use the **format section heading SELECT:#** where # is the number of questions to select from this section.



3. Use the **Choice**, **Open-ended**, and **Points** drop-down lists to specify the default point value and question format for choice type questions and open-ended type questions.
4. Click the **OK** button.

Calculated Questions Wizard

The Calculated Questions Wizard allows a group of questions to be created on the basis of a formula and variables input by the author. Instructors can also choose how many of the questions are asked on a given test allowing students to receive different versions of the same question at random.

To create a series of formula based questions using the Calculated Question Wizard:

1. Click the **Add Question** hyperlink (located on the quiz toolbar).
2. Click the **Calculated Questions** hyperlink or icon ().

Calculated Question Wizard

Step 1: Question Settings

Directions: Enter the question as it should appear to the user in the Question box. Enter the formula to be solved in the Formula box. In both fields, place curly braces {} around any variables that should be replaced with values. Any variable appearing in the question must also appear as part of the formula.

For Multiple Choice questions, enter the Correct formula and then a distractor for each additional choice you wish to have. The Units field is optional and can be delimited by | to have the wizard randomly choose a unit.

For Fill-in-the-blank questions, enter the Correct Formula and optionally units (which will be displayed in the question). Leave the distractor boxes empty.

Question

Format: Smart Text | Check Spelling

	Formula	Units
Correct		
Distractor 1		
Distractor 2		
Distractor 3		

3. Type a question in the **Question** field, but use variable letters within curly braces in place of any numeric values that are being used within the question.

For example, type the following:

{X} meters divided by {Y} millimeters multiplied by {Z} centimeters equals

_____.

4. Type the formula to be solved in the **Correct Formula** field using supported characters to build the mathematical equation. Use variable letters within curly braces in place of any numeric values that are being used with the formula. Any variable appearing in the question must also appear as part of the formula.

Following the example above, type the following in the **Correct Formula** field:

{X} / ({Y} * 1000) * ({Z} * 100)

Supported mathematical symbols include:

Symbol	Mathematical Meaning
+	Addition
-	Subtraction
*	Multiplication
/	Division
%	Percentage
.	Decimal

^	Raise to a power
\	Integer Division
MOD	Modulus
2E10	(E) Scientific Notation
SQRT	Square Root
SIN	Sine
COS	Cosine
TAN	Tangent

- If applicable, type the correct label in the **Correct Units** field.
Following our example, type meters in the **Correct Units** field.
- Use of the **Distracter Formula** field determines whether the Calculated Questions Wizard creates the questions as multiple choice or as fill-in-the-blank. To create multiple choice questions, you must enter a distracter for each additional choice you wish to have. To create fill-in-the-blank questions, you must leave the distracter boxes empty.
Following our example, create multiple choice questions by typing the following formulas in the first three **Distracter Formula** fields:
Distracter 1: $\{X\} / (\{Y\} * 100) + (\{Z\} * 10)$
Distracter 2: $\{X\} / (\{Y\} * 1000) * (\{Z\} * 10)$
Distracter 3: $\{X\} / (\{Y\} * 1000) * \{Z\}$
- If applicable, type distracter labels in the appropriate **Distracter Units** fields.



The units field is optional and can be delimited by the pipe symbol (|) to have the wizard randomly choose one of several units.

Following our example, type meters in the first distracter units field, type meters|centimeters|millimeters in the second distracter units field and type centimeters in the third distracter units field. Upon completion of the questions, the Calculated Question Wizard randomly selects one of the three unit labels for each version of the distracter two choice. Choice orders are automatically randomized upon question creation.

How many questions would you like to generate?

5

How many questions would you like displayed on the quiz?

1

How many points is each question worth?

1

Continue

8. Select the number of questions you want to generate from the **How many questions would you like to generate?** drop-down list.
9. Select the number of questions you would like displayed from the **How many questions would you like displayed on the quiz?** drop-down list.
10. Select how many points each question is worth from the **How many points is each question worth?** drop-down list.
11. Click the **Continue** button.

Calculated Question Wizard

Step 2: Variable Parameters

Directions: Enter the minimum and maximum allowed values and the number of decimal places to allow for each variable below. The wizard will use this information to generate random values for these variables for you.

Question

Correct Formula

Variable Parameters

Variable	Min	Max	Dec

Continue Back

12. Type the minimum allowed value in the **Min** field and the maximum allowed value in the **Max** field for each variable specified.
13. Select the number of decimal places to allow for each variable from the **Dec** drop-down list.
14. Click the **Continue** button.

Calculated Question Wizard

Step 3: Variable Values

Directions: Enter the values to be used for each of the variables below. The wizard will calculate the answer for each question using these values in the formula provided on the previous page.

Question

Correct Formula

Variable Values

1.
2.
3.
4.
5.

How many decimal places should answers be rounded to?

2

Continue Back

15. Review the provided variable values and change, if desired.
16. Select the number of decimal places the answers should be rounded to from the **How many decimal places should answers be rounded to?** drop-down list.
17. Click the **Continue** button.

Calculated Question Wizard

Step 4: Answer Values

Directions: The solutions to each equation using the variable values you provided are shown below. If there are no errors, click the Finish button to create the questions. If any errors occurred, click the Back button and change the variables values or the formula to resolve the problem.

Question

Formula

Correct

Answer Values

	Answer
1.	
2.	
3.	
4.	
5.	

☐ require exact match for correct answer

Back Cancel

18. Review the provided correct and incorrect Answer Values for each of the questions.
19. For fill-in-the-blank questions only, select the **require exact match for correct answer** checkbox if you want to require responses to exactly match what is shown on the screen. When left unselected, a response that is more accurate than the rounded answer displayed is also counted as correct.
20. Click the **Finish** button.

To Grade a Quiz Response

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.
4. Click the **Grade** button next to the User ID you wish to grade. The Grade Quiz page appears.


Final Exam

Utilities > Submissions > Grade submission by Chesher, Vickie (student2) on 3/7/2006 9:12:46 AM

☐ Hide Graded Items

Points Awarded	6
Points Missed	2
Percentage	75%

1. What is 20% of \$25.00?

A. \$20.00
B. \$5.00
C. \$4.50
D. \$22.50

Score Feedback

2

Max: 2

[Check Spelling](#) [HTML Editor](#)


Points Earned: 2/2
Correct Answer: B
Your Response: B

2. Select all that are "true" about Thomas Jefferson.

A. He was the 4th president of the United States.
B. He was president between 1801-1809.
C. He assisted in designing buildings at the University of Virginia.
D. His home was called Monticello.

 Should your quiz have a combination of graded and ungraded questions, you can select the **Hide Graded Items** checkbox allowing you to quickly grade those ungraded questions manually.

 Items that have not been graded are easily spotted by a blue pencil icon  next to the **Points Earned** field. Items that have already been graded have either a green checkmark icon  or a red X icon  denoting whether the question was answered correctly or incorrectly.

5. Type the student's score in the **Score** field of each ungraded question.

 You may optionally re-grade or type comments for any of the questions regardless of whether they had already been graded or not.

6. When you have finished grading the quiz, click the **OK** button.
7. Repeat steps 4-7 for each quiz you wish to grade.

To View Submissions

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.

4. Click the **View** button next to the student submission you wish to view. You are provided with a view of the student's quiz submission with the graded items and items that need to be manually graded.
5. When finished viewing, click the **Done** button.

To Delete a Submission

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.
4. Click the **Delete** button next to the student submission you wish to delete.



The student's quiz submission is deleted from the course.

5. You are prompted to make sure you wish to delete the student's response. If you wish to proceed, click the **OK** button.

Grade by Question

The Grade by Question feature allows for blind grading of ungraded responses. The grading is done one question at a time moving through all ungraded responses before moving to the next question.

To grade by question:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz).
3. Click the **Grade by Question** hyperlink. The Grade by Question page appears.

Essay Quiz
Utilities > Grade by Question

The following questions each have one or more ungraded responses.

Q. How would you describe yourself as a human being? What quality do you like best in yourself and what do you like least? What quality would you most like to see flourish and which would you like to see wither?

Answer:
Ungraded: [3 Responses](#)

Q. Do you believe there's a generation gap? Describe the differences between your generation and others.

Answer:
Ungraded: [3 Responses](#)

Q. Indicate a person who has had a significant influence on you, and describe that influence.

Answer:
Ungraded: [3 Responses](#)

4. Select the question responses you wish to grade by clicking the **Ungraded: n Responses** hyperlink. The questions page appears along with the response with a field for grading.
5. Grade the responses by placing a point value in the **Grade** field and any feedback in the **Feedback** field.

- Click the **OK** button when finished.

Export Submission and Grade Data

The Export Submissions and Grade Data utility allows you to export a quiz item's data in a simple format (comma separated value; .csv) that can be easily opened with a spreadsheet program (such as Microsoft Excel). The fixed length text (.prn) and tab delimited (.txt) file types may require some simple conversion to open in a spreadsheet program.

To export submission and grade data:

- Log into your ANGEL course and click the **Lessons** tab.
- Point to the **Utilities** hyperlink (located underneath the name of the quiz).
- Click the **Export Submission and Grade Data** hyperlink. The Export Submissions screen appears.

The screenshot shows a web interface for an 'Essay Quiz'. At the top, there's a title 'Essay Quiz' with a document icon. Below it is a breadcrumb trail: 'Utilities > Export Submission and Grade Data'. The main heading is 'Export Submission and Grade Data'. Under this, there's a section 'File Format' with a dropdown menu set to 'CSV (Comma Separated Values)'. Below the dropdown are three checked checkboxes: 'Quoted Values', 'Page Heading', and 'Column Names'. Another section, 'Information to Export', contains a list of items with checkboxes: 'Full Name' (checked), 'Username' (checked), 'IP Address' (checked), 'Date Submitted' (checked), 'Grade' (checked), 'Date Graded' (unchecked), 'Grader Name' (unchecked), 'Item Responses' (unchecked), and 'Item Values' (unchecked). At the bottom of the form are two buttons: 'Export' and 'Done'.

- Select the preferred file format from the **File Format** drop-down list.
- Click the **Export** button. A file download box appears on the screen asking to open, save or cancel.
- Click the **Save** button. A Save As dialog appears.
- Type a name for the downloading file in the **File Name** field.
- Select a location for the downloading file and click the **Save** button.

Previewing Quizzes

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the quiz hyperlink for the quiz you wish to view.
3. Click **Preview**.
4. Click **Done** when you've finished previewing your survey.

Completing Quizzes

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the quiz hyperlink for the quiz you wish to view.
3. Click **Begin <name of quiz >**.



If you've saved the quiz and returned to it, you will see the option **Resume <name of quiz >**.

4. Do one of the following:
 - Click **Submit** when you've finished your quiz. When you've submitted the quiz, you will receive a confirmation
 - Click **Save Answers** to leave the survey or finish it later.
 - a. Click **Continue** to finish the quiz.
 - b. Click **Finish** later to leave the quiz.

Surveys

A Survey item provides the opportunity to assess the progress of the student. A survey item can contain several different question types.

In ANGEL®, a survey is treated as just another lesson item, with the same grading options as any other lesson item. Surveys help build engaging online learning environments and are used with discussions to reinforce lessons. Surveys allow instructors to find new ways to evaluate, recommend and refer student work. They are personal and less collaborative in nature, more static than wikis, and they capture changes in thinking with the surveys to the outside being secondary.

Creating a Survey

Surveys are built by completing a series of tabs which contain fields where information about the survey are stored. The picture below shows the basic survey building environment from the content tab.

Surveys contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the survey you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the survey.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the survey. It also allows you to set the start and end dates for the survey.
Delivery	The Delivery tab provides settings used for the delivery of the survey. These settings include the Take Survey link and display settings.
Submission	The Submission tab determines how many attempts are allowed for the survey. Instructors can validate survey items to check for incomplete survey questions under the submissions tab.
Review	The Review tab determines what survey items display for review by the user when the survey is submitted. By default, full review is selected.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.

Tab	Description
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events or conditions occur. The Automate tab allows you to define automatic settings for your survey, such as allowing certain surveys to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item.

How to Create/Edit a Survey

To add a survey to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click the Add Content hyperlink. 2. Click the Survey hyperlink.
You are editing an existing page	1. Navigate to the survey and click the Settings hyperlink.

3. Click the **Content** tab.

New Survey

Settings: ☒ Normal ☐ Advanced

Content Access Delivery Submission Review Standards Objectives Automate Assignment

Page Settings

Title

Subtitle

Page Text

Save Cancel

4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the survey	N
Subtitle	Is the secondary title for the survey. Can be used to provide more information for readers.	N
Directions	Defines what participants should be posting as part of the discussion forum.	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page. This feature is used for accessibility when drag-n-drop is not available for instructor use.	A
Survey Target	Allows you to choose how surveys open in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.	N
Post URL	Specifies the URL of a custom script to which responses should be posted for additional processing.	A
Icon URL	Allows you to select an icon that is used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by	A

Field Name	Description	View
	your institution.	
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:<code>[a-zA-Z0-9_]</code> matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

5. Click the **Access** tab.

 **New Survey**

Settings: ☒ Normal ☐ Advanced

Content **Access** Delivery Submission Review Standards Objectives Automate Assignment

Access Tracking

User Tracking

Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By

Students

Password

Team Access

All Teams

Save

Cancel

- Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the discussion forum.	N
Viewable by	Determines who can view the discussion forum.	N
Password	Allows you to set a password for users to view your discussion forum.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to the survey to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to the survey to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A
Browser Security	The Browser Security list allows the editor to open the survey in a new browser window	A

Field Name	Description	View
	(using Medium security) disabling common browser functions including menus, address bar, context menus (right-click), and the use of most control keys (Ctrl-C for copy, Ctrl-V for paste, etc.)	
IP Filter	You can easily restrict quiz or survey access to a specific IP address. Using the IP Filter enter the IP Information as follows: • Use commas (,) to separate multiple IP address entries • Use a minus sign (-) to disallow the specific address • Use a plus sign (+) to allow the specified address • Use an asterisk (*) within an IP address as a wild card meaning all values between 0 and 255 • In cases where an IP address is included in more than one entry, the most specific entry is applied (e.g. a setting of - *.*.*.,+207.46.249.*, -207.46.249.5) allowing access to any IP address within the 207.46.249 class C network with the exception of 207.46.249.5 which has been excluded.	A

7. Click the **Delivery** tab.

New Survey
 Settings: ☒ Normal ☐ Advanced

Content Access **Delivery** Submission Review Standards Objectives Automate Assignment

Delivery Settings
 Take Survey:

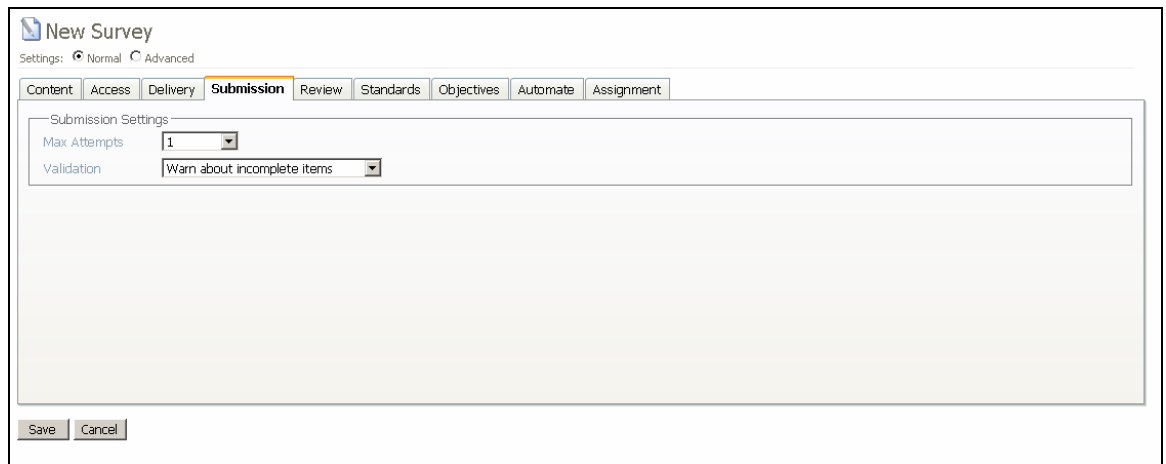
Display Settings
 Display Mode:
 Note: single question mode requires a DHTML-capable browser.

Save Cancel

8. Complete the following fields:

Field Name	Description	View
Take <survey name>	Enabled/Disabled. Allows the instructor the ability to turn off the Take <survey name> link.	N
Display Mode	Determines how the questions are displayed. Options include: - All questions - Single question - Single question – No Backtrack  Single question mode requires a DHTML-capable browser. Scramble the order in which questions are delivered - Scrambles the order in which questions are displayed. Selecting this checkbox provides a quiz displaying questions randomly for each student. This option is available only for quizzes. Scramble of the order of choices on questions- Scrambles the order of answer choices for multiple choice, multiple select, matching and ordering question types. This option is available only for quizzes.	N

9. Click the **Submission** tab.



New Survey

Settings: ☒ Normal ☐ Advanced

Content Access Delivery **Submission** Review Standards Objectives Automate Assignment

Submission Settings

Max Attempts: 1

Validation: Warn about incomplete items

Save Cancel

10. Complete the following fields:

Field Name	Description	View
Max Attempts	Restricts the number of times an individual user can take a quiz or survey.	N

Field Name	Description	View
Validation	Allows the instructor to specify what, if any, validation is done when the user attempts to submit the quiz or survey.	N
Auto-Save	Allows the instructor to determine if auto-saving is disabled or how frequently a quiz is saved. This option can be used as a safeguard if the Save button is disabled.	A
Do not allow users to save and finish later	Checkbox disables the Save button.	A
Make submissions anonymous	Allows the use anonymous submittal of a quiz or survey. It is recommended that this NOT be used on quizzes.	A

11. Click the **Review** tab.

New Survey
Settings: ☒ Normal ☐ Advanced

Content Access Delivery Submission **Review** Standards Objectives Automate Assignment

Review Settings
User Review: Full review

Full Review Options
☒ User response ☒ Feedback text

Save Cancel

12. Complete the following fields:

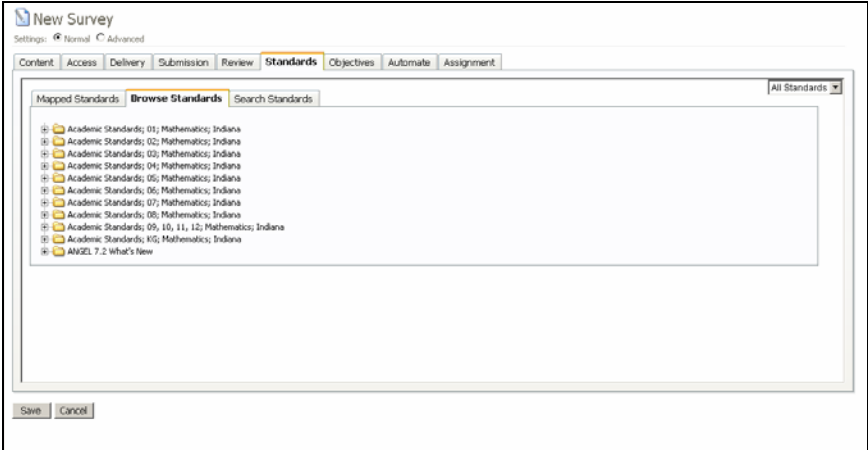
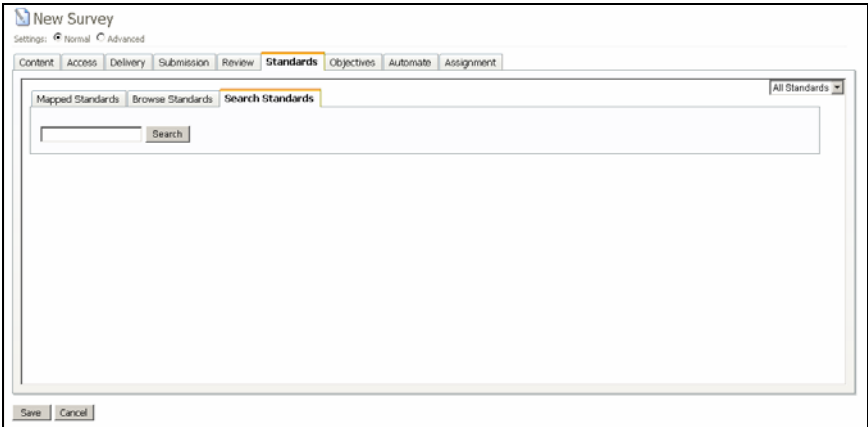
Field Name	Description	View
User Review	Works in conjunction with the related Full Review Options to determine the level of review to which users have access. The User Review option applies to the submission of the survey, as well as to the review of previously submitted survey.  Anonymous surveys do not allow feedback regardless of this setting. Full Review allows the user to review the full results of the quiz or survey upon submission, restricted only by the current Full Review Options. In addition, upon returning to a previously submitted quiz or survey, the user is presented with a hyperlinked list of the dates on which he/she has taken the quiz or survey. The user may click on the hyperlinked item to review the full results of the submission	N

Field Name	Description	View
	restricted only by the current Full Review Options. Summary only allows the user to review a summary of the quiz or survey upon submission, including the number of points awarded, the number of points missed, and an overall score. In addition, upon returning to a previously submitted quiz or survey, the user is presented with a list of the dates on which the user submitted a quiz or survey and the grade for each submission (if applicable). Disabled prevents the display of feedback upon submission of a quiz or survey and also disables the display of information regarding previously submitted surveys.	
Review options	Allows you to review by user response or feedback text	N
Full Review Options	Feedback text – displays feedback provided in the survey. User response – displays user response to the questions.	N

13. Click the **Standards** tab.

The screenshot shows the 'New Survey' interface with the 'Standards' tab selected. The interface includes a top navigation bar with tabs: Content, Access, Delivery, Submission, Review, Standards (highlighted), Objectives, Automate, and Assignment. Below the tabs, there is a 'Mapped Standards' section with buttons for 'Browse Standards' and 'Search Standards'. A text box below these buttons states 'The following standards have been mapped:'. At the bottom of the interface are 'Save' and 'Cancel' buttons.

14. Complete the following fields:

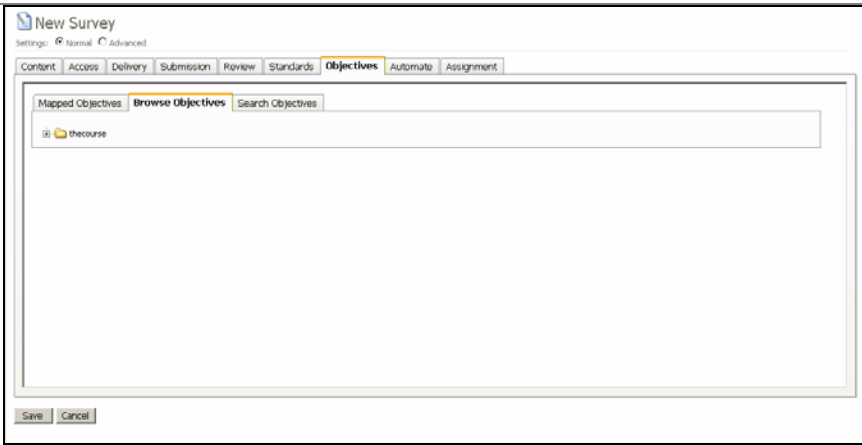
If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click the OK button when prompted to “Remove this?” 4. Click the Save button.
Mapping a new standard	 • Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.  • Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search button.

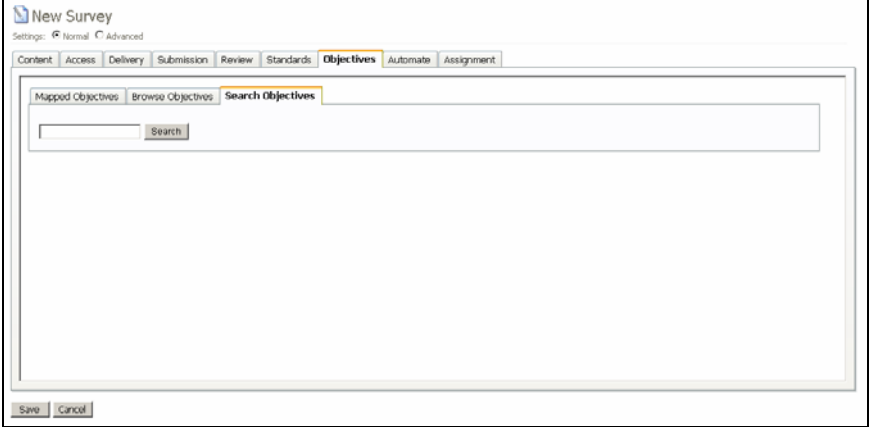
If you are	Then
	- Click a checkbox next to the standard to map. - Click the Save button.

15. Click the **Objectives** tab.

The screenshot shows the 'New Survey' window with the 'Objectives' tab selected. Within this tab, the 'Mapped Objectives' sub-tab is active. It shows a list of mapped objectives, with the text 'The following objectives have been mapped:' above an empty list area. At the bottom of the window are 'Save' and 'Cancel' buttons.

16. Complete the following fields:

If you are	Then
Removing an object mapping	- Click the Mapped Objectives tab. - Clear the checkbox next to the mapping to remove - Click the OK button when prompted to "Remove this?" - Click the Save button.
Mapping a new objective	 - Browse for an objective - Click the Browse Standards tab and navigate to the

If you are	Then
	objective to map. b. Click a checkbox next to the objective to map. c. Click the Save button.  • Search for an Objective a. Click the Search Objectives tab. b. Type a keyword and click the Search button. c. Click a checkbox next to the objective to map.

17. Click the **Automate** tab.



18. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N

Field Name	Description	View
Current Actions	Provides a list of current actions set for this content item	N

19. Click the **Assignments** tab.

The screenshot shows the 'New Survey' interface with the 'Assignment' tab selected. Under 'Gradebook Settings', the 'Assignment' dropdown menu is set to '(None)' with an 'Edit' button next to it. Under 'Milestone Settings', the 'Task Type' dropdown menu is also set to '(None)'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

20. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Title	This is the title for the gradebook item. This is used if you want the assignment to have a different title than the content item.	A
Category	Determines which category the content is associated with in the gradebook.	N
Points Possible	The points value for the content item.	N
Calculation Type	This determines how the grade is calculated. The default is first submission.	N
Display Format	This determines how the grade is displayed to students. The default is Course Default.	N
Hide gradebook assignments from students	To keep students from seeing the content item in the gradebook, select this checkbox.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N
Assign Date	This is the date the content item is assigned.	N
Due Date	This is the date the content item is due.	N

21. Click **Save**.

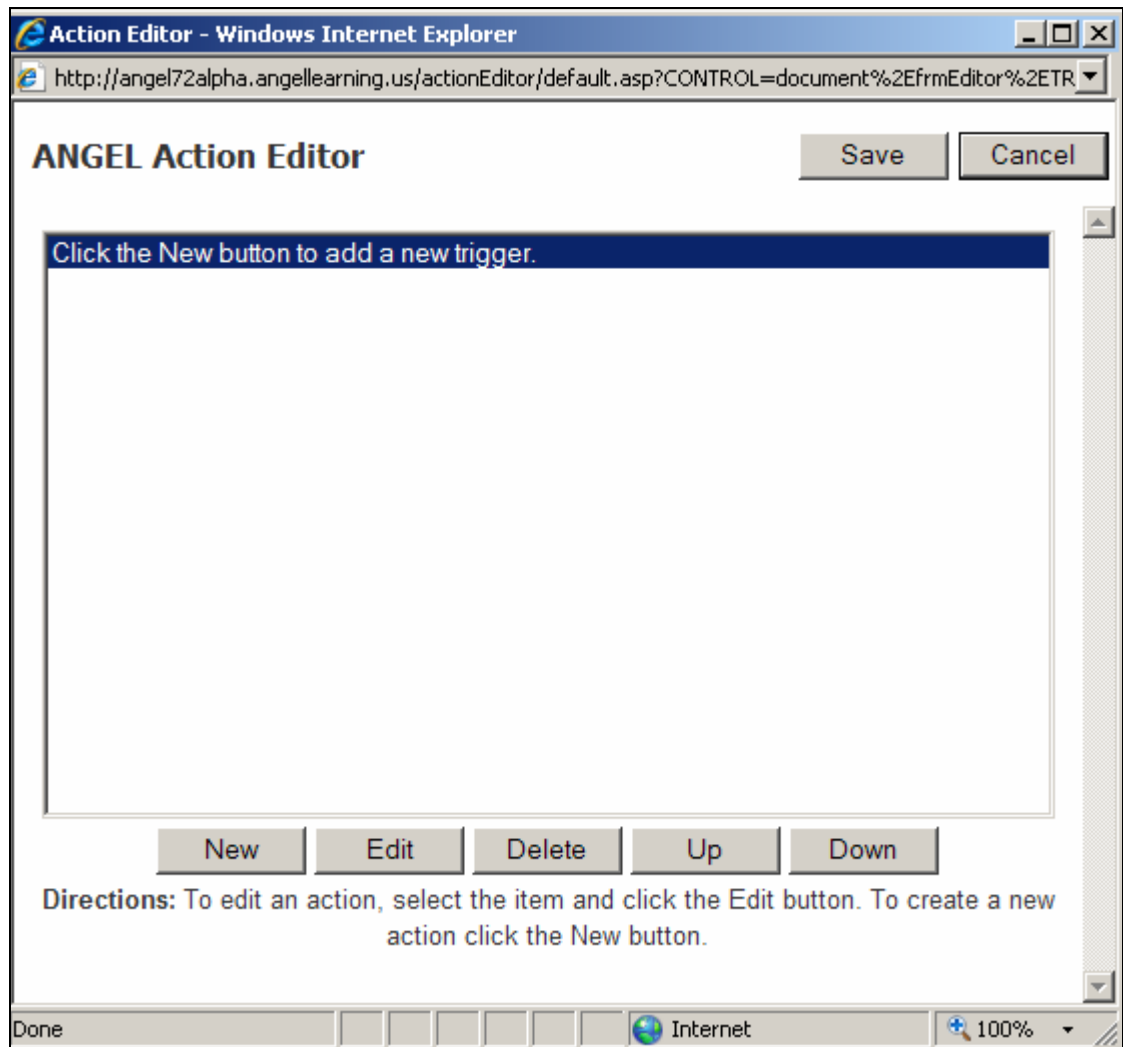


Click Cancel to exit the window without making changes.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate tab**.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.

Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed.
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

Link	Field Name	Description
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.

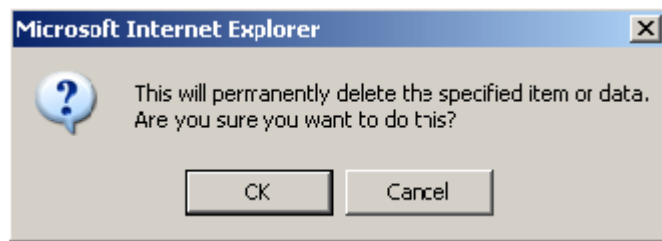
Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click **Save**.
7. Repeat steps 5 and 6 as necessary.

How to Delete a Survey

1. Log into your ANGEL course and click the **Lessons** tab.
2. **Delete** hyperlink beneath the name of the survey you wish to delete
3. Choose one of the following:

If you want to	Then
Delete the Survey	• Click Delete this Survey.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.
Delete all submissions	• Click Delete All Submissions.
Delete questions	• Click Delete Questions.



4. When prompted by the dialog screen, click the **OK** button or the **Cancel** button. You are returned to the list of Lessons.

Overview of Survey Question Types

ANGEL® Surveys support the creation of several different question types. The following chart provides a description of the available question types.

Question Type	Description
Section Heading	Supports the placement of text (e.g. directions, story problem text, etc.).
Text Box	Presents users with a labeled single-line text entry box.
Text Area	Presents users with a labeled multiple-line text entry area.
Checkbox	Presents users with a labeled checkbox.
Check List	Presents users with a statement and a series of checkbox items. Users may select all items that apply.
Drop-down List	Presents users with a labeled drop-down list box.
Option List	Presents users with a statement and a list of options. Users may select only ONE option.

Question Type	Description
Likert Scale	Presents users with a statement and a ranking scale. Users must select the most appropriate ranking.
Copy Questions	Copy questions from survey to survey
Import Questions	Import questions from a text file or through cut and paste.

How to Add a Section Heading

Section headings can be used to place any block of text or visual element on the survey. Section headings are commonly used to place directions at the top of a survey or for placing a story problem, scenario, image, and/or animation above or in between several related questions.

To add a section heading:

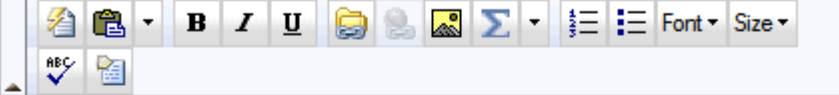
1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Section Heading** hyperlink or icon ().

 **Section Heading Editor**

Settings: ☒ Normal ☐ Advanced

Heading Settings

Text



Page Format

Feedback



Image URL

- Complete the following fields:

Field Name	Description	View
Text	The text of your header	N
Feedback	Feedback is displayed to the user following the submission of the survey.	N
Image URL	An image used for the header	N
Sequence	The order in which the header appears	A

- Click the **Save** button.

How to Add a Text Box Question

To add a text box question:

- Click the **Add Question** hyperlink (located on the survey toolbar).
- Click the **Text Box** hyperlink or icon ().

 **Text Box Editor**

Settings: ☒ Normal ☐ Advanced

Survey Field Settings

Question



Display Mode

Normal Display

Attributes

Image URL

- Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-	A

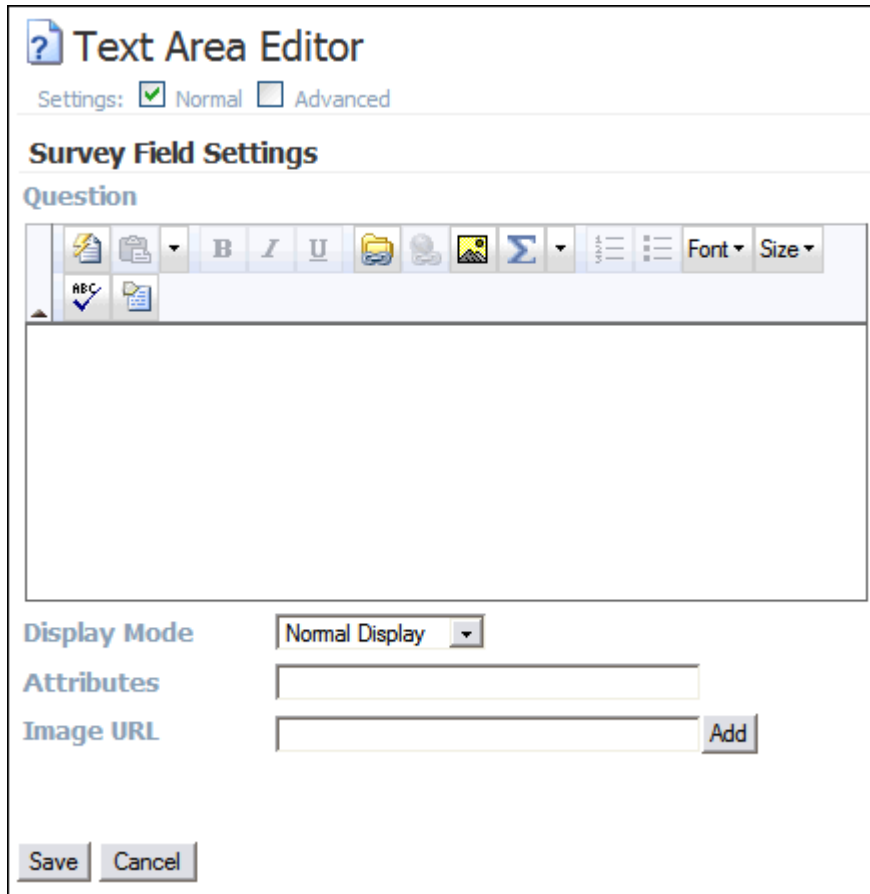
Field Name	Description	View
	down list.	
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image used for the text box	N
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the text box appears	A

- Click the **Save** button.

How to Add a Text Area Question

To add a text area question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Text Area** hyperlink or icon ().



3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N

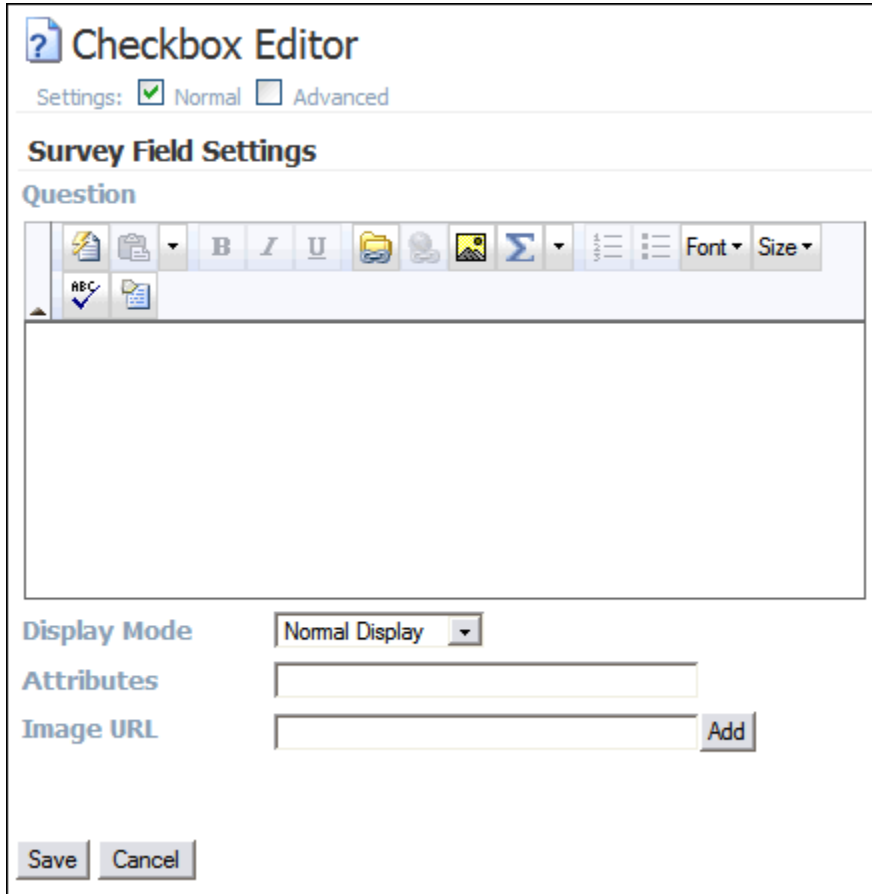
Field Name	Description	View
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields. For example, if you want to change the width of a text box so students can see the whole content of the text box, you can change this by specifying the appropriate HTML textbox attribute (e.g. size=100, meaning 100 pixels wide)	N
Image URL	An image used for the text area	N
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the text area appears	A

- Click the **Save** button.

How to Add a Checkbox Question

To add a checkbox question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Checkbox** hyperlink or icon ().



3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image used for the check box	N

Field Name	Description	View
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the check box appears	A

4. Click the **Save** button.

How to Add a Check List Question

To add a check list question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Check List** hyperlink or icon ().



Check List Editor

Settings: ☒ Normal ☐ Advanced

Survey Field Settings

Question


















Display Mode

Choices

Add Edit Delete Up Down | Copy Paste

Click the Add button to add new choices

Attributes

Image URL

3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image used for the check list	N

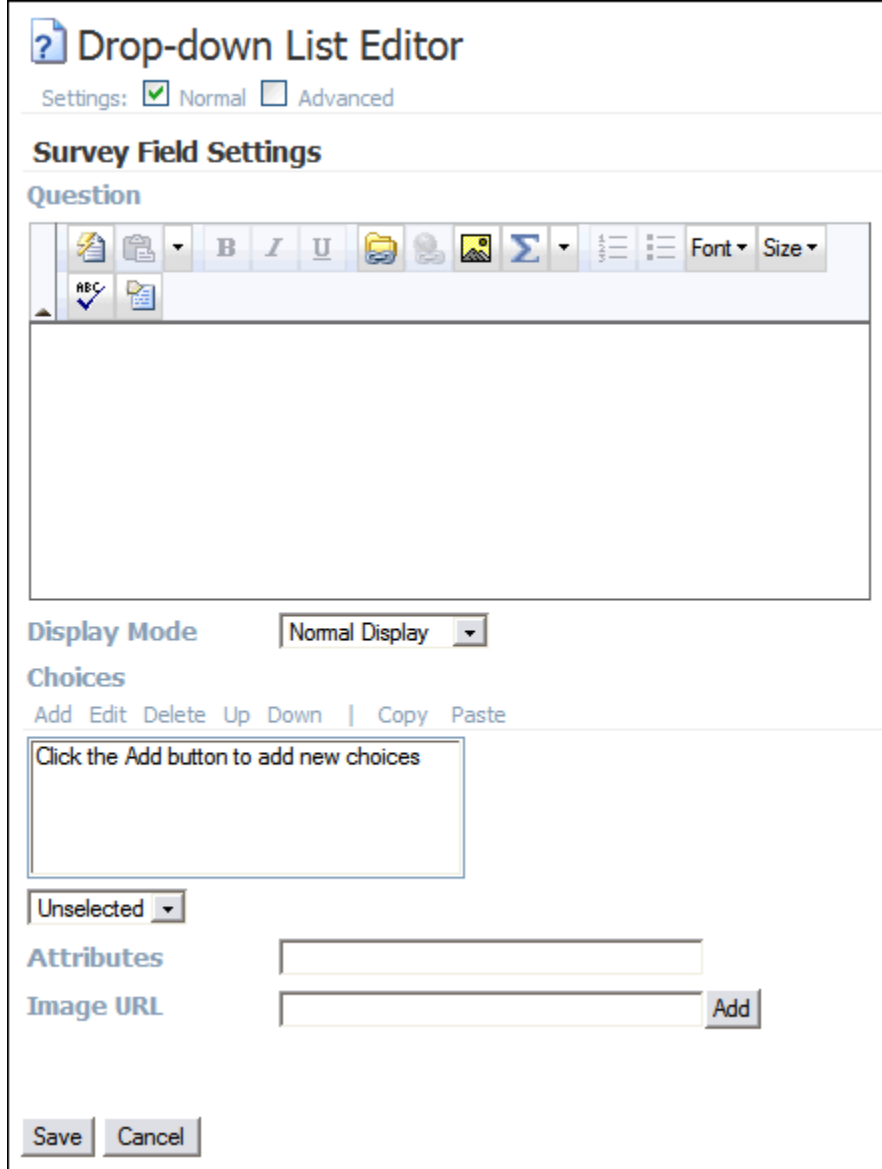
Field Name	Description	View
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the check list appears	A

4. Click the **Save** button.

How to Add a Survey Drop-down List Question

To add a drop-down list question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Drop-down list** hyperlink or icon ().



3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N

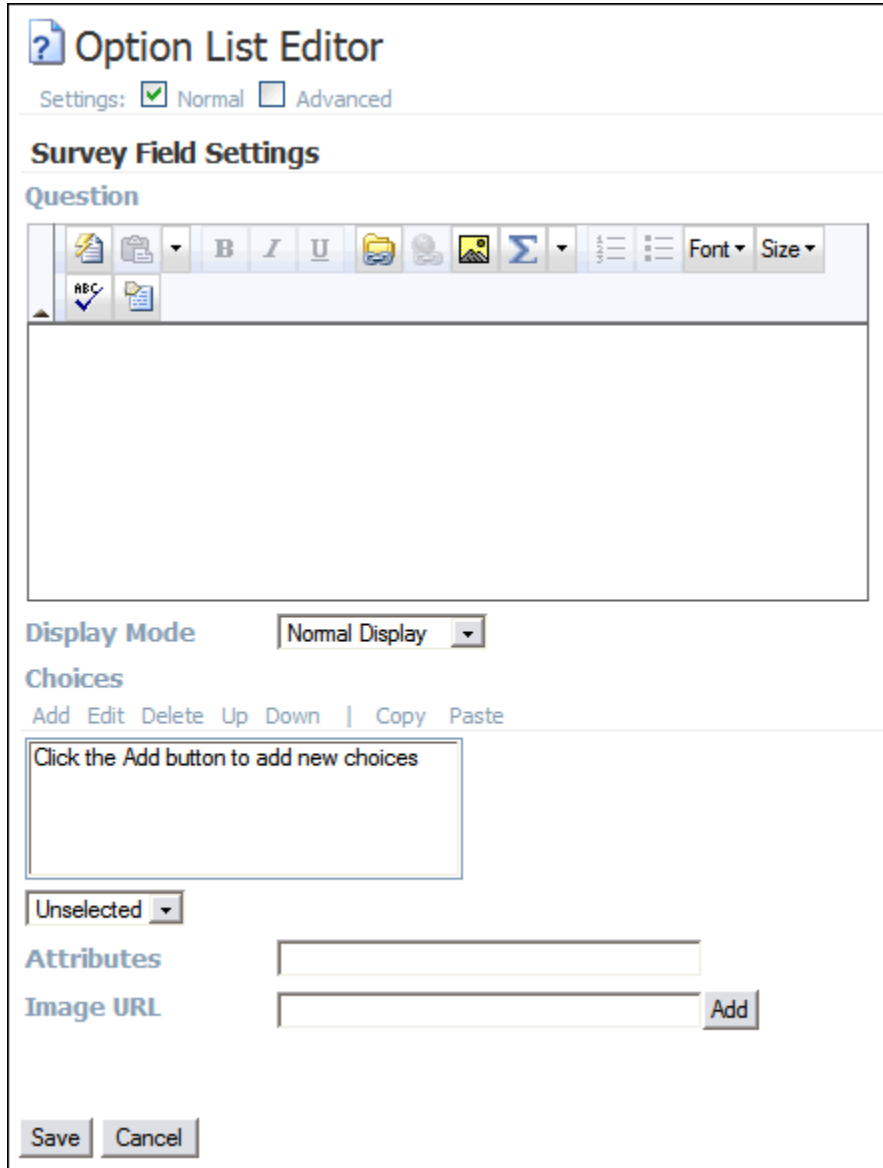
Field Name	Description	View
Choices	Allows you to specify the available choices for choice-based survey questions (drop-down menu, options list, etc.)	N
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image used for the drop-down list	N
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the drop-down list appears	A

4. Click the **Save** button.

How to Add an Option List Question

To add an option list question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Option List** hyperlink or icon ().



3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N

Field Name	Description	View
Choices	Allows you to specify the available choices for choice-based survey questions (drop-down menu, options list, etc.)	N
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image used for the drop-down list	N
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the drop-down list appears	A

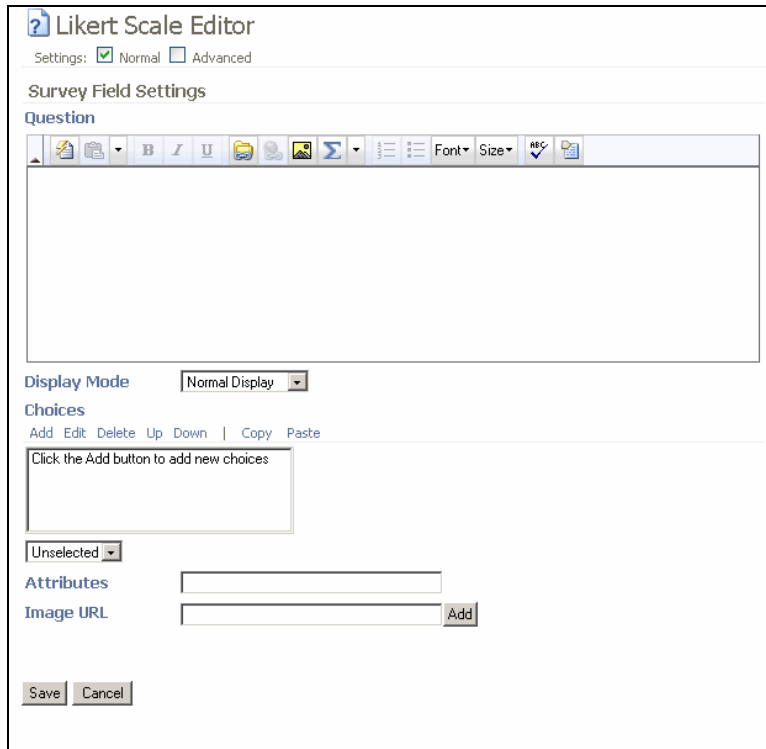
- Click the **Save** button.

How to Add a Likert Scale Question

A typical question using a Likert Scale might pose a statement and ask the user whether they Strongly Agree, Address, Undecided, Disagree or Strongly Disagree.

To add a Likert Scale question:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Likert Scale** hyperlink or icon ().



3. Complete the following fields:

Field Name	Description	View
Type	Choose the correct question type from the drop-down list.	A
Questions	The text for the question	N
Display Mode	The manner in which the question displays- normal or compact.	N
Choices	Allows you to specify the available choices for choice-based survey questions (drop-down menu, options list, etc.)	N
Field ID	Allows you to specify an alternate, more readable field ID for each question. This is helpful if you plan to export submission data to a spreadsheet for sorting or reviewing.	A

Field Name	Description	View
Attributes	Allows you to specify HTML attributes relating to the size and formatting of the text field, text box, drop-down box, and similar fields.	N
Image URL	An image that is used for the drop-down list	N
Advanced options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Sequence	The order in which the drop-down list appears	A

4. Click the **Save** button.

How to Copy Survey Questions

ANGEL makes it very easy to copy surveys or questions from existing surveys.

To copy questions from an existing survey:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Select the survey you wish to copy question from the **Copy Questions** drop-down menu.
3. Click the **Copy Questions** hyperlink or icon (). The Copy Questions page appears with a listing of the questions available to be copied.

4. Select the **Copy all questions** checkbox to copy all the questions or select the checkbox next to the question(s) you wish to copy.
5. Click the **OK** button.

How to Import Questions

To import survey questions from a word processing document, perform the following steps:

1. Click the **Add Question** hyperlink (located on the survey toolbar).
2. Click the **Import Questions** hyperlink or icon ().


Student Feedback

Import Questions

Import Questions

Replace this sample text with your questions.

Q: The material level was appropriate for this course.
A. strongly agree
B. agree
C. undecided
D. disagree
E. strongly disagree

Default Settings

Choice Likert Scale

Open-ended Text Box

OK

Cancel

Instructions: Replace the sample text in the text box with the questions you want to import. You can also set the default choice question format and open-ended question format. The questions text should conform to the following specifications.

- Each question should begin on a new line.
- The first line of each question should start with 'Q:' or the question number followed by a period ('1.', '2.', '3.', etc.).
- If the question has choices the choices should immediately follow the question text.
- Each choice should be on a line by itself.
- Each choice should begin with a choice letter followed by a period ('A.', 'B.', 'C.', etc.).

The following optional settings may be added after the question and its choices. Each setting should be on a line by itself and follow the format *SettingName: SettingValue*.

- ID: A logical id for the question.
- DISPLAY: COMPACT (formats question to use less space)
- IMAGE: The URL of an image to display before the question text.
- FEEDBACK: Text to display after the user submits the quiz.
- TYPE: Identifies the specific question format to use.
TX = Single-line Text, TA = Multi-line Text, CB = Checkbox, CL = Check List, DL = Drop-down List, OL = Option List, LS = Likert Scale

3. Replace the sample text in the **Import Questions** text area with question text copied from your source document.



You may copy, paste, and import more than one question at a time. However, the pasted question text must follow the format of the sample question text as shown.

The question text must conform to the following specifications:

- Each question must begin on a new line.
- The first line of each question must start with 'Q:' or the question number followed by a period ('1.', '2.', '3.', etc.).
- If the question has choices the choices must immediately follow the question text.
- Each choice must be on a line by itself.
- Each choice must begin with a choice letter followed by a period ('A.', 'B.', 'C.', etc.).

The following optional settings may be added after the question and its choices. Each setting must be on a line by itself and follow the format SettingName: SettingValue.

Setting	Description
ANSWER:	For choice questions type the letter of each correct choice separated by commas. For open-ended questions enter the actual answer text.
IMAGE:	The URL of an image to display before the question text.
FEEDBACK:	Text to display after the user submits the quiz.
TYPE:	Identifies the specific question format to use.
SH	Section Heading
TX	Single-line text.
TA	Multi-line text
CB	Checkbox
CL	Check List
DL	Drop-box list
OL	Option List
LS	Likert Scale

4. Use the **Choice** and **Open-ended** drop-down lists to specify the default question format for choice type questions and open-ended type questions.
5. Click the **OK** button.

Previewing Surveys

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the survey hyperlink for the survey you wish to view.
3. Click the **Preview** hyperlink.
4. Click the **Done** button when you've finished previewing your survey.

Completing Surveys

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the survey hyperlink for the survey you wish to view.
3. Click **Begin <name of survey>**.



If you've saved the survey and returned to it, you will see the option **Resume <name of survey>**.

4. Do one of the following:
 - Click the **Submit** button when you've finished your survey. When you've submitted the survey, you will receive a confirmation
 - Click **Save Answers** to leave the survey or finish it later.
 - a. Click the **Continue** button to finish the survey.
 - b. Click the **Finish later** button to leave the survey.

Files

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.

In ANGEL® a file is treated as just another lesson item, with the same grading options as any other lesson item.

You create Files by completing a series of tabs which contain fields where information about the File are stored. The picture below shows the basic File building environment from the content tab.

Files allow an instructor the ability to create interactive, peer-to-peer collaborative learning communities.

Files contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the File you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the File.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the File. It also allows you to set the start and end dates for the File.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.

Tab	Description
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your File, such as allowing certain files to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your File. Additionally, you can set grade assignments for the File.

How to Create/Edit a File

To add a File to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	3. Click Add Content. 4. Click File.
You are editing an existing page	2. Navigate to the file and click Settings.

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

Auto Detect

3. Complete the following fields:

If	Then								
You are uploading a file	- Complete the following fields: <table border="1"> <thead> <tr> <th>Field Name</th><th>Description</th></tr> </thead> <tbody> <tr> <td>File to upload</td><td>Choose the file you wish to upload</td></tr> <tr> <td>Title</td><td>Title for the file you are going to upload. This title displays next to the file icon.</td></tr> <tr> <td>File type</td><td>Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect.</td></tr> </tbody> </table> - Click the Upload File button. - Click OK. You are returned to your Lessons list.	Field Name	Description	File to upload	Choose the file you wish to upload	Title	Title for the file you are going to upload. This title displays next to the file icon.	File type	Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect .
Field Name	Description								
File to upload	Choose the file you wish to upload								
Title	Title for the file you are going to upload. This title displays next to the file icon.								
File type	Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect .								
You are dragging and dropping a file	- Click the Drag-n-Drop button. - Drag your files into the Drag-and-Drop box. - Click the OK button. You are returned to your Lessons list.								



You may find that in most cases you want to extract archive files (e.g. to display a PowerPoint presentation saved as a web page, etc.), however in some cases, you may prefer to leave the archive file in its archived format. For example, you may have uploaded a zip archive which contains several readings (in a .doc or .pdf format) that you want to be easily downloaded by your students as a single file instead of requiring the download of several individual files.

Other common needs for leaving an archive file in an archived format include: 1) the upload of files which are large in file size – leave the file in an archive (compressed) format to ease the time required for the student to download the file. 2) the upload of several associated project files (such as HTML pages, multimedia files, or programming files) – leave the file in an archived format to ensure all files are downloaded together and file associations are kept intact.

3. Click the title of the new link you just created.
4. Click the **Content** tab.

5. Complete the following fields:

Field Name	Description	View
Title	Is the title for the File	N
Subtitle	Is the secondary title for the File. Can be used to provide more information for readers.	N
File Target	Allows you to choose how the file opens in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.	N
Description	Describes your File content.	A
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page. This feature is used for accessibility when drag n drop is not available for instructor use.	A
Icon URL	Allows you to select an icon used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced	Provides an interface for specifying advanced item	A

Field Name	Description	View
Options	settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	

6. Click the **Access** tab.

Sample file

Settings: ☒ Normal ☐ Advanced

Content **Access** Standards Objectives Automate Assignment

Access Tracking

User Tracking:

View Restrictions

☒ Do not allow users to view this item

Viewable By:

Password:

Team Access:

Save Cancel

7. Complete the following fields:

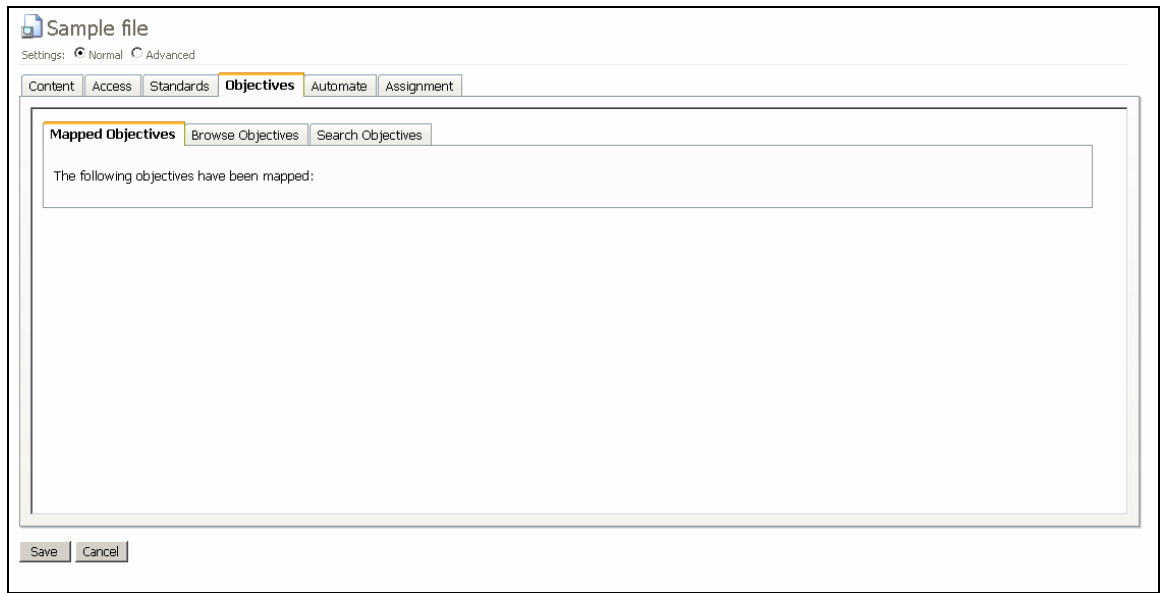
Field Name	Description	View
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a test to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

8. Click the **Standards** tab.

9. Complete the following fields:

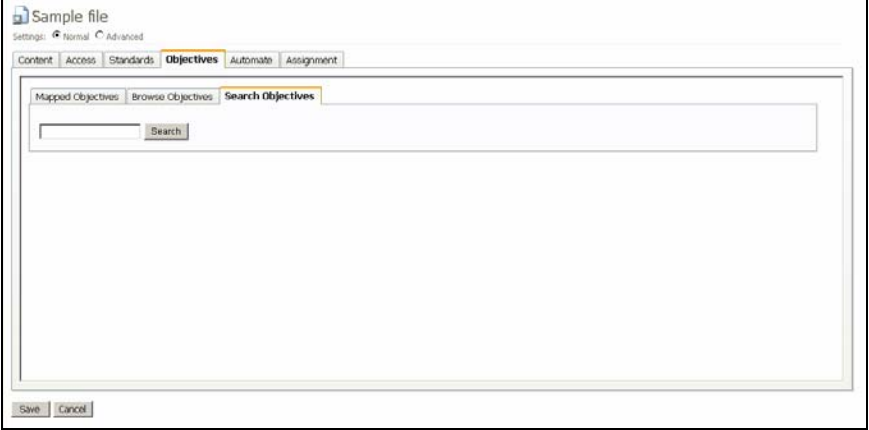
If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?” 4. Click the Save button..
Mapping a new standard	Do one of the following: • Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button. • Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search button. 3. Click a checkbox next to the standard to map. 4. Click the Save button.

10. Click the **Objectives** tab.

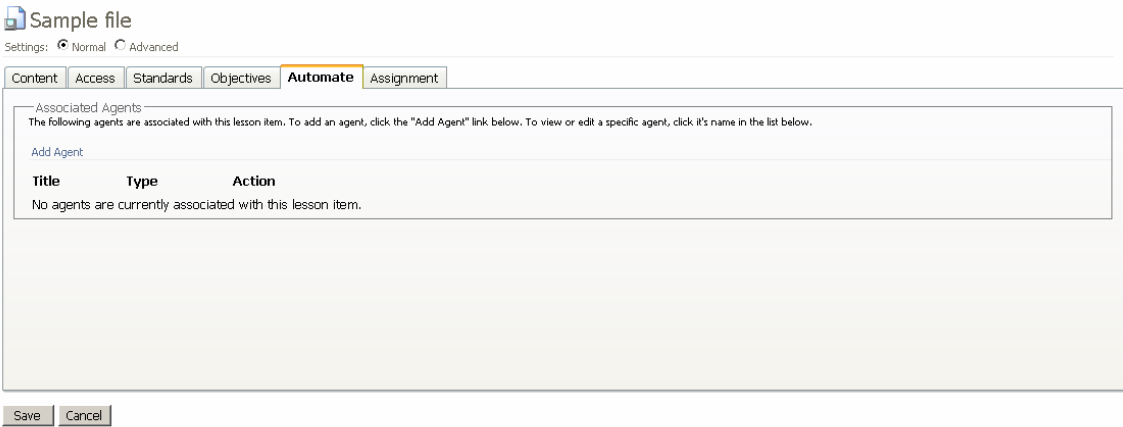


11. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?" 4. Click the Save button.
Mapping a new objective	Do one of the following • Browse for an objective 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click the Save button. • Search for an Objective

If you are	Then
	 1. Click the Search Objectives tab. 2. Type a keyword and click the Search button. 3. Click a checkbox next to the objective to map.

12. Click the **Automate** tab.



Sample file

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents

The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click it's name in the list below.

[Add Agent](#)

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

13. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

14. Click the **Assignments** tab.

Sample file

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Gradebook Settings

Assignment (None) Edit

Milestone Settings

Task Type (None)

Save Cancel

15. Complete the following fields:

Field Name	Description	View
Assignment	Associates the content item with the gradebook.	N
Title	Is the title for the gradebook item. This is used if you want the assignment to have a different title than the content item.	A
Category	Determines which category the content is associated with in the gradebook.	N
Points Possible	The points value for the content item.	N
Calculation Type	This determines how the grade is calculated. The default is first submission.	N
Display Format	This determines how the grade is displayed to students. The default is Course Default.	N
Hide gradebook assignments from students	To keep students from seeing the content item in the gradebook, select this checkbox.	N

Field Name	Description	View
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N
Assign Date	This is the date the content item is assigned.	N
Due Date	This is the date the content item is due.	N

16. Click the **Save** button.



Click **Cancel** to exit the window without making changes.

Editing Uploaded File Settings

Once the upload process is complete, a **File Upload Successful** message displays on the screen with an option to either extract the files from the zip archive or leave the file in its zip format.

You may find that in most cases you want to extract archive files (e.g. to display a PowerPoint presentation saved as a web page, etc.), however in some cases, you may prefer to leave the archive file in its archived format. For example, you may have uploaded a zip archive which contains several readings (in a .doc or .pdf format) that you want to be easily downloaded by your students as a single file instead of requiring the download of several individual files.

Other common needs for leaving an archive file in an archived format include: 1) the upload of files which are large in file size – leave the file in an archive (compressed) format to ease the time required for the student to download the file. 2) the upload of several associated project files (such as HTML pages, multimedia files, or programming files) – leave the file in an archived format to ensure all files are downloaded together and file associations are kept intact.

1. Select the name of the file from the **Default File** drop-down list to display when the user selects the item.
2. Click the **Extract Files** button to extract the files or click the **OK** button if you do not want to extract the archive. Your uploaded file, represented by a file icon  and your file title appears.

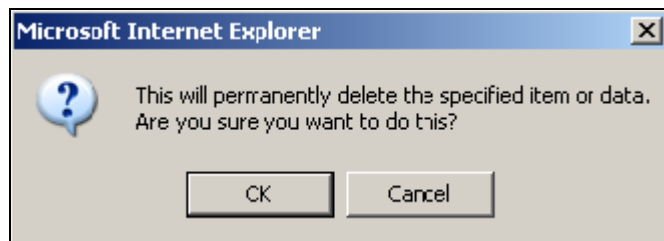


To modify the file settings (such as title and subtitle) or access settings (such as tracking or hiding), use the **Settings** hyperlink (located beneath your created file).

Deleting a File

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink located underneath the name of the File to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the File	• Click Delete this File.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.



4. When prompted by the dialog screen, click **OK** or **Cancel**. You are returned to the list of Lessons.

Drop boxes

A drop box is a folder created by an instructor where class members can upload files. Students commonly use drop boxes to hand in electronic assignments by uploading assignments. These assignments can then be reviewed and graded.

Within each drop box, ANGEL creates individual folders for every student who uploads a file. Students can see only the files in their own folders, and cannot delete files. Instructors can see and delete everything in the drop box. A drop box can be available to the entire class, or restricted to groups defined in the class roster.

Drop boxes and group spaces work similarly. However, if you are a student using a drop box, only you and your instructor can see the files you put there. By contrast, instructors can set up spaces where specific students can view peers' work.

Understanding Drop boxes

Drop boxes are created by completing a series of tabs which contain fields where information about the drop box are stored. The picture below shows the basic drop box building environment from the content tab.

New Drop Box

Settings: ☒ Normal ☐ Advanced

Content Access Submission Review Standards Objectives Automate Assignment

Page Settings

Title

Subtitle

Directions

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, Font Color, Background Color, Text Color, Text Background Color, Font Size, Font Family, Font Style, Font Weight, Font Color, Background Color, Text Color, Text Background Color, Font Size, Font Family, Font Style, Font Weight.

Save Cancel

Drop boxes contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the drop box you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the drop box.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the drop box. It also allows you to set the start and end dates for the drop box.
Submission	The Submission tab determines how many attempts are allowed for the drop box/survey. Instructors can validate drop box items to check for incomplete drop box questions under the submissions tab.
Review	The Review tab determines what the user drop box/survey items display when the drop box/survey is submitted.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your drop box, such as allowing certain drop boxes to be accessible on certain dates.

Tab	Description
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your drop box. Additionally, you can set grade assignments for the drop box.

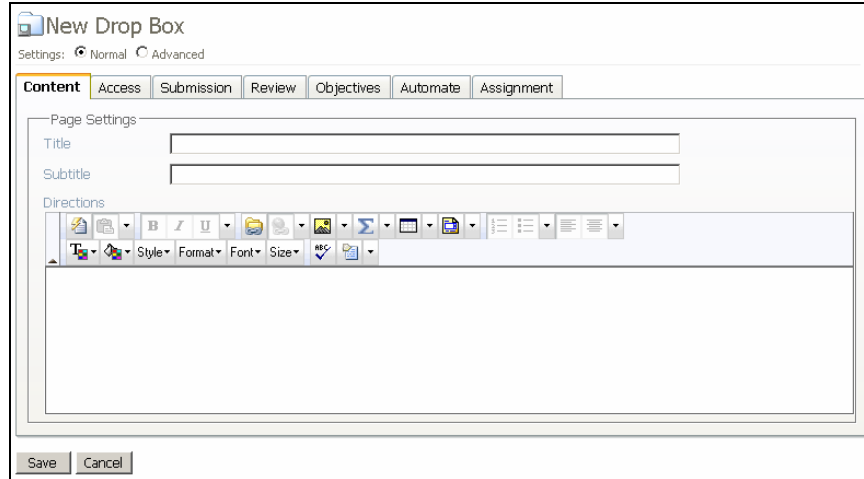
How to Create/Edit a Drop box

To add a drop box to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click the Add Content hyperlink. 2. Click the Drop box hyperlink or icon ()
You are editing an existing page	• Navigate to the drop box and click the Settings hyperlink box.

3. Click the **Content** tab.



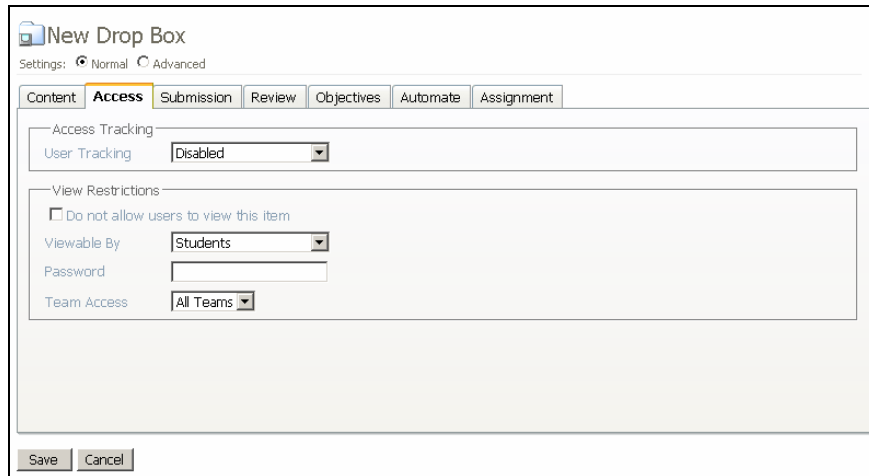
4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the drop box	N
Subtitle	Is the secondary title for the drop box. Can be used to provide more information for readers.	N
Directions	The instructions for you drop box use	N

Field Name	Description	View
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Link Target	Allows you to choose how the drop box opens in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.	N
Icon URL	Allows you to select an icon that can be used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field. Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A

Field Name	Description	View
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

5. Click the **Access** tab.



The screenshot shows the 'New Drop Box' dialog box with the 'Access' tab selected. The 'Access Tracking' section has 'User Tracking' set to 'Disabled'. The 'View Restrictions' section includes a checkbox 'Do not allow users to view this item' which is unchecked. Below this, 'Viewable By' is set to 'Students', 'Password' is empty, and 'Team Access' is set to 'All Teams'. At the bottom are 'Save' and 'Cancel' buttons.

New Drop Box
 Settings: ☒ Normal ☐ Advanced

Content **Access** Submission Review Objectives Automate Assignment

Access Tracking
 User Tracking: Disabled

View Restrictions
☐ Do not allow users to view this item
 Viewable By: Students
 Password:
 Team Access: All Teams

Save Cancel

6. Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the drop box.	N
Viewable by	Determines who can view the drop box.	N
Password	Allows you to set a password for users to view your drop box.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a drop box to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a drop box to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

7. Click the **Submission** tab.

New Drop Box

Settings: ☒ Normal ☐ Advanced

Content Access **Submission** Review Objectives Automate Assignment

Submission Settings

Max Submissions **Unlimited**

Message Box **Enabled**

Attachments **Enabled**

Save Cancel

8. Complete the following fields:

Field Name	Description	View
Max Submissions	Restricts the number of times an individual user can submit assignments to a drop box.	N
Message Box	Enables or disables a message box for the drop box. The message box allows the user to provide additional information concerning the item being submitted.	N
Attachments	Attach a file to the drop box.	N
Make submissions anonymous	Allows the use anonymous submittal of a drop box. It is recommended that this NOT be used on drop boxes.	A

9. Click the **Review** tab.

New Drop Box

Settings: ☒ Normal ☐ Advanced

Content Access Submission **Review** Objectives Automate Assignment

Review Settings

User Review Normal - users see only their own submissions ▼

Save Cancel

10. Complete the following fields:

Field Name	Description	View
User Review	Works in conjunction with the related normal, peer review or disabled options to determine the level of review to which users have access. The User Review option applies to the submission of the drop box as well as to the review of previously submitted drop box.  Anonymous drop boxes do not allow feedback regardless of this setting. Normal - user only sees their submission. Peer reviewed - all users see all submissions. Disabled - prevents the display of feedback upon submission of a drop box or survey and disables the display of information regarding previously submitted drop boxes and surveys.	N

11. Click the **Standards** tab.

New Drop Box
 Settings: ☒ Normal ☐ Advanced

Content Access Submission Review **Standards** Objectives Automate Assignment

☒ All Standards

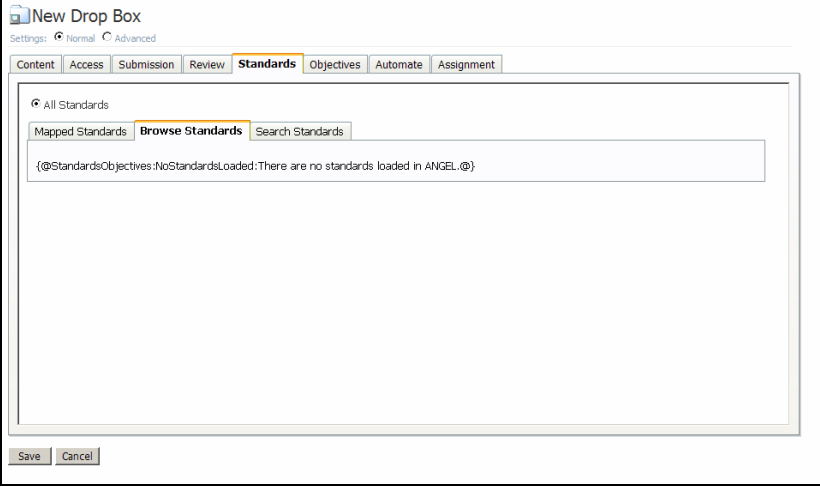
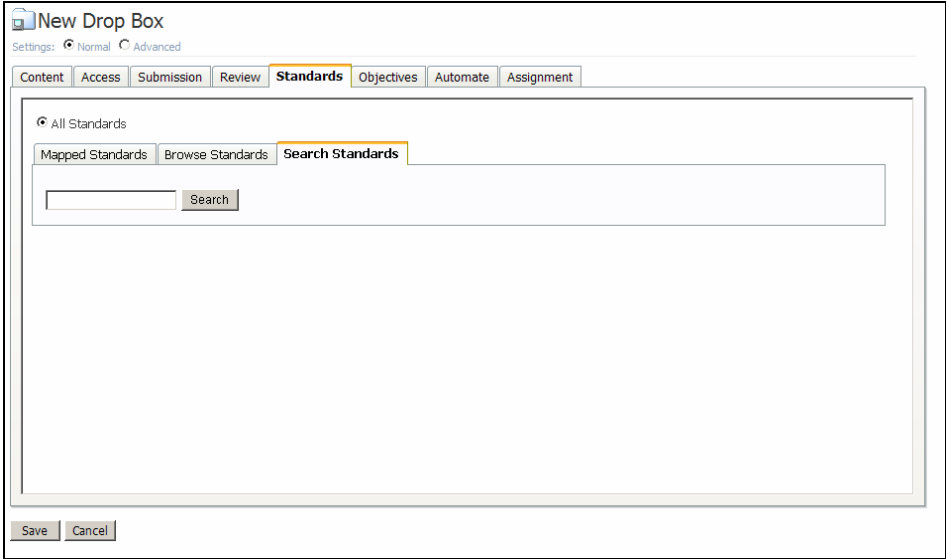
Mapped Standards Browse Standards Search Standards

The following standards have been mapped:

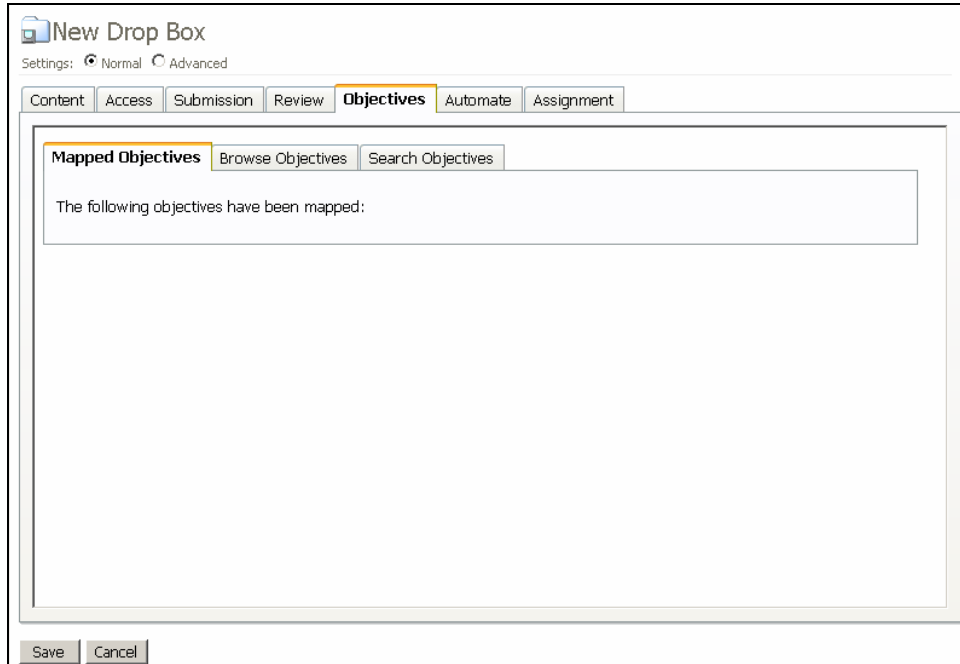
Save Cancel

12. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to "Remove this?" 4. Click the Save button.
Mapping a new standard	Do one of the following: a. Browse for a standard

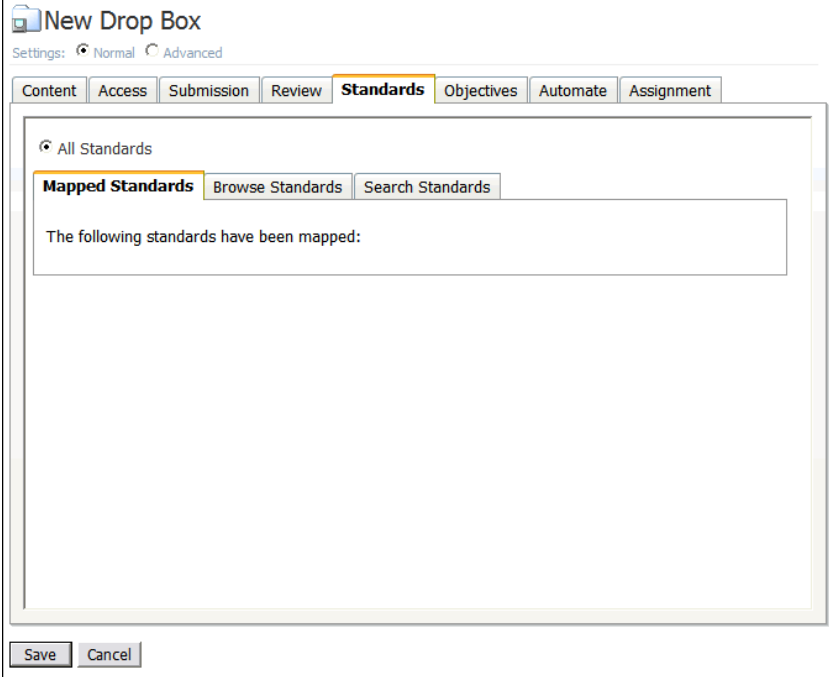
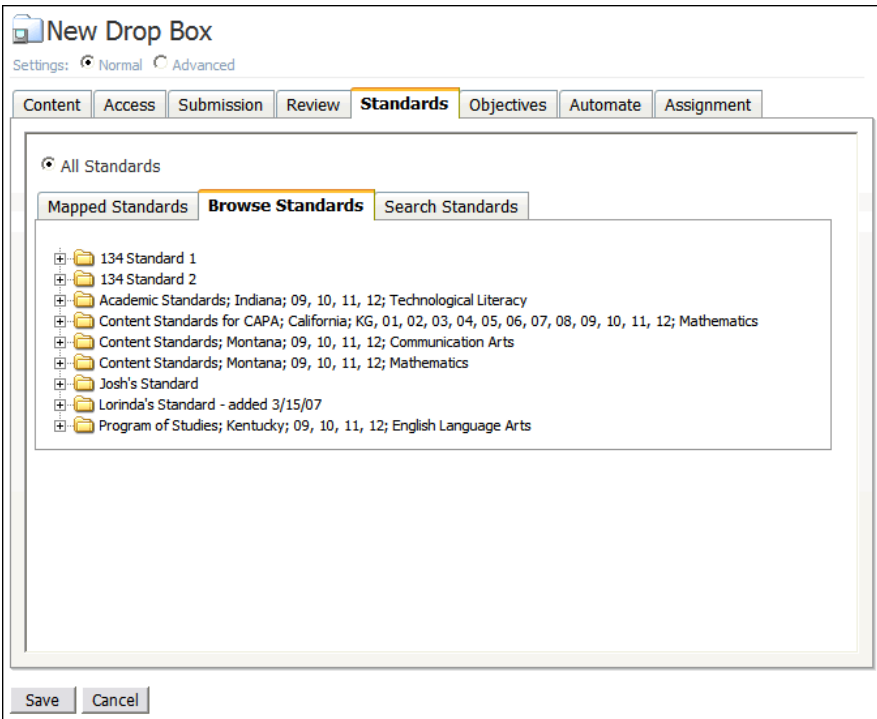
If you are	Then
	 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.  b. Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search button. 3. Click a checkbox next to the standard to map. 4. Click the Save button.

13. Click the **Objectives** tab.



14. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?" 4. Click Save.

If you are	Then
Mapping a new objective	 • Browse for an objective a. Click the Browse Standards tab and navigate to the objective to map. b. Click a checkbox next to the objective to map. c. Click Save. 

If you are	Then
	- Search for an Objective - Click the Search Objectives tab. - Type a keyword and click Search. - Click a checkbox next to the objective to map.

15. Click the **Automate** tab.

New Drop Box

Settings: ☒ Normal ☐ Advanced

Content Access Submission Review Objectives **Automate** Assignment

Associated Agents
The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click it's name in the list below.

[Add Agent](#)

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

16. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

17. Click the **Assignments** tab.

New Drop Box
 Settings: ☒ Normal ☐ Advanced

Content Access Submission Review Objectives Automate **Assignment**

Gradebook Settings
 Assignment (None) Edit

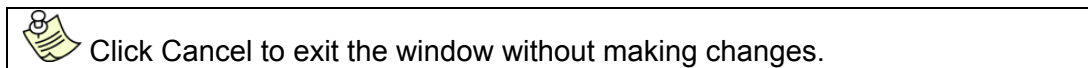
Milestone Settings
 Task Type (None)

Save Cancel

18. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

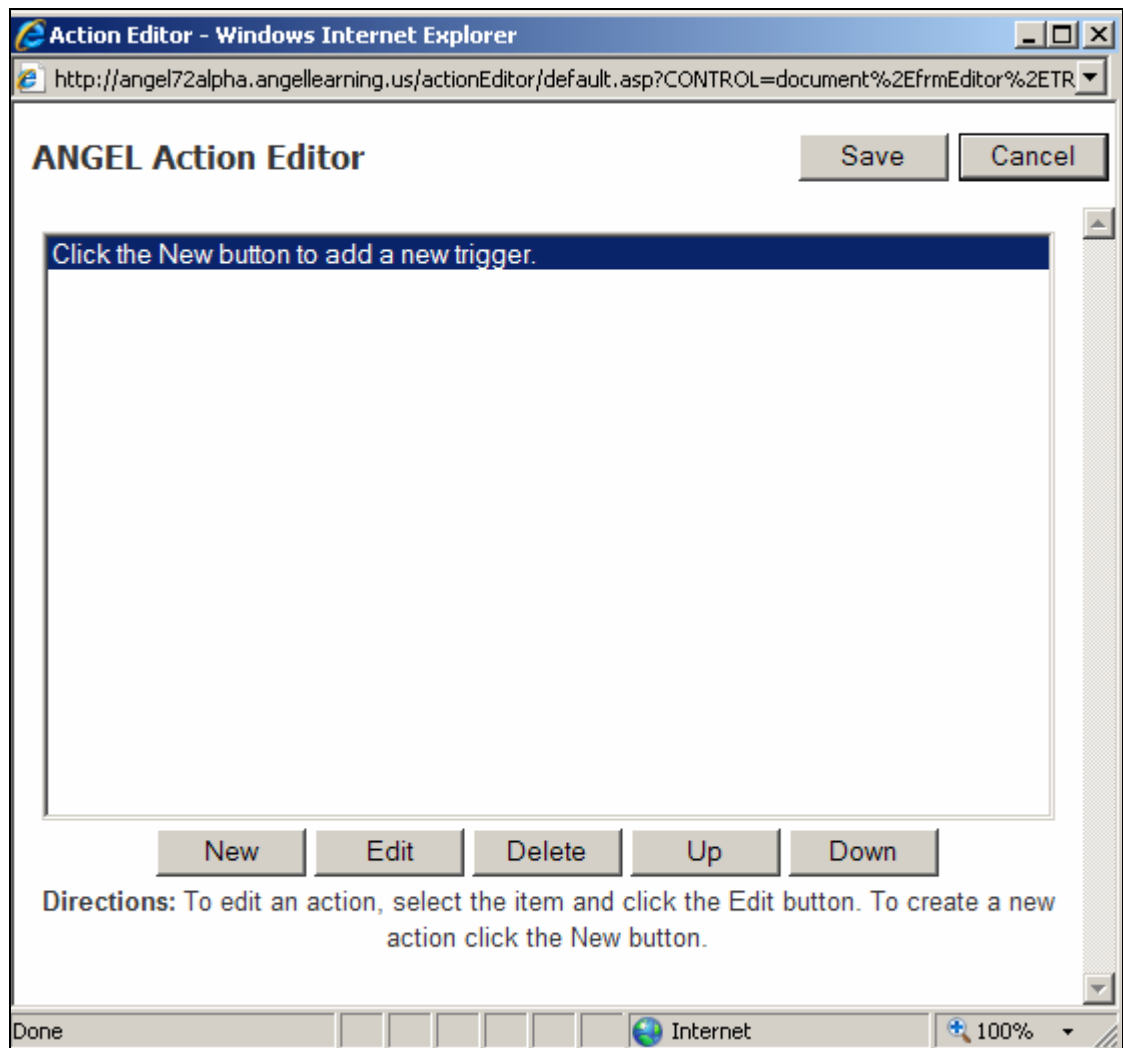
19. Click **Save**.



How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate** tab.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
Alert	Criteria	Specifies the criteria of the event.
	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
Announcement	Criteria	Specifies the criteria of the event.
	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.

Link	Field Name	Description
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed..
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate

Link	Field Name	Description
		"Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.

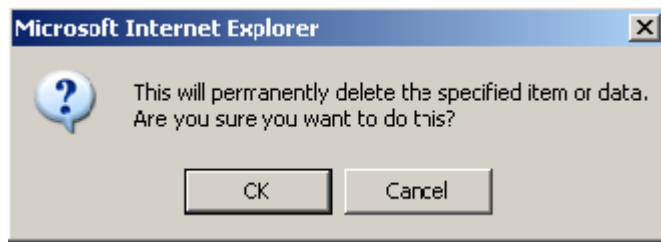
Link	Field Name	Description
	Replace with	Specifies with which text to to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click **Save**.
7. Repeat steps 5 and 6 as necessary.

How to Delete a Drop box

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink located underneath the name of the Drop Box to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the Discussion Forum	• Click Delete this Drop box.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.
Delete this All Submissions	• Click Delete All Submissions



4. When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

Using Drop Boxes

Students use drop boxes to submit electronic files to instructors. This alleviates the amount of files sent from user to instructor and allows more organization for everyone. When you send a message from the drop box, email is sent to instructors alerting them that they have files or information for review and grading.

Students cannot delete submissions, rather, the instructor can delete submissions and students can resubmit.

How to add a file to the drop box

To add a file to the drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click your drop box.

3. Complete the following fields:

Field Name	Description
Title	Title of your message
Message	Text of your message

Field Name	Description
Attachments	Add files to your message
Submit	Send your message

- Click the **Submit** button. A Submission Successful message is displayed.
- Click the **OK** button.

How to grade a drop box submission

- Log into your ANGEL course and click the **Lessons** tab.
- Click your drop box.
- Click the assignment you want to grade.

The screenshot shows the 'Grade submission' interface for a submission titled 'Week 1 - Electronic Assignment'. The breadcrumb trail is 'Utilities > Submissions > Grade submission by Dillow, Debbie (ddillow) on 4/16/2007 2:59:25 PM'. The 'Grade' field is a text box with 'points(100 max.)' as a placeholder. Below it is the 'Remarks' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, image, table, list, and text color, along with 'Font' and 'Size' dropdowns. Below the editor is an 'Attachments' button and a checkbox labeled 'Send as mail message to user'. At the bottom are 'OK' and 'Cancel' buttons. A summary box at the bottom shows 'Week 1 Assignment' submitted by 'Dillow, Debbie (ddillow)' on '4/16/2007 2:59:25 PM'. Under 'Submitted Files', there is a file named 'test.txt' (4 bytes).

- Complete the following fields:

Field Name	Description
Grade	Title of your message
Remarks	Text of your message
Attachments	Add files to your message
Send as email message to user	Check if you want to send an email to users alerting them that their assignments have been graded.

- Click **OK**.



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.

How to delete drop box submission

When using content items that involve drop boxes you may want to delete submissions affiliated with the content objects without deleting the items themselves.

To delete individual submissions:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Utilities** hyperlink (underneath the name of the quiz, survey, or drop box containing submissions you want to delete).

Click the **View, Grade, or Delete Submissions** hyperlink. A list of user submissions is provided. To delete an individual submission, click the **Delete** button. You are prompted "*Are you sure you want to delete this response from user's name?*"



This process permanently deletes the submissions and cannot be recovered.

3. Click the **OK** button.

Game

The game option allows an instructor to create a crossword puzzle or quiz show game to challenge student learning. Crossword puzzles can be used to test a student's vocabulary of terms used in a lesson. The Quiz Show option can test a student's understanding of lesson items using a format similar to a TV game show.

The Game option contains the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the game you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the game.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the game. It also allows you to set the start and end dates for the game.

Tab	Description
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your game, such as allowing certain games to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your game. Additionally, you can set grade assignments for the game.

How to Create/Edit a Game

To add a game to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new game	1. Click the Add Content hyperlink. 2. Click the Game hyperlink.
You are editing an existing game	• Navigate to the game and click the Settings hyperlink box.

3. Click the **Content** tab.

Weekly Crossword Puzzle

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate Assignment

Page Settings

Title: Weekly Crossword Puzzle

Subtitle:

Page Text

Save Cancel

4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the game.	N
Subtitle	Is the secondary title for the game. Can be used to provide more information for readers.	N
Page Text	The instructions for the game.	
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Link Target	Allows you to choose how the game opens in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.	N
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A

Field Name	Description	View
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

5. Click the **Access** tab.

Weekly Crossword Puzzle

Settings: ☒ Normal ☐ Advanced

Content **Access** Standards Objectives Automate Assignment

Access Tracking

User Tracking Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By Students

Password

Team Access All Teams

Save Cancel

6. Complete the following fields:

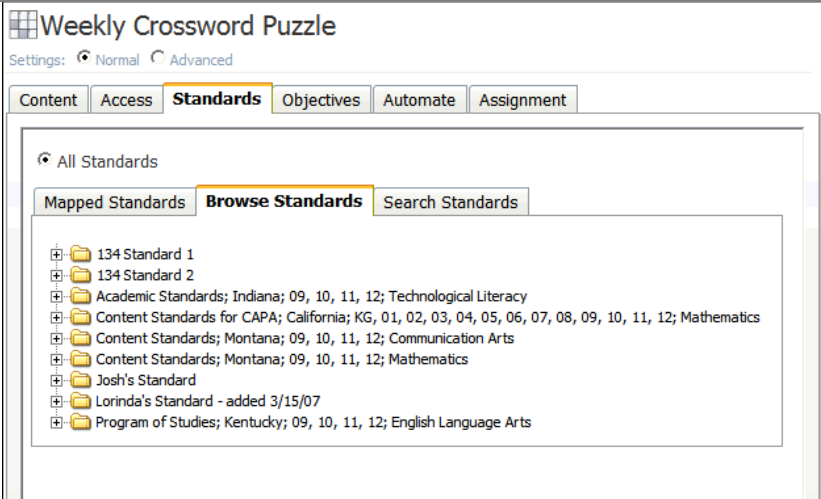
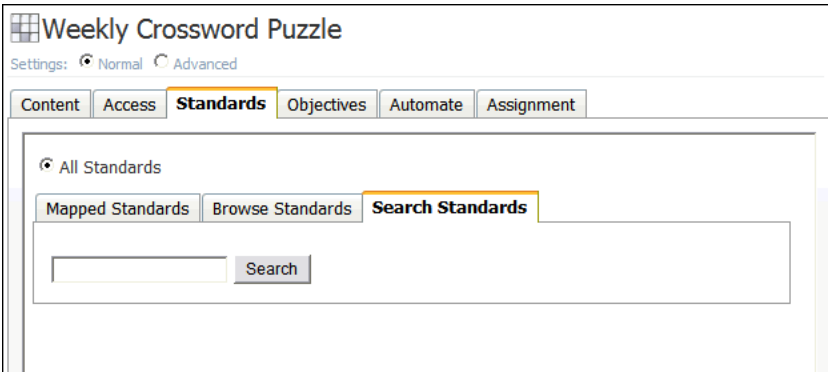
Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the game.	N
Viewable by	Determines who can view the game.	N
Password	Allows you to set a password for users to view your game.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N

7. Click the **Standards** tab.

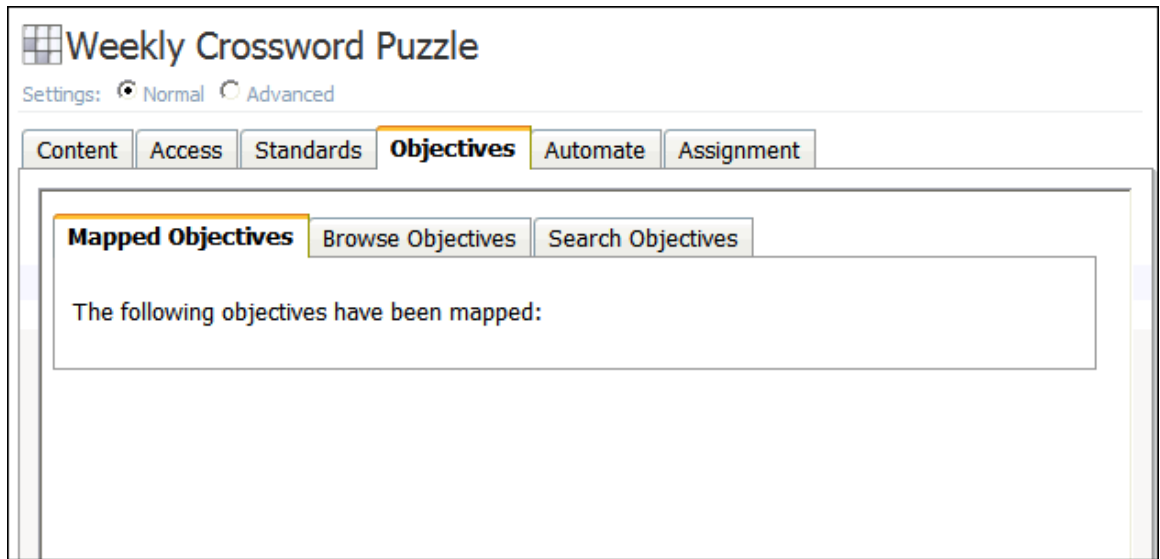
The screenshot shows a web interface titled "Weekly Crossword Puzzle". Below the title, there are "Settings:" with radio buttons for "Normal" (selected) and "Advanced". A horizontal tab bar contains six tabs: "Content", "Access", "Standards", "Objectives", "Automate", and "Assignment". The "Standards" tab is currently selected. Below the tabs is a "Page Settings" section with three input fields: "Title" (containing "Weekly Crossword Puzzle"), "Subtitle" (empty), and "Page Text" (empty). At the bottom of the window are "Save" and "Cancel" buttons.

8. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to "Remove this?" 4. Click the Save button.
Mapping a new standard	Do one of the following: a. Browse for a standard

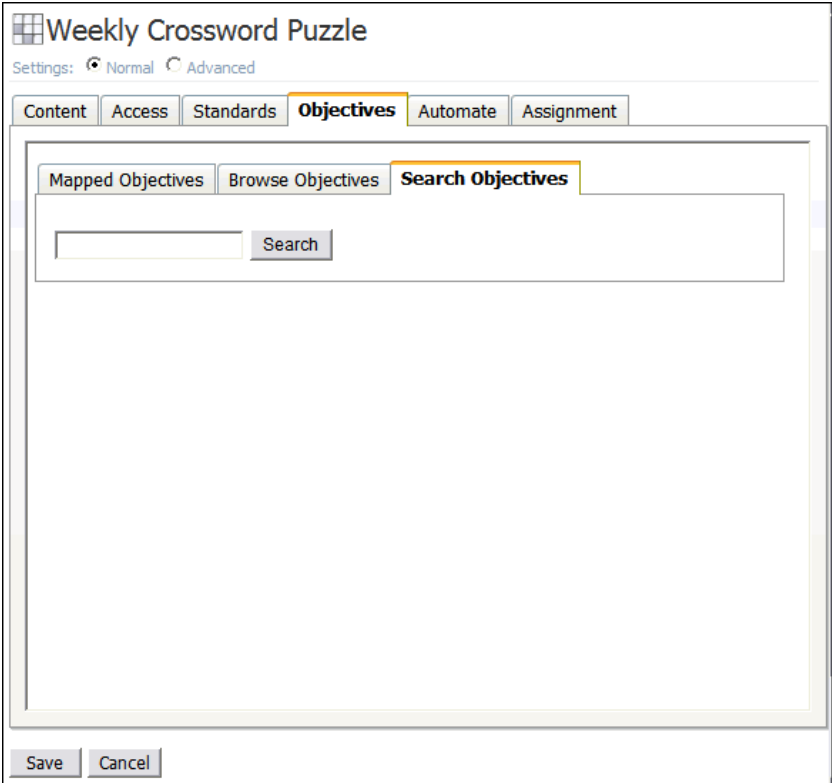
If you are	Then
	 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.  b. Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search button. 3. Click a checkbox next to the standard to map. 4. Click the Save button.

9. Click the **Objectives** tab.



10. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?". 4. Click Save.
Mapping a new objective	The screenshot shows the 'Weekly Crossword Puzzle' interface with the 'Objectives' tab selected. The 'Browse Objectives' sub-tab is highlighted. Below the sub-tabs, there's a list of objectives, with '72-clean-course' visible. At the bottom of the window, there are 'Save' and 'Cancel' buttons. • Browse for an objective a. Click the Browse Standards tab and navigate to the

If you are	Then
	objective to map. b. Click a checkbox next to the objective to map. c. Click Save.  The screenshot shows the 'Weekly Crossword Puzzle' interface. At the top, there are tabs for 'Content', 'Access', 'Standards', 'Objectives', 'Automate', and 'Assignment'. The 'Objectives' tab is selected. Within the 'Objectives' tab, there are sub-tabs: 'Mapped Objectives', 'Browse Objectives', and 'Search Objectives'. The 'Search Objectives' sub-tab is selected. Below the sub-tabs, there is a search bar with a 'Search' button. At the bottom of the interface, there are 'Save' and 'Cancel' buttons. • Search for an Objective a. Click the Search Objectives tab. b. Type a keyword and click Search. c. Click a checkbox next to the objective to map.

11. Click the **Automate** tab.

Weekly Crossword Puzzle

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents
The following agents are associated with this lesson item. Agents may be managed from the course's main Agents Console.

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

12. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

13. Click the **Assignments** tab.

Weekly Crossword Puzzle

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Milestone Settings
Task Type (None)

Gradebook Settings
Assignment (None) Edit

Save Cancel

14. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

- Click **Save**.

 Click Cancel to exit the window without making changes.

How to Create a Crossword Puzzle

- Log into your ANGEL course and click the **Lessons** tab.
- Navigate to the game and click the **Settings** hyperlink.
- Click the **Save** button.


Vocabulary Cross Word Exercise

[Settings](#)
[Reports](#)
[Utilities](#)
[Delete](#)

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

Game Type

☒ Crossword Puzzle
 ☐ Quiz Show

Create Questions and Answers

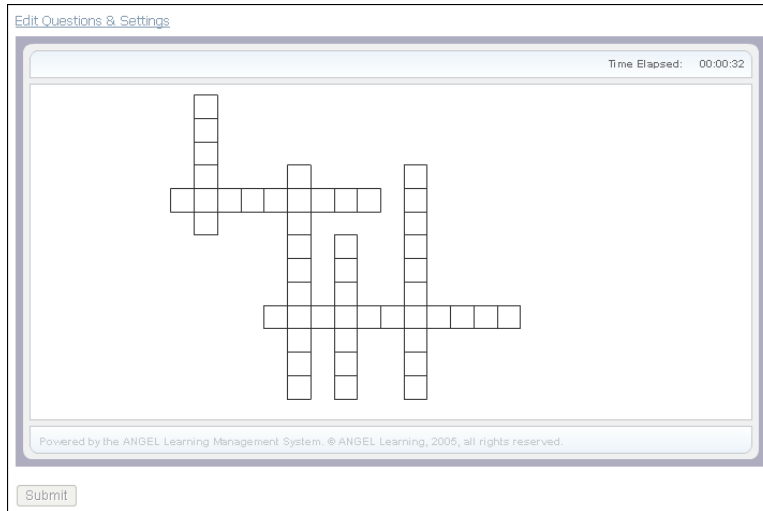
1. Enter Questions (minimum of 5 required)

2. Create Answer

- Complete the following fields:

Field Name	Description
Game type	Select the crossword puzzle type of game.
Enter Questions	Type the questions you want your game to contain.
Create Answer	Type the answers to the quiz questions.
Delete	Click to delete a question/answer.
Add Question	Click to add a new question.

- Click the **Save** button. You are taken to a preview of your puzzle.



Click Cancel to exit the window without making changes.

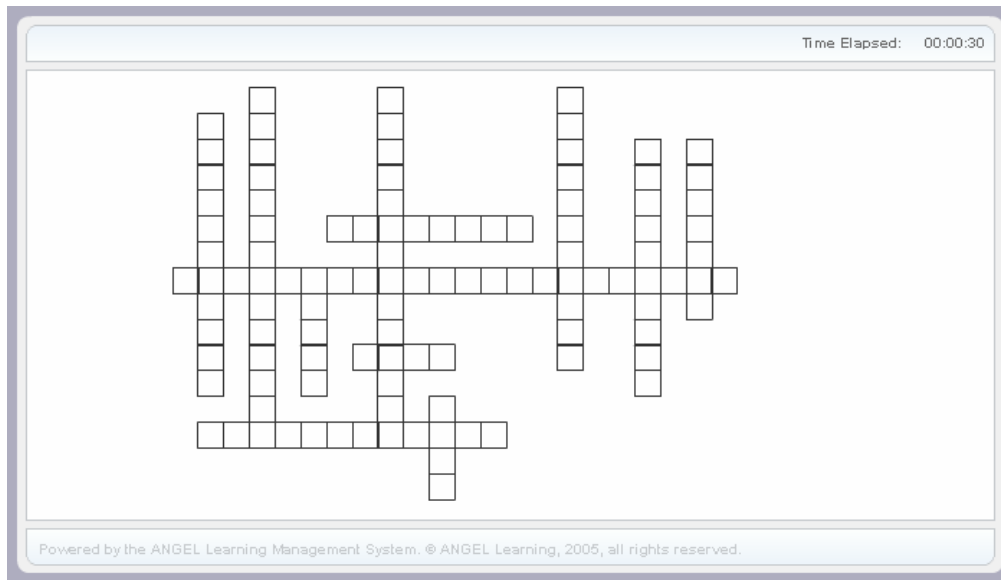
How to Edit Questions & Settings

To edit the question or settings for a crossword puzzle or game show, do the following:

- Log into your ANGEL course and click the **Lessons** tab.
- Navigate to the game by clicking the name of the game.
- Click the **Edit Questions & Settings** hyperlink. Modify the questions and/or values for the questions.
- Click the **Save** button when all changes are complete.

How to complete a crossword

- Log into your ANGEL course and click the **Lessons** tab.
- Click the crossword puzzle item.



3. Click one of the squares.

×

Another word for LIVE teaching.

Hint

Answer:

Submit

4. Click in the first square and begin typing your answer.
5. If you need help, click the **Hint** button.

×

Another word for LIVE teaching.

Hint

Answer:

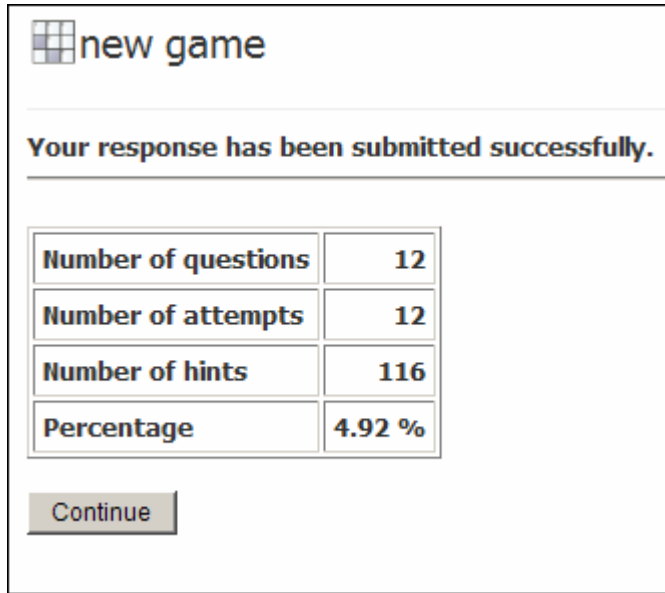
S

Y

N

Submit

6. Click the **Submit** button when your answer is complete. Your word appears in the puzzle.
7. Once you've completed the quiz, click the **Submit** button. Your response is sent to the instructor.



 new game

Your response has been submitted successfully.

Number of questions	12
Number of attempts	12
Number of hints	116
Percentage	4.92 %

[Continue](#)

8. Click the **Continue** button. You are returned to the list of lessons.

How to Grade a Crossword Puzzle

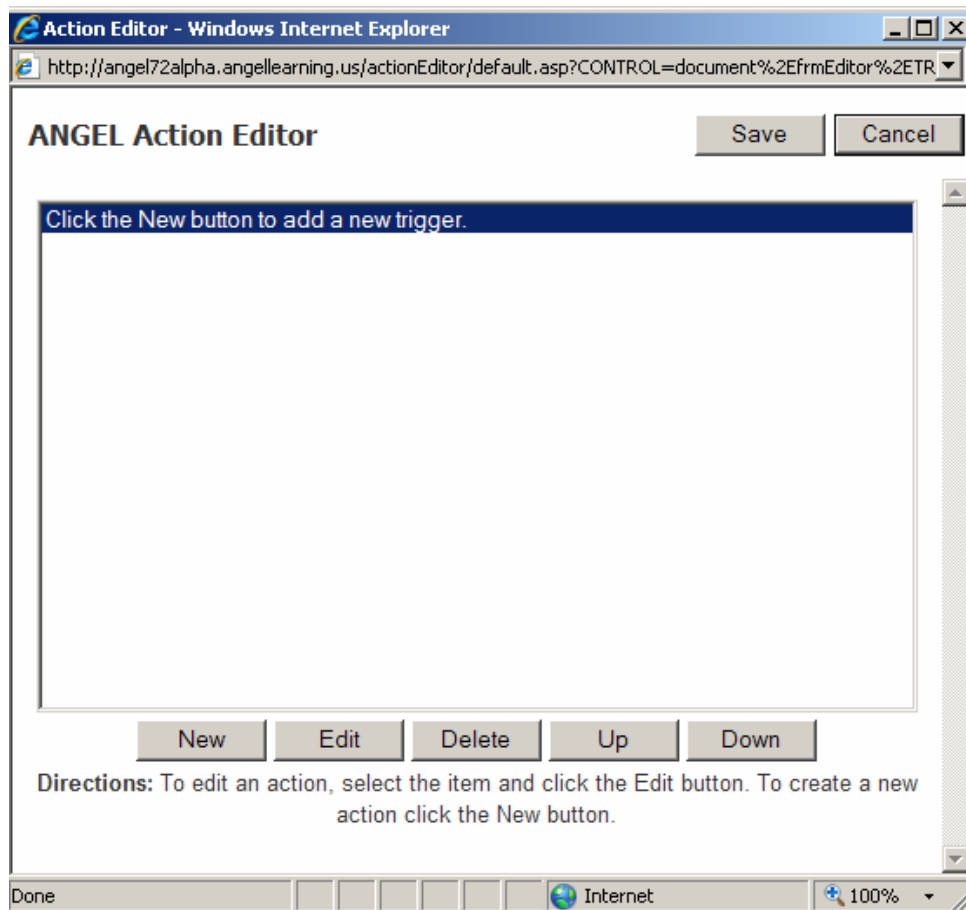
For the lesson item you want to grade, do the following:

1. Click the **Utilities** hyperlink located beneath the Crossword Puzzle you want to grade.
2. Click the **View, Grade, or Delete Submission** hyperlink. A list of submissions

How to Use the Action Editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate tab**.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
Alert	Criteria	Specifies the criteria of the event.
	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
Announcement	Criteria	Specifies the criteria of the event.
	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.

Link	Field Name	Description
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed..
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.

Link	Field Name	Description
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to to replace the found text
	Event	Specifies the event.

Link	Field Name	Description
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click the **Save** button.
7. Repeat steps 5 and 6 as necessary.

How to create/edit a quiz show

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the game and click the **Settings** hyperlink.
3. Click the **Save** button.


Game Show

[Settings](#)
[Reports](#)
[Utilities](#)
[Delete](#)

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

Game Type

☐ Crossword Puzzle

☒ Quiz Show

Create Questions and Answers

1. Define 1 - 4 Question Categories

2. Enter Questions (at least one per category)

3. Set Value

\$

 \$

 \$

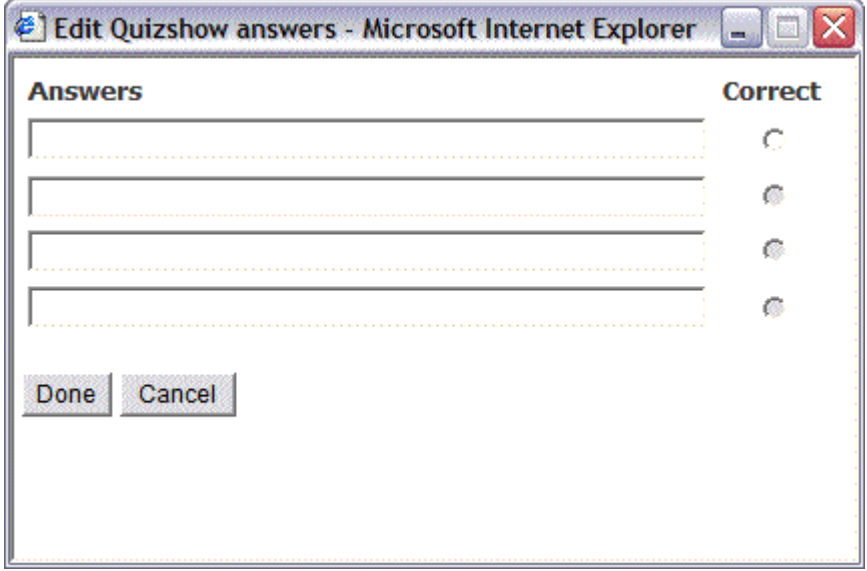
 \$

4. Assign Category

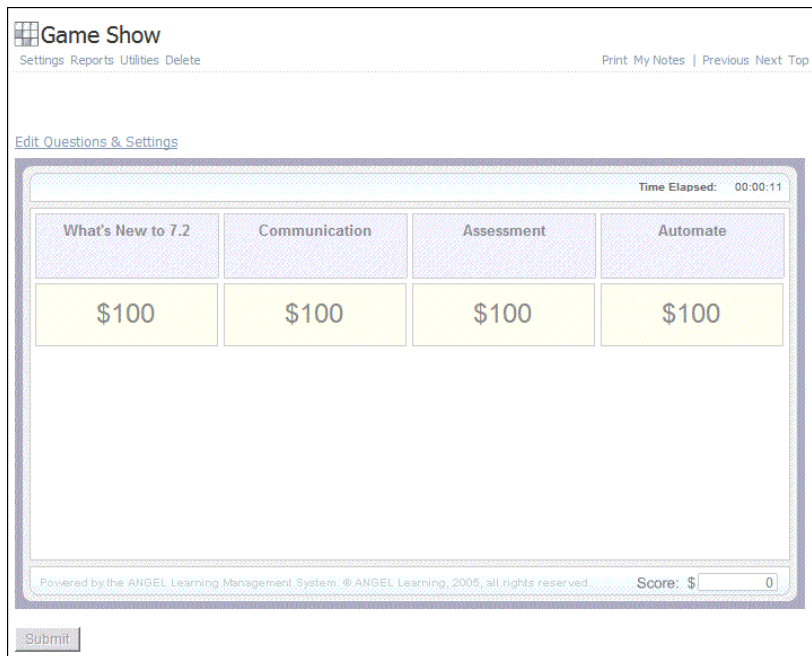
5. Create Answers

4. Complete the following fields:

Field Name	Description
Game type	Select the quiz show type of game.
Define 1-4 Question Categories	Type the Category titles in the text fields provided.
Enter Questions (at least one per category)	Type the questions for the categories. Provide at least one question per category.
Set Value	Set the dollar value for the question
Assign Category	Assign the question to a category.
Create Answers	1. Click the Edit button to activate the answers pop-up menu.

Field Name	Description
	 2. Provide an answer for the current question. 3. Select the Correct radio button for the correct answer. You may provide additional answers but only one will be correct. 4. Click the Done button when complete.
Add Question button	Click the Add Question button to add additional questions to the Game Show.

5. Click **Save**. You are taken to a preview of your puzzle.




Click **Cancel** to exit the window without making changes.

How to complete quiz show

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the correct lesson item.

Game Show
Settings Reports Utilities Delete

Print My Notes | Previous Next Top

[Edit Questions & Settings](#)

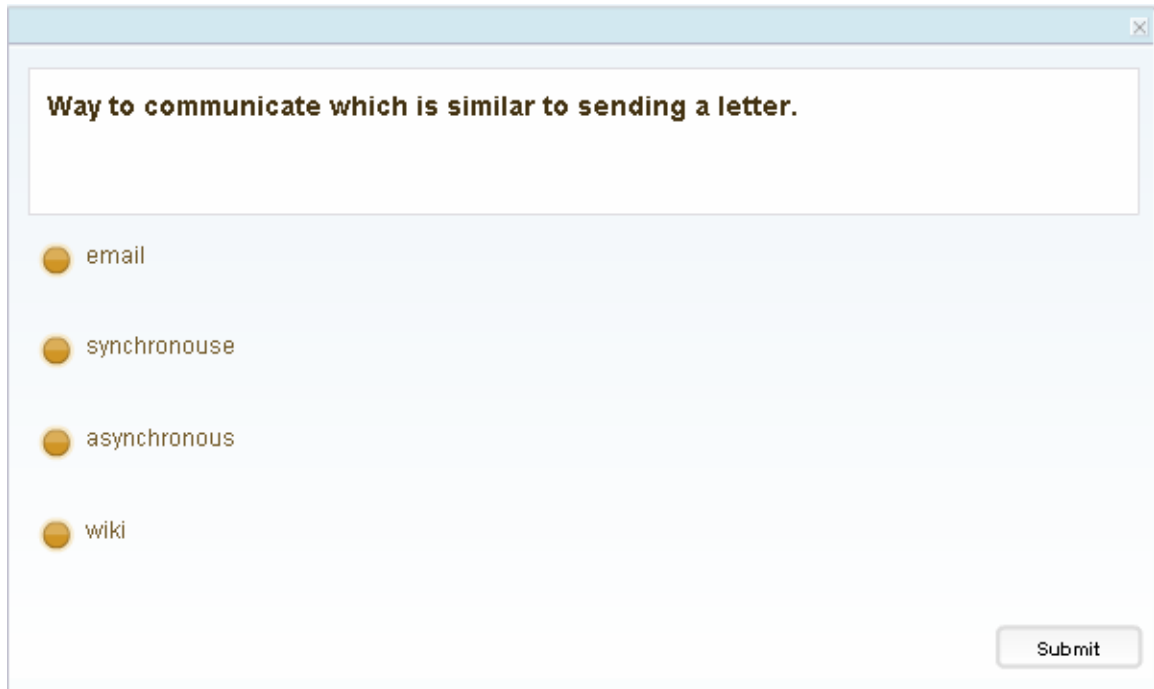
Time Elapsed: 00:00:11

What's New to 7.2	Communication	Assessment	Automate
\$100	\$100	\$100	\$100

Powered by the ANGEL Learning Management System. © ANGEL Learning, 2005, all rights reserved.

Score: \$

3. Click a dollar amount under one of the quiz show categories.



Way to communicate which is similar to sending a letter.

☐ email

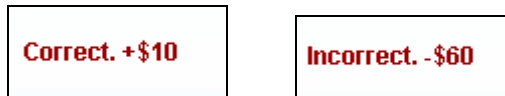
☐ synchronouse

☐ asynchronous

☐ wiki

Submit

4. Select the correct answer and click the **Submit** button. Your dollar amount earned appears in the lower left corner of the question screen.



Correct. +\$10

Incorrect. -\$60

5. Click the **Close** button. The dollar amount for the question has been made inactive and your score appears in the lower right corner of the screen.



\$10

Score: \$

6. Once you've completed the quiz, click the **Submit** button. Your response is sent to the instructor.

 new quiz show

Your response has been submitted successfully

Number of questions	4
Number of correct answers	3
Total winnings	\$70
Total value	\$190
Value of Correct Answers	\$130
Percentage	68.42 %

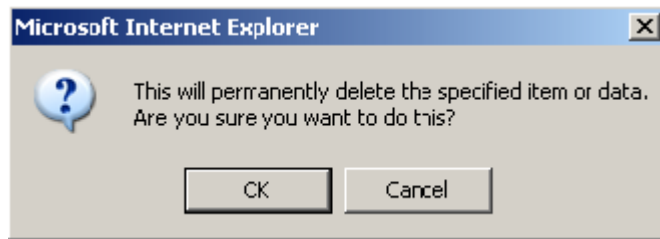
Continue

- Click **Continue**. You are returned to the list of lessons.

How to Delete a Game

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink located underneath the name of the Game to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the game	• Click Delete this page.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.



4. When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

IMS/SCORM Package

SCORM (Sharable Content Objective Reference Model) is a standard for learning objects (a unit of educational content delivered via the internet), which defines and accesses information about learning objects so they can be easily shared among different learning management systems (LMSs). It also defines communications between client side content and a host system (the run-time environment).

How to Upload an IMS/SCORM Package

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink.
3. Click the **IMS/SCORM Package** hyperlink.
4. Click the **Upload an IMS/SCORM Package** hyperlink

Note: Select a valid SCORM package to upload to the course. The SCORM engine will automatically determine the manifest file and extract the appropriate metadata from the package.

[\[Show Help\]](#)

5. To upload a file, do the following:
 - a. Complete the following fields:

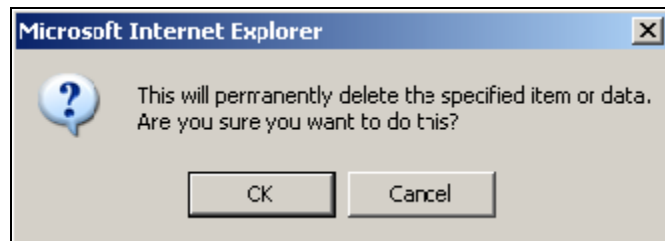
Field Name	Description
Browse	Click the Browse button to locate the IMS/SCORM file
Import	Click the Import button to import the IMS/SCORM file.

- b. Click the **Upload File** button.
- c. Click the **OK** button. You are returned to your Lessons list.

How to Delete an IMS/SCORM Package

1. Log into your ANGEL course and click the **Lessons** tab.
2. Select the **Delete** hyperlink underneath the name of the IMS/SCORM item to be deleted.
3. Choose one of the following:

If you want to	Then
Delete the IMS/SCORM Package, its contents, files and data	Click the Delete this Link hyperlink.
Delete Access Logs to clear all log entries for this IMS/SCORM package.	Click the Delete Access Logs hyperlink.
Delete Associated files for this IMS/SCORM package.	Click the Delete Associated files hyperlink.



4. When prompted by the dialog screen, click OK or Cancel. You are returned to the list of Lessons.

Creating a Link to an IMS/SCORM Manifest

IMS/SCORM Manifests contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the IMS/SCORM link you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the drop box.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the IMS/SCORM link. It also allows you to set the start and end dates for the IMS/SCORM link.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your IMS/SCORM manifest, such as allowing certain discussion forums to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your IMS/SCORM object. Additionally, you can set grade assignments for the IMS/SCORM object.

How to Create/Edit an IMS/SCORM Link

To add an IMS/SCORM link to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

3.

If	Then
You are adding a new link	1. Click the Add Content hyperlink. 2. Click IMS/SCORM Package. 3. Click the Link to a IMS/SCORM Manifest
You are editing an existing link	• Navigate to the IMS/SCORM package and click the Settings hyperlink.

4. Click the **Content** tab.

New Link

Settings: ☒ Normal ☐ Advanced

Content Access Objectives Automate Assignment

Page Settings

Title

Subtitle

Link Settings

Link Target ☐ no banner

Link URL

5. Complete the following fields:

Field Name	Description	View
Title	Is the title for the IMS/SCORM link.	N
Subtitle	Is the secondary title for the IMS/SCORM link. Can be used to provide more information for readers.	N
Description	The instructions for you IMS/SCORM link. use	
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Link Target	Allows you to choose how the IMS/SCORM package will open in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using.	N

Field Name	Description	View
	New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  If you choose no banner, you will no longer see the Setting drop box or Title on your manifest. To edit, you will need to access Lessons, point to your IMS/SCORM package and click Settings.	
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Entry Author	Identifies entry author.	A

Field Name	Description	View
Object Author	Identifies object author.	A

6. Click the **Access** tab.

New Link

Settings: ☒ Normal ☐ Advanced

Content **Access** Objectives Automate Assignment

Access Tracking

User Tracking Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By Students

Password

Team Access All Teams

Save Cancel

7. Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the IMS/SCORM package.	N
Viewable by	Determines who can view the IMS/SCORM package.	N
Password	Allows you to set a password for users to view your IMS/SCORM package.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to an IMS/SCORM package to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to an IMS/SCORM package to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

8. Click the Standards tab. This step is optional.

New Link

Settings: ☒ Normal ☐ Advanced

Content Access **Standards** Objectives Automate Assignment

☒ Course Standards ☐ All Standards

Mapped Standards Browse Standards **Search Standards**

Search

Save Cancel

9. Complete the following fields:

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click the OK button when prompted to "Remove this?" 4. Click Save.
Mapping a new standard	• Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button. • Search for a Standard a. Click the Search Standards tab. b. Type a keyword and click the Search button.

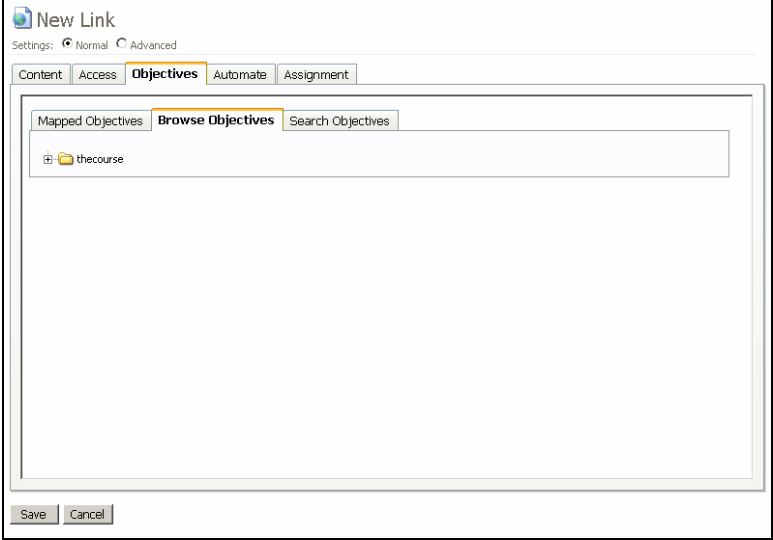
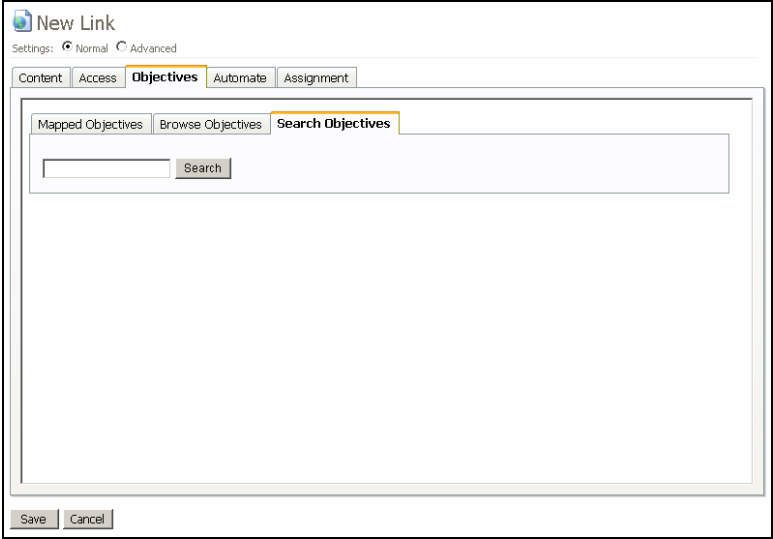
If you are	Then
	c. Click a checkbox next to the standard to map. d. Click the Save button,

10. Click the **Objectives** tab. This step is optional.

The screenshot shows the 'New Link' dialog box with the 'Objectives' tab selected. The 'Mapped Objectives' section is active, showing a list of mapped objectives. The 'Save' button is visible at the bottom.

11. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click the OK button when prompted to "Remove this?" 4. Click the Save button.

If you are	Then
Mapping a new objective	 • Browse for an objective a. Click the Browse Standards tab and navigate to the objective to map. b. Click a checkbox next to the objective to map. c. Click the Save button.  • Search for an Objective a. Click the Search Objectives tab. b. Type a keyword and click the Search button. c. Click a checkbox next to the objective to map. d. Click the Save button.

12. Click the **Automate** tab. This step is optional.

New Link

Settings: ☒ Normal ☐ Advanced

Content Access Objectives **Automate** Assignment

Associated Agents

The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click its name in the list below.

[Add Agent](#)

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

13. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

14. Click the **Assignments** tab.

New Link

Settings: ☒ Normal ☐ Advanced

Content Access Objectives Automate **Assignment**

Gradebook Settings

Assignment (None) Edit

Milestone Settings

Task Type (None)

Save Cancel

15. Complete the following fields:

Field Name	Description	View
Gradebook Settings	Assignment associates the content item with the gradebook.	N
Milestone Settings	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

16. Click the **Save** button.

Click **Cancel** to exit the window without making changes.

SCORM Assignment

The SCORM Assignment utility allows you to create assignments in the gradebook for SCORM items. SCORM items that are disabled have already been added to the gradebook.

To add a SCORM gradebook assignment:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the SCORM item).
3. Click the **SCORM Assignments** hyperlink. A list of SCORM items appears.

SCORM Gradebook Assignments

Directions: Select the SCORM Resources for which you wish to create gradebook assignments. Items that are disabled have already been added to the gradebook.

ID	Title
☐ T_DA05DE8E_1668E3C7_8BEF606B	Creating Service Request Forms
☒ DEFAULT	SCORM Content

Gradebook Category

Homework ▼ other

Submit Cancel

4. Select the checkbox next to the SCORM assignment you want to add to the gradebook.
5. Select the gradebook category from the **Gradebook Category** drop-down list or select the other button to create a new category.
6. Click the **Submit** button. A confirmation screen appears indicating the SCORM content has been added to the gradebook.
7. Click the **OK** button.

Discussion Forum

The ANGEL discussion forum has many rich features that take advantage of online communication's ability to enrich teaching and learning. You can define a forum by type of post, e.g. point-counter point, to stimulate effective discussion. You can moderate, grade and print posts and perform advanced searches and sorts of the Discussion Forums. Multiple team permissions allow you to specify read only, multiple team access, read and post access and moderation for a specific team as well as allowing for multiple, pedagogically-based models such as Fishbowl, Hot Seat and Debate.

Discussion forum navigation is located in the upper right toolbar and the lower right corner of the forum. Navigation on the lower right corner changes based on your location within the forum.

In ANGEL®, a discussion form is treated as just another lesson item, with the same grading options as any other lesson item.

Understanding Discussion Forums

Complete discussion forums by completing a series of tabs which contain fields where information about the Discussion forums are stored. Discussion Forums allow an instructor the ability to create interactive, peer-to-peer collaborative learning communities. Discussion Forums contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the discussion you are creating. The Content tab allows you to enter titles, subtitles, description and URL information about the Discussion.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item. The Access tab allows you to define who can view and edit the discussion forum. It also allows you to set the start and end dates for the discussion forum.
Post Permissions	The Post Permissions tab provides settings for the team to read, post new and reply to posts.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur. The Automate tab, allows you to define automatic settings for your discussion forum, such as allowing certain discussion forums to be accessible on certain dates.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and grade book items from within the content item. The Assignment tab allows you to create course milestones with regard to your discussion forum. Additionally, you can set grade assignments for the discussion forum.

How to Create/Edit a Discussion forum

To add a discussion forum to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click the Add Content hyperlink. 2. Click the Discussion hyperlink.
You are editing an existing page	• Navigate to the Discussion forum and click Settings.

3. Click the **Content** tab.

The screenshot shows the 'New Discussion Forum' configuration window. The 'Content' tab is active, showing options for Title, Subtitle, and a rich text editor for Directions. The Link Settings section at the bottom has 'Link Target' set to 'Same Window'. The window includes a toolbar with various formatting options and a 'Save' button at the bottom left.

4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the Discussion forum	N
Subtitle	Is the secondary title for the Discussion forum. Can be used to provide more information for readers.	N
Directions	Defines what participants should be posting as part of the discussion forum.	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page. This feature is used for accessibility when drag n drop is not available for instructor use.	A
Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window.	N

Field Name	Description	View
	This option eliminates the title and editor settings for the item when it opens in the new window.	
Icon URL	Allows you to select an icon that is used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROND=1 :Disables numeric rounding MAXSEL=<i>n</i> :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	A
Editing	Allows you to decide if editing is allowable or disallowed.	A
Anonymous Posts	Determines If posts can be always anonymous, never anonymous or if posts simply have the option of being anonymous.	A
Allow Attachments	Determines if attachments are allowed in the discussion forum.	A
Moderation	Determines if moderation forums are enabled (moderated) or disabled (unmoderated).	A
Mode	Determines if the mode is normal, a user journal or a team journal.	A
Max Rating	Sets the highest rating for a discussion forum.	A

Field Name	Description	View
Reply subjects	Determines if reply subjects can be blank or if they must be populated.	A
Show unread posts in tasks	Checkbox indicates if unread posts are shown in tasks.	A
Post Types	Allows you to specify icons for specific post types	A
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

5. Click the **Access** tab.

New Discussion Forum

Settings: ☒ Normal ☐ Advanced

Content **Access** Post Permissions Standards Objectives Automate Assignment

Access Tracking

User Tracking: Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By: Students

Password:

Team Access: All Teams

6. Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the discussion forum.	N
Viewable by	Determines who can view the discussion forum.	N
Password	Allows you to set a password for users to view your discussion forum.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you want to have independent group projects and you want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a test to a specific date.	A
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A

7. Click the **Post Permissions** tab.

New Discussion Forum

Settings: ☒ Normal ☐ Advanced

Content Access **Post Permissions** Standards Objectives Automate Assignment

Team Post Permissions

	Read	New Post	Reply
Default	☒	☒	☒

Save Cancel

8. Complete the following fields:

Field Name	Description	View
Default	The Default field allows users to choose Read only, New Post, or Reply.	N

9. Click the **Standards** tab.

New Discussion Forum

Settings: ☒ Normal ☐ Advanced

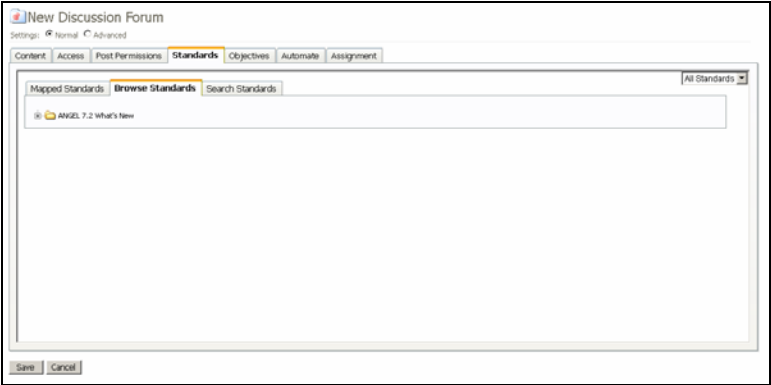
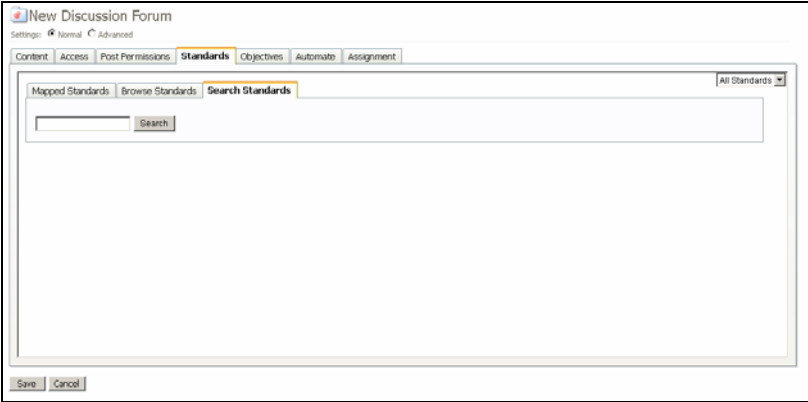
Content Access Post Permissions **Standards** Objectives Automate Assignment

Mapped Standards Browse Standards Search Standards All Standards

The following standards have been mapped:

Save Cancel

10. Complete the following fields:

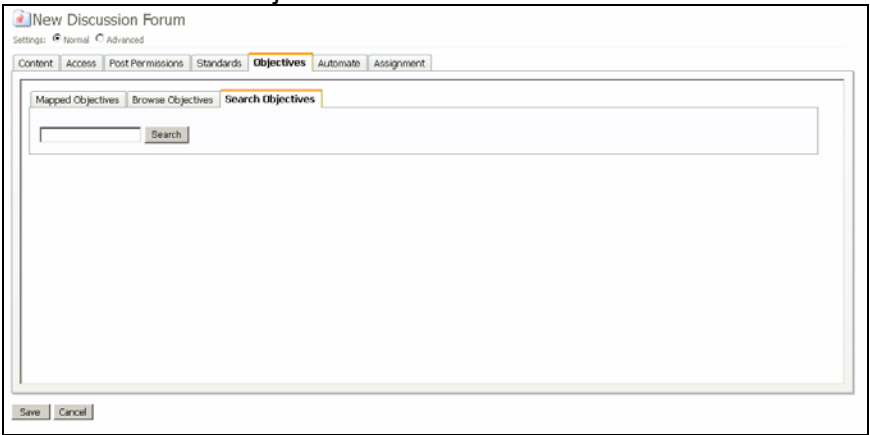
If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?”. 4. Click Save.
Mapping a new standard	Do one of the following: a. Browse for a standard  1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button. b. Search for a Standard.  1. Click the Search Standards tab. 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click the Save button.

11. Click the **Objectives** tab.

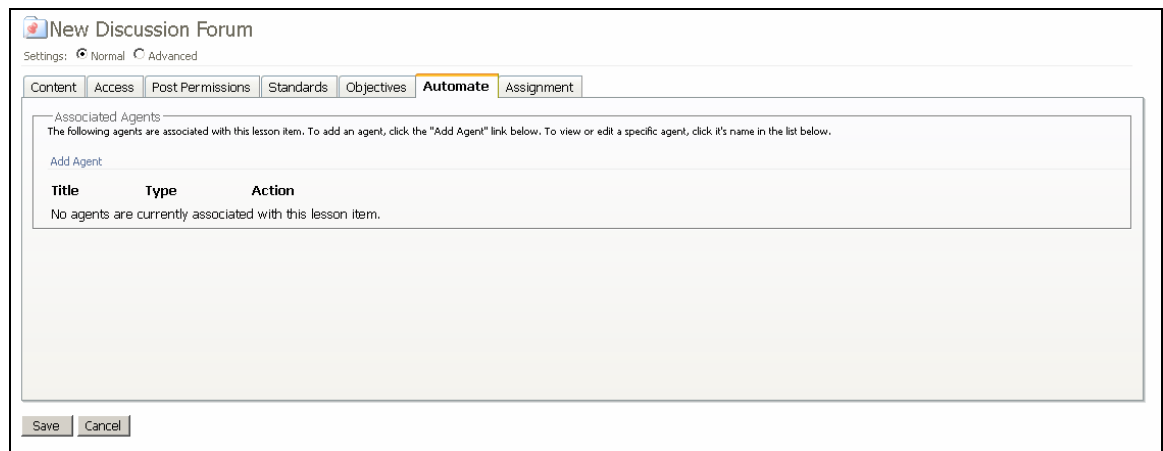
The screenshot shows the 'New Discussion Forum' dialog box. At the top, there are tabs for 'Content', 'Access', 'Post Permissions', 'Standards', 'Objectives' (which is highlighted), 'Automate', and 'Assignment'. Below these tabs, there are sub-tabs for 'Mapped Objectives', 'Browse Objectives', and 'Search Objectives'. The 'Mapped Objectives' sub-tab is currently selected, and it contains the text 'The following objectives have been mapped:' followed by a large empty rectangular box. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

12. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?" 4. Click the Save button.
Mapping a new objective	Do one of the following: a. Browse for an objective. This screenshot shows the 'New Discussion Forum' dialog box with the 'Objectives' tab selected. The 'Browse Objectives' sub-tab is active, displaying a list of objectives. One objective, 'the course', is visible with a checkbox next to it. The 'Mapped Objectives' sub-tab is also visible. The 'Save' and 'Cancel' buttons are at the bottom. 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map.

If you are	Then
	3. Click the Save button. b. Search for an Objective.  1. Click the Search Objectives tab. 2. Type a keyword and click Search. 3. Click a checkbox next to the objective to map.

13. Click the **Automate** tab.



14. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Actions	Provides a list of current actions set for this content item	A

15. Click the **Assignments** tab.

New Discussion Forum

Settings: ☒ Normal ☐ Advanced

Content Access Post Permissions Standards Objectives Automate **Assignment**

Gradebook Settings

Assignment (None) Edit

Milestone Settings

Task Type (None)

Save Cancel

16. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with the gradebook.	N
Title	This is the title for the gradebook item. This is used if you want the assignment to have a different title than the content item.	A
Category	Determines which category the content is associated with in the gradebook.	Appears when Assignment is selected
Points Possible	The points value for the content item.	Appears when Assignment is selected
Calculation Type	This determines how the grade is calculated. The default is first submission.	Appears when Assignment is selected
Display Format	This determines how the grade is displayed to students. The default is Course Default.	Appears when Assignment is selected
Hide gradebook assignments from students	To keep students from seeing the content item in the gradebook, select this checkbox.	Appears when Assignment is selected
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

17. Click the **Save** button.



Click Cancel to exit the window without making changes.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate** tab.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.

4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

Link	Field Name	Description
Alert	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed..
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect

Link	Field Name	Description
		the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL

Link	Field Name	Description
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click **Save**.
7. Repeat steps 5 and 6 as necessary.

Navigating through posts

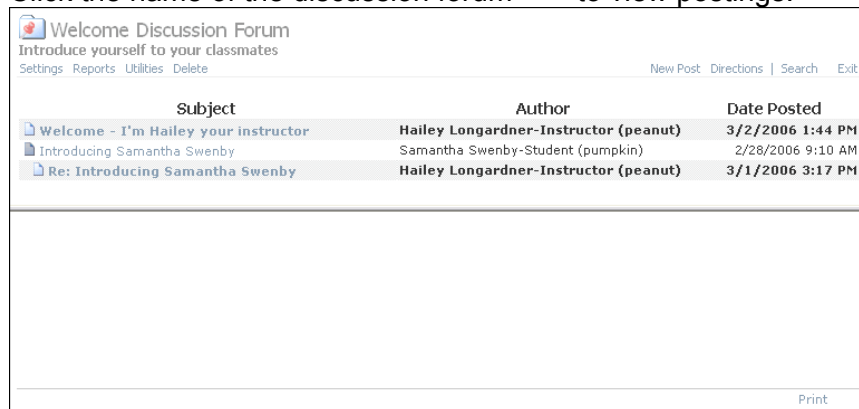
Navigation on the upper right toolbar consists of the following:

Toolbar item	Description
New Posts	This hyperlink takes you to the New Post page to add a posting to the discussion forum.
Directions	This hyperlink displays the instructions given for the current discussion forum.
Search	The search hyperlink displays options for searching the discussion forum for specific criteria.
Exit	The exit hyperlink exits the discussion forum and takes the user back to the Lessons content.
Reply	The reply hyperlink accesses the Reply to Post page.
Thread	Displays the threaded discussion for the current post.
Mail Author	Provides the option to mail the author of the discussion post directly.
Print	Allows the print if the current discussion post.
Previous Message	Provides easy access to the previous message in the forum.
Next Message	Progresses you to the next post in the forum.

How to View a Discussion Forum Posting

To view a posting:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum  to view postings.



3. Click the hyperlinked **Subject** name to view the posting. The posting appears in the bottom portion of the displayed page with the original list of subjects in the top section. The post being viewed is highlighted in the top section.

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  for the discussion forum you wish to post a message.
3. Click **New Post**. 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, do one of the following:

If	Then
You are ready to post you message	• Click Post.
You want to preview your message	• Click Preview.

How to Reply to a Discussion Forum

To reply to a discussion forum post:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum.
3. Click the **Subject** hyperlink to which you wish to reply.
4. Click the **Reply** hyperlink. The Post a Reply page appears.

Test discussion

test discussion

Post Reply

Post a Reply

Subject

Re: Re: Re: fdafdafdsafdsafdasfdsa

Message

Font Size

[Quote Original Message](#)

Attachments

Post

Preview

Cancel

 You can quote the original message in your response by clicking the **Quote Original Message** hyperlink located under the Message field.

5. Add your message in the **Message** field.
6. Add attachments using the **Attachments** button (optional).
7. Click **Post** to post your reply.

How to Moderate a Discussion Forum

The discussion forum allows you to unapprove, approve, or reject posts in order to effectively moderate the forum.

To moderate a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the hyperlink name of the discussion forum you wish to moderate.
3. Click the hyperlink **Subject** name of the post you want to review. The post appears in the lower half of the discussion screen.
4. Review the post.
5. To unapprove the post, click the **Unapprove** hyperlink located in the upper right of the post reviewing area.

 The navigation in the upper right of the post reviewing area changes to Reject, Approve or Delete if the **Unapprove** hyperlink is clicked. The icon next to the unapproved post also changes to reflect the post has been unapproved.

To reject a posting, click the **Reject** hyperlink after unapproving the post. Rejecting the post removes the post from student view.

To view rejected postings, click the **Search** hyperlink in the upper right toolbar and select the **Rejected** checkbox. Click the **Search** button to search for all posts meeting your selected criteria.

Students do not receive a notice stating their post has been rejected or unapproved.

How to Grade a Discussion Forum

Grading a discussion forum can be handled via the rating of a post or grading directly in the gradebook.

To grade via discussion forum ratings:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum you wish to grade.
3. Click the hyperlinked subject name of the post you wish to rate. The post appears in the bottom of the discussion forum page.
4. Type the rating in the **Rating** field (located on the bottom left corner of the discussion forum page).
5. Click **Save**.
6. Once all the posts have been given a rating, click the **Utilities** hyperlink in the upper left toolbar.
7. Click the **Grade Forum** hyperlink. The grading page appears.

User	Total Posts	Points Earned	Points Possible	% Points Earned	Grade (#/100)	Comments
Swerby-Student, Samantha (pumpkin)	1	5	5	100%	100	Very nice introductory post.

Submit Grades Cancel

Viewing the total posts, points earned, points possible, and percentage points earned assists you in determining the grade for this discussion forum.



Rating of forum posts can be done by course assistants. Grading by course assistants is limited to the settings you have specified for the course assistant (i.e. team restrictions, etc.).

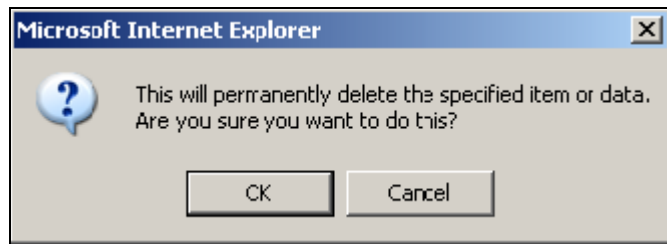
8. Type the grade in the **Grade** box.
9. Place any comments in the **Comments** box.
10. Click **Submit Grades**.

How to Delete a Discussion Forum

To delete a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the link you wish to delete.
3. On the pop-up menu, click **delete**.
4. Choose one of the following:

If you want to	Then
Delete the Discussion Forum	• Click Delete this Discussion Forum.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.
Delete all user posts	• Click Delete All Posts.



5. When prompted by the dialog screen, click **OK** or **Cancel**. You are returned to the list of Lessons.

How to use other discussion forum toolbar options

ANGEL gives you several discussion forum tools in addition to posting, replying, deleting and grading.

Mail Author

To view the discussion thread:

Click the **Thread** hyperlink in the bottom toolbar.

Print

To print the discussion thread:

Click the **Thread** hyperlink in the bottom toolbar.

Up

To move up one level in the discussion thread:

- Click the **Up** hyperlink in the bottom toolbar. The highlighted message moves up to the next post, regardless of if it is a reply or original post.



Up will take you to up one level within a thread.

Previous message

To view the previous post:

- Click the **Previous Message** hyperlink in the bottom toolbar. The highlighted message moves up to the next post, regardless of if it is a reply or original post.



Previous message will take you to the previous post, whether it is in the same thread or a different one.

Next message

To view next post:

- Click the **Next message** hyperlink in the bottom toolbar. The highlighted message moves to the next post, regardless of if it is a reply or original post.

Directions

To view the directions for the discussion thread:

- Click the **Directions** hyperlink in the top toolbar. The bottom half of the screen displays the directions.

Search

To search a discussion forum:

- Click the **Search** hyperlink in the top toolbar.

Search Criteria

Author:

Subject Text:

Message Text:

Posted After: ☐ February 01 2007 AM 11:30

Posted Before: ☐ February 01 2007 AM 11:30

Read Status:

Show Posts: ☒ Approved ☒ Unapproved ☐ Rejected

powered by ANGEL Learnings MindClick™ Process Technology

- Complete the following fields as necessary:

Field Name	Description
Author	Search by author name.
Subject Text	Search by subject.
Message Text	Search for specific words in message text.
Posted After	Search for posts submitted after specific date.

Field Name	Description
Posted Before	Search for posts submitted before specific date.
Read Status	Search for posts in any, read or unread status.
Show Posts	Search for posts which are approved, unapproved and/or rejected.

- Click the **Search** button.

Thread

To view the discussion thread:

- Click the **Thread** hyperlink in the bottom toolbar. All threads for the selected post are shown underneath the original post in the bottom section.



The user's name in a discussion forum post is a hyperlink. Hovering over the name provides the user email address. Clicking the name takes you to the user profile. Students see only information set to viewable by student by the user.

Blog

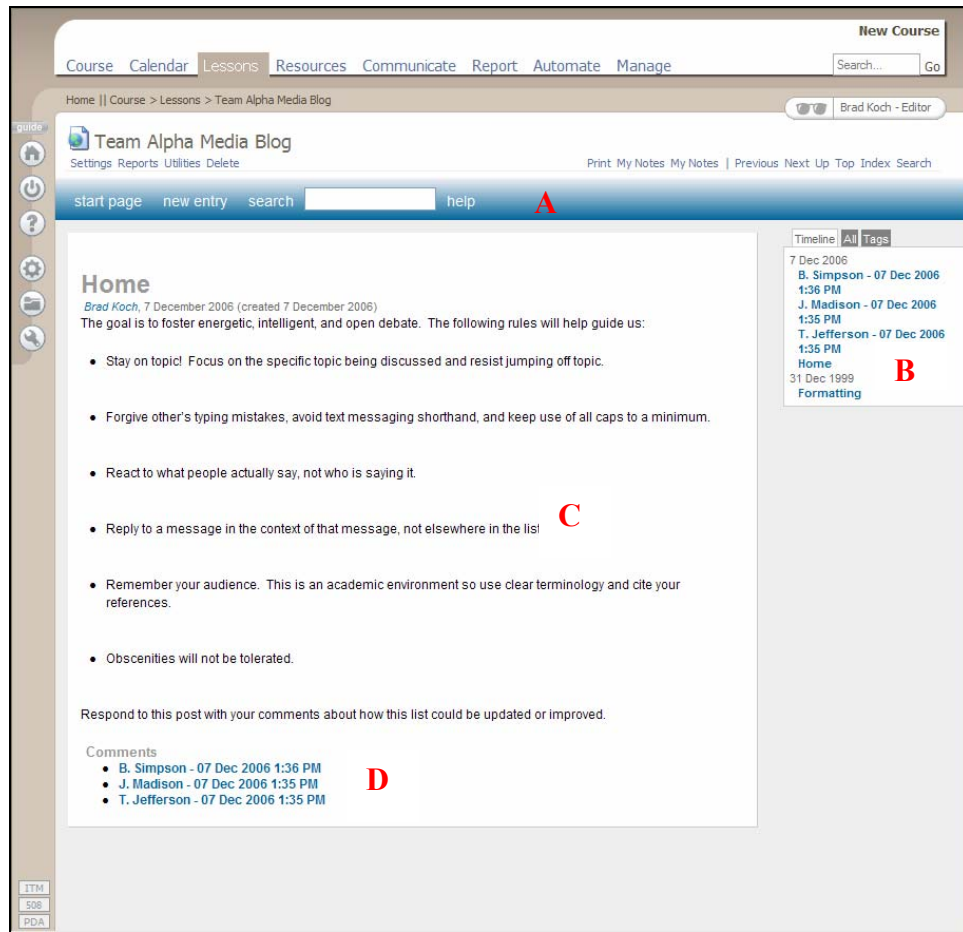
A blog (short for Web log) is a web page with content posted by its owner that may offer the opportunity for visitors to comment on the posting. It is different from a wiki in the sense that only the blog's owner can edit the text of the blog while a wiki allows anyone to edit the content.

Blogs (like wikis) help build engaging online learning environments and are used with discussions and wikis to foster collaborative learning and greater peer-to-peer and student-to-faculty communication. A short sample of online educational activities well suited to blog technology could include:

- Instructor professional practice blogs – these blogs can provide information about leaders in their respective fields and provides a forum to discuss information pertaining to professional practice.
- Instructional tips for students – a simple, public way of communicating with your students.
- Sense of community for students- blogs can be used for single students to reflect on lessons, or by groups of students to share knowledge, reflection and debate.
- Course announcements and readings – instructor commentary about announcements or reading assignments.
- Annotated links – a collection of annotated research links.

Blogs allow instructors the ability to find new ways to evaluate, recommend and refer student work. The autonomy created by blogs allows students and instructors to find new ways to interact. They are personal and less collaborative in nature, more static than wikis, and they capture changes in thinking with the links to the outside being secondary.

In ANGEL® a blog is treated as just another lesson item, with the same grading options as any other lesson item. The following picture shows some of the benefits of the blog format:



Letter	Section name	Benefit
A	Header menu	Manage each blog's content from this toolbar – only the person who made the original post may edit blog content.
B	Right menu	A timeline of changes, complete table of contents, and listing of content tags within the blog.
C	Blog Content	Blog content – easy to format, easy to edit. Only the blog owner may edit the content.
D	Comments	Blog content supports threaded responses to blog entries.

Creating a Blog

Blogs are created by completing a series of tabs which contain fields where information about the blog are stored.

Blogs contain the following tabs for configuring the blog settings:

Tab	Description
Content	The Content tab provides settings for the assessment you are creating.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur.
Assignment	The Assignment tab provides access to creating assignments for the content item that is being created.

How to Create/Edit a Blog

To add a blog to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click the Add Content hyperlink. 2. Click the Blog hyperlink.
You are editing an existing page	• Navigate to the blog and click the Settings hyperlink.

New Blog

Settings: ☒ Normal ☐ Advanced

Content | Access | Standards | Objectives | Automate | Assignment

Page Settings

Title

Subtitle

Link Settings

Link Target: ☐ no banner

3. On the **Content** tab, complete the following fields:

Field Name	Description	View
Title	The title text is used when listing the item. It also appears at the top of the page when the item itself is selected.	N
Subtitle	The subtitle text is used when listing the item in its parent and also appears at the top of the page when the item itself is selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	N
Link Target	Allows you to choose how the assessment opens in a browser. No banner: Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Causes the linked document to open in the parent frame (one step up in the frame hierarchy). Top Window: Opens in topmost window which replaces your current window.  Selecting this checkbox displays the page without the ANGEL toolbar (banner) at the top of the window.	N
Description	The description is an extended description of the contents of the file.	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A

Field Name	Description	View
Help URL	Type a fully qualified URL to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

4. Click the **Access** tab.

New Blog

Settings: ☒ Normal ☐ Advanced

Content **Access** Automate Assignment

Access Tracking

User Tracking:

View Restrictions

☐ Do not allow users to view this item

Viewable By:

Password:

Team Access:

Save Cancel

5. Complete the following fields:

Field	Description	View
User Tracking	Determines whether visits to the content item will be logged in the reports console.	N
Do not allow users to view these items	This checkbox hides the content item from users. This is useful as you are creating course material that has not been completed. Determines if users are allowed to view the discussion forum.	N
Viewable by	The Viewable By setting allows the instructor to restrict access to the ANGEL content item according to the course rights designation assigned to the user. - Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system. - Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not. - Students restricts access to the content item only to those users on the course roster who have course rights of student or higher. - Team Leaders restricts access to the content item only to those users on the course roster who have course rights of team leader or higher. - Course Mentors restricts access to the content item only to those users on the course roster who have course rights of course mentor or higher. - Course Assistants restricts access to the content item only to those on the course roster who have course rights of course assistants or higher. - Course Editors restricts access to the content item only to those users on the course roster who have course rights of course editor. - Author Only restricts access to the author of the content item.	N

Field	Description	View
Password	Assign a password to an item to further restrict who can view it. When not in edit mode, the system asks the user to type the password before it allows the user to view the item.	N
Team Access	The Team Access setting allows you to restrict access to a particular group of users. This can be useful when conducting group projects to ensure that only group members see material for their group. Select the Selected Teams option designate which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a drop box to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a drop box to a specific date.	A
Editable By	The Editable By setting allows the course editor to determine who can edit the access settings for the content item. The default setting allows all course/group editors to edit these settings but can be set to author only to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the content of the item.	A
Cascade Settings	Blogs have the unique option to cascade or copy access settings preferences to all sub-Blogs eliminating the need to modify access settings for each sub item. To use this feature select the settings that you want to apply to all existing sub-items. If unchecked, the setting is only applied to the blog itself and new sub-items.	A

- Click the **Standards** tab. See the Standards tab documentation for more information.



New Blog

Settings: ☒ Normal ☐ Advanced

Content Access **Standards** Objectives Automate Assignment

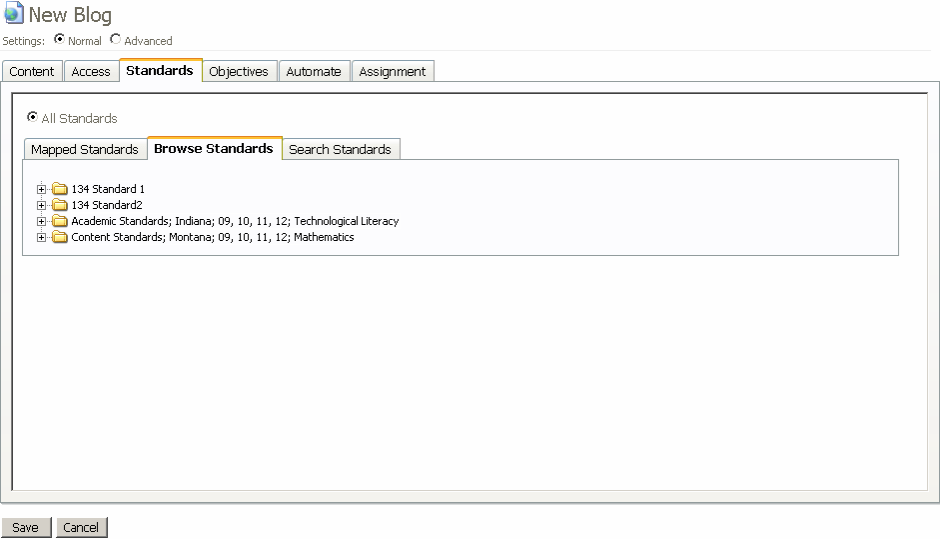
☒ All Standards

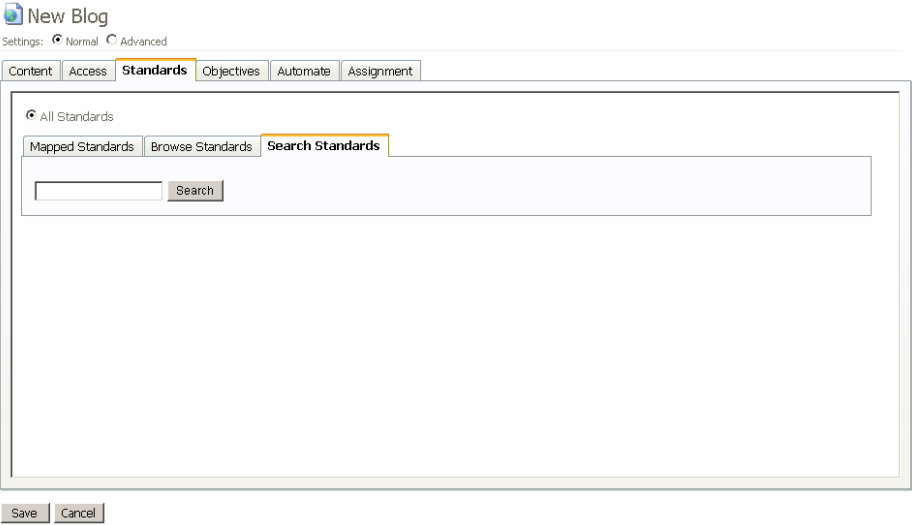
Mapped Standards Browse Standards Search Standards

The following standards have been mapped:

Save Cancel

7. Complete the following fields. For more information see the Learning Outcomes Management documentation.

If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?”. 4. Click Save.
Mapping a new standard	 • Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.

If you are	Then
	 • Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click the Save button.

8. Click the **Objectives** tab, if applicable.

New Blog

Settings: ☒ Normal ☐ Advanced

Content Access Standards **Objectives** Automate Assignment

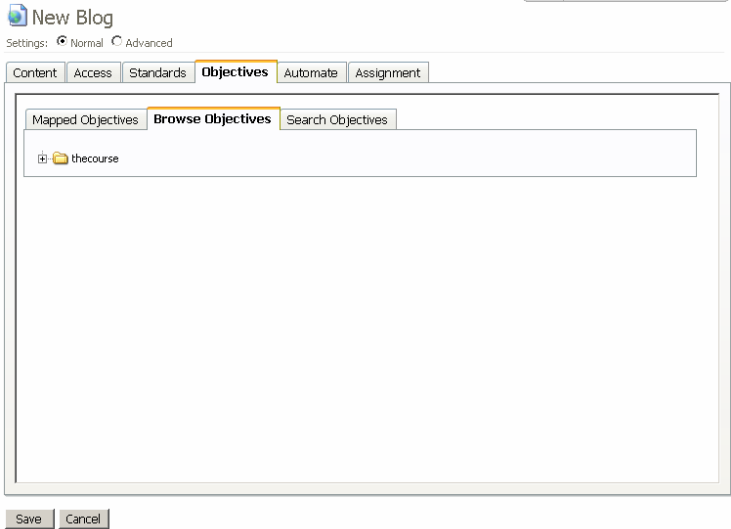
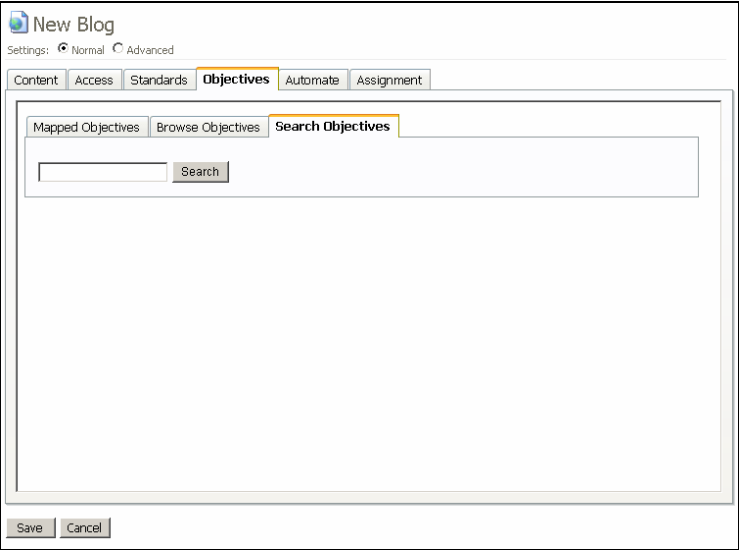
Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

Save Cancel

9. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?" 4. Click the Save button.

If you are	Then
Mapping a new objective	 • Browse for an objective 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click the Save button.  • Search for an Objective a. Click the Search Objectives tab. b. Type a keyword and click Search. c. Click a checkbox next to the objective to map.

10. Click the **Automate** tab. See Automate tab, Agents Console for more information.

New Blog

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives **Automate** Assignment

Associated Agents

The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click it's name in the list below.

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Agents	Provides a list of current actions set for this content item	N

11. Click the **Assignments** tab, if applicable.

New Blog

Settings: ☒ Normal ☐ Advanced

Content Access Standards Objectives Automate **Assignment**

Milestone Settings

Task Type (None)

Gradebook Settings

Assignment (None) Edit

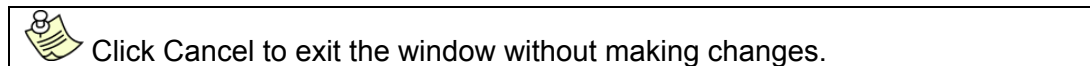
Save Cancel

12. Complete the following fields, if applicable.

Field Name	Description	View
Milestone settings	Task Type: Determines when a milestone is considered to have been completed. - Manually marked: Users must explicitly indicate completion by clicking a link. - Item completion: Milestone is considered complete when the lesson item itself is marked as completed for the user. Assign date: Specifies the date on which the students should begin work on the milestone. This date is displayed on the course calendar. Due date: Specifies the date by which the milestone should be completed. This date is displayed on the course calendar.	N
Gradebook settings	Specifies the category the gradebook assignment is associated with. - Assignment: This associates the content item with the gradebook. - Category: Determines which category the content is associated with in the gradebook. Includes quizzes, exams and homework. - Points Possible: Species the point scale for the assignment with respect to gradebook reporting. - Calculation Type: Select the appropriate calculation type from the Calculation options to determine whether the category average should be based the grade of all category assignments (Use all assignments) or a subset using the highest scored assignments (Use highest or Drop lowest). Note: The Calculation Type option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student’s category	N

Field Name	Description	View
	average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average will be calculated based on their 10 highest quiz scores. • Display Format: Specifies the format to use when displaying the assignment grades in the gradebook. • Hide gradebook assignments from students: Specifies whether the gradebook assignment should be viewable by students.	

13. Click the **Save** button.



Understanding the Blog Environment

Once you’ve created a blog, you need to orient yourself to what you see within the online environment.

ANGEL provides hyperlinks which help you create, modify, and maintain your blogs.

Item	Location	Description
Header menu	Header	The header menu allows you to quick start a new page or a new entry from within the blog environment. You can also search for a word or phrase and obtain help with blog building.
Sidebar menu	Right side	The sidebar menu allows you to view entries chronologically, view all entries or view the tags associated with entries.
Content area	Middle	Within the actual content portion of the screen there are two menus which are hidden until you point over the area. The first is a menu located in the upper right corner of the content area which allows you to manipulate the content. The entries menu gives you the option to look through your notes in different ways or print them. This menu is found in the title bar on the right side.
Comments	Bottom	The comments menu consists of a link that allows you to post comments about the blog.

Navigating the header menu

The picture below is the header menu.



The hyperlinks below allow you to edit your blog.

Link	Location	Description
start page	Header	View the first page of a blog
new entry	Header	Insert a new blog entry
search	Header	Search for words and phrases within blog entries
help	Header	Find help on blog creation

Navigate to the start page

To navigate to the start page, do the following:

- Click **start page**.

Create a new entry

1. Click **new entry**.

 A form for creating a new blog entry. At the top, it says 'Nicole Kobrowski - 24 Jan 2007 10:11 AM'. Below this are three input fields: 'Title' (a single-line text box), 'Tags' (a single-line text box), and a large multi-line text area. Below the 'Tags' field, there is a small instruction: 'Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags'.

2. Complete the following fields:

Tabs	Description
Title	Name of the entry.
Tags	Lists tags attached to entry.
Text area	Allows you to edit and add text to the entry.

3. Click the **Save** button.

Search the blog

To search the blog, do the following:

1. Position your cursor at the insertion point.
2. In the **search** box, type your search term.
3. Press the **ENTER** button.

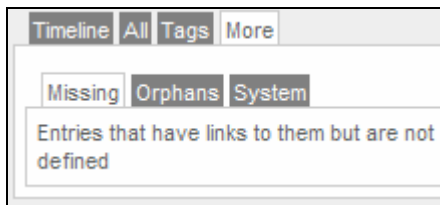
Search help

To navigate to help, do the following:

- Click **help**.

Using the sidebar menu

The image below is the sidebar menu.



The links below allow you to edit your blog.

Tabs	Description
Timeline	Lists entries chronologically, starting with the entry most recently created or modified.
All	Lists all entries in alphabetical order.
Tags	Lists tags attached to entries. In parenthesis next to the tags, is the number entries with which the tag is associated.
More	Shows the missing, orphans and system tabs.
Missing	Posts referenced by other posters but which do not exist.
Orphans	Lists other posts that exist but that are not linked to the any other posts.
System	Entries used to configure the system.

Understanding the content area

The following image is a sample editing menu.



The hyperlinks below allow you to edit your blog.

Tabs	Description
edit	Lists entries chronologically, starting with the entry most recently created or modified.
close	Closing a entry removes the entry from the content screen. However, it is still listed on the sidebar menu under the Timeline tab.
close others	Closing others removes all but the first entry listed on the content screen. These entries are still listed in the sidebar menu under the Timeline tab.
references	Shows entries that link to the current entry.
jump	Allows you to move to another open entry via a menu.
rollback	Rollback to previous revision of entry via a menu.

Editing an entry

- To edit an entry, do one of the following:
 - Click the **edit** hyperlink.
 - Double-click the entry you wish to edit.

Hitchhiking

Title

Tags
 re:

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

- Complete the following fields:

Tabs	Description
Title	Is the name of the entry.
Tags	Lists tags attached to entry.
Text area	Allows you to edit and add text to the entry.



If you change the title of your entry, you must also change the entries that link to it.

3. Once you have completed your edits, click one of the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment
Delete	To delete comment
Rollback	To rollback to previous revision of comment via a menu.

Closing an entry

To close the uppermost entry, do the following:

- Click **close**.

Closing other entries

To close another entry, do the following:

- Click **close others**.

Viewing references

1. Click **references**.
2. Select the correct reference from the pop-up menu.

Jump to an entry

To jump to an entry, do the following:

1. Click **jump**.
2. Select the correct reference from the pop-up menu.

Rollback to an entry

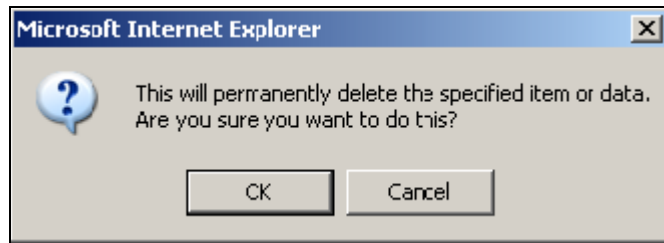
To rollback to an entry, do the following:

1. Click **rollback**.
2. Select the correct reference from the pop-up menu.

Delete a blog

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the link you wish to delete.
3. On the pop-up menu, click **delete**.
4. Choose one of the following:

If you want to	Then
Delete the Discussion Forum	• Click Delete this link.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.



5. When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

Using Comments

The following image is a sample command menu.



Adding a comment

1. Click the add a comment hyperlink.

Nicole Kobrowski - 24 Jan 2007 10:11 AM

Title

Tags

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

2. On the **Comment** screen, complete the following:

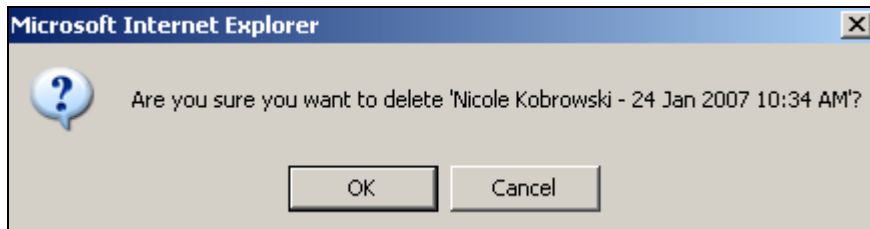
Field Name	Description
Title	Title for comment
Tags	Tags for comment
Text area	Type comment

3. On the comment screen, click the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment
Delete	To delete comment
Rollback	To rollback to previous revision of comment

Deleting a comment

1. Click the hyperlink for the comment you want to delete.
2. In the right corner, click **delete**.



3. On the dialog box, click **OK** or **Cancel**.

Editing a comment

1. Click the hyperlink for the comment you want to edit.
2. In the right corner, click **edit**.
3. Complete your changes.
4. Click the **Save** button

Responding to a comment

1. View the comment to which you want to respond.
2. From the **Comments** menu, click **add a comment**.

Nicole Kobrowski - 24 Jan 2007 10:11 AM

Title
[Nicole Kobrowski - 24 Jan 2007 10:11 AM]

Tags
[re: [[Nicole Kobrowski]]]

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

Type the text for 'Nicole Kobrowski - 24 Jan 2007 10:11 AM'

3. Complete the following fields:

Field Name	Description
Title	Title for comment
Tags	Tags for comment
Text area	Type comment

4. On the Comment screen, click one of the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment
Delete	To delete comment
Rollback	To rollback to previous revision of comment

Wikis

What is a Wiki? Wikipedia (<http://en.wikipedia.org>) describes a wiki as:

“....a type of web site that allows the visitors themselves to easily add, remove, and otherwise edit and change some available content, sometimes without the need for registration. This ease of interaction and operation makes a wiki an effective tool for collaborative authoring.”

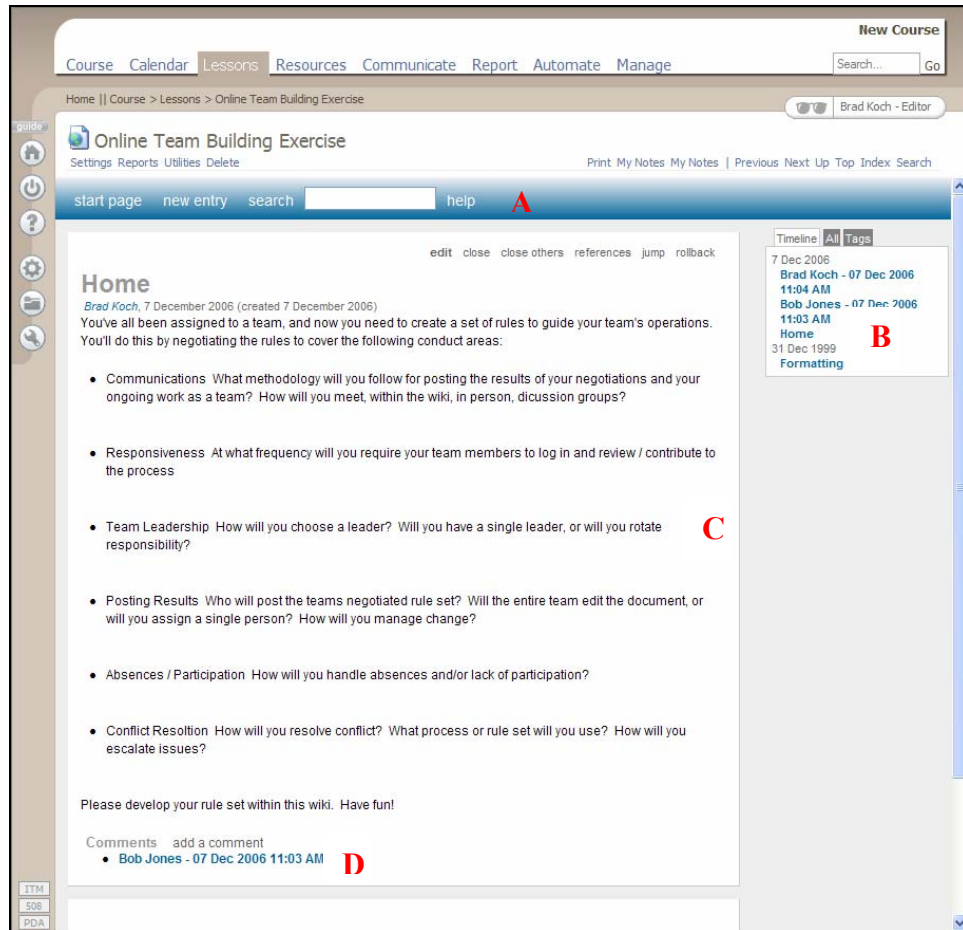
The wiki provides an asynchronous collaborative tool for students and instructors to foster collaborative learning and greater peer-to-peer and student-to-faculty communication. The wiki's simple interface makes it a perfect tool to introduce students to the online environment and process of interacting with other students. Wikis can be used as online icebreakers to help students get to know each other and to accelerate the collaborative learning process to produce better learning results.

As technology and interaction becomes a more important component of engaging online learning environments, wikis continue to grow and become increasingly popular and

useful tools to facilitate this process. Wiki's give students more direct access to their content without using a threaded discussion. The progression of learning can be seen through entries and comment entries. Additionally, wikis can be used for each student as an e-portfolio for collection of student work and allowing students to customize their space to show their work.

The powerful group-edit nature of a wiki makes it an especially attractive tool for team activities and collaborative learning exercises. Wikis can be used for collaborative research, peer review, and review commentary by external experts. They can also be used to discuss and manage documents. It is a personal forum for expression but open to collaboration, where students and instructors can express ideas. Wikis are a great way to express ideas and create relationships to pages in and outside of the course environment via hyperlinks and tags.

In ANGEL®, a wiki is treated as just another lesson item, with the same grading options as any other lesson item. The following image shows some of the benefits of the wiki format:



Letter	Section name	Benefit
A	Header menu	Manage each wiki's content from this toolbar – anyone may edit wiki content.
B	Right menu	A timeline of changes, complete table of contents, and listing of content tags within the wiki.
C	Wiki Content	Wiki content – easy to format, easy to edit
D	Comments	Wiki content supports threaded discussion within each wiki section.

Creating a Wiki

Wikis are created by completing a series of tabs which contain fields where information about the wiki are stored. The image below shows the basic wiki building environment from the content tab.

Wikis allows an instructor the ability to create collaborative, updatable, changeable environments for peer-to-peer collaboration.

Wikis contain the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the assessment you are creating.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur.
Assignment	The Assignment tab provides access to creating assignments for the content item that is being created.

How to Create/Edit a Wiki

To add a wiki to the Lessons page:

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

2. Perform one of the following:

If	Then
You are adding a wiki	1. Click the Add Content hyperlink. 2. Click the Wiki hyperlink.
You are editing an wiki	• Navigate to the wiki and click the Settings hyperlink.

3. On the **Content** tab, complete the following fields:

Field Name	Description	View
Title	The title text is used when listing the item. It also appears at the top of the page when the item itself is selected.	N
Subtitle	The subtitle text is used when listing the item in its parent and also appears at the top of the page when the item itself is selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	N
Link Target	Allows you to choose how the assessment opens in a browser. • No banner: Allows you to choose to show the banner title or hide it. • Same Widow: Opens in the same window you are using. • New Window: Opens in a new window. • Parent Window: Causes the linked document to open in the parent frame (one step up in the frame hierarchy). • Top Window: Opens in topmost window which replaces your current window.  Selecting this checkbox displays the page without the ANGEL toolbar (banner) at the top of the window.	N

Field Name	Description	View
Description	The description is an extended description of the contents of the file.	N
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Type a fully qualified URL to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A

4. Click the **Access** tab.

New Wiki
 Settings: ☒ Normal ☐ Advanced

Content **Access** Standards Objectives Automate Assignment

Access Tracking
 User Tracking: Disabled

View Restrictions
☐ Do not allow users to view this item
 Viewable By: Students
 Password:
 Team Access: All Teams

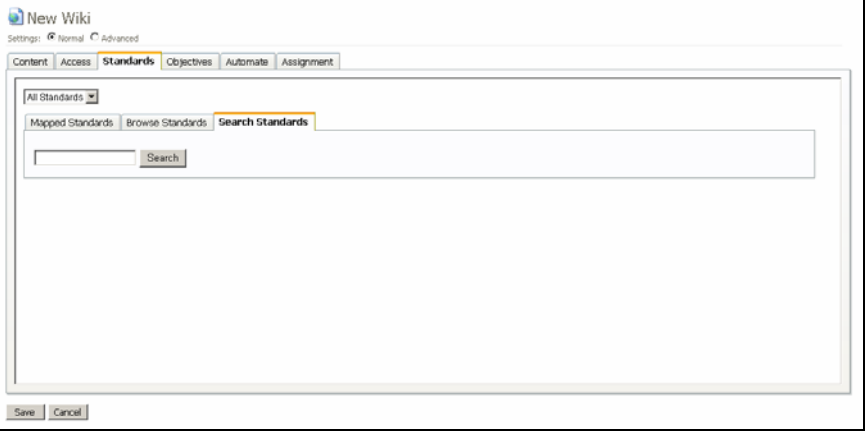
5. Complete the following fields:

Field Name	Description	View
Team Access	The Team Access setting allows you to restrict access to a particular group of users. This can be useful when conducting group projects to ensure that only group members see material for their group. Select the Selected Teams option designate which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a drop box to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a drop box to a specific date.	A
Editable By	The Editable By setting allows the course editor to determine who can edit the access settings for the content item. The default setting allows all course/group editors to edit these settings but can be set to author only to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the content of the item.	A

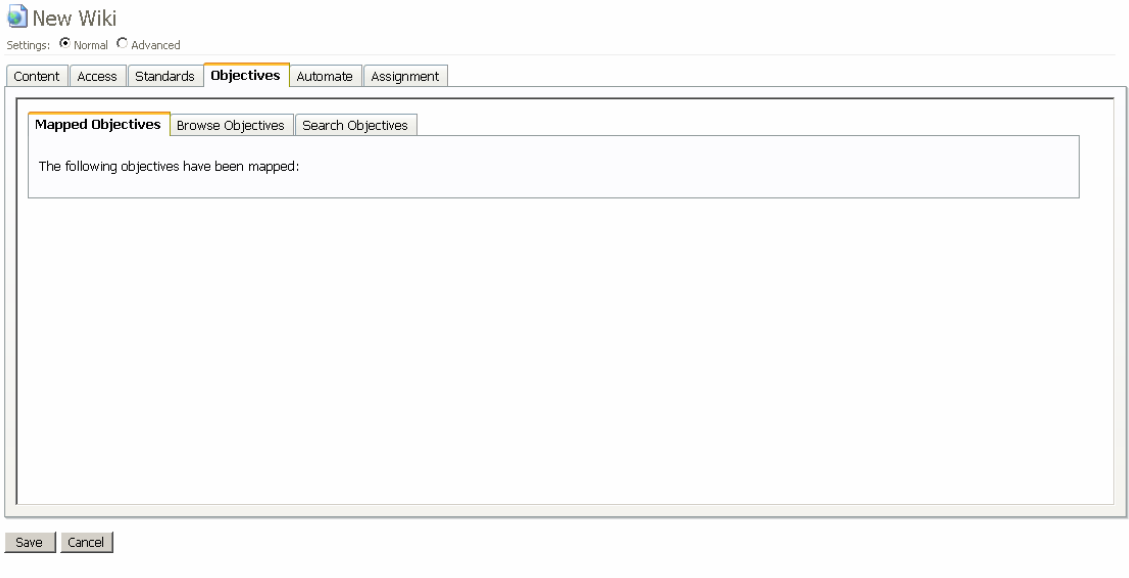
6. Click the **Standards** tab.

7. Complete the following fields.

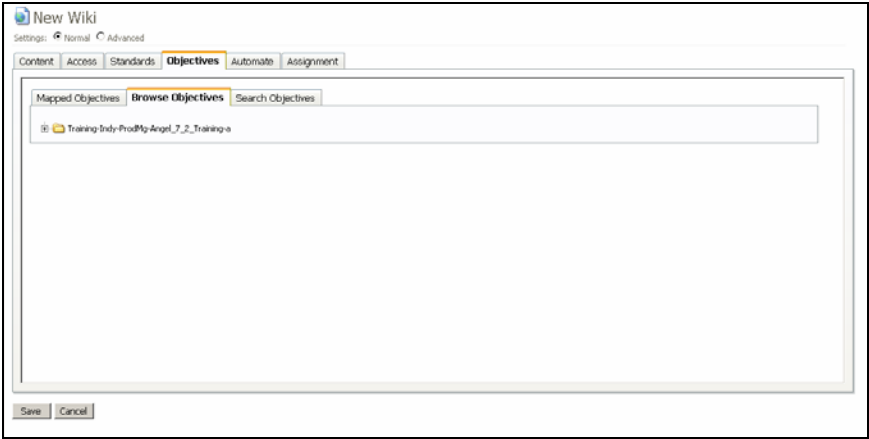
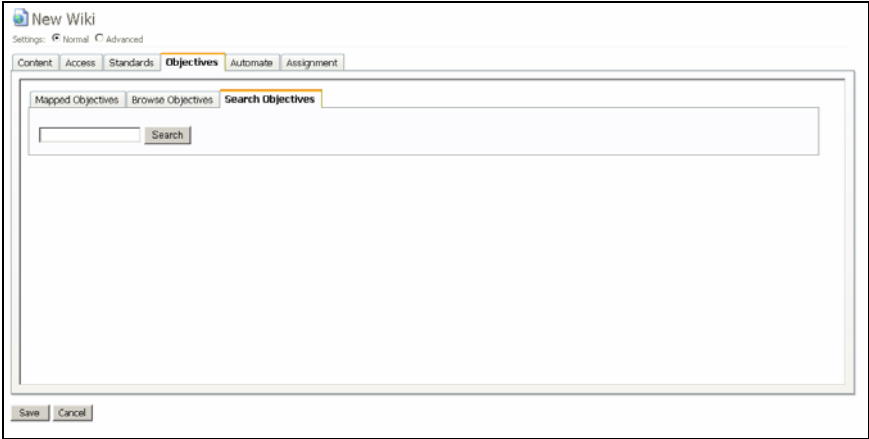
If you are	Then
Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?” 4. Click the Save button.
Mapping a new standard	Do one of the following: • Browse for a standard 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click the Save button.

If you are	Then
	 • Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click Save.

8. Click the **Objectives** tab, if applicable. See the Objectives tab documentation for more information.



9. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to “Remove this?” 4. Click the Save button.
Mapping a new objective	Do one of the following:  • Browse for an objective 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click the Save button.  • Search for an Objective 1. Click the Search Objectives tab.

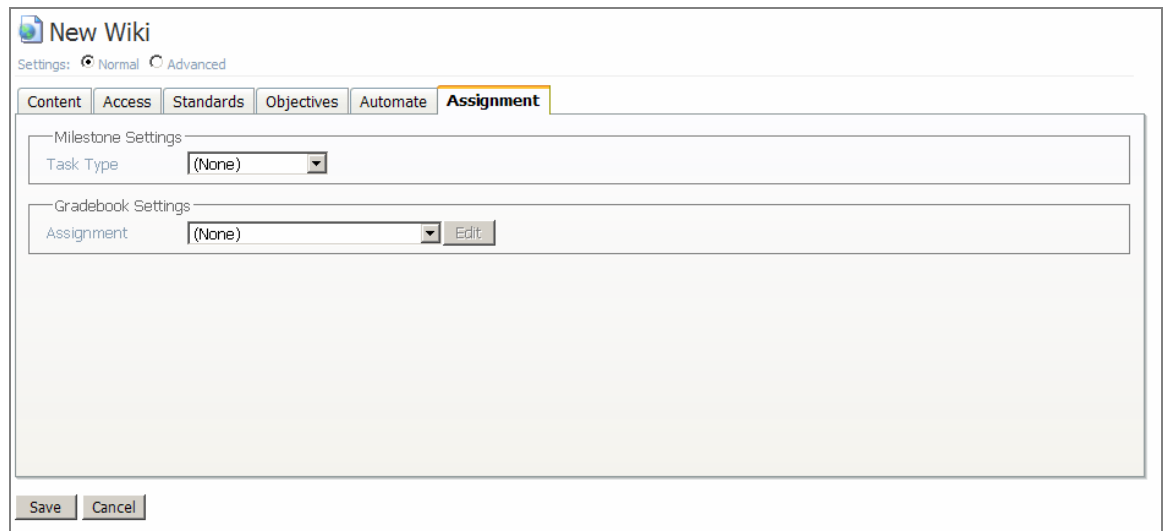
If you are	Then
	2. Type a keyword and click Search. 3. Click a checkbox next to the objective to map.

10. Click the **Automate** tab. Here you can view any agents that are associated with the lesson.



The screenshot shows the 'New Wiki' form with the 'Automate' tab selected. The 'Associated Agents' section is visible, showing a table with columns 'Title', 'Type', and 'Action'. The table is currently empty, with a message stating 'No agents are currently associated with this lesson item.' Below the table are 'Save' and 'Cancel' buttons.

11. Click the **Assignments** tab.



The screenshot shows the 'New Wiki' form with the 'Assignment' tab selected. The 'Milestone Settings' section shows 'Task Type' set to '(None)'. The 'Gradebook Settings' section shows 'Assignment' set to '(None)' with an 'Edit' button next to it. Below these sections are 'Save' and 'Cancel' buttons.

12. Complete the following fields:

Field Name	Description	View
Milestone settings	Task Type: Determines when a milestone is considered to have been completed. - Manually marked: Users must explicitly indicate completion by clicking a link. - Item completion: Milestone is considered complete when the lesson item itself is marked as completed for the user. Assign date: Specifies the date on which the students should begin work on the milestone. This date is displayed on the course calendar. Due date: Specifies the date by which the milestone should be completed. This date is displayed on the course calendar.	N
Gradebook settings	Specifies the category the gradebook assignment is associated with. - Assignment: This associates the content item with the gradebook. - Category: Determines which category the content is associated with in the gradebook. Includes quizzes, exams and homework. - Points Possible: Species the point scale for the assignment with respect to gradebook reporting. - Calculation Type: Select the appropriate calculation type from the Calculation options to determine whether the category average should be based the grade of all category assignments (Use all assignments) or a subset using the highest scored assignments (Use highest or Drop lowest). Note: The Calculation Type option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student’s category average. For example, by specifying	N

Field Name	Description	View
	“Use Highest” 10 for the Quizzes category, each student category average will be calculated based on their 10 highest quiz scores. • Display Format: Specifies the format to use when displaying the assignment grades in the gradebook. • Hide gradebook assignments from students: Specifies whether the gradebook assignment should be viewable by students.	

13. Click the **Save** button.



Click Cancel to exit the window without making changes.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate tab**.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink underneath the Actions text area.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.

Link	Field Name	Description
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	Notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	Days offset	Specifies the number of days to offset (wait before displaying) the event.
	Start time	Specifies the start time of the calendar.
	Duration	Specifies the number of minutes the calendar should remain displayed..
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate

Link	Field Name	Description
		"Take the Quiz" page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	password(s)	Specifies the password indicated on the content item.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.
	Find text	Specifies which text to find.

Link	Field Name	Description
	Replace with	Specifies with which text to to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

6. Click the **Save** button.
7. Repeat steps 5 and 6 as necessary.

Understanding the Wiki Environment

Once a wiki is created, you need to orient yourself to what you see within the online environment.

ANGEL provides several groups of hyperlinks which help you create, modify, and maintain your wikis.

Item	Location	Description
Header menu	Header	The header menu allows a user to quickly start a new page or a new entry from within the wiki environment. You can also search for a word or phrase and obtain.
Sidebar menu	Right side	The sidebar menu allows you to view entries chronologically, view all entries or view the tags associated with entries.

Item	Location	Description
content area	Middle	Within the actual content portion of the screen there are two menus which are hidden until you point your mouse over the area. The first is a menu located in the upper right corner of the content area which allows you to manipulate the content. The entries menu gives you the option to look through your notes in different ways or print them. This menu is found in the title bar on the right side.
Comments	Bottom	The comments menu consists of a link that allows you to post comments about the wiki.

Navigating the header menu

The image below is the header menu.



The hyperlinks described below allow you to edit your wiki.

Link	Location	Description
start page	Header	View the first page of a wiki
new entry	Header	Insert a new wiki entry
search	Header	Search for words and phrases within wiki entries
help	Header	Find help on wiki creation

Navigate to the start page

To navigate to the start page, do the following:

- Click **start page**.

Create a new entry

1. Click **new entry**.

Nicole Kobrowski - 24 Jan 2007 10:11 AM

Title

Tags

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

2. Complete the following fields:

Tabs	Description
Title	Is the name of the entry.
Tags	Lists tags attached to entry.
Text area	Allows you to edit and add text to the entry.

3. Click the **Save** hyperlink located in the upper right corner of the wiki window.

Search the wiki

To search the wiki, do the following:

1. Position your cursor at the insertion point.
2. In the **search** box, type your search term.
3. Press the **ENTER** key.

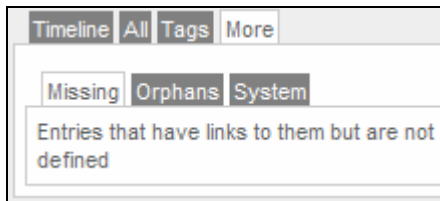
Search help

To navigate to help, do the following:

- Click the **help** hyperlink.

Using the sidebar menu

The image below is the sidebar menu.



The hyperlinks below allow you to edit your wiki.

Tabs	Description
Timeline	Lists entries chronologically, starting with the entry most recently created or modified.
All	Lists all entries in alphabetical order.
Tags	Lists tags attached to entries. In parenthesis next to the tags, is the number entries with which the tag is associated.
More	Lists entries that have links to them but are not defined.

Understanding the content area

The following image is a sample editing menu.

edit close close others references jump rollback

The hyperlinks below allow you to edit your wiki.

Tabs	Description
edit	Lists entries chronologically, starting with the entry most recently created or modified.
close	Closing a entry removes the entry from the content screen. However, it is still listed on the sidebar menu under the Timeline tab.
close others	Closing others removes all but the first entry listed on the content screen. These entries are still listed in the sidebar menu under the Timeline tab.
references	Shows entries that link to the current entry.
jump	Allows you to move to another open entry via a menu.
rollback	Rollback to previous revision of entry via a menu.

Editing an entry

- To edit an entry, do one of the following:
 - Click **edit**.
 - Double-click the entry you wish to edit.

Hitchhiking

Title

Hitchhiking

Tags

re: [[Nicole Kobrowski]] , life, universe, everything

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

The answer to life, the universe and everything is 42.

2. Complete the following fields:

Tabs	Description
Title	Is the name of the entry.
Tags	Lists tags attached to entry.
Text area	Allows you to edit and add text to the entry.

 If you change the title of your entry, you must also change the entries that link to it.

3. Once you have completed your edits, click one of the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment
Delete	To delete comment
Rollback	To rollback to previous revision of comment via a menu.

Closing an entry

To close the uppermost entry, do the following:

- Click **close**.

Closing other entries

To close another entry, do the following:

- Click **close others**.

Viewing references

1. Click **references**.
2. Select the correct reference from the pop-up menu.

Jump to an entry

To jump to an entry, do the following:

1. Click **jump**.
2. Select the correct reference from the pop-up menu.

Rollback to an entry

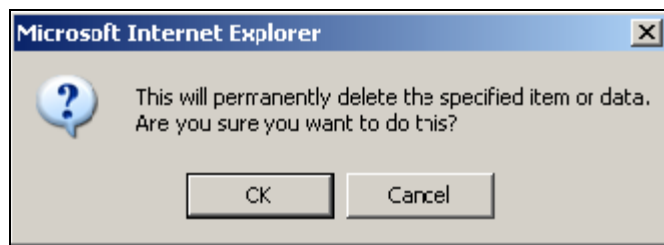
To rollback to an entry, do the following:

1. Click **rollback**.
2. Select the correct reference from the pop-up menu.

Delete a wiki

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Wiki** hyperlink.
3. Point to the link you wish to delete.
4. On the pop-up menu, click **delete**.
5. Choose one of the following:

If you want to	Then
Delete the Discussion Forum	• Click Delete this link.
Delete Access Logs	• Click Delete Access Logs.
Delete Associated files	• Click Delete Associated files.



6. When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

Using Comments

The following image is a sample command menu.



Adding a comment

1. Click the **add a comment** hyperlink.

Welcome

Title
Welcome

Tags

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

Type the text for 'Welcome'

2. On the **Comment** screen, complete the following:

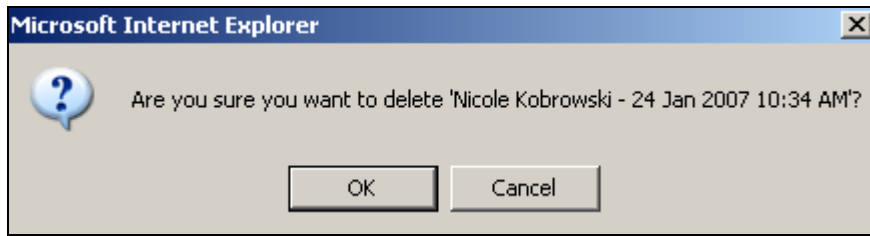
Field Name	Description
Title	Title for comment
Tags	Tags for comment
Text area	Type comment

3. On the comment screen, click the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment
Delete	To delete comment
Rollback	To rollback to previous revision of comment

Deleting a comment

1. Click the link for the comment you want to delete.
2. In the right corner, click the **delete** hyperlink.



3. On the dialog box, click the **OK** or **Cancel** buttons.

Editing a comment

1. Click the link for the comment you want to edit.
2. In the right corner, click **edit**.
3. Complete your changes.
4. Click the **Save** button.

Responding to a comment

1. View the comment to which you want to respond.
2. From the **Comments** menu, click **add a comment**.

Nicole Kobrowski - 24 Jan 2007 10:11 AM

Title
[Nicole Kobrowski - 24 Jan 2007 10:11 AM]

Tags
[re: [[Nicole Kobrowski]]]

Type tags separated with spaces, [[use double square brackets]] if necessary, or add existing tags

Type the text for 'Nicole Kobrowski - 24 Jan 2007 10:11 AM'

3. Complete the following fields:

Field Name	Description
Title	Title for comment
Tags	Tags for comment
Text area	Type comment

4. On the **Comment** screen, click one of the following:

Field Name	Description
Save	To save comment
Cancel	To cancel comment

Field Name	Description
Delete	To delete comment
Rollback	To rollback to previous revision of comment

Introduction to Course Syndication

ANGEL® gives users and instructors the opportunity to include media rich learning events and objects. ANGEL also offers portability for users through its course syndication tool using RSS feeds and Podcasts.

What is an RSS Feed?

Really Simple Syndication (RSS) feeds are a group of file formats used by news websites and blogs. You subscribe to a site or blog that provides RSS feeds to be notified when new information, articles, blog posts, etc., are added. You can then use RSS Reader software, which monitors these feeds to retrieve the new information. When using the RSS Reader software, you're normally provided with a short description of each article listed as a hotlink.

What is a Podcast?

Originally coined through Apple's iPOD system, the term 'podcasting' describes technologies that automatically distribute audio and video programs over the Internet via a system of publishing and subscribing. It largely utilizes RSS feeds, which promote independent producers to create self-published radio shows, lectures, etc.

Understanding Course Syndication

Course syndication is built by completing a series of tabs which contain fields where information about course syndication are stored.

Course syndication allows an instructor the ability to create interactive, peer-to-peer collaborative learning communities.

Course syndication contains the following tabs for configuring the page settings:

Tab	Description
Content	The Content tab provides settings for the course syndication you are creating.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes

Tab	Description
	that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur.
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and Gradebook items from within the content item.

How to Create/Edit Course Syndication

To add a Course Syndication Folder to the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new page	1. Click Add Content. 2. Click the Course Syndication Folder hyperlink.
You are editing an existing page	• Navigate to the Course Syndication Folder and click the Settings hyperlink box.

3. Click the **Content** tab.
4. Complete the following fields:

Field Name	Description	View
Title	Is the title for the course syndication	N
Subtitle	Is the secondary title for the course syndication. Can be used to provide more information for users.	N
Page text	Is the text for you course syndication use.	
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
Icon URL	Allows you to select an icon that will be used in place of the default content icon.	A
Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available:	A

Field Name	Description	View
	EXACTMATCH=1: Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1: Disables the “sounds like” NOROND=1: Disables numeric rounding MAXSEL=<i>n</i>: For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES=: Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	
Entry Author	Identifies entry author.	A
Object Author	Identifies object author.	A

- Click the **Access** tab.

New Course Syndication Folder

Settings: ☒ Normal ☐ Advanced

Content **Access** Objectives Automate Assignment

Access Tracking

User Tracking Disabled

View Restrictions

☐ Do not allow users to view this item

Viewable By Students

Password

Team Access All Teams

Save Cancel

6. Complete the following fields:

Field Name	Description	View
User Tracking	Determines if user tracking is disabled, on students only, all enrolled users, authenticated guests or everyone.	N
Do not allow users to view these items	Determines if users are allowed to view the Course Syndication Folder	N
Viewable by	Determines who can view the Course Syndication Folder.	N
Password	Allows you to set a password for users to view your Course Syndication Folder.	N
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you have independent group projects and want to ensure that members only see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a test to a specific date.	A

Field Name	Description	View
Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define how the context of the item can be changed.	A
Cascade Setting	Folders have the unique option to cascade or copy access settings preferences to all sub-folders eliminating the need to modify access settings for each sub item. To use this feature select the settings that you want to apply to all existing sub-items. If unchecked, the setting will only apply to the folder itself and new sub-items.	A

7. Click the **Objectives** tab.

New Course Syndication Folder

Settings: ☒ Normal ☐ Advanced

Content Access **Objectives** Automate Assignment

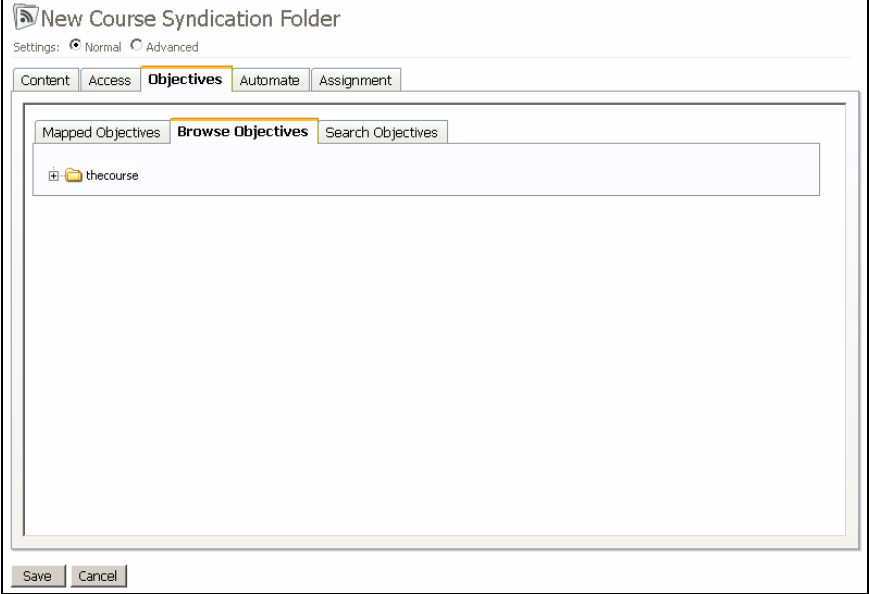
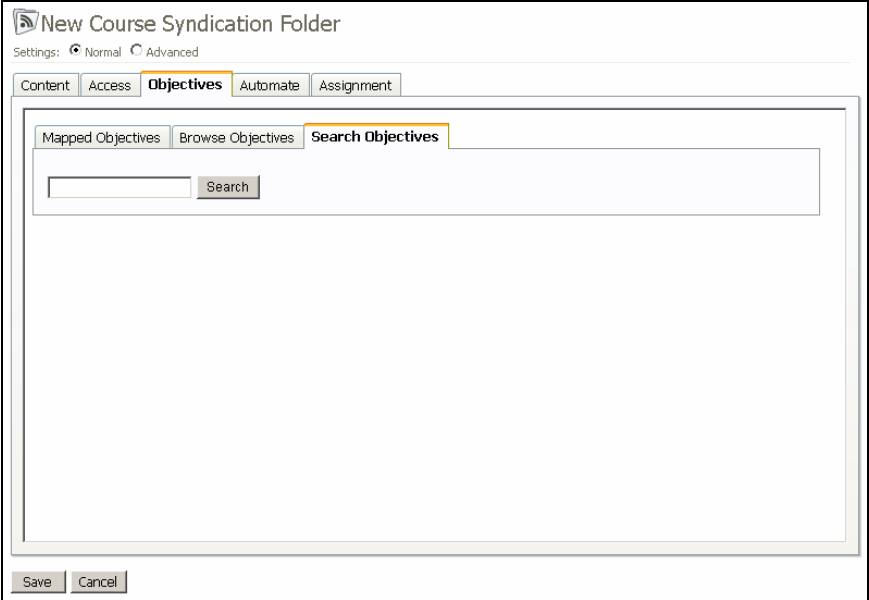
Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

Save Cancel

8. Complete the following fields:

If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to "Remove this?". 4. Click Save.

If you are	Then
Mapping a new objective	 • Browse for an objective a. Click the Browse Standards tab and navigate to the objective to map. b. Click a checkbox next to the objective to map. c. Click Save.  • Search for an Objective a. Click the Search Objectives tab. b. Type a keyword and click Search. c. Click a checkbox next to the objective to map.

9. Click the **Automate** tab.

New Course Syndication Folder

Settings: ☒ Normal ☐ Advanced

Content Access Objectives **Automate** Assignment

Associated Agents
 The following agents are associated with this lesson item. To add an agent, click the "Add Agent" link below. To view or edit a specific agent, click it's name in the list below.

[Add Agent](#)

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

10. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Actions	Provides a list of current actions set for this content item	N

11. Click the **Assignments** tab.

New Course Syndication Folder

Settings: ☒ Normal ☐ Advanced

Content Access Objectives Automate **Assignment**

Gradebook Settings

Assignment (None) Edit

Milestone Settings

Task Type (None)

Save Cancel

12. Complete the following fields:

Field Name	Description	View
Assignment	This associates the content item with with a Gradebook assignment.	N
Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N

13. Click **Save**.

Click Cancel to exit the window without making changes.

How to add an RSS feed

Once your course syndication is saved, you have the option to add your course syndication as an RSS feed.

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the Course Syndication Folder and click the course to which you want to add the RSS feed.
3. Click **RSS Feed**.
4. Click **Add Content**.
5. Complete the following fields:

If you want to	Then						
Add a Page	1. Log into your ANGEL course and click the Lessons tab. 2. Perform one of the following: <table><tr><th>If</th><th>Then</th></tr><tr><td>you are adding a new page</td><td> a. Click the Add Content hyperlink b. Click the Page hyperlink. </td></tr><tr><td>you are editing an existing page</td><td> • Navigate to the Page item and click the Settings hyperlink. </td></tr></table> 3. Click the Content tab. New Page Settings: Normal Advanced Content Access Standards Objectives Automate Assignment Page Settings Title Subtitle Page Text <	If	Then	you are adding a new page	a. Click the Add Content hyperlink b. Click the Page hyperlink.	you are editing an existing page	• Navigate to the Page item and click the Settings hyperlink.
If	Then						
you are adding a new page	a. Click the Add Content hyperlink b. Click the Page hyperlink.						
you are editing an existing page	• Navigate to the Page item and click the Settings hyperlink.						

If you want to	Then			
			selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	
		Page Text	The page text provides additional information that appears on the content page. How the text is formatted depends on the Page Format setting. Currently, the page text field is available on Folder and Game in normal view and Page in advanced view.	N
		Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A
		Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window. This option eliminates the title and editor settings for the item when it opens in the new window.	A
		Icon URL	Icon URL is used to change the image of the item's default icon. Type a fully qualified URL to a GIF or JPEG image.	A
		Help URL	Type a fully qualified URL to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A
		Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1 :Disables numeric	A

If you want to	Then
	rounding and “sounds like” algorithm. NOSOUNDSLIKE=1 :Disables the “sounds like” NOROUND=1 :Disables numeric rounding MAXSEL=n :For use on Multiple Select questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user’s answer contains the specified text. MATCH: Auto-grades correctly if any part of the user’s answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.

5. Click the **Access** tab.

The screenshot shows the 'New Page' dialog box with the 'Access' tab selected. The 'Access Tracking' section includes a 'User Tracking' dropdown menu currently set to 'Disabled'. The 'View Restrictions' section contains a checkbox for 'Do not allow users to view this item' which is unchecked. Below this, there are three fields: 'Viewable By' (a dropdown menu set to 'Students'), 'Password' (an empty text field), and 'Team Access' (a dropdown menu set to 'All Teams'). At the bottom of the dialog are 'Save' and 'Cancel' buttons.

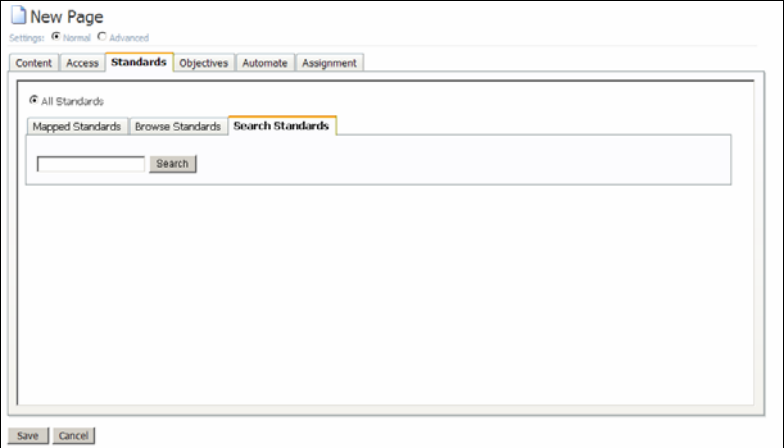
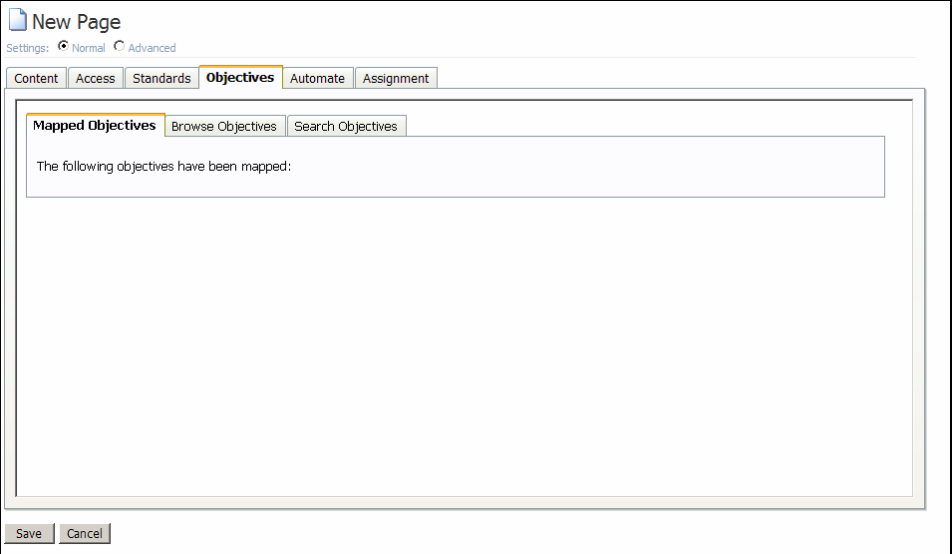
6. Complete the following fields:

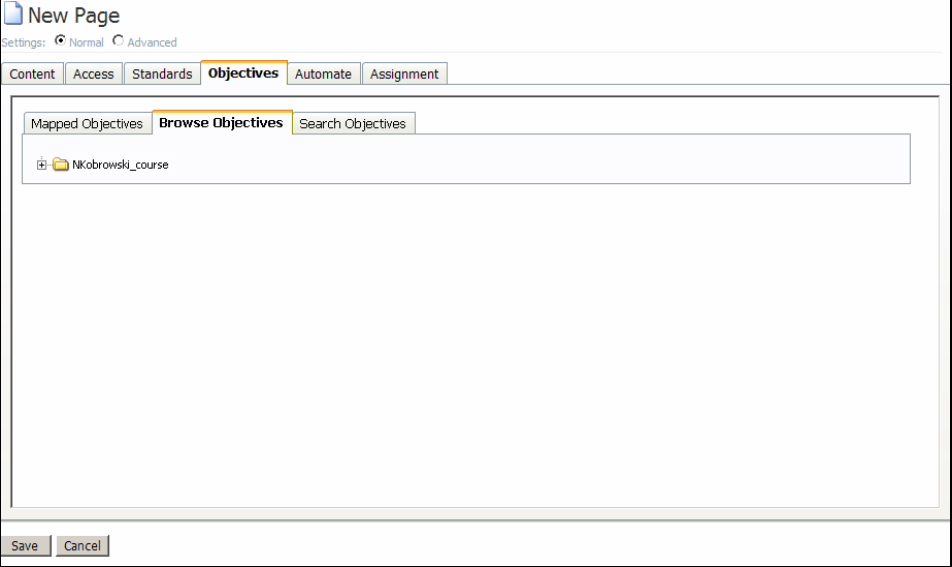
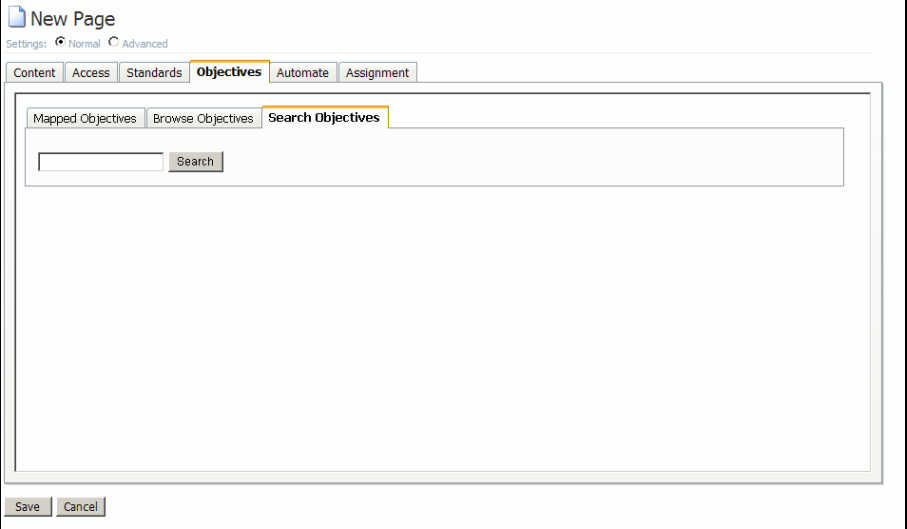
Field Name	Description	View
User Tracking	Use the tracking option to control when information about visits to a page are logged. You can elect to log access by	N

If you want to	Then			
			only certain types of users so that you get the information you need without wasting valuable drive space on the server.	
		Do not allow users to view this item	This checkbox hides the content item from users. This is useful as you are creating course material that has not been completed.	N
		Viewable By	The Viewable By setting allows the instructor to restrict access to the ANGEL content item according to the course rights designation assigned to the user. - Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system. - Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not. - Students restricts access to the content item only to those users on the course roster who have course rights of student or higher. - Team Leaders restricts access to the content item only to those users on the course roster who have course rights of team leader or higher. - Course Mentors restricts access to the content item only to those users on the course roster who have course rights of course mentor or higher. - Course Assistants restricts access to the content item only to those on the course roster who have course rights of course assistants or higher. - Course Editors restricts access to the	N

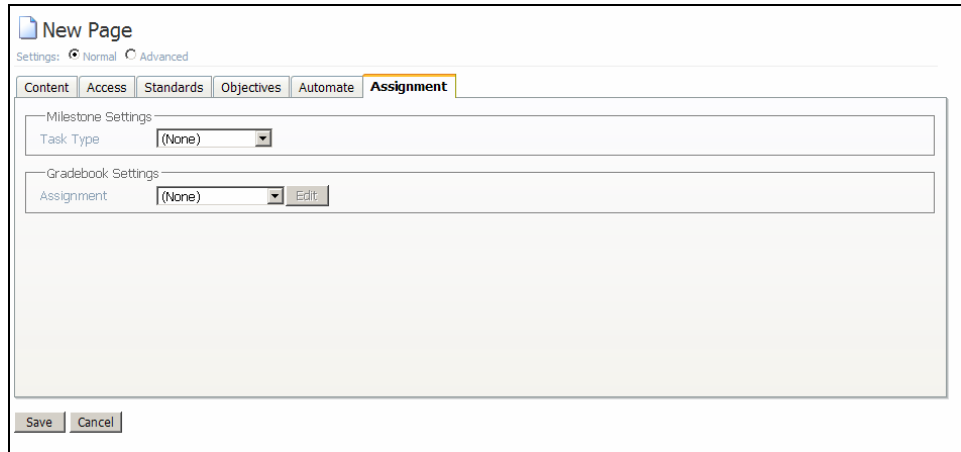
If you want to	Then			
			content item only to those users on the course roster who have course rights of course editor. • Author Only restricts access to the author of the content item.	
		Password	Assign a password to an item to further restrict who can view it. When not in edit mode, the system asks the user to type the password before it allows the user to view the item.	N
		Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you have independent group projects and want to ensure that members only see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N
		Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a content item to a specific date.	A
		End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict access to a content item to a specific date.	A
		Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
		Object Editable	Object Editable By allows you to define who can change the context of the item.	A

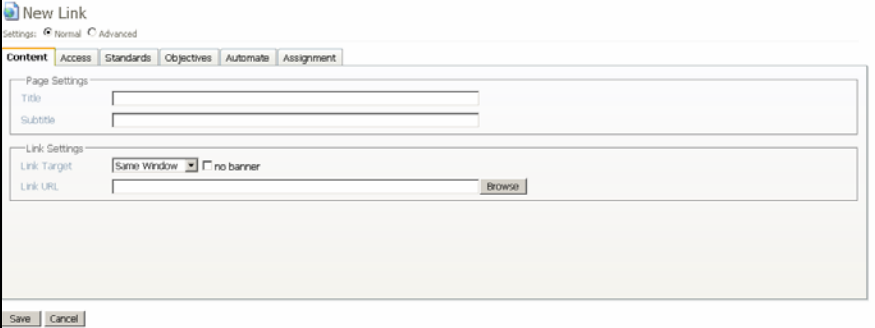
If you want to	Then			
	<table><tr><td>By</td><td>Context is page text, directions, etc.</td><td></td></tr></table> 7. Click the Standards tab. New Page Settings: ☒ Normal ☐ Advanced Content Access Standards Objectives Automate Assignment ☒ All Standards Mapped Standards Browse Standards Search Standards The following standards have been mapped: Save Cancel 8. If you are removing a standards mapping, perform the following: - Click the Mapped Standards tab. - Click the checkbox next to the mapping to remove. - Click OK when prompted to "Remove this?". - Click Save. 9. If you mapping a new standard, perform either of the following: New Page Settings: ☒ Normal ☐ Advanced Content Access Standards Objectives Automate Assignment ☒ All Standards Mapped Standards Browse Standards Search Standards ☒ Academic Standards; Indiana; 09, 10, 11, 12; Technological Literacy ☒ Content Standards for CAPA; California; KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; Mathematics ☒ Content Standards; Montana; 09, 10, 11, 12; Communication Arts ☒ Content Standards; Montana; 09, 10, 11, 12; Mathematics ☒ Josh's Standard ☒ Lorinda's 2nd standard ☒ Lorinda's Standard - added 3/15/07 Save Cancel • Browse for a standard - Click the Browse Standards tab and navigate to the standard	By	Context is page text, directions, etc.	
By	Context is page text, directions, etc.			

If you want to	Then
	to map. - Click a checkbox next to the standard to map to this Page. - Click Save.  - Search for a Standard - Click the Search Standards tab. - Type a keyword and click the Search. - Click a checkbox next to the standard to map. - Click Save. 10. Click the Objectives tab.  - If you removing an objective mapping, perform the following: - Click the Mapped Objectives tab. - Clear the checkbox next to the mapping to remove.

If you want to	Then
	c. Click OK when prompted to "Remove this?" d. Click Save. 12. If you mapping a new objective, perform either of the following:  • Browse for an objective a. Click the Browse Standards tab and navigate to the objective to map. b. Click the checkbox next to the objective to map. c. Click Save.  • Search for an Objective a. Click the Search Objectives tab.

If you want to	Then
	</

If you want to	Then		
	Display Format	This determines how the grade is displayed to students. The default is Course Default.	N
	Hide Gradebook assignment from students	To keep students from seeing the content item in the Gradebook, select this checkbox.	N
	Task Type	The Task Type determines if this content item can be manually completed by the student or if ANGEL determines the completion based on viewing, grading, or submittal.	N
	Assign Date	The date in which the assignment was assigned to students to complete.	N
	Due Date	The date on which the assignment is due.	N
14. Click the Assignments tab.  15. Complete the following fields:			

If you want to	Then														
	<table border="1"> <thead> <tr> <th data-bbox="524 247 732 289">Tab</th><th data-bbox="740 247 1533 289">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="524 300 732 373">Content</td><td data-bbox="740 300 1533 373">The Content tab provides settings for the Link page you are creating.</td></tr> <tr> <td data-bbox="524 384 732 562">Access</td><td data-bbox="740 384 1533 562">The Access tab provides settings for access, viewing and editing content items. This editor allows the instructor to set tracking on content items to control information about visits to a lesson item. This editor also determines who can view the lesson item.</td></tr> <tr> <td data-bbox="524 573 732 751">Standards</td><td data-bbox="740 573 1533 751">The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.</td></tr> <tr> <td data-bbox="524 762 732 898">Objectives</td><td data-bbox="740 762 1533 898">The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.</td></tr> <tr> <td data-bbox="524 909 732 1014">Automate</td><td data-bbox="740 909 1533 1014">The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.</td></tr> <tr> <td data-bbox="524 1024 732 1203">Assignment</td><td data-bbox="740 1024 1533 1203">The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and Gradebook items from within the content item.</td></tr> </tbody> </table> 16. Click Save.	Tab	Description	Content	The Content tab provides settings for the Link page you are creating.	Access	The Access tab provides settings for access, viewing and editing content items. This editor allows the instructor to set tracking on content items to control information about visits to a lesson item. This editor also determines who can view the lesson item.	Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.	Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.	Automate	The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.	Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and Gradebook items from within the content item.
Tab	Description														
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Automate	The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.														
Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and Gradebook items from within the content item.														
Add a Link	 The Link item contains the following tabs for configuring the page settings: <table border="1"> <thead> <tr> <th data-bbox="613 1707 816 1749">Tab</th><th data-bbox="824 1707 1482 1749">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="613 1759 816 1833">Content</td><td data-bbox="824 1759 1482 1833">The Content tab provides settings for the Link page you are creating.</td></tr> <tr> <td data-bbox="613 1843 816 1898">Access</td><td data-bbox="824 1843 1482 1898">The Access tab provides settings for access, viewing and editing content items. This editor</td></tr> </tbody> </table>	Tab	Description	Content	The Content tab provides settings for the Link page you are creating.	Access	The Access tab provides settings for access, viewing and editing content items. This editor								
Tab	Description														
Content	The Content tab provides settings for the Link page you are creating.														
Access	The Access tab provides settings for access, viewing and editing content items. This editor														

If you want to	Then											
		allows the instructor to set tracking on content items to control information about visits to a lesson item. This editor also determines who can view the lesson item.										
	Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.										
	Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.										
	Automate	The Automate tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.										
	Assignment	The Assignment tab provides access to creating Milestones and Gradebook settings for the content item that is being created. This allows the instructor the ability to create milestones and Gradebook items from within the content item.										
Add a File	1. Log into your ANGEL course and click the Lessons tab. 2. Perform one of the following: <table><tr><th>If</th><th>Then</th></tr><tr><td>You are adding a new page</td><td> 1. Click Add Content. 2. Click File. </td></tr><tr><td>You are editing an existing page</td><td> • Navigate to the file and click Settings. </td></tr></table> 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 3. Complete the following fields: <table><tr><th>If</th><th>Then</th></tr><tr><td>You are</td><td> 1. Complete the following fields: </td></tr></table>		If	Then	You are adding a new page	1. Click Add Content. 2. Click File.	You are editing an existing page	• Navigate to the file and click Settings.	If	Then	You are	1. Complete the following fields:
If	Then											
You are adding a new page	1. Click Add Content. 2. Click File.											
You are editing an existing page	• Navigate to the file and click Settings.											
If	Then											
You are	1. Complete the following fields:											

If you want to	Then									
	uploading a file	<table><tr><th>Field Name</th><th>Description</th></tr><tr><td>File to upload</td><td>Choose the file you wish to upload</td></tr><tr><td>Title</td><td>Title for the file you are going to upload. This title displays next to the file icon.</td></tr><tr><td>File type</td><td>Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect.</td></tr></table> 2. Click Upload File. 3. Click OK. You are returned to your Lessons list.	Field Name	Description	File to upload	Choose the file you wish to upload	Title	Title for the file you are going to upload. This title displays next to the file icon.	File type	Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect .
Field Name	Description									
File to upload	Choose the file you wish to upload									
Title	Title for the file you are going to upload. This title displays next to the file icon.									
File type	Choose the type of file you are going to upload. ANGEL recognizes the file type being uploaded when using Auto Detect .									
	You are dragging and dropping a file	1. Click Drag-n-Drop. Drag-n-Drop files Drag and drop Click here to drag the file and folders you want to upload to the area below. When you are finished uploading, click the "OK" button or select the default file from the drag-and-drop window. OK Cancel 2. Drag your files into the Drag and Drop box. 3. Click OK. You are returned to your Lessons list.								



You may find that in most cases you want to extract archive files (e.g. to display a PowerPoint presentation saved as a web page, etc.), however in some cases, you may prefer to leave the archive file in its archived format. For example, you may have uploaded a zip archive which contains several readings (in a .doc or .pdf format) that you want to be easily downloaded by your students as a single file instead of requiring the download of several individual files.

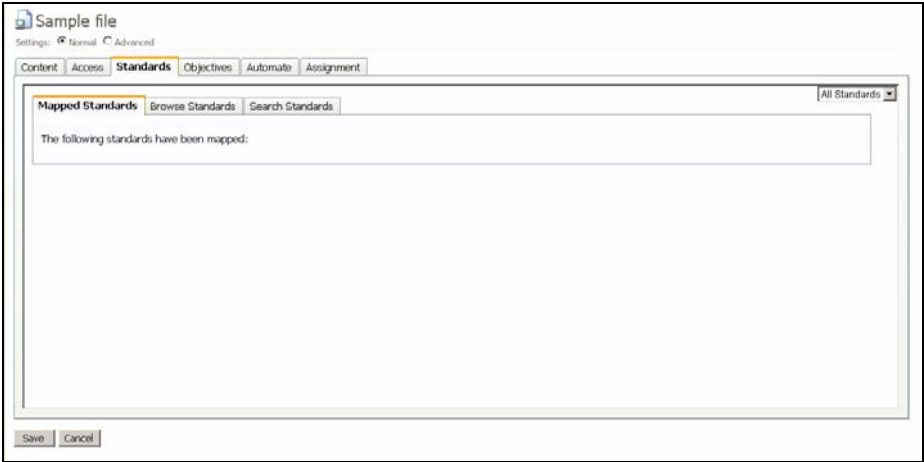
Other common needs for leaving an archive file in an archived format include: 1) the upload of files which are large in file size – leave the file in an archive (compressed) format to ease the time required for the student to download the file. 2) the upload of

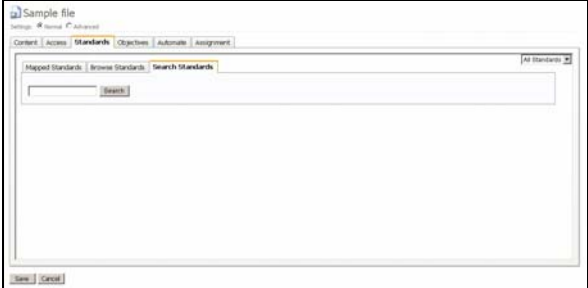
If you want to	Then												
	multimedia files, or programming files) – leave the file in an archived format to ensure all files are downloaded together and file associations are kept intact. 4. Click the title of the new link you just created. 5. Click the Content tab. Sample file Settings: ☒ Normal ☐ Advanced Content Access Standards Objectives Automate Assignment Page Settings Title Sample file Subtitle Save Cancel 6. Complete the following fields: <table><tr><th>Field Name</th><th>Description</th><th>View</th></tr><tr><td>Title</td><td>Is the title for the File</td><td>N</td></tr><tr><td>Subtitle</td><td>Is the secondary title for the File. Can be used to provide more information for readers.</td><td>N</td></tr><tr><td>File Target</td><td>Allows you to choose how the file opens in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current</td><td>N</td></tr></table>	Field Name	Description	View	Title	Is the title for the File	N	Subtitle	Is the secondary title for the File. Can be used to provide more information for readers.	N	File Target	Allows you to choose how the file opens in a browser. Allows you to choose to show the banner title or hide it. Same Window: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current	N
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Title	Is the title for the File	N											
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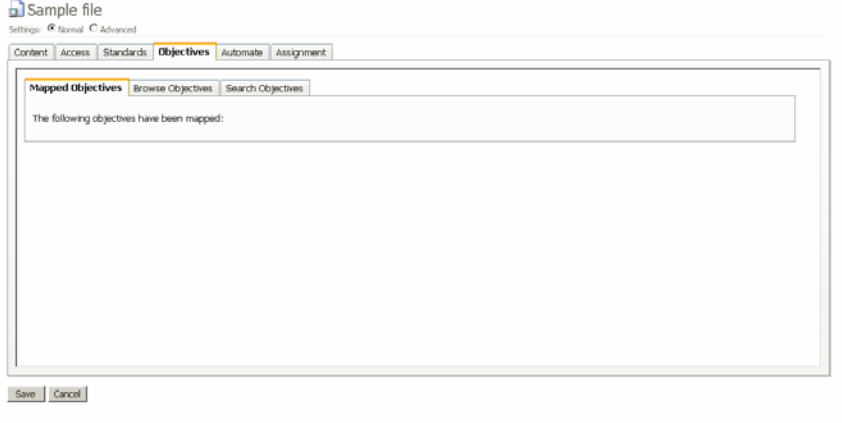
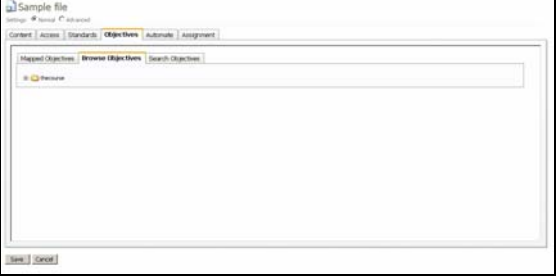
If you want to	Then			
			window.  If you choose no banner, you no longer see the Setting File or Title. To edit, you need to access Lessons, point to your file and click Settings.	
		Description	Describes your File content.	A
		Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page. This feature is used for accessibility when drag-n-drop is not available for instructor use.	A
		Icon URL	Allows you to select an icon used in place of the default content icon.	A
		Help URL	Allows you to select an alternate source for help on this content item. A separate help document may be made by your institution.	A
		Advanced Options	Provides an interface for specifying advanced item settings. The following options are currently available: EXACTMATCH=1: Disables numeric rounding and “sounds like” algorithm. NOSOUNDSLIKE=1: Disables the “sounds like” NOROND=1: Disables numeric rounding MAXSEL=n: For use on Multiple Select	A

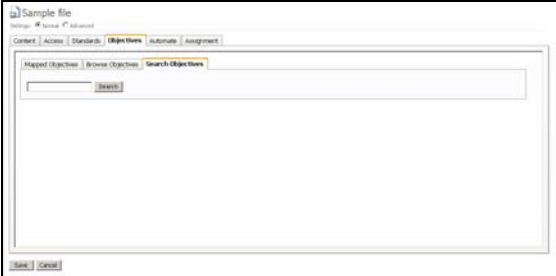
If you want to	Then			
			questions. Restricts the user to selecting <i>n</i> number of available choices FIELD_ATTRIBUTES= : Allows editor to specify HTML field attributes for the student response input field Multiple advanced options should be separated with a semi-colon (e.g. EXACTMATCH=1;FIELD_ATTRIBUTES=COLS=80;) CONTAINS: Auto-grades correctly with any text you use. If any part of the user's answer contains the specified text. MATCH: Auto-grades correctly if any part of the user's answer matches the given regular repression. Example: MATCH:[a-zA-Z0-9_] matches anything placed in a fill-in-the-blank question and automatically grade it as a correct answer as long as the answer is not blank.	
	7. Click the Access tab.			

If you want to	Then												
	 8. Complete the following fields: <table><tr><th>Field Name</th><th>Description</th><th>View</th></tr><tr><td>Team Access</td><td> The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you have independent group projects and want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item. </td><td>N</td></tr><tr><td>Start Date</td><td> Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date. </td><td>A</td></tr><tr><td>End Date</td><td> Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict </td><td>A</td></tr></table>	Field Name	Description	View	Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you have independent group projects and want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N	Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A	End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict	A
Field Name	Description	View											
Team Access	The Team Access setting allows you to restrict viewing of an item to a particular group of users. This can be useful if you have independent group projects and want to ensure that only members see material for their own group. Selecting Selected Teams from the drop-down list activates a Team List allowing you to select which teams have access to the content item.	N											
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. You might use this setting in conjunction with the End Date setting to restrict access to a test to a specific date.	A											
End Date	Selecting an End Date prevents the item from being displayed after the specified date. You might use this setting in conjunction with the Start Date setting to restrict	A											

If you want to	Then			
			access to a test to a specific date.	
		Editable By	The Editable By setting allows you to define which types of users should be able to edit the access setting for an item. The default setting is to allow all course/group editors to edit these settings. It can also be set to author/owner to further restrict editing rights.	A
		Object Editable By	Object Editable By allows you to define who can change the context of the item. Context is page text, directions, etc.	A
		Cascade Settings	Files have the unique option to cascade or copy access settings preferences to all sub-Files eliminating the need to modify access settings for each sub item. To use this feature select the settings that you want to apply to all existing sub-items. If unchecked, the setting only applies to the File itself and new sub-items.	A
	9. Click the Standards tab.  10. Complete the following fields:			

If you want to	Then	
	If you are	Then
	Removing a standards mapping	1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to “Remove this?”. 4. Click Save.
	Mapping a new standard	Do one of the following: • Browse for a standard  1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this Page. 3. Click Save.  • Search for a Standard 1. Click the Search Standards tab. 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click Save.
	11. Click the Objectives tab.	

If you want to	Then
	
12. Complete the following fields:	
If you are	Then
Removing an object mapping	1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove 3. Click OK when prompted to “Remove this?” 4. Click Save.
Mapping a new objective	Do one of the following • Browse for an objective  1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click Save.

If you want to	Then
	- Search for an Objective  - Click the Search Objectives tab. - Type a keyword and click Search. - Click a checkbox next to the objective to map.

13. Click the **Automate** tab.



14. The **Automate** tab provides an advanced tool that allows you to define actions to be taken when certain events and conditions occur.

Field Name	Description
Associated Agents	Provides a list of associated agents set for this content item.
Current Agents	Provides a list of current actions set for this content item

15. Click the **Assignments** tab.

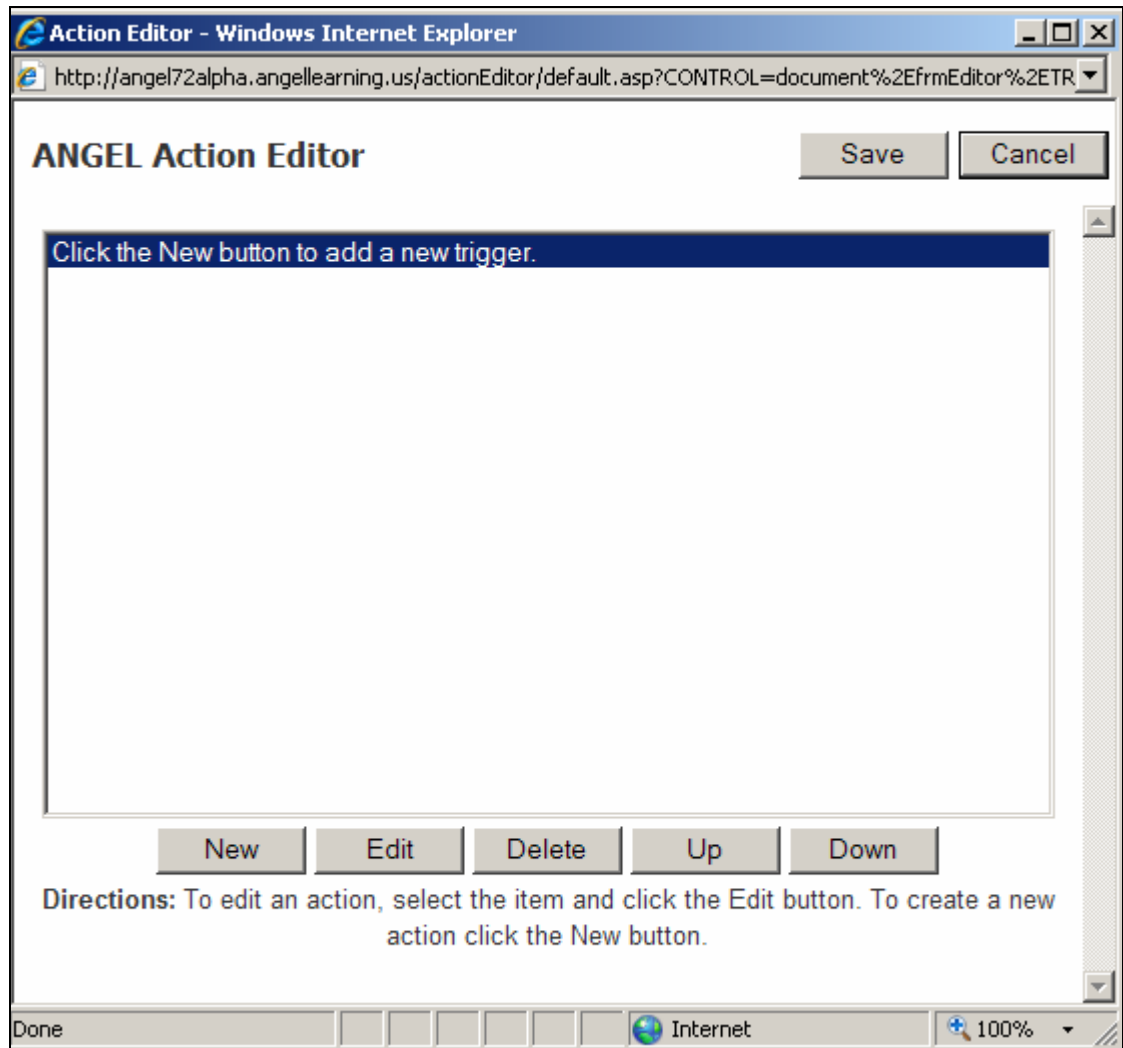
If you want to	Then			
		Due Date	This is the date the content item is due.	N
	17. Click Save.  Click Cancel to exit the window without making changes.			

A hyperlink to the page, link or file appears on the RSS page.

How to use the action editor

In the lesson item to which you want to add actions, do the following:

1. Click the **Automate tab**.
2. Click the **Advanced** option.
3. Click the **Action Editor** hyperlink.



4. Click the **New** button.
5. Click the following links and complete the following fields when applicable.

Link	Field Name	Description
Add Variable	Variable name	Specifies the name of the variable.
	Amount to add	Specifies the amount to add.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Alert	Alert Message Text	Specifies the alert message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Announcement	Announcement	Specifies the announcement text.
	Duration	Specifies the duration of the announcement.
	Days Offset	Specifies the number of days to offset (wait before displaying) the event.

Link	Field Name	Description
	Start time	Specifies the start time of the announcement.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Calendar	Title	Specifies the title of the calendar.
	Category	Specifies the category of the calendar.
	notes	Specifies additional viewable notes that you wish to be associated with the calendar event.
	days offset	Specifies the number of days to offset (wait before displaying) the event.
	start time	Specifies the start time of the calendar.
	duration	Specifies the number of minutes the calendar should remain displayed.
	Editable by User	Specifies if the user can edit the calendar
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Email (External)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
	From	Specifies from whom the email originated.
Go To	Match Text	Specifies the exact Entry_ID, password, or title of the item to which you want to redirect the student.
	Delay	Specifies how long students may view the confirmation/results page.
	Item type	Specifies a specific item type.
	Action editor	Specifies an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into

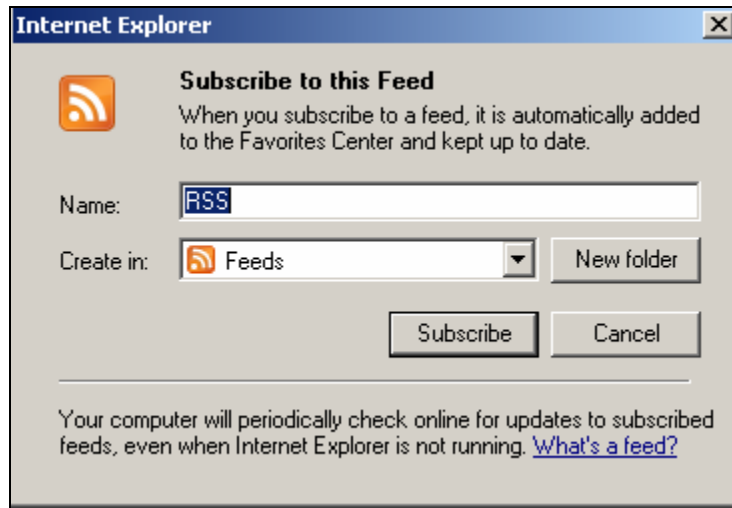
Link	Field Name	Description
		the quiz or form, bypassing the intermediate “Take the Quiz” page.
	Sub-Event	Specifies additional sub-events.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Lock	Password(s)	Specifies a password to lock out unauthorized users.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Mail (Internal)	From	Specifies from whom the email originated.
	To	Specifies to whom the email is intended
	Cc	Specifies additional email recipients.
	BCC	Specifies private (hidden) email recipients.
	Subject	Specifies the email subject.
	Message Text	Contains the message text.
	From Internet Address	Specifies where the email originated.
	Reply to Internet Address	Specifies to where/to whom the reply email should return.
	Hide Recipients	Specifies if recipients are hidden.
	Forward to Internet email	Specifies if email can be forwarded to internet email
	Message format	Specifies message format (HTML, smart text, plain text).
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Message	HTML Message Text	Specifies the HTML message text.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Redirect	URL	Specifies the redirect URL
	Delay	Specifies the amount of time before users are redirected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Replace variable text	Variable name	Specifies the variable name.

Link	Field Name	Description
	Find text	Specifies which text to find.
	Replace with	Specifies with which text to replace the found text
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Set variable	Variable name	Specifies the variable name.
	Variable value	Specifies the variable value.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Enroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Team Unenroll	Team(s)	Specifies the teams affected.
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.
Unlock	password(s)	Specifies the password for the unenrollment option
	Event	Specifies the event.
	Criteria	Specifies the criteria of the event.

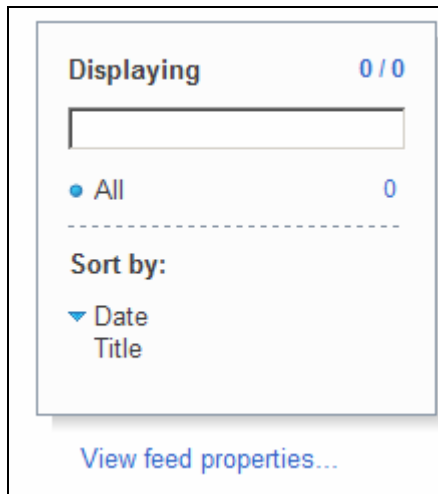
6. Click the **Save** button.
7. Repeat steps 5 and 6 as necessary.

Subscribe to an RSS feed

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the course syndication and click the course to which you want to add the RSS feed.
3. Click **RSS Feed**.
4. Click **Subscribe to this Feed**.



5. In the **Name** field, edit the name if applicable.
6. From the **Create in** pull-down menu, select the correct folder to which to add your subscription.
7. Click **Subscribe**.



How to add items from a Course Syndication Folder to iTunes

Once your course syndication is saved, you have the option to add your course syndication as an RSS feed.

To add your course syndication as an RSS feed,

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the course syndication and click the course to which you want to add the RSS feed.

3. Click **Add to iTunes**. The podcast will automatically download into iTunes. Once it has downloaded, you can click Podcast and listen to your podcast.

Updating Podcasts in iTunes

When podcasts are subscribed to, iTunes will automatically update your podcasts when you are connected to the Internet. You can also set iTunes to check for new podcast lectures.

To check for new podcasts do the following:

1. Click Edit
2. Click Preferences
3. Click the Podcasts tab and do the following:
 - a. Change the number of lectures iTunes downloads.
 - b. Change how often new podcasts you subscribe to are downloaded.
 - c. Set iTunes to delete podcasts after you've listened to them if applicable.

Unsubscribing to Podcasts in iTunes

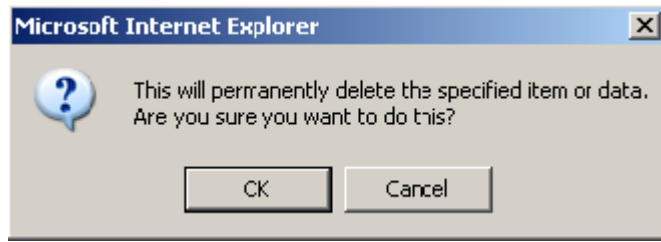
To unsubscribe to a podcast, do the following:

1. Select a podcast
2. Click Unsubscribe (at the bottom of the iTunes window).

Delete a course syndication

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the link you wish to delete.
3. On the pop-up menu, click **delete**.
4. Choose one of the following:

If you want to	Then
Delete the folder and its contents	Click Delete this folder.
Delete the folder only	Click Remove this folder only.
Delete Access logs	Click Delete Access Logs.
Delete Associated files	Click Delete Associated files.
Delete sub-items	Click Delete Sub-items.



- When prompted by the dialog screen, click **OK** or **Cancel**. You will return to the list of Lessons.

Introduction to Assessments

Assessments can be used to help build engaging online learning environments, reinforce lessons, and evaluate student work. Assessments can consist of many question types including the common multiple choice, true/false and matching formats.

Assessments contain the following tabs for configuring the assessment settings:

Tab	Description
Content	The Content tab provides common settings for the assessment including title, subtitle and directions.
Access	The Access tab provides settings for access, tracking and viewing content items. This editor allows instructors the ability to set tracking on content items to control information about visits to the lesson item.
Interaction	The Interaction tab provides settings for how the assessment is displayed and delivered.
Review	The Review tab determines how instructor is displayed when the assessment is submitted.
Standards	The Standards tab provides the instructor the ability to map a page content item to standards provided by the institution. Standards may include those created by national sanctioning bodies, institutional cultural or behavioral standards, etc.
Objectives	The Objectives tab provides the instructor the ability to map a page content item to objectives created by the instructor. These objectives allow the instructor to design educational outcomes that best fit a course's curriculum.
Automate	The Automate tab provides an advanced tool that allows you to define agents and actions to be taken when certain events and conditions occur.
Assignment	The Assignment tab provides access to creating assignments for the assessment.

How to Create/Edit an assessment

To create/edit an assessment on the Lessons page:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Perform one of the following:

If	Then
You are adding a new assessment	1. Click Add Content. 2. Click Assessment.
You are editing an existing assessment	• Navigate to the assessment and click the Settings hyperlink.

New Assessment
Settings: ☒ Normal ☐ Advanced

Content Access Interaction Review Standards Objectives Automate Assignment

Page Settings

Title

Subtitle

Link Settings

Link Target ☐ no banner

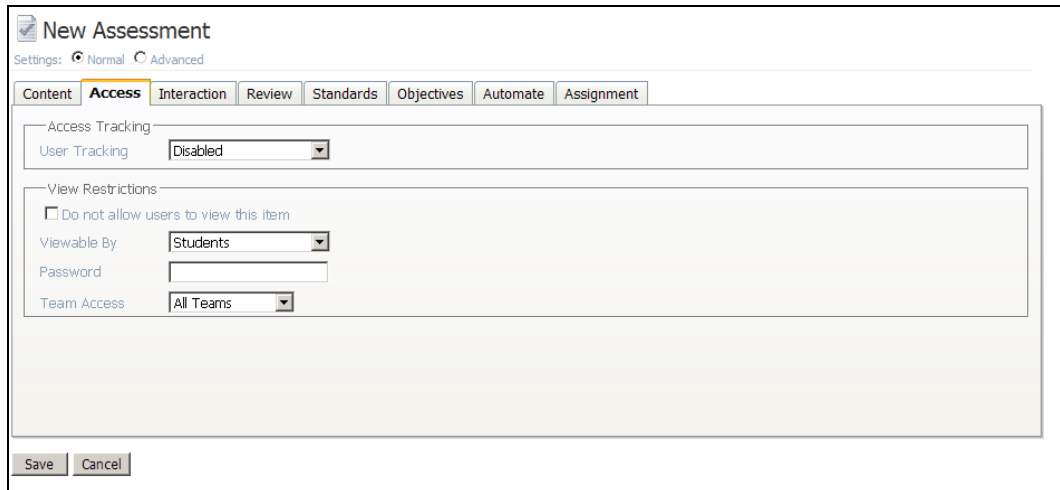
Link URL

3. Complete the following fields:

Field Name	Description	View
Title	The title text is used when listing the item. It also appears at the top of the page when the item itself is selected.	N
Subtitle	The subtitle text is used when listing the item and also appears at the top of the page when the item itself is selected. The subtitle appears in a smaller font directly beneath the title text. Use subtitles to give longer descriptions of an item.	N
Page Text	The Page Text field is used to provide directions or a description for the assessment.	A
Sequence	Sequence is a numeric value that determines the display sequence of the content item on the Lessons page.	A

Field Name	Description	View
Link Target	Allows you to choose how will open in a browser. Allows you to choose to show the banner title or hide it. Same Widow: Opens in the same window you are using. New Window: Opens in a new window. Parent Window: Opens in new window unless you are in frames. Top Window: Opens in topmost window which replaces your current window.  It is recommended that the No Banner checkbox be selected when opening the link item in a new window. This option eliminates the title and editor settings for the item when it opens in the new window.	N
Icon URL	Type a fully qualified URL or browse to an image that will be used in place of the default content icon.	A
Help URL	Type a fully qualified URL or browse to a page that provides more information about how to use this resource. For example, if you create a link to an online encyclopedia you could use this link to point to the online help for that encyclopedia.	A

5. Click the **Access** tab.



New Assessment

Settings: ☒ Normal ☐ Advanced

Content **Access** Interaction Review Standards Objectives Automate Assignment

Access Tracking

User Tracking:

View Restrictions

☐ Do not allow users to view this item

Viewable By:

Password:

Team Access:

Save Cancel

6. Complete the following fields:

Field Name	Description	View
User Tracking	Determines whether visits to the content item will be logged in the reports console.	N
Do not allow users to view these items	When selected, the assessment will be hidden from the view of non-editors.	N

Field Name	Description	View
Viewable by	The Viewable By setting allows the instructor to restrict access to the ANGEL content item according to the course rights designation assigned to the user. • Everyone allows the content item to be accessed by anyone on the World Wide Web regardless of whether they are affiliated with your institution and regardless of whether they have a valid account on the ANGEL system. • Authenticated Guest allows any authenticated ANGEL user to access the content item. This includes both users who are on the course roster and those who are not. • Students restricts access to the content item only to those users on the course roster who have course rights of student or higher. • Team Leaders restricts access to the content item only to those users on the course roster who have course rights of team leader or higher. • Course Mentors restricts access to the content item only to those users on the course roster who have course rights of course mentor or higher. • Course Assistants restricts access to the content item only to those on the course roster who have course rights of course assistants or higher. • Course Editors restricts access to the content item only to those users on the course roster who have course rights of course editor. • Author Only restricts access to the author of the content item.	N

Field Name	Description	View
Password	Assign a password to the content item to further restrict who can view it. When accessing the content item, the user will be prompted to type the password (if known) to view the item.	N
Team Access	The Team Access setting allows the course editor to restrict access to a particular group of users. This can be useful when conducting group projects to ensure that only group members see material for their group. Select the Selected Teams option and select the checkbox(es) next to the teams that need access to the content item.	N
Start Date	Select a Start Date to prevent the content item from being displayed until the specified date.	A
End Date	Select an End Date to prevent the content item from being displayed after the specified date.	A
Editable By	The Editable By setting allows the course editor to determine who can edit the access settings for the content item. The default setting allows all course/group editors to edit these settings but can be set to author only to further restrict editing rights.	A
Object Editable By	Object Editable By allows you to define who can change the content of the item.	A
Browser Security	The Browser Security list allows the editor to open the assessment or survey in a new browser window (using Medium setting) disabling common browser functions including menus, address bar, context menus (right-click), and the use of most control keys (Ctrl C for copy, Ctrl V for Paste, etc.). The editor may optionally require the use of the ANGEL secure browser (using High setting). The ANGEL Secure Browser is available for download only to designated ANGEL administrators and is commonly installed in proctored testing lab locations.	A

Field Name	Description	View
IP Filter	You can easily restrict assessment or survey access to a specific IP address. Using the IP Filter enter the IP Information as follows: Use commas (,) to separate multiple IP address entries Use a minus sign (-) to disallow the specific address Use a plus sign (+) to allow the specified address Use an asterisk (*) within an IP address as a wild card meaning all values between 0 and 255 In cases where an IP address is included in more than one entry, the most specific entry is applied (e.g. a setting of - *.*.*.,+207.46.249.*,-207.46.249.5) allowing access to any IP address within the 207.46.249 class C network with the exception of 207.46.249.5 which has been excluded.	A

7. Click the **Interaction** tab.

New Assessment

Settings: ☒ Normal ☐ Advanced

Content | Access | **Interaction** | Review | Standards | Objectives | Automate | Assignment

Delivery Settings

Date enabled ☐ March 29, 2007 AM 11:45

Date disabled ☐ March 29, 2007 AM 11:45

Display Settings

Display Mode

☒ All at once
All questions are displayed in a single list on a single page.

☐ Question Set at a time
Questions displayed one question set at a time.

☐ Question at a time
Display questions one at a time.

☐ Show question titles

Question Set Defaults

☐ Randomize the order in which questions are delivered.

☐ Randomize the order of each question's answer options.

☒ Don't allow backtrack

☒ Display feedback after each question.

☒ Correct answer must be selected before next question is presented.

Submission Settings

Attempts Allowed 1

Mastery settings ☐ If score is above % deny additional attempts.

Validation ☒ Allow, but issue warning

Save Option ☒ Allow users to save and finish later

Anonymous mode ☐ Make submissions anonymous

Time Settings

Time limit ☒ Unlimited

☐ Limit to: Minutes

Time warning ☒ No warning

☐ Warn 1 min before time expires

☐ Automatically submit assessment when time expires.

Save Cancel

8. Complete the following fields:

Field Name	Description	View
Date enabled	Date the assessment is enabled for users.	N
Date disabled	Date the assessment is no longer available for users.	N
Display mode	Sets how the assessment is viewed by users: - All at once: All questions are displayed on a single page. - Question Set at a time: Questions are displayed one question set at a time. The user must click the Continue button to view the next set of questions associated with the assessment. - Question at a time: Questions are displayed one question at a time. The user must click the Continue button to view the next question. - Show question titles: Question titles are displayed with the question text.	N
Question set defaults	Sets the default settings for question sets including the following options: - Randomize the order in which questions are delivered. - Randomize the order of each question's answer options. - Don't allow backtrack: doesn't allow users to go back to previous questions or questions set.  This option is only applicable when using the 'Question set at a time' or 'Question at a time' Display mode settings. - Display feedback after each question: Sets feedback to display after each question is answered.  This option is only applicable when using the 'Question at a time' Display mode setting. - Correct answer must be selected before next question is presented: Disables the assessment from	N

Field Name	Description	View
	advancing to the next question until users select the correct answer.  This option is only applicable when using the 'Question at a time' Display mode setting.	
Attempts allowed	Sets the number of times a user can complete the assessment	N
Mastery settings	When selected, the course editor specifies a percentage to represent mastery on the assessment. User scores equal to or higher than this percentage are considered to demonstrate mastery of the assessment and denied access to retake the assessment.	N
Validation	Sets validation options: • Do not allow incomplete submissions • Allow incomplete submissions with warning • Allow incomplete submissions without warning	N
Save option	Allows users to save answers and finish the assessment at a later date/time.	N
Anonymous mode	Allows assessments to be completed and submitted anonymously.	N
Time limit	Sets the amount of time allowed to complete the assessment.	N
Time warning	Sets a time warning to remind users of how much time they have left to complete the assessment. Time warning values can be set in increments from 1 minute to 30 minutes.	N
Automatically submit assessment when time expires	Sets ANGEL to automatically submit the assessment, regardless of completion status when the time has expired.	N

9. Click the **Review** tab.

New Assessment

Settings: ☒ Normal ☐ Advanced

Content Access Interaction **Review** Standards Objectives Automate Assignment

Results Review

View submission history: Full review

Review Availability

☐ Review begins days after

☐ Review ends days after review begins

☐ Restrict review until all questions are graded

Display feedback: Assessment completion

Feedback options

☒ Overall score ☒ Right or wrong ☒ Question text ☒ User response

☒ Feedback text ☒ Answer key ☒ Grader remarks ☒ Points Possible

☒ Points awarded

Save Cancel

10. Complete the following fields:

Field Name	Description	View
View submission history	Determines the level of review feedback to which users have access.  Anonymous assessments do not allow feedback regardless of this setting. Full Review allows the user to review the full results of the assessment upon submission, restricted only by the current Full Review Options. In addition, upon returning to a previously submitted assessment, the user is presented with a hyperlinked list of the dates on which he/she has taken the assessment. The user may click on the hyperlinked item to review the full results of the submission restricted only by the current Full Review Options. List only allows the user to review a list summary of the assessment upon submission, including the number of points awarded, the number of points missed, and an overall score. In addition, upon returning to a previously submitted assessment, the user is presented with a list of the dates on which the user submitted the assessment and the grade for each submission (if applicable).	N

Field Name	Description	View
	Disabled prevents the display of feedback upon submission of the assessment and also disables the display of information regarding previously submitted assessments.	
Review availability	Sets when review feedback is displayed. - Review begins <amount of days> after user submission - Review ends <amount of days> after review begins - Restrict review until all questions are graded.	N
Display feedback	Sets when review feedback is displayed. - Question set completion (conditional) - Displays review feedback upon completion of each question set.  This option is only applicable when using the 'Question set at a time' Display mode interaction setting. - Assessment completion - Displays review feedback upon completion of the assessment.	N
Feedback options	Sets which review feedback options are displayed. Options include: - Overall score - Right or wrong - Question text - User response - Feedback text - Answer key - Grader remarks - Points possible - Points awarded	N

11. Click the **Standards** tab.

New Assessment

Settings: ☒ Normal ☐ Advanced

Content Access Interaction Review **Standards** Objectives Automate Assignment

☒ All Standards

Mapped Standards Browse Standards Search Standards

The following standards have been mapped:

Save Cancel

12. Complete the following steps (optional). For more information regarding mapping standards, see the section of this document titled Learning Outcomes Management.

If you are	Then
Mapping a new standard	To browse for a standard: 1. Click the Browse Standards tab and navigate to the standard to map. 2. Click a checkbox next to the standard to map to this assessment. 3. Click Save. To search for a Standard: 1. Click the Search Standards tab. 2. Type a keyword and click the Search. 3. Click a checkbox next to the standard to map. 4. Click Save.
Removing a standards mapping	To remove a standard: 1. Click the Mapped Standards tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to "Remove this?" 4. Click Save.

13. Click the **Objectives** tab.

New Assessment
 Settings: ☒ Normal ☐ Advanced

Content Access Interaction Review Standards **Objectives** Automate Assignment

Mapped Objectives Browse Objectives Search Objectives

The following objectives have been mapped:

Save Cancel

14. Complete the following steps (optional). For more information regarding mapping objectives, see the section of this document titled Learning Outcomes Management.

If you are	Then
Mapping a new objective	To browse for an objective: 1. Click the Browse Standards tab and navigate to the objective to map. 2. Click a checkbox next to the objective to map. 3. Click Save. To search for an objective: 1. Click the Search Objectives tab. 2. Type a keyword and click Search. 3. Click a checkbox next to the objective to map.
Removing an object mapping	To remove an objective: 1. Click the Mapped Objectives tab. 2. Clear the checkbox next to the mapping to remove. 3. Click OK when prompted to "Remove this?" 4. Click Save.

15. Click the **Automate** tab (optional).

New Assessment
Settings: ☒ Normal ☐ Advanced

Content Access Interaction Review Standards Objectives **Automate** Assignment

Associated Agents
The following agents are associated with this lesson item. Agents may be managed from the course's main Agents Console.

Title	Type	Action
No agents are currently associated with this lesson item.		

Save Cancel

Field Name	Description	View
Associated Agents	Provides a list of associated agents set for this content item.	N
Current Actions	Provides a list of current actions set for this content item	N



For more information regarding using actions and agents, see the sections of this document titled Automate Tab and Actions.

16. Click the **Assignments** tab.

New Assessment
Settings: ☒ Normal ☐ Advanced

Content Access Interaction Review Standards Objectives Automate **Assignment**

Milestone Settings
Task Type: (None)

Gradebook Settings
Assignment: (None) Edit

Save Cancel

17. Complete the following fields (optional).

Field Name	Description	View
Task Type	Determines when a milestone is considered to have been completed. - Manually marked - Users must explicitly indicate completion by clicking a link. - Item completion - Milestone is considered complete when the lesson item itself is marked as completed for the user.	N
Assign date	Specifies the date on which the students should begin work on the milestone. This date is displayed on the course calendar.	N
Due date	Specifies the date by which the milestone should be completed. This date is displayed on the course calendar.	N
Assignment	Specifies the mapping of the content item to a gradebook assignment/column. To map the content item to a new gradebook assignment/column, select (New Assignment) from the drop-down menu.	N
Category	Determines which gradebook category the content item is associated with. To map the content item to a new gradebook assignment/column, click the Other button and complete the following fields: New Category Title Weight 0 ☐ auto calculate ☐ extra credit Add Cancel Title – Provide a title for the gradebook category. Weight – If the gradebook overall grade will be calculated based on a weighted grading scheme, type the appropriate category weight in the Weight field. If the gradebook overall grade will be calculated on a points-based grading scheme, select the Auto-calculate checkbox option. Extra Credit – To configure the new gradebook category as extra credit,	N

Field Name	Description	View
	select the Extra credit checkbox option.	
Points Possible	Species the point scale for the assignment with respect to gradebook reporting.	N
Calculation Type	Determines how the grade for the content item will be calculated when updated in the gradebook. • Average score – Updates the gradebook assignment/column using the average of all graded submissions for the user. • Maximum score – Updates the gradebook assignment/column using the highest score for the user. • First submission – Updates the gradebook assignment/column using the first submission from the user. • Last submission – Updates the gradebook assignment/column last submission from the user. • Manual – Does not update the gradebook assignment/column. A course editor or course assistant must manually update the gradebook assignment grade.	N
Display Format	Specifies the format to use when displaying the assignment grades in the gradebook.	N
Hide gradebook assignments from students	Specifies whether the gradebook assignment should be viewable by students.	N

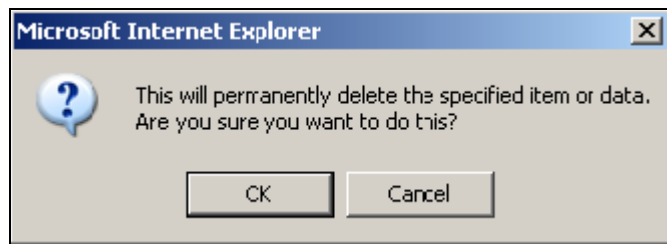
18. Click the **Save** button.

How to Delete an Assessment

To delete an assessment, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment you want to delete.
3. Click **Delete**.
4. Choose one of the following:

If you want to	Then
Delete the Assessment	Click Delete this Assessment.
Delete Access Logs	Click Delete Access Logs.
Delete Associated files	Click Delete Associated files.
Delete all submissions	Click Delete All Submissions.



5. When prompted by the dialog screen, click **OK**. You will return to the list of Lessons.

Assessment Editor Overview

The **Assessment Editor** tab allows the course editor to add, edit, preview and delete questions and question sets.

Assessment Editor **At a Glance**

Add Question Set Preview Select an Action Go ☒ Drag 'n' drop enabled

Question Set: Multiple Choice - 2 Pts. ea.

Add Question Configure Select All Delete Question Set

There are currently no questions in this assessment.

To add questions to this assessment, click the Add Question link above.

To edit the name or other settings for this question set, click "Configure"

The **At a Glance** tab provides a convenient interface to view statistics about assessments including performance, question type distribution, access and interaction.

Assessment Editor **At a Glance**

Performance Reports at a Glance

Scores	Status	
High score 0	Completed	1
Low score 0	In progress	0
Mean score 0	Not attempted	1
Median score 0		

Recent Activity

Submitted	User	Score
3/2/2007	strunner	0

Question Type Distribution

Question Type	Count	Points	%
Essay	0	0	n/a
Fill in the Blank(s)	0	0	n/a
Matching	0	0	n/a
Multiple Choice	0	0	n/a
Multiple Select	0	0	n/a
Offline Item	0	0	n/a
Ordering	0	0	n/a
Question Pool	0	0	n/a
Short Answer	0	0	n/a
True or False	0	0	n/a
Total	0	0	

General

Date Visible / Hidden	- / -
Date Enabled / Disabled	- / -
Milestone Assigned / Due	- / -
Launch in	same window
Custom icon URL	~/images/icons/iconPAGE.gif
Custom help URL	none
Link URL	none

Access

User tracking	Disabled
Viewable by	students
Password required	off
Browser security	off
Team access	all teams

Interaction

Display mode	all at once
Attempts allowed	1
Incomplete submissions	allow with no warning
Anonymous submissions	Disabled
Save settings	allow save and finish later
Time limit	unlimited
Results review	full
Review available	begins after user submission

Gradebook

Assignment	none

Creating Assessment Questions

ANGEL Assessments support the creation of several different question types. The following chart provides a description of the available question types and their methods of grading.

Overview of Assessment Question Types

Question Type	Grading Method	Description
Multiple Choice	Automatically graded	Presents users with a question followed by a list of choices. Only one choice may be selected.
Multiple Select	Automatically graded	Presents users with a question followed by a list of choices. Multiple selections are allowed.
True False	Automatically graded	Presents users with a statement that they must determine to be either true or false.
Matching	Automatically graded	Presents users with a definition and a drop-down list of terms from which they must choose a match.
Ordering	Automatically graded	Presents users with a list of items to be placed in the correct order.
Fill-in-the-blank(s)	Automatically graded	Presents users with a question followed by multiple single-line answer boxes. Responses are automatically graded against a list of allowed answers.
Short Answer	Manually graded (online)	Presents users with a question followed by a single-line answer box.
Essay	Manually graded (online)	Presents users with a question followed by a multiple-line answer area.
Off-line Item	Manually graded (online)	Presents users with a question to be completed offline (no answer field appears).

Add a Multiple Choice Question

To add a multiple choice question:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Multiple Choice** hyperlink or icon ().


Multiple Choice Editor
View advanced options

Question Editor
Standards
Objectives

Question Type
Multiple Choice

Question Title
Enter an optional title for this question.

Points
0 % of this assessment's 0 points

Question Text
Enter question text and/or graphics for this question

Answer choices
Enter question text and/or graphics for this question
☐ Enter feedback for answer options

Question Text
Question Prompt
Footer Text

HTML Editor

Answer choice 1
☐ Correct

HTML Editor

Answer choice 2
☐ Correct

HTML Editor

Answer choice 3
☐ Correct

HTML Editor

Answer choice 4
☐ Correct

HTML Editor

Answer choice 5
☐ Correct

HTML Editor

Add 5 more answer choices (blank entries are ignored).

Feedback
Enter feedback for correct and incorrect answers

Incorrect answer feedback
Correct answer feedback

HTML Editor

Question Options

Keywords

Difficulty
☐ Very easy

Answer labels
Choose answer choice display style
Alpha list A

Choose keywords

☒ Add to question bank

Add another
Multiple Choice
Add question

Done Cancel

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Answer Choices	Provides possible answers for each question. The correct answer is designated by clicking the Correct radio button. Select the 'view advanced options' checkbox and type a percentage in the appropriate % fields (denoting percentage of points possible assigned to the partially correct choice) to assign partial credit to partially correct choices.
Enter feedback for answer options	When selected, feedback fields are displayed for each answer choice allowing the editor to provide unique feedback based on the choice selected by the student.
More answer choices	Allows the editor to add additional answer choices to the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Answer labels	Sets the type of label to display for your answer choice. Options include alpha listing with A), a) or 1) and by drop down list.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has

Field Name	Description
	been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.

Add a True False Question

To add a true/false question:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.
4. Click the **True False** hyperlink or icon ().

 True or False Question Editor
 ☐ View advanced options

Question Editor Standards Objectives

Question Type True or False

Question Title
 Enter an optional title for this question.

Points
 0 % of this assessment's 0 points

Question Text
 Enter question text and/or graphics for this question

Answer
 Select true or false

Feedback
 Enter feedback for correct and incorrect answers

Question Options

Question Text Question Prompt Footer Text

Incorrect answer feedback Correct answer feedback

Keywords

Difficulty ☐ Very easy

☒ Add to question bank

 Add another
 True or False

Done Cancel

Add question

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Answer	The correct answer is designated by clicking the True of False radio button.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option

Field Name	Description
	below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.

Add a Multiple Select Question

To add a multiple select question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Multiple Select** hyperlink or icon ().

Multiple Select Editor
 View advanced options

Question Editor Standards Objectives

Question Type Multiple Select

Question Title
 Enter an optional title for this question.

Points
 0 % of this assessment's 0 points

Grading
 Choose how answers are evaluated
 Normal

Question Text
 Enter question text and/or graphics for this question

Answer choices
 Enter question text and/or graphics for this question
☐ Enter feedback for answer options

Question Text Question Prompt Footer Text

HTML Editor

Answer choice 1

HTML Editor

Correct

Answer choice 2

HTML Editor

Correct

Answer choice 3

HTML Editor

Correct

Answer choice 4

HTML Editor

Correct

Answer choice 5

HTML Editor

Correct

Add 5 more answer choices (blank entries are ignored).

Incorrect answer feedback Correct answer feedback

HTML Editor

Question Options
Keywords

Choose keywords

Difficulty
☐ Very easy

Answer labels
 Choose answer choice display style
 Alpha list A)

Maximum possible selections
 The maximum number of answers students may select

☒ Add to question bank
 Add another Multiple Select Add question
 Done Cancel

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Grading	Sets how a question is graded: Normal: Grading is based on sum of the point values assigned to each correct choice selected by the

Field Name	Description
	student. Students are automatically penalized for selecting incorrect answers, but the final score for the question cannot be less than 0 points. All or nothing: The student is given full credit for an exactly correct answer. Partially correct answers are given a zero for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Answer Choices	Provides possible answers for each question. The correct answer is designated by clicking the Correct radio button. Select the 'view advanced options' checkbox and type a percentage in the appropriate % fields (denoting percentage of points possible assigned to the partially correct choice) to assign partial credit to partially correct choices. Negative percentages can specified for incorrect answers, but the final score for the question cannot be less than 0 points.
Enter feedback for answer options	When selected, feedback fields are displayed for each answer choice allowing the editor to provide unique feedback based on the choice selected by the student.
More answer choices	Allows the editor to add additional answer choices to the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Answer labels	Sets the type of label to display for your answer choice. Options include alpha listing with A), a) or 1) and by drop down list.
Maximum possible selections	The maximum number of answers students may select

Field Name	Description
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.

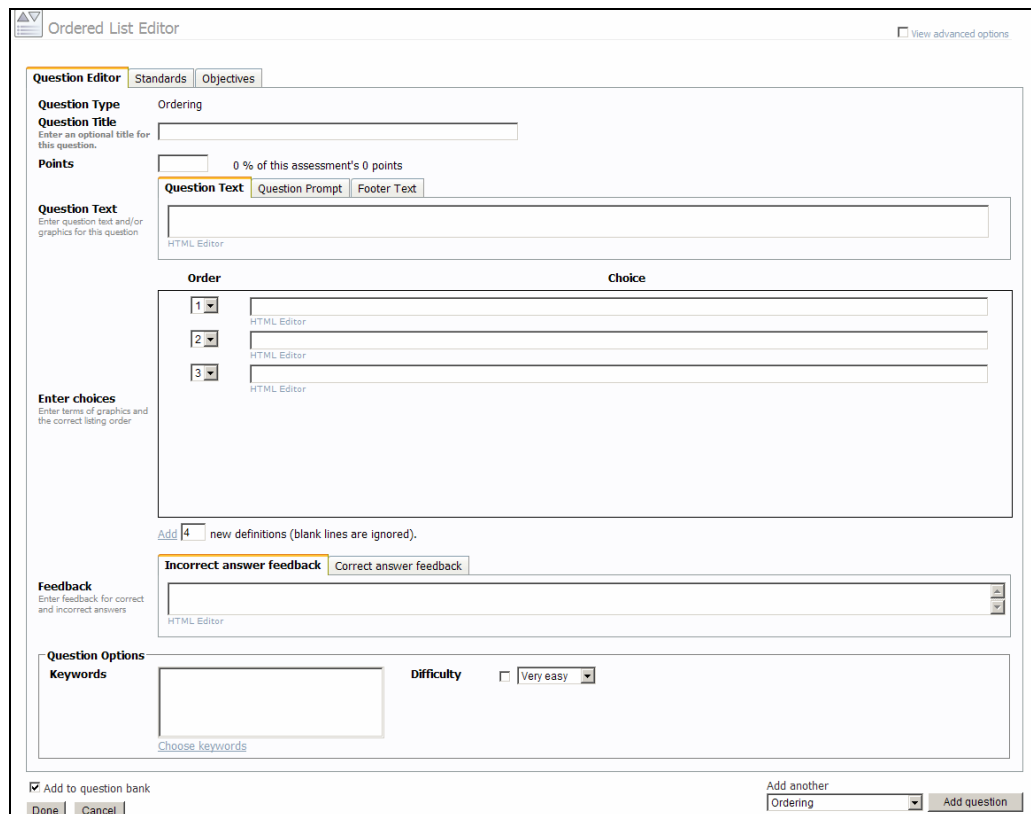
Add an Ordering Question

The ordering question provides a list of terms that need to be placed in the correct order. This question type provides a list of items with a drop-down number list to place the item in the correct order.

To add an ordering question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.

4. Click the **Ordering** hyperlink or icon ().



Ordered List Editor ☐ View advanced options

Question Editor | Standards | Objectives

Question Type Ordering

Question Title Enter an optional title for this question.

Points 0 % of this assessment's 0 points

Question Text Enter question text and/or graphics for this question.

Question Text | Question Prompt | Footer Text

HTML Editor

Order **Choice**

1 HTML Editor

2 HTML Editor

3 HTML Editor

Enter choices Enter terms of graphics and the correct listing order

Add 4 new definitions (blank lines are ignored).

Feedback Enter feedback for correct and incorrect answers

Incorrect answer feedback | Correct answer feedback

HTML Editor

Question Options

Keywords Choose keywords

Difficulty ☐ Very easy

☒ Add to question bank

Done Cancel

Add another Ordering Add question

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.

Field Name	Description
Enter Choices	Type each choice in a different Choice field and select the appropriate sequence value for each using the Order drop-down menus.
Add new definitions	Allows the editor to add additional definitions to the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.

Add a Matching Question

The matching question provides a true matching capability to an assessment question. Use the matching question type for terms and definition type questions.

To add a matching question:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.



4. Click the **Matching** hyperlink or icon ().

Matching Editor

☐ View advanced options

Question Editor

Standards

Objectives

Question Type

Matching

Question Title

Enter an optional title for this question.

Points

0 % of this assessment's 4 points

Question Text

Question Prompt

Footer Text

Question Text

Enter question text and/or graphics for this question

HTML Editor

1.

HTML Editor

2.

HTML Editor

3.

HTML Editor

Enter terms

Enter terms or graphics you wish to match to the definitions below

Add

4

new terms (blank lines are ignored).

Match

Definition

1

HTML Editor

2

HTML Editor

3

HTML Editor

Enter definitions

Enter definitions or graphics you wish to match to the terms above

Add

4

new definitions (blank lines are ignored).

Incorrect answer feedback

Correct answer feedback

Feedback

Enter feedback for correct and incorrect answers

HTML Editor

Question Options

Keywords

Difficulty

Very easy

Choose keywords

☒ Add to question bank

Add another

Matching

Add question

Done

Cancel

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Enter terms	Enter the terms to be defined.
Add new terms	Allows the editor to add additional terms to the question.
Enter definitions	Enter the definitions for the terms and select the appropriate numeric value from the Match drop-down menu to match each definition to the appropriate term.
Add new definitions	Allows the editor to add additional definitions to the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.

Field Name	Description
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

9. Click the Standards tab to map the question to one or more standards.
10. Click the Objectives tab to map the question to one or more objectives.
11. Click the **Done** button.

Add a Fill-in-the-blank(s) Question

ANGEL Assessments provide a fill-in-the-blank(s) question type that ANGEL attempts to grade using a sounds-like algorithm to compare student responses to a list of instructor-provided acceptable answers.

To add a fill-in-the-blank(s) question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.



4. Click the **Fill in the blank(s)** hyperlink or icon ().

Fill in the Blank Editor

Question Editor

Standards

Objectives

Question Type

Fill in the Blank(s)

Question Title

Enter an optional title for this question.

Points

2 100 % of this assessment's 2 points

Question Text

Footer Text

Question Text

HTML Editor

Use _ _ to insert blanks into the question text. Ex: The quick brown _ _ jumped over the lazy _ _.

#

Width

1.

10

Delete

Input boxes

Set the number and properties of the answer box(es) where the student will enter their answers

Add

2

new input boxes

Shared answers

Use the same answer comparisons for all input boxes

Enter answers for input box #1

Answer a)

Evaluate using

Equals

Not case sensitive

Add

2

new answer options (blank entries are ignored).

Incorrect answer feedback

Correct answer feedback

Feedback

Enter feedback for correct and incorrect answers

Question Options

Keywords

Choose keywords

Difficulty

Very easy

Add to question bank

Done

Cancel

Add another

Fill in the Blank(s)

Add question

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Use <u>_n_</u> to insert one or more identified blanks into the question text (e.g. The quick brown <u>_1_</u> jumped over the lazy <u>_2_</u>). Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Input boxes	Sets the width (in characters) for each fill in the blank input box. Select the 'view advanced options' checkbox and type a percentage in the appropriate Score % field to modify the percentage of total points earned for each input box.
Add new input boxes	Allows the editor to add additional input boxes to the question.
Enter answers for input box	Enter one or more allowed answers for each input box using any combination of the following options: • Equals – User response must exactly match the allowed answer to be counted as correct. ○ Select 'Not case sensitive' to allow any combination of upper case/lowercase characters in the response. ○ Select 'Case sensitive' to require the user response to be entered exactly as typed. ○ Select 'Sounds like' to accept any user response that phonetically "sounds like" the allowed answer. • Contains – User response must "contain" the allowed answer text as part of their response. ○ Select 'Not case sensitive' to allow any combination of upper case/lowercase characters in the response. ○ Select 'Case sensitive' to require the user response to be entered exactly as typed. • Pattern match – uses regular expression syntax to determine if an answer matches a pattern. Can be used to test items such as "Does the answer start with a "c", end with a "t" and have an "a", "o", or "u" in the middle?" The regular expression for that would be <code>^c[aou]t\$</code> • Numeric (equals) – User response must exactly match the numeric allowed answer.

Field Name	Description
	- Numeric (with rounding) – User response must match the allowed answer when rounded to the specified number of decimal places or significant figures (number of characters from both sides of the decimal point). - Numeric (tolerance) – User response must match the allowed answer within the given tolerances. Example: The correct answer is 1.0 with a lower bound tolerance of .24 and an upper bound tolerance of .15. Answers-.80, 1.0, and 1.10 would be correct. Answers -1.25 and 1.20 would be incorrect. If the “percentage” checkbox is selected, the entered tolerances are a percent of the correct answer. Example: The correct answer is 1.0 with a lower bound tolerance of 50% and an upper bound tolerance of 30%. Answers-.5, 1.0, 1.26 would be counted as correct. -.4 and 1.25 would be incorrect.
Add new answer options	Allows the editor to add additional allowed answers for the current input box.
Shared answers	Uses the same set of answer comparisons for all input boxes.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the ‘Add to question bank’ option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the ‘Add to question bank’ option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes	When selected, changes made to the source question (located in a different course or repository) will be automatically applied

Field Name	Description
made to this question from the master source	to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

12. Click the Standards tab to map the question to one or more standards.

13. Click the Objectives tab to map the question to one or more objectives.

14. Click the **Done** button.

Add a Short Answer Question

Short answer questions provide the student with a textbox to type their response. Student responses must be manually graded. For short answer questions, the answer field allows the instructor to specify their grading criteria for what is considered as a correct response.

To add a short answer question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.

4. Click the **Short Answer Question** hyperlink or icon ().

Short Answer Question Editor
 View advanced options

Question Editor Standards Objectives

Question Type

Short Answer

Question Title

Enter an optional title for this question.

Points

0 % of this assessment's 0 points

Question Text

Enter question text and/or graphics for this question

Question Text

Footer Text

HTML Editor

Answer width

Enter the desired width of the answer box in characters

Correct answer

Enter the correct answer or the elements that compose a correct answer

HTML Editor

Feedback

Enter feedback for correct and incorrect answers

Incorrect answer feedback

Correct answer feedback

HTML Editor

Question Options

Keywords

Choose keywords

Difficulty

Very easy

☒ Add to question bank
 Done Cancel

 Add another
 Short Answer Add question

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Answer Width	Sets the width (in characters) for the answer box.
Correct answer	Enter the correct answer or the elements that compose a correct answer.  Because short answer questions must be manually graded, the Correct answer field serves a similar purpose as the feedback field – to provide the correct answer, a grading rubric, or feedback regarding the criteria to receive a good grade on the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult).

Field Name	Description
	When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

15. Click the Standards tab to map the question to one or more standards.

16. Click the Objectives tab to map the question to one or more objectives.

17. Click the **Done** button.

Add an Offline Item

Offline items allow the instructor to add additional questions to an assessment that may be answered or turned in by means other than assessment submission. The student may be advised to upload their response to the assessment or a drop box, attach to course mail or by other means, including physically handing in the additional question/exercise.

To add an off-line item, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.

4. Click the **Offline item** hyperlink or icon ().

Offline Item Editor
View advanced options

Question Editor Standards Objectives

Question Type Offline Item

Question Title
Enter an optional title for this question.

Points
0 % of this assessment's 0 points

Question Text
Enter question text and/or graphics for this question

Question Text Question Prompt Footer Text

HTML Editor

Correct answer

HTML Editor

Feedback
Enter feedback for correct and incorrect answers

Incorrect answer feedback Correct answer feedback

HTML Editor

Question Options

Keywords

Choose keywords

Allow file uploads ☐ Allow file uploads

Restrict file types
Enter the file extensions of acceptable file types (e.g., .doc, .txt) separated by commas. Leave box blank to accept all types.

Difficulty ☐ Very easy

☒ Add to question bank

Done Cancel

Add another
Offline Item Add question

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Correct answer	Enter the correct answer or the elements that compose a correct answer. Note: Because offline item questions must be manually graded, the Correct answer field serves a similar purpose as the feedback field – to provide the correct answer, a grading rubric, or feedback regarding the criteria to receive a good grade on the question.
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult).

Field Name	Description
	When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Allow file uploads	Allow users to upload files in response to this question
Restrict file types	Enter the file extensions of acceptable file types (e.g. .doc, .txt) separated by commas. Leave the field blank to accept all file types.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.



It is advisable to either leave the answer and feedback text fields blank if your assessment settings are set to provide immediate feedback to the student. Otherwise, the display of your grading criteria may provide the students with the answer before the student has the chance to complete the off-line item.

Add an Essay Question

Essay questions provide the student with a text area to type their response. Student responses must be manually graded. For essay questions, the answer field allows the instructor to specify their grading criteria for what is considered as a correct response.

To add an essay question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.



4. Click the **Essay** hyperlink or icon ().

Essay Question Editor ☐ View advanced options

Question Editor | Standards | Objectives

Question Type Essay

Question Title
Enter an optional title for this question.

Points 0 % of this assessment's 0 points

Question Text
Enter question text and/or graphics for this question

Question Text **Footer Text**

HTML Editor

Answer length
Enter the desired size of the answer box in rows

Correct answer
HTML Editor

Feedback
Enter feedback for correct and incorrect answers

Incorrect answer feedback **Correct answer feedback**

HTML Editor

Question Options

Keywords

Choose keywords

Difficulty ☐ Very easy

☒ Add to question bank

Add another
Essay

5. Complete the following fields:

Field Name	Description
Question Title	Provides the title of the question.
Points	Provides a point value for the question.
Question Text	Type the question text in the Question Text field. Optionally enter question prompt text (i.e. extra text such as a hint or background information that displays with the question text) or footer text (displays following the last question choice). Click the HTML Editor hyperlink to insert images, apply formatting to the question text, etc.
Answer length	Sets the length (in rows) for the answer box.
Correct answer	Enter the correct answer or the elements that compose a correct answer. Note: Because essay questions must be manually graded, the Correct answer field serves a similar purpose as the feedback field – to provide the correct answer, a grading rubric, or feedback regarding the criteria to receive a good grade on the question.

Field Name	Description
Feedback	Allows the editor to provide unique feedback based on whether the student provides a correct or incorrect answer.
Keywords	Allows the editor to associate new or existing keywords with the question. When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the keywords.
Difficulty	When selected, the course editor can assign a difficulty level to the question (very easy, easy, average, difficult and very difficult). When used in conjunction with the 'Add to question bank' option below, the resulting question can be easily searched for and added to other assessments based on the difficulty setting.
Add to question bank	Adds the current question to the Question Bank Manager for the course.  For more information regarding managing question bank questions, see the section of this document titled Question Bank Manager.
Update all instances of this question in this course	When selected, changes to the question will be to all instances of the question being used in the course.  This option will only appear if the question being edited has been copied or re-used at least once within the same course.
Automatically accept changes made to this question from the master source	When selected, changes made to the source question (located in a different course or repository) will be automatically applied to the copy of the question being used in this course.  This option will only appear if the question being edited has been copied from a different course or repository.
Add another	Select a question type from the dropdown menu and click the Add question button to save the current question and add another question without returning to the Add Question screen.

6. Click the Standards tab to map the question to one or more standards.
7. Click the Objectives tab to map the question to one or more objectives.
8. Click the **Done** button.

Adding Questions from Other Sources

Copy Questions from an Existing assessment

To copy questions from existing assessment, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the destination assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Copy questions from an assessment** hyperlink.
5. Complete the following fields:

Field Name	Description
Choose Assessment	Select the source assessment from the Choose Assessment drop-down list and click the Go button.
Select Questions	Select the checkbox next to each question you want to copy. Optionally select the 'Select all on this page' checkbox to select all of the displayed questions.
Configure copy options	Allow the course editor to specify whether to: • Copy standards • Copy keywords • Copy difficulty level • Automatically accept changes made to these questions when the master sources change  Configure copy options only display when copying questions from another course or learning object repository.

6. Click the **OK** button.

How to Add a Question Pool Item

Question pool items allow the course editor to identify questions to be randomly selected from the course Question Bank Manager or from an associated Learning Object Repository. The selection of questions can be filtered based on search term, keyword, question type and difficulty. Question selection can also be filtered based on question bank folder/category as well as by the course objective or standard mapped to each question.

To add a question pool item, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Question Pool Item** hyperlink.


Question Pool Editor

Question Title
Enter an optional title for this question

Number of questions
Choose the number of questions you'd like to assign to this pool

Question Pool Points
The point value of this entire question pool, regardless of the number of questions delivered

Search for questions to add to your assessment. To select a question or folder of questions click the checkbox next to the folder or question.

Limit results by keyword

☒ Match ANY keyword ☐ Match ALL keywords
[Choose keywords](#)

Limit by Question Type
☒ Multiple Choice(s) ☒ Ordering ☒ True or False
☒ Multiple Select ☒ Matching ☒ Essay
☒ Fill in the blank ☒ Short Answer ☒ Offline Items

Choose Standards Filters

[Choose standards](#)

Choose Question Bank Filters

[Choose folders](#)

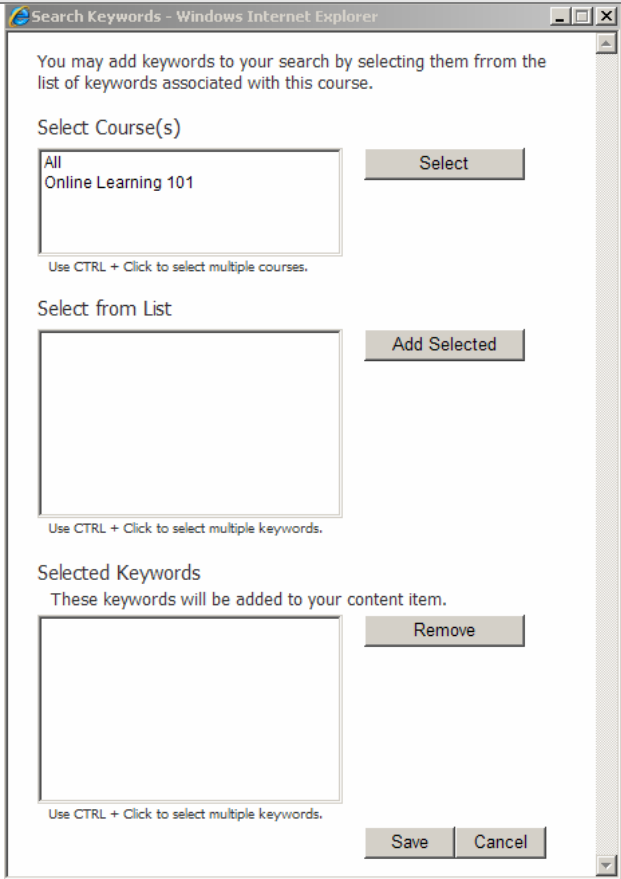
Limit by difficulty level
☐ Very easy ☐ Average ☐ Very difficult
☐ Easy ☐ Difficult ☒ All

Choose Objectives Filters

[Choose objectives](#)

5. Complete the following fields:

Field Name	Description
Question title	Specify a title for the question pool (optional).
Number of questions	Specify the number of questions the question pool should display for each user.
Question pool points	Specify the total point value for the question pool (regardless of the number of questions delivered).
Limit results by keyword	Click the Choose keywords link to limit search results to only those questions that match selected keywords. Select the Match ANY keyword option to return questions that match any of the selected keywords. Select the Match ALL keywords option to return only those questions that match all selected keywords.

Field Name	Description
	 To select keywords: 1. Select the course you wish to search and click Select. Keywords for the selected course appear in the Select from list field. 2. Select one or more of the keywords (Hold the CTRL key to select multiple keywords) and click Add Selected. 3. Click Save.
Choose Question Bank filters	Click the Choose folder link to limit search results based on question bank or question bank folders.
Search	Specify a search term or phrase in the Search text field.
Limit by question type	Deselect one or more question types to exclude those question types from the search results
Limit by difficulty level	Deselect one or more difficulty settings to filter search results based on the difficulty levels specified.

Field Name	Description
Choose standards filters	Click the Choose standards link and select one or more standards to limit search results to only those questions that match the selected standards.
Choose objectives filters	Click the Choose objectives link and select one or more objectives to limit search results to only those questions that match the selected objectives.

- Click the **Search** button.
- Select the check box next to each question you want to be included in the question pool.



Select a greater number of questions than specified under the Number of questions text field. This will ensure users are presented with the specified number of questions randomly selected from the larger pool of selected questions.

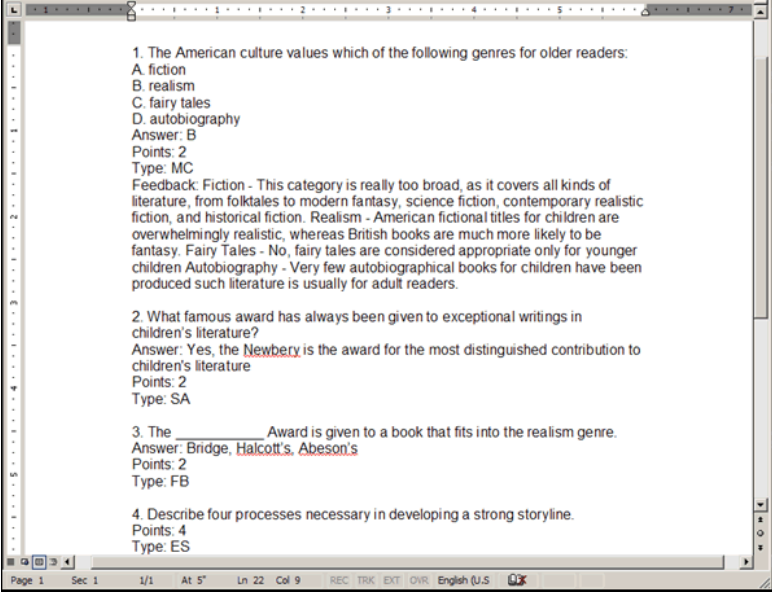
- Click the **Save** button.

Copy and Paste Questions

To copy questions from a word processing document:

- Log into your ANGEL course and click the **Lessons** tab.
- Navigate to the destination assessment.
- Click the **Add Question** hyperlink.
- Click the **Copy and Paste Questions** hyperlink.
- Complete the following fields:

Field Name	Description
Import Questions	Replace the sample text in the Import Questions text field with the question text copied from your source document. You may copy/paste more than one question at a time. However, the pasted question text must conform to the following format requirements (as shown in the image below). - Each question must begin on a new line. - The first line of each question must start with Q: or the question number followed by a period (e.g. 1. 2. 3. etc.). - If the question has choices the choices must immediately follow the question text. - Each choice must be on a line by itself. - Each choice must begin with a choice letter followed by a period (A. B. C. etc.). Choice letters are not case sensitive.

Field Name	Description
	 1. The American culture values which of the following genres for older readers: A. fiction B. realism C. fairy tales D. autobiography Answer: B Points: 2 Type: MC Feedback: Fiction - This category is really too broad, as it covers all kinds of literature, from folktales to modern fantasy, science fiction, contemporary realistic fiction, and historical fiction. Realism - American fictional titles for children are overwhelmingly realistic, whereas British books are much more likely to be fantasy. Fairy Tales - No, fairy tales are considered appropriate only for younger children. Autobiography - Very few autobiographical books for children have been produced such literature is usually for adult readers. 2. What famous award has always been given to exceptional writings in children's literature? Answer: Yes, the <u>Newbery</u> is the award for the most distinguished contribution to children's literature Points: 2 Type: SA 3. The _____ Award is given to a book that fits into the realism genre. Answer: Bridge, <u>Halcott's</u>, <u>Abeson's</u> Points: 2 Type: FB 4. Describe four processes necessary in developing a strong storyline. Points: 4 Type: ES The following optional settings can be added after the question and choices. Each setting must be on a line by itself and follow the format SettingName: SettingValue. • ANSWER: For choice questions enter the letter of each correct choice separated by commas. For open-ended questions enter the actual answer text. Fill in the blank(s) shared answers should have each answer on a separate line in the format of Answer: <Answer>; Percentage: <Percentage of question's point value this answer is worth> Example: Answer:Red;Percentage:25 • POINTS: The integer point value for the question. For Multiple Select questions this is the percent value of each correct choice. • IMAGE: The URL of an image to display before the question text. • FEEDBACK: Text to display after the user submits the assessment. • TYPE: Identifies the specific question format to use. ○ MC = Multiple Choice ○ MS = Multiple Select ○ TF = True/False ○ SA = Short Answer ○ FB = Fill-in-the-blank ○ FM = Fill in the blank(s) shared answers ○ ES = Essay ○ OI = Offline Item • ANSWERBOXES: Valid for Fill in the blank shared answers

Field Name	Description
	only, indicates the number of answer input boxes to display to the user.
Choice	Specifies a default question format for choice-based type questions that do not specify a type value.
Open-Ended	Specifies a default question format for open-ended type questions that do not specify a type value.
Points	Specifies a default point value for questions that do not specify a point value.

6. Click the **OK** button.

Browse Question Bank

To add questions by browsing the question bank:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the destination assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Browse Question Bank** hyperlink.
5. Click the + and - icons to expand/collapse the folder views and preview the available questions.
6. Select the checkbox next to each question you want to add to the assesement. Optionally click the 'Configure copy options' checkbox to specify whether to: a) Copy standards, b) Copy keywords, c) Copy difficulty level and/or d) Automatically accept changes made to these questions when the master sources change.

Note: Configure copy options are only applicable when copying questions from another course or learning object repository.

7. Click **Done**.

Search Question Bank

To search a question bank, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the destination assessment.
3. Click the **Add Question** hyperlink.
4. Click the **Search Question Bank** hyperlink.
5. Enter your search terms in the blank field and click **Search**. Optionally click the Advanced Search hyperlink to further filter the search results based on keyword, question bank folder, question type, difficulty, standard or objective.
6. Select the checkbox next to each question you want to add to the assessment.
7. Click **Save**.

Managing Questions

How to Preview an Assessment

To preview an assessment, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Preview** hyperlink. Your questions are displayed.
4. Click **Show/Hide Answers** to toggle between student and answer key views.
5. Click **Done** to close the preview.

How to rearrange questions

To rearrange questions, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. At the upper right corner, ensure the Drag 'n Drop Enabled checkbox is selected.
4. Click and drag the question to the desired location.

How to delete questions

To delete questions, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Do one of the following:

If you are	Then
Deleting a question	1. Click the Delete hyperlink to the right of the question. 2. When prompted to confirm whether you want to delete the questions, click the Delete button.
Deleting multiple questions	1. Select the checkbox next to each question you want to delete. 2. Select Delete Questions from the Select an Action drop-down menu and click the Go button. 3. When prompted to confirm whether you want to delete the questions, click the Delete button.

How to change point values on multiple questions

To change point values on multiple questions, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.

3. Click the checkbox next to each question you want to update.
4. Select **Change Point Value** from the **Select an Action** drop-down menu.
5. Click **Go**.
6. On the **Change Point Value** dialogue, enter the new point value for each question.
7. Click **Save**. The question point values are changed.

How to regrade a question

To regrade a question, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Regrade** hyperlink next to the question you want to regrade.

4. Select the appropriate regrade mode.

Regrade mode	Description
Change points or correct answer	Allows the editor to change the point value and/or correct answer and regrade all submissions based on the changed values.
Drop question	The question will be dropped for all submissions and will not be used in grade calculations.
Give full credit	All submissions will be given full credit for the question regardless of the selected choice or answer.

5. Click **OK**.
6. Complete the following

If you	Description
Changed points or correct answer	1. Type the correct point value in the Points field. 2. Select or type the correct answer.

If you	Description
	3. Click Done .
Dropped question	The question will be dropped for all submissions and will not be used in grade calculations.
Gave full credit	All submissions will be given full credit for the question regardless of their response.

Create/Edit a Question Set

How to Create/Edit a Question Set

To create/edit a question set, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Do one of the following:

If you want to	Then
Add a question set to the assessment	1. Click the Add Question Set hyperlink. 2. Enter a title for the question set. 3. Click Save.
Edit the settings for a question set	Click the Configure hyperlink located below the title of the question set.

The screenshot shows the 'Question Set Settings' dialog box with the 'General' tab selected. The 'Set title' field contains 'Test set' and the 'Display set title during assessment' checkbox is unchecked. The 'Heading text' field is empty. The 'Save' and 'Cancel' buttons are at the bottom.

4. On the General tab, complete the following fields:

Field	Description
Set title	Specifies a title for the question set. Select the checkbox titled 'Display set title during assessment' to display the question set title during the assessment.
Heading text	Specifies heading text for the question set (e.g. directions, story problem text, etc.)

5. Click the **Interaction** tab.

The screenshot shows the 'Question Set Settings' dialog box with the 'Interaction' tab selected. The 'Use assessment settings' checkbox is checked. Under 'Presentation Settings', the 'Question group display mode' is set to 'All questions at once'. The 'Question set display options' section includes checkboxes for 'Randomize the order in which questions are delivered', 'Randomize the order of each question's answer options', 'Don't allow backtrack', 'Display feedback after each question', and 'Correct answer must be selected before next question is presented'. The 'Time Limit' section has 'Unlimited' selected. The 'Expiration Warning' section has 'Warn' selected with a '1 min' dropdown. The 'Automatically submit assessment when time expires' checkbox is unchecked. The 'Save' and 'Cancel' buttons are at the bottom.

6. Complete the following fields:

Field	Description
Use assessment settings	Automatically uses assessment setting defaults specified when creating the assessment. When deselected, the course

Field	Description
	editor has the option to modify the following fields.
Question group display mode	The question set mode as defined on the Assessment Interactions tab.
Question set display options	Sets the default settings for question sets including the following options: • Randomize the order in which questions are delivered. • Randomize the order of each question's answer options. • Don't allow backtrack • Display feedback after each question. • Correct answer must be selected before next question is presented.  Some of these options are only available for use based on the Display Mode for the assessment.
Time limit	Sets the amount of time allowed to complete the assessment.
Expiration warning	Sets a time warning to remind users of how much time they have left to complete the assessment. Time warning values can be set in increments from 1 minute to 30 minutes.
Automatically submit assessment when time expires	Sets ANGEL to automatically submit the assessment, regardless of completion status when the time has expired.

7. Click Save.

How to Delete a Question Set

To delete a question set, do the following:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Delete Question Set** hyperlink for the question set you want to delete.



4. Click **Delete**.

At a Glance

The At a Glance tab provides a convenient interface to view statistics about assessments including performance, question type distribution, access and interaction.

Field Name	Description																																																
Performance	Performance Reports at a Glance <table><thead><tr><th>Scores</th><th></th><th>Status</th><th></th></tr></thead><tbody><tr><td>High score</td><td>100</td><td>Completed</td><td>1</td></tr><tr><td>Low score</td><td>100</td><td>In progress</td><td>0</td></tr><tr><td>Mean score</td><td>100</td><td>Not attempted</td><td>1</td></tr><tr><td>Median score</td><td>100</td><td></td><td></td></tr></tbody></table> Recent Activity <table><thead><tr><th>Submitted</th><th>User</th><th>Score</th><th></th></tr></thead><tbody><tr><td>4/6/2007</td><td>instructor</td><td>100</td><td> </td></tr></tbody></table> Performance displays a list of user scores for the assessment (including high score, low score, mean and median) as well as a count of how many copies of the assessment are completed, in progress or not attempted.	Scores		Status		High score	100	Completed	1	Low score	100	In progress	0	Mean score	100	Not attempted	1	Median score	100			Submitted	User	Score		4/6/2007	instructor	100																					
Scores		Status																																															
High score	100	Completed	1																																														
Low score	100	In progress	0																																														
Mean score	100	Not attempted	1																																														
Median score	100																																																
Submitted	User	Score																																															
4/6/2007	instructor	100																																															
Question type distribution	Question Type Distribution <table><thead><tr><th>Question Type</th><th>Count</th><th>Points</th><th>%</th></tr></thead><tbody><tr><td>True or False</td><td>3</td><td>6</td><td>100%</td></tr><tr><td>Essay</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Fill in the Blank(s)</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Matching</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Multiple Choice</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Multiple Select</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Offline Item</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Ordering</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Question Pool</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Short Answer</td><td>0</td><td>0</td><td>n/a</td></tr><tr><td>Total</td><td>3</td><td>6</td><td></td></tr></tbody></table> Question type distribution displays the number of each question type included in the assessment, as well as the points and percentage impact of each question type in relation with the total points possible for the assessment.	Question Type	Count	Points	%	True or False	3	6	100%	Essay	0	0	n/a	Fill in the Blank(s)	0	0	n/a	Matching	0	0	n/a	Multiple Choice	0	0	n/a	Multiple Select	0	0	n/a	Offline Item	0	0	n/a	Ordering	0	0	n/a	Question Pool	0	0	n/a	Short Answer	0	0	n/a	Total	3	6	
Question Type	Count	Points	%																																														
True or False	3	6	100%																																														
Essay	0	0	n/a																																														
Fill in the Blank(s)	0	0	n/a																																														
Matching	0	0	n/a																																														
Multiple Choice	0	0	n/a																																														
Multiple Select	0	0	n/a																																														
Offline Item	0	0	n/a																																														
Ordering	0	0	n/a																																														
Question Pool	0	0	n/a																																														
Short Answer	0	0	n/a																																														
Total	3	6																																															

Field Name	Description
General	General Date Visible / Hidden - / - Date Enabled / 4/6/2007 1:50:00 PM / 4/7/2007 1:50:00 PM Disabled Milestone Assigned / 4/5/2007 12:00:00 AM / 4/6/2007 12:00:00 AM Due Launch in same window Custom icon URL ~/images/icons/iconPAGE.gif Custom help URL none Link URL none General displays the general settings for the assessment including dates defining access, due date custom URLs.
Access	Access User tracking Disabled Viewable by students Password required off Browser security off Team access all teams Access displays the access settings for the assessment including whether tracking is enabled, viewable by rights, whether a password is required, browser security and team access.
Interaction	Interaction Display mode all at once Attempts allowed 1 Incomplete submissions allow with warning Anonymous submissions Disabled Save settings allow save and finish later Time limit unlimited Results review full Review available begins after user submission Interaction displays the interaction settings for the assessment including display mode, number of allowed attempts, validation, time limit and review options.
Gradebook	Gradebook Assignment none Gradebook the gradebook setting for the assessment.

Complete an Assessment

1. Log into your ANGEL course as a non-editor (or in user preview mode) and click the **Lessons** tab.
2. Navigate to the assessment.
3. Click the **Begin Assessment** hyperlink.

4. Complete each question.
5. Do one of the following:
 - Click **Submit** to submit your assessment as complete.
 - Click **Save** to save your assessment answers and return to them later.

More Options

More options includes items that can be copied from within the current course, a learning object repository or another course or group allowing the instructor to reuse existing material.

Copy Items

Copy Items allows you to duplicate content on an item-by-item basis. This tool may be useful if you are creating similar content items. For example, if you are creating a series of drop boxes with different titles but the same settings and directions, you may want to use the copy items tool to duplicate the drop boxes and then edit the copied items to change the title of each drop box.



This item can only copy content items, not submissions.

To copy items:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the upper left toolbar).
3. Click the **Copy Items** hyperlink or icon (). A list of content items available with the current course displays.
4. Select the item you want to copy from the list. The items selected copy to your course at the bottom of the course lessons.



Selecting a folder copies the folder and all its contents.

5. Continue selecting the items you want to copy until you have copied all desired items.

Import from Learning Object Repository

The Import from Learning Object Repository (LOR) feature allows you to import content from any LOR that your course is granted access. As an instructor, you have the option to copy or link to content from any existing LOR which is associated with the same campus, school, department, course or section as your course.

To Import Items from a Learning Object Repository

1. Log into your ANGEL course and click the **Lesson** tab.
2. Click the **Add Content** hyperlink (located on the upper left toolbar).
3. Click the **Import from Learning Object Repository** hyperlink or icon (). The Import from Learning Object Repository page appears. The import screen

presents two options for locating the content that you want to import. The first option (Browse) allows you to browse and import content from a specific course, group or repository. The second option (Repository Search) allows you to search one or more repositories by keyword to locate content of specific topics. The **Repository Search** option also allows for restricting the search to one or more ANGEL content types (page, folder, quiz, etc.)

Import from Learning Object Repository

Browse

Directions: Select a content section from the list and click Browse.

Section
select ...

Browse

Repository Search

Directions: Enter the text to search for, the types of resources and the repositories to search then click Search. You can use 'Ctrl + Click' to select multiple list items.

Find Text

Resources

Folder
Page
Link
Quiz
Survey
File
Message Board
Drop Box
Game
IMS/SCORM Package
Discussion Forum

Repositories

Repository: Basic On-line Course Info
Repository: Biology Department Repository
Repository: Demonstration Materials
Repository: Health Sci 105 Library
Repository: Pharmacology Online to Accompany Lehne: Pharmacology for Nursing Care, 5e
Repository: Personal: Hailey Longardner-Instructor

Search

Done

To Import Content Using the Browse Option

1. Select the appropriate course, group or repository from the drop-down list and click the **Browse** button. A list of lesson content items appears.

Import Content: Search Results

Course\Group Browser

Directions: Select the checkbox next to each resource that you want to add and click the **Link to Items** or **Copy Items** button.

Repository: Pharmacology Online to Accompany Lehne: Pharmacology for Nursing Care, 5e

- ☐  Credits
- ☐  Chapter 1: Orientation to Pharmacology
- ☐  Chapter 2: Application of Pharmacology in Nursing Practice
- ☐  Chapter 3: Drug Regulation, Development, Names, and Information
- ☐  Chapter 4: Drug Administration Errors
- ☐  Chapter 5: Disease and Pharmacokinetics
- ☐  Chapter 6: Drug-Food Interactions
- ☐  Audio Glossary
- ☐  Instructor Tools
- ☐  ANGEL Jeopardy
- ☐  New Import

☐ Include Question Keywords

2. Select the checkbox next to each content item you want to import.



Selecting a checkbox next to a folder selects the folder along with its sub-items. To view the content of a folder, click the folder's title or icon. A list of all sub items appears.



To examine content before selecting it, click on the item's title or icon. The content item opens in a new window.

3. Click the **Copy Item** button to copy the selected items into your course. The copied items appear at the specified level on the **Lessons** tab.



If you import content from a LOR, you are also provided with the option to link to the content items (Link to Items button). Using this option creates a linked item within your course which links to the source item in the repository.



Linking to items can be very useful but can also have unintended consequences. In particular, when linking to a quiz, survey, or drop box, student submission results are stored in the course repository and are not accessible from the course which contains the link. In some cases, this may be the desired outcome (i.e. course/instructor evaluations, standardized testing, departmental survey, etc.); however in most common cases you should copy these item types.

Other consequences and benefits of linking to content include:

- When linking to a repository discussion forum, the forum postings are stored in the repository. The forum postings are still viewable from the course which contains the link; however, the discussion forum becomes shared among all of the courses that link to the discussion forum. This can be very useful for providing a shared discussion forum among several different courses.
- Linking is ideal for providing access to large media files such as audio and video lectures. This approach reduces unnecessary duplication and inefficient use of server hard drive space.
- Reports for linked items only allow top-level activity summary and detail reports of who has accessed the link. Reports for a linked folder do not provide any detail regarding who accessed sub-items within the link (folder). Those details are only available from within the repository.

To Import Content Using the Repository Search Option

Import from Learning Object Repository

Browse

Directions: Select a content section from the list and click Browse.

Section

select ...

Browse

Repository Search

Directions: Enter the text to search for, the types of resources and the repositories to search then click Search. You can use 'Ctrl + Click' to select multiple list items.

Find Text

Resources	Repositories
Folder	Repository: Basic On-line Course Info
Page	Repository: Biology Department Repository
Link	Repository: Demonstration Materials
Quiz	Repository: Health Sci 105 Library
Survey	Repository: Pharmacology Online to Accompany Lehne: Pharmacology for Nursing Care, 5e
File	Repository: Personal: Hailey Longardner-Instructor
Message Board	
Drop Box	
Game	
IMS/SCORM Package	
Discussion Forum	

Search

Done

1. Type one or more keywords into the **Find Text** field.
2. Select one or more resources from the **Resources** list and select one or more repositories from the **Repositories** list.



To select more than one item type and/or more than one repository, hold down the Ctrl key while clicking on the item type.

- Click the **Search** button. The Repository screen appears with a list of content items matching your keyword(s) and item type criteria.

Import Content: Search Results

Search Results

Directions: Select the checkbox next to each resource that you want to add and click the **Link to Items** or **Copy Items** button.

Find Text Disease

Resources Folder, Page, Link, Quiz, Survey, File, Message Board, Drop Box, Game, IMS/SCORM Package, Discussion Forum

Repositories Repository: Basic On-line Course Info, Repository: Biology Department Repository, Repository: Demonstration Materials, Repository: Health Sci 105 Library, Repository: Pharmacology Online to Accompany Lehne: Pharmacology for Nursing Care, 5e, Repository: Personal: Hailey Longardner-Instructor

Repository: Pharmacology Online to Accompany Lehne: Pharmacology for Nursing Care, 5e

☐ Chapter 5: Disease and Pharmacokinetics

☐ Discussion: Disease and Pharmacokinetics

☐ Include Question Keywords

- Select the checkbox next to each content item you want to import.



Selecting a checkbox next to a folder, selects the folder along with its sub-items. To view the content of a folder, click the folder's title or icon. A list of all sub items appears.



To examine content before selecting it, click on the item's title or icon. The content item opens in a new window.

- Click the **Copy Items** button to copy the selected items into your course or click the **Link to Items** to create a linked item within your course which links to the source item in the repository. The copied or linked items appear at the specified level on the **Lessons** tab.



Linking to items can be very useful but can also have unintended consequences. In particular, when linking to a quiz, survey, or drop box, student submission results are stored in the course repository and are not accessible from the course which contains the link. In some cases, this may be the desired outcome (i.e. course/instructor evaluations, standardized testing, departmental survey, etc.); however in most common cases you should copy these item types.

Other consequences and benefits of linking to content include:

When linking to a repository discussion forum, the forum postings are stored in the repository. The forum postings are still viewable from the course which contains the link; however, the discussion forum becomes shared among all of the courses that link to the discussion forum. This can be very useful for providing a shared discussion forum among several different courses.

Linking is ideal for providing access to large media files such as audio and video lectures. This approach reduces unnecessary duplication and inefficient use of server hard drive space.

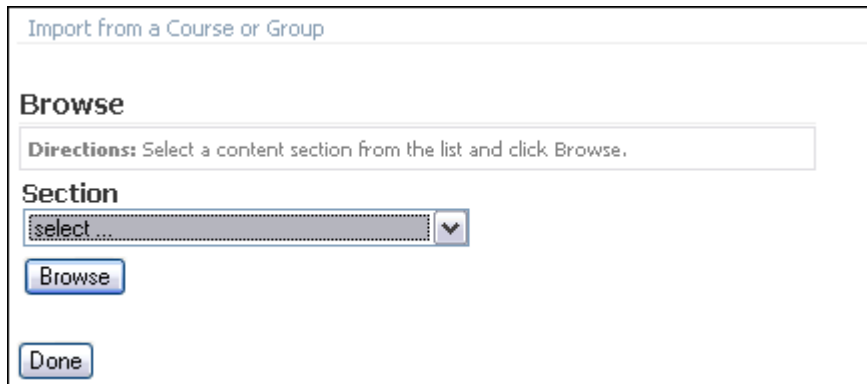
Reports for linked items only allow top-level activity summary and detail reports of who has accessed the link. Reports for a linked folder do not provide any detail regarding who accessed sub-items within the link (folder). Those details are only available from within the repository.

Import from a Course or Group

The Import from a Course or Group feature allows you to import content from courses or groups. As an instructor, you may copy content from any course or group in which you have editing rights.

To import items:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located in the left toolbar).
3. Click the **Import from a Course or Group** hyperlink or icon (). The import screen appears.



4. Select the section from the **Section** drop-down list.
5. Click the **Browse** button. A collapsed list of lesson content items appears. To expand the folders, click on the folder name.

Import Content: Search Results

Course\Group Browser

Directions: Select the checkbox next to each resource that you want to add and click the **Copy Items** button.

Course: Application Testing Standards

☐ Parent Folder
☐ Lesson One Expectations
☐ Lesson One Drop Box
☐ Lesson One Discussion
☒ Lesson One Assessment

☐ Include Question Keywords

6. Select the checkbox next to the item(s) you want to import.
7. Click the **Copy Items** button. Copied items appear at the specified level on the Lessons tab.

Templates

ANGEL provides several templates and wizards to simplify the creation of course content.

Discussion Forums Wizard

The discussion forum wizard is designed to assist with the set-up of your discussion forum. Using this wizard helps with the discussion forum type, naming, customizing instructions, and designating teams.

The wizard assists with the set-up of Fishbowl, Hot Seat, and Required Post discussion forums. The Fishbowl format allows the users who are designated as being “inside the fishbowl” to view, post, and reply to messages. Users who are designated as being “outside the fishbowl” can view the posted messages and replies but cannot post or respond.

The Hot Seat format is designed to simulate a classroom situation where one or more students are asked to research and defend a particular topic. Designated users can post top-level questions to the Hot Seat member, however only designated Hot Seat Members can respond.

The Required Post format requires user to post a top-level message before they can read and reply to postings of other users.

To create a forum using the discussion forum wizard:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located in the upper left toolbar).

3. Click the **Discussion Forums Wizard** hyperlink. Step 1: Discussion Forum Type appears.

Discussion Forum Wizard

STEP 1: DISCUSSION FORUM TYPE

What format would you like to use for the discussion forum?

☒ Fishbowl

The Fishbowl format allows users who are designated as being "inside the fishbowl" to view, post, and reply to messages. Users who are designated as being "outside the fishbowl" can view the posted messages and replies but cannot post or respond.

☐ Hot Seat

The Hot Seat format is designed to simulate a classroom situation where one or more students are asked to research and defend a particular topic. Designated users can post top-level questions to the Hot Seat members, however only designated Hot Seat members can respond.

☐ Required Post

The Required Post format requires users to post a top-level message before they can be read and reply to the postings of other users.

Continue

4. Select the format of your forum; Fishbowl, Hot Seat, or Required Post.
5. Click the **Continue** button. Step 2: Basic Settings page appears.

Discussion Forum Wizard

STEP 2: BASIC SETTINGS

What would you like to name the discussion forum?

Continue

6. Type or paste the name of the discussion forum in the name field.
7. Click the **Continue** button. Step 3: Instructions page appears.

Discussion Forum Wizard

STEP 3: INSTRUCTIONS

Optionally customize the following default instructions and click **Continue** to proceed.

Fishbowl Exercise - Users in this fishbowl exercise have been divided into two teams: those who are inside the fishbowl and those who are outside the fishbowl. Users who are inside the fishbowl have the ability to post messages according the assigned exercise. Users who are outside the fishbowl can view messages but cannot post.

Continue

- Change the default instructions, if desired. Click the **Continue** button. Step 4: Team Name page appears.

Discussion Forum Wizard

STEP 4: TEAM NAME

To properly configure this discussion forum, the wizard must create one or more teams to negotiate user permissions.

What **prefix** do you want your team name(s) to begin with?

Fish

Continue

 To properly configure the discussion forum, the wizard must create one or more teams to negotiate user permissions.

- Type a prefix to precede the team name. Click the **Continue** button. Step 5: Teams page appears.

 The team permission set-up varies based on the type of forum being created.

Discussion Forum Wizard

Step 5: Teams

Users who are inside the fishbowl are allowed to view, post, and reply to messages.

Which users would you like inside the fishbowl?

Fish (Full Rights)

Name	UserName
☐ 1. Longardner-Instructor, Hailey	peanut
☐ 2. Swenby-Student, Samantha	pumpkin

[Continue](#)

10. Select the team member(s) inside the fishbowl by selecting the checkbox next to each user. Click the **Continue** button.



The users inside the fishbowl are allowed to view, post and reply to messages. Those outside the fishbowl (second step of Step 5 set-up) are only allowed to read posted messages.

11. Select the team member(s) outside the fishbowl by selecting the checkbox next to each user. Click the **Continue** button. Step 6: Review Discussion Forum Settings page appears.

Discussion Forum Wizard

Step 6: Review Discussion Forum Settings

Review the following settings and click [Create Forum](#) to finish.

Format	Fishbowl
Title	Fishing
Subtitle	Fishbowl
Directions	Fishbowl Exercise - Users in this fishbowl exercise have been divided into two teams: those who are inside the fishbowl and those who are outside the fishbowl. Users who are inside the fishbowl have the ability to post messages according the assigned exercise. Users who are outside the fishbowl can view messages but cannot post.
Editing	Not Allowed
Anonymous Posts	No Anonymous
Attachments	Allowed
Moderation	Disabled

[Create Forum](#)

12. After reviewing the forum settings, click the **Create Forum** button.

Add from Template

The **Add from Template** tool allows the editor to add content to their course using personal or published content templates.

To add content using a content template:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located in the upper left toolbar).
3. Click the **Add from Template** hyperlink. The Course Templates Page appears.

Template Type	Description
Course Templates	Templates already created within the course. These templates can be reused as desired.
My Templates	Templates you have created and saved to your my Templates.
Favorites	Templates that you have imported from other areas in ANGEL.
Search	Allows you to search for an existing template. Clicking the title of a template moves a copy to your Favorites folder for use in your course.

4. Locate the content template you want to import and click the title of the template to begin the import process. The Content Template Wizard appears.



ANGEL provides several sample templates that can be imported for use in a course or simply to gain a better understanding of what a published template looks like.

5. Follow the steps provided to complete the import process. The number of steps varies based on the template.

Add Content from MERLOT

This tool allows the search of the MERLOT Repository for content material. This search tool uses keywords to search the MERLOT site for content related to your search criteria. To narrow your search, select the advanced option to provide more detail for your search.

To search and add content from MERLOT:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Add Content** hyperlink (located on the upper left toolbar).
3. Click the **Add content from MERLOT** hyperlink.
4. Type a keyword in the search field and click the **Search** button. A list of available content appears.

MERLOT Search

Directions: Enter keywords you would like to search for in the box below, then click search. If you would like to narrow your search down using advanced options, click the advanced radio button.

Web ☒ Simple ☐ Advanced

☐  **Ideal Gas Law Simulation**, John Gelder, Kirk Haines & Mike Abraham
An effective tool to help students learn about all aspects of the ideal gas law. One of the best web gas law simulations. ([Details](#))
  

☐  **WebQuest Page**, Bernie Dodge
Bernie Dodge of San Diego State University developed the idea of WebQuests to teach students how to effectively use the Internet for research. Webquests are inquiry based lessons in which all or part of the information that learners interact with... ([Details](#))
  

☐  **Optics Bench Physlet**, Wolfgang Christian
Applet simulates an optical bench, including lenses, mirrors, and apertures. ([Details](#))
  

5. Select the content items that you want to import and click the **Add Selected** button (located at the bottom of the page). The selected content is added to your Lessons page.

Rearrange

The rearrange utility provides the ability to rearrange the layout of the content under the Lessons tab. The hyperlink for this utility is located under each content level allowing you to rearrange folders at the top level or sub-content within a folder.

To use the rearrange tool:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the folder containing the material you want to rearrange.
3. Click the **Rearrange** hyperlink (located on the left side of the toolbar). The rearrange utility appears.

 Lesson 2
Internet Protocols
[Rearrange](#)

Instructions: Organize the items in the list by clicking and dragging them to the desired location.

 Internet Protocols Video

 Protocols PowerPoint

 TCP/IP Video

 Internet Addressing Video

 The Magic of the Internet

 Internet Protocols

 Understanding Internet Protocols

4. Select the item you wish to move and drag it to the desired location. Click the **Save** button when all items are in the correct order.

Reports

Clicking the **Report** hyperlink displays a list of report utilities that can be used for the item or level where you are located. Available utilities vary by content item type.

ANGEL allows you to monitor access to your course via numerous reports. Complete and accurate reports are dependant upon tracking settings, which are set at the item level, when creating or editing the content item. Item reports are available on the Lessons tab. Additional reporting is available on the Report tab.

The following chart shows the utilities available for each Lesson tab feature.

	Activity Summary	Activity Detail	SCORM Reports	Item Analysis	Response Summary
Report Tools					
Folder	X	X			
Page	X	X			
Link	X	X			
Quiz	X	X		X	
Survey	X	X			X
File	X	X			
Drop Box	X	X			
Game	X	X			
IMS/SCORM Package	X	X	X		
Discussion Forum	X	X			
Wiki	X	X			
Blog	X	X			
Assessment	X	X		X	
Course Syndication Folder	X	X			

Activity Summary

The activity summary provides a report that tabulates which users have accessed an item and how many times they have accessed the item.

To view the activity summary:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the content item to view the Activity Summary.
3. Click the **Reports** hyperlink.
4. Click the **Activity Summary** hyperlink.

The activity summary page appears on the screen. Graph bars give a visual indication of the number of times each student has accessed the content item. The activity summary report, by default, is organized alphabetically by username.

Lessons			
Reports > Activity Summary			
	User ID	Visits	
1.	ddillow	2	
2.	peanut	80	
3.	pumpkin	74	
Done			

5. Click the **User ID** or **Visits** hyperlinks to order the list by that particular category.
6. When finished viewing the activity summary, click the **Done** button.

Activity Detail

The activity detail report provides information concerning when the student accessed the course content. The report information varies dependant upon the content type.

To view an activity detail report:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the content item to view the activity detail.
3. Click the **Reports** hyperlink (located in the toolbar).
4. Click the **Activity Detail** hyperlink.

The activity detail report varies based on the content item viewed.

Column Name	Description
User_ID	Unique name for each user in ANGEL.
Rights	The course rights for the user that accessed the content item.
Date	The date and time the user accessed the content item.
Details	The unique object_id for the content item with a description of

Two examples of the activity detail report are displayed below:

 Introduction What to expect from this course. Reports > Activity Detail				
	User ID	Rights	Date	Details
1.	pumpkin	Students	2/15/2006 2:44:18 PM	
2.	peanut	Students	2/15/2006 2:40:52 PM	
3.	pumpkin	Students	2/15/2006 8:41:27 AM	
4.	pumpkin	Students	2/15/2006 8:41:11 AM	
5.	pumpkin	Students	2/15/2006 8:41:03 AM	
Done				

 Activity Details of a folder. Notice there are no details in the Details column.

 Test Reports > Activity Detail				
	User ID	Rights	Date	Details
1.	peanut	Students	3/6/2006 3:59:50 PM	[3A20B7CDE6B4409DBC6F4064DFEB7ACF] Reviewed
2.	peanut	Students	3/6/2006 3:56:43 PM	[3A20B7CDE6B4409DBC6F4064DFEB7ACF] Submitted
3.	peanut	Students	3/6/2006 3:56:32 PM	[3A20B7CDE6B4409DBC6F4064DFEB7ACF] Delivered
4.	ddillow	Course Administrators	6/22/2005 9:36:02 AM	[EDE99451A3004896852B5C23CAE54864] Submitted
5.	ddillow	Course Administrators	6/22/2005 9:35:56 AM	[EDE99451A3004896852B5C23CAE54864] Delivered
Done				

 An assessment or survey contains information concerning this content item, such as delivered, submitted or reviewed. Delivered indicates that the content item has been delivered for the student to take. Submitted indicates that the

content item has been submitted and Reviewed indicates that the student reviewed the content item.

5. When finished reviewing the activity detail report, click the **Done** button.

Response Summary

The Response Summary report displays each question of a survey followed by a Responses box indicating the average responses and the responses total. Next to each survey response choice is the number of items answered per choice.

To view a response summary:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the survey item you wish to review using the Response Summary.
3. Click the **Reports** hyperlink (located in the toolbar).
4. Click the **Response Summary** hyperlink. The response summary page appears.

Course Evaluation

[Reports > Response Summary](#)

Please evaluate your course content, course instructor and any course assistants.

Q. The course work flow was acceptable.

☐ - (1) Strongly Disagree

☐ - (2) Disagree

☒ - (3) Undecided

☒ - (4) Agree

☐ - (5) Strongly Agree

Average Response: 3.7 (Agree)
Responses: 3-Valid, 0-Blank, 3-Total

Q. The instructor made time outside of lecture to explain difficult concepts.

☐ - (1) Strongly Disagree

☐ - (2) Disagree

☐ - (3) Undecided

☒ - (4) Agree

☒ - (5) Strongly Agree

Average Response: 4.3 (Agree)
Responses: 3-Valid, 0-Blank, 3-Total

Q. The course assistant was timely in grading the coursework.

☐ - (1) Strongly Disagree

☐ - (2) Disagree

☒ - (3) Undecided

☒ - (4) Agree

☐ - (5) Strongly Agree

Average Response: 3.3 (Undecided)
Responses: 3-Valid, 0-Blank, 3-Total

When finished reviewing the Response Summary, click the **Done** button.

Item Analysis

The item analysis report helps instructors refine existing assessments by evaluating the assessment's ability to discriminate between students who understand the material and those who do not.

There are five different statistics on an item-by-item level for every assessment question.

Assessment Item Analysis Report							
Total student submissions: 2		☒ Show question text ☒ Show frequency and distribution					
Reliability: ?							
Question ▲	Type	Points	Sample Size	Mean	Difficulty	Discrimination	Frequency / Distribution
1: Which tool would best allow you to upload your picture for use on your personal home page? (hide) (edit for regrade)	Multiple Choice	2	2	1	50%	1	(hide)
Answer		Points			%		
✓ Files		2			50		
Preferences - Personal Information		0			50		
Public Resources		0			0		
Bookmarks		0			0		
2: ANGEL provides a place where you can easily upload a personal picture along with your personal information. (hide) (edit for regrade)	True or False	2	2	2	100%	?	(hide)
Answer		Points			%		
✓ true		2			100		
false		0			0		
3: The tool allows the user to save often used web addresses (hide) (edit for regrade)	Fill in the Blank(s)	2	2	2	100%	?	(hide)
Input box #{0}		Points			%		
✓ Bookmarks		2			50		
bookmark		2			50		
✓ My bookmark		2			0		
✓ My Bookmarks		2			0		
✓ Bookmark		2			0		

- **Reliability** measures the extent to which the measurements of a test remain consistent over repeated assessments of the same subject. Think of it as “discrimination at the assessment level”.
- **Discrimination** compares the answers given to each question by those who passed the assessment with the answers of those who failed the assessment. A question is said to be a strong discriminator if students who answer a question correctly also tend to perform well on the overall assessment.
- **Difficulty** shows the percentage of total points earned versus total points possible. Single assessment displays the score.
- **Frequency** and **distribution** measure the number of times a particular answer option was chosen. A green checkmark indicates which of the answer options was correct.
- **Mean** displays the average score computed by dividing the total points earned by the total points available.

Click the **hide** hyperlink to collapse the details of a particular question. Click the **view** hyperlink to expand the details of the particular question.

Click the **edit for regrade** hyperlink to go directly to the question editor to edit and regrade the question for existing submissions.



For additional information on the regarding of questions, see the section of this document titled *Assessments*.

SCORM Reports

SCORM reports provide a view of student activity on a SCORM content item.

To view SCORM reports:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the SCORM item to review.
3. Click the **Reports** hyperlink (located in the toolbar). The SCORM Report list appears.

Full Name	Username	
Dillow, Debbie	ddillow	Activities
Dillow-Faculty, Deb	ddillow5712	Activities
Longardner, Hailey	peanut	Activities
Swenby, Samantha	pumpkin	Activities

4. Click the **Activities** hyperlink review the report. Your report provides breakdown of SCOs and how the user performed against it (total time, score, status, etc.)

Utilities

Clicking the **Utilities** hyperlink displays a list of utilities that can be used for the content item and available utilities vary by content type.

The following chart shows the utilities available for each content item.

Utilities Tools	Associated File Manager	Move Item	Download Submissions	SCORM Assignments	Re-upload File	View Posted Submissions	Export Posted Submissions	Print Discussion Forum	View, Grade or Delete Submissions	Export Submissions and Grade Data	Pending Items	Export Response Statistics	Email Survey/Quiz	Export Items	Export Posted Submissions	Subscribe
Blog	X	X	X	X								X				
Wiki	X	X	X	X								X				
Game	X	X	X	X								X				
Tools Inoperability Runtime	X	X	X	X								X				
File	X	X	X	X	X	X	X									
Discussion Forum	X	X				X	X	X	X						X	
Survey	X	X						X	X	X	X	X	X			
Quiz	X	X						X	X	X	X	X	X			
Dropbox	X	X	X					X	X				X			
Course Syndication	X	X	X									X				
Folder	X	X	X									X				
Link	X	X	X	X		X						X			X	
Page	X	X	X	X		X						X			X	
IMS/SCORM Package	X	X	X	X		X						X			X	
Assessment												X				

Associated File Manager

The Associated File Manager feature allows you to upload, download, rename, copy, move, zip, manage or delete files associated with a content item. This feature may be useful when embedding files into content items. For example, if you create a page of text that also includes an image you can upload the image file as an associated file.

How to Upload Associated Files

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the content item to which you want to associate files.



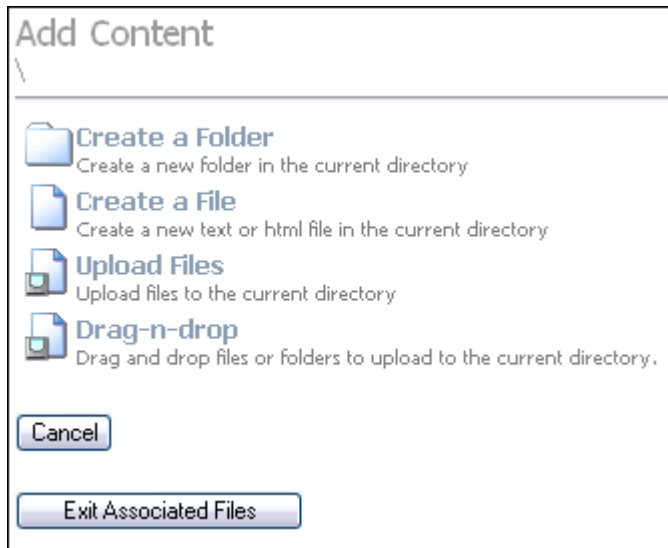
You must be inside the item itself in order to associate files.

3. Navigate to the **Utilities** hyperlink. The utilities menu appears.



The selections on the utilities menu vary slightly depending on the type of content item.

4. Click the **Associated File Manager** hyperlink. The associated files screen appears.
5. Click the **Add Content** hyperlink (located on the left side of the toolbar).



6. Click the **Upload Files** hyperlink. The File to Upload screen appears.
7. Click the **Browse** button to select the file to upload. The Choose File dialog appears to select the file. Select your file and click the Open button.
8. Click the **Upload File** button. The Upload Successful page appears.
9. To continue uploading files, click the **Upload Another File** button. When finished uploading files, click the **Done** button.
10. Click the **Exit Associated Files** button.

How to Upload a File using Drag and Drop

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the content item to which you want to associate files.



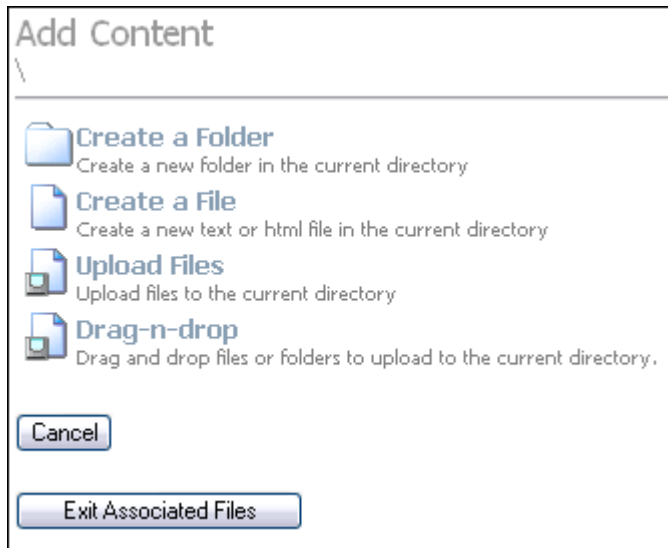
You must be inside the item itself in order to associate files.

3. Navigate to the **Utilities** hyperlink. The utilities menu appears.



The selections on the utilities menu vary slightly depending on the type of content item.

4. Click the **Associated File Manager** hyperlink. The associated files screen appears.
5. Click the **Add Content** hyperlink (located on the left side of the toolbar).



6. Click the **Drag-n-Drop** hyperlink.

Drag-n-Drop

Directions: Drag the files and folders you want to upload into the area below. To browse to another folder click on its name. If your browser does not support drag-n-drop you can use the [Upload Form](#).

Upload Successful for 1 files

AL_Grade_Book_Priority_Lis-Penn_Statet.doc

ANGEL_LMS_Suite_reg.gif

Done

Exit Associated Files

7. Drag the files and folders from your computer into the drag-n-drop window.
8. When finished, click the **Done** button.
9. Click the **Exit Associated Files** button.

How to Create a Folder as an Associated File

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the content item to which you want to associate files.



You must be inside the item itself in order to associated files.

3. Point to the **Utilities** hyperlink. The utilities menu appears.
4. Click the **Associated File Manager** hyperlink.
5. Click the **Add Content** hyperlink.
6. Click the **Create a Folder** hyperlink.
7. Type a title in the **Folder Name** field.
8. Click the **OK** button. The associated files screen appears showing the created folder. To place content into the created folder, click the folder title and then click the **Add Content** hyperlink.

How to Create a File as an Associated File

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click on the content item to which you want to associate files.



You must be inside the item itself in order to associate files.

3. Point to the **Utilities** hyperlink. The utilities menu appears.
4. Click the **Associated File Manager** hyperlink.
5. Click the **Add Content** hyperlink.
6. Click the **Create a File** hyperlink.
7. Type a title in the **File Name** field.
8. Type or paste text in the **File Contents** field.



When entering text into the file contents field, use the HTML Editor which allows you to design your page using a simple word processing style interface. This tool also allows you to embed images, hyperlinks, and other elements into your page. For detailed instructions on using this tool, refer to Appendix I, HTML Editor.

9. Click the **OK** button.
10. Click the **Exit Associate Files** button.

How to Link to an Associated File

Course content may be linked from your associated file manager by creating a link to the appropriate file in the Associate File Manager.

To create a link:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the content item).
3. Click the **Associate File Manager** hyperlink.
4. Locate and right-click directly on the hyperlinked name of the file and select Copy Shortcut (this process may vary depending on your preferred browser).
5. Click the **Lessons** tab.
6. Click the **Add Content** hyperlink (located on the tool bar).
7. Click the **Link** hyperlink or icon ().
8. Complete the **Link** fields as described in the section of this document *Link > How to Create a Link*.

Move Item

The move item utility allows you to move content to another folder in your ANGEL Lessons area. This provides you with the opportunity to manage your content and move items as necessary.

To move content:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the content item).
3. Click the **Move Item** hyperlink. A page with a list of your folders displays.



4. Click the hyperlink title of the folder you where you want to move the item. Your content item is moved to the designated folder.

Export Item

The Export Items utility allows you to move a content item to any course in which you have editor rights.

To move content:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the content item you wish to export.
3. Point to the **Utilities** hyperlink.
4. Click the **Export Item** hyperlink.
5. From the **Export to** drop-down list, select the course or group to which this item should be exported.
6. Click the **OK** button. Your content item is moved to the specified course or group.

View, Grade, or Delete Submissions

ANGEL provides an easy-to-use interface for viewing and grading quiz responses. Optionally, an instructor may re-grade previously graded quizzes or add comments to quiz questions.

To Grade a Quiz Response

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.
4. Click the **Grade** button next to the User ID you wish to grade. The Grade Quiz page appears.

 **Final Exam**
 Utilities > Submissions > Grade submission by Chesher, Vickie (student2) on 3/7/2006 9:12:46 AM

☐ Hide Graded Items

Points Awarded	6
Points Missed	2
Percentage	75%

1. What is 20% of \$25.00?

A. \$20.00
B. \$5.00
C. \$4.50
D. \$22.50

Score Feedback

2

Max: 2

[Check Spelling](#) [HTML Editor](#)

 **Points Earned: 2/2**
Correct Answer: B
Your Response: B

2. Select all that are "true" about Thomas Jefferson.

A. He was the 4th president of the United States.
B. He was president between 1801-1809.
C. He assisted in designing buildings at the University of Virginia.
D. His home was called Monticello.



Should your quiz have a combination of graded and ungraded questions, you can select the **Hide Graded Items** checkbox allowing you to quickly grade those ungraded questions manually.



Items that have not been graded are easily spotted by a blue pencil icon  next to the **Points Earned** field. Items that have already been graded have either a green checkmark icon  or a red X icon  denoting whether the question was answered correctly or incorrectly.

5. Type the student's score in the **Score** field of each ungraded question.



You may optionally re-grade or type comments for any of the questions regardless of whether they had already been graded or not.

6. When you have finished grading the quiz, click the **OK** button.
7. Repeat steps 4-7 for each quiz you wish to grade.

To View Submissions

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.
4. Click the **View** button next to the student submission you wish to view. You are provided with a view of the student's quiz submission with the graded items and items that need to be manually graded.
5. When finished viewing, click the **Done** button.

To Delete a Submission

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz item).
3. Click the **View, Grade, or Delete Submissions** hyperlink. The Submissions page appears.
4. Click the **Delete** button next to the student submission you wish to delete.



The student's quiz submission is deleted from the course.

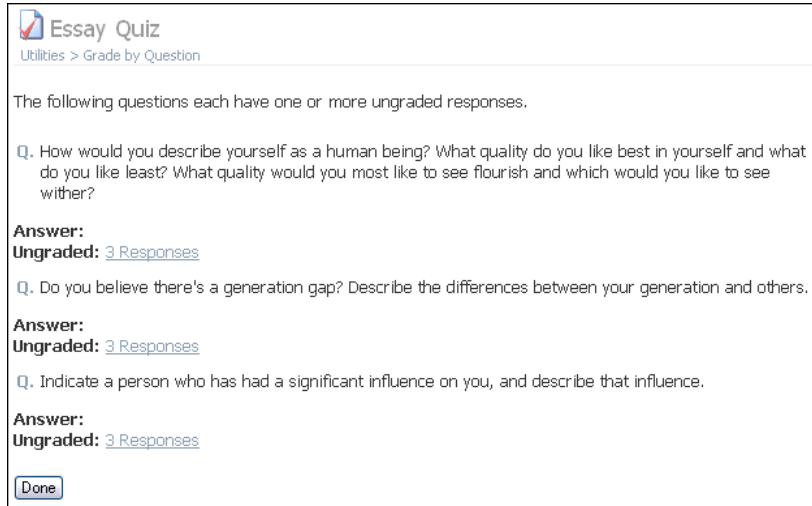
5. You are prompted to make sure you wish to delete the student's response. If you wish to proceed, click the **OK** button.

Grade by Question

The Grade by Question feature allows for blind grading of ungraded responses. The grading is done one question at a time moving through all ungraded responses before moving to the next question.

To grade by question:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz).
3. Click the **Grade by Question** hyperlink. The Grade by Question page appears.



Essay Quiz
Utilities > Grade by Question

The following questions each have one or more ungraded responses.

Q. How would you describe yourself as a human being? What quality do you like best in yourself and what do you like least? What quality would you most like to see flourish and which would you like to see wither?

Answer:
Ungraded: [3 Responses](#)

Q. Do you believe there's a generation gap? Describe the differences between your generation and others.

Answer:
Ungraded: [3 Responses](#)

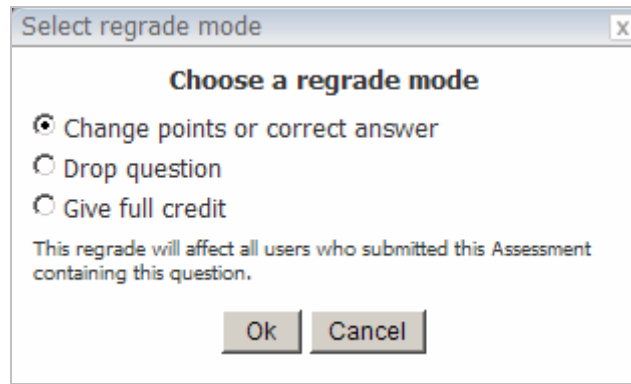
Q. Indicate a person who has had a significant influence on you, and describe that influence.

Answer:
Ungraded: [3 Responses](#)

4. Select the question responses you wish to grade by clicking the **Ungraded: n Responses** hyperlink. The questions page appears along with the response with a field for grading.
5. Grade the responses by placing a point value in the **Grade** field and any feedback in the **Feedback** field.
6. Click the **OK** button when finished.

How to regrade a question

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click on the assessment with which you wish to work.
3. Next to the question you wish to regrade, click the **Regrade** hyperlink.



7. Choose the correct regrade mode.

Regrade mode	Description
Change points or correct answer	In the Question editor, change the points or correct the answer. Notice all other fields are inactive.
Drop question	By dropping the question, it will no longer be used to in grade calculations.
Give full credit	By giving full credit, the question will now be graded at full credit for users.

8. Click the **OK** button.

Export Submission and Grade Data

The Export Submissions and Grade Data utility allows you to export a quiz item's data in a simple format (comma separated value; .csv) that can be easily opened with a spreadsheet program (such as Microsoft Excel). The fixed length text (.prn) and tab delimited (.txt) file types may require some simple conversion to open in a spreadsheet program.

To export submission and grade data:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz).
3. Click the **Export Submission and Grade Data** hyperlink. The Export Submissions screen appears.

Essay Quiz
Utilities > Export Submission and Grade Data

Export Submission and Grade Data

File Format

☒ Quoted Values
☒ Page Heading
☒ Column Names

Information to Export

☒ Full Name
☒ Username
☒ IP Address
☒ Date Submitted
☒ Grade
☐ Date Graded
☐ Grader Name
☐ Item Responses
☐ Item Values

4. Select the preferred file format from the **File Format** drop-down list.
5. Click the **Export** button. A file download box appears on the screen asking to open, save or cancel.
6. Click the **Save** button. A Save As dialog appears.
7. Type a name for the downloading file in the **File Name** field.
8. Select a location for the downloading file and click the **Save** button.

Pending Items

Pending Items are quizzes or surveys that have been delivered to the student but not submitted. The student may have saved their answers but lost their internet connection during the taking quiz or survey or had a computer hardware problem. This area provides information to the instructor who can optionally delete the pending item and allow the student to retake the quiz or survey.

To view pending items:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz or survey).
3. Click the **Pending Items** hyperlink. A list of pending items displays showing the user (in the form of user_id), date/time started, and the IP address of the user.
4. To view the pending item, click the **View** button.

5. To submit the pending item, click the **Submit** button.
6. To delete the pending item, click the **Delete** button.



Deleting a pending item removes any answered questions that the student has completed,

7. When finished, click the **Done** button.

Email Quiz/ Email Survey

The Email Quiz/Email Survey utility allows you to email a quiz or survey to a semicolon separated list of individuals. When preparing your quiz or survey that is to be sent via email, you need to set the Anonymous setting to Enabled and the Viewable By to Everyone. For additional information on Quiz and Survey settings, see the sections under the Lessons Tab titled *Quiz and Survey Editor Tabs*.

Add to Pool

The Add to Pool utility allows you to add your quiz questions to a pool of questions with a specific keyword. The pool item is then searchable from the Add a Question tool found when creating a quiz. For additional information concerning the use of pool items, see the *Add a Pool Item* section under the Lessons tab.

To add to pool:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the quiz).
3. Click the **Add to Pool** hyperlink. The keyword page appears.

Essay Quiz

Utilities > Add to Pool

Keyword

OK Cancel

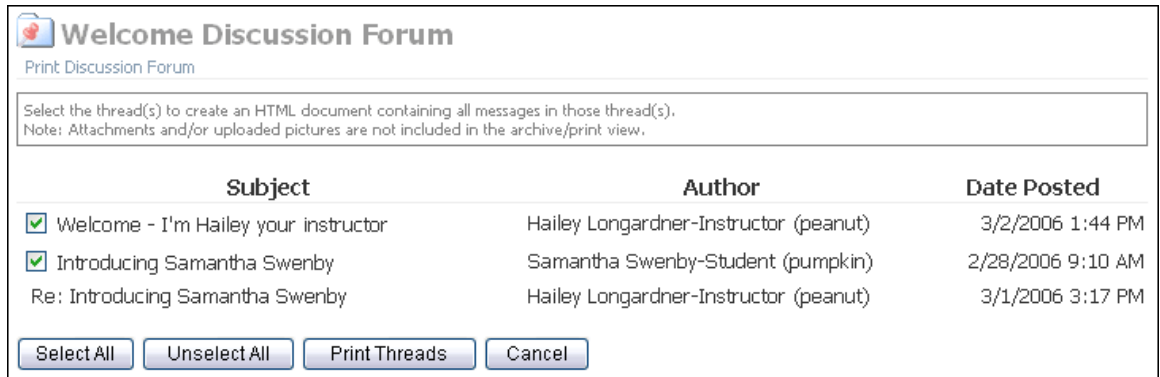
4. Add a keyword for this pool of questions in the **Keyword** field.
5. Click the **OK** button. Your questions from the selected quiz are added to the pool of questions and are assigned the keyword you specified.

Print Discussion Forum

The Print Discussion Forum utility allows you to print a single post, a group of posts or an entire thread in an HTML formatted document. Attachments and/or uploaded pictures are not included in the print view.

To print a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the discussion forum).
3. Click the **Print Discussion Forum** hyperlink. The print discussion forum page appears.



Welcome Discussion Forum
Print Discussion Forum

Select the thread(s) to create an HTML document containing all messages in those thread(s).
Note: Attachments and/or uploaded pictures are not included in the archive/print view.

	Subject	Author	Date Posted
☒	Welcome - I'm Hailey your instructor	Hailey Longardner-Instructor (peanut)	3/2/2006 1:44 PM
☒	Introducing Samantha Swenby	Samantha Swenby-Student (pumpkin)	2/28/2006 9:10 AM
	Re: Introducing Samantha Swenby	Hailey Longardner-Instructor (peanut)	3/1/2006 3:17 PM

4. To select all posts, click the **Select All** button. This selects all the checkboxes next to the discussion forum posts. To unselect all posts, click the **Unselect All** button.
5. To print the forum posts and threads in an HTML formatted document, click the **Print Threads** button. An HTML page is created displaying all the selected posts and threads.
6. To print select **File > Print** from your browser toolbar.

View Posted Submissions

When creating course content, you may find that you want to include a form requiring input from your student. When you create this form, which can be done using standard HTML form tags, the student submits the requested information and it is recorded in ANGEL as a submission.

To view posted submissions:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the content item).
3. Click the **View Posted Submissions** hyperlink. The submissions list appears.



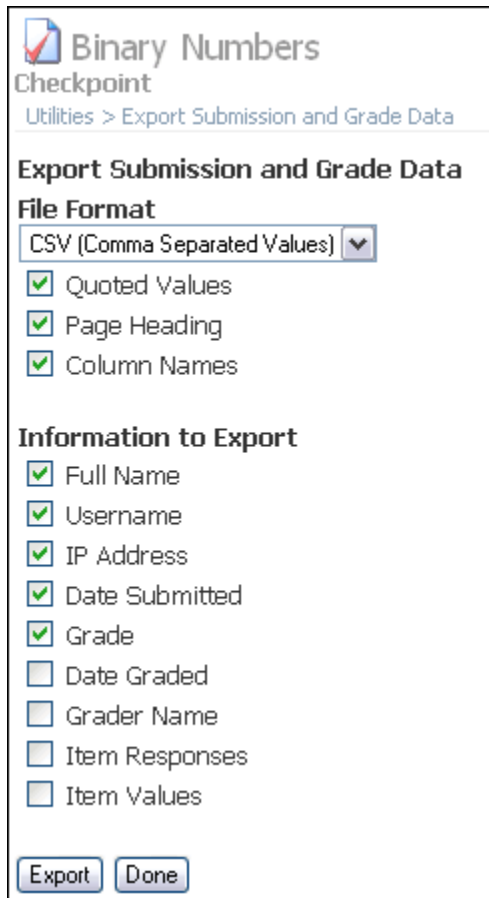
- Click the **View** button to view the submission. Optionally, to delete a submission click the **Delete** button.
- When finished reviewing the submissions, click the **Done** button.

Export Posted Submissions

The Export Posted Submissions and Grade Data utility allows you to export the data submitted from quizzes, drop boxes and surveys.

To export posted submissions:

- Log into your ANGEL course and click the **Lessons** tab.
- Point to the **Utilities** hyperlink (located underneath the quiz, survey or drop box name).
- Click the **Export Submission and Grade Data** hyperlink. The export submissions page appears allowing you to select the items you wish to export.



Binary Numbers
Checkpoint
Utilities > Export Submission and Grade Data

Export Submission and Grade Data

File Format

☒ Quoted Values
☒ Page Heading
☒ Column Names

Information to Export

☒ Full Name
☒ Username
☒ IP Address
☒ Date Submitted
☒ Grade
☐ Date Graded
☐ Grader Name
☐ Item Responses
☐ Item Values

4. Select the file format to export from the drop-down list.



Export a submission item's data in a single format (comma separated value; .csv) that can be opened with a spreadsheet program (such as Microsoft Excel). The fixed length text (.prn) and tab delimited (.txt) file types may require some simple conversion to open in a spreadsheet program.

5. Select the checkbox next to the information you want to export.
6. Click the **Export** button. The File Export and File Download dialog box appears.
7. Click the **Save** button on the File Download dialog box. The Save As dialog box appears.
8. Type a file name in the **File** name field.
9. Click the **Save** button.
10. When the export is complete, click the **Close** button on the File Export dialog box.

Export Response Statistics

Responses to survey items can be exported in a simple format (comma separated value; .csv) that can be opened with a spreadsheet program (such as Microsoft Excel). The fixed length text (.prn) and tab delimited (.txt.) file types may require some simple conversion to open in a spreadsheet program.

To export response statistics:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the survey).
3. Click on the **Export Response Statistics** hyperlink. The export response statistics page appears.

Course Evaluation
Utilities > Export Response Statistics

Export Response Statistics

File Format
CSV (Comma Separated Values) ▼

☒ Quoted Values
☒ Page Heading
☒ Column Names

Information to Export
☒ Field ID
☒ Question Text
☐ Image URL
☒ Choice Labels
☒ Choice Counts

4. Select the file format from the **File Format** drop-down list.
5. Select checkboxes next to the information you want to export.
6. Click the **Export** button. A File Download dialog box appears.
7. Click the **Save** button. The Save As dialog box appears.
8. Type a file name in the **File name** field.
9. Click the **Save** button.
10. When the export is complete, click the **Close** button.

SCORM Assignment

The SCORM Assignment utility allows you to create assignments in the gradebook for SCORM items. SCORM items that are disabled have already been added to the gradebook.

To add a SCORM gradebook assignment:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the SCORM item).
3. Click the **SCORM Assignments** hyperlink. A list of SCORM items appears.

SCORM Gradebook Assignments

Directions: Select the SCORM Resources for which you wish to create gradebook assignments. Items that are disabled have already been added to the gradebook.

ID	Title
☐ T_DA05DE8E_1668E3C7_8BEF606B	Creating Service Request Forms
☒ DEFAULT	SCORM Content

Gradebook Category

Homework

4. Select the checkbox next to the SCORM assignment you want to add to the gradebook.
5. Select the gradebook category from the **Gradebook Category** drop-down list or select the other button to create a new category.
6. Click the **Submit** button. A confirmation screen appears indicating the SCORM content has been added to the gradebook.
7. Click the **OK** button.

Re-upload File

The Re-upload File utility allows you to upload a file from your computer to replace the existing file in your content.

To re-upload a file:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the name of the uploaded content item).
3. Click the **Re-upload File** hyperlink. The upload form page appears.

4. Click the **Browse** button to locate the file on your local computer.
5. Once your file is located and the file name appears in the **File to Upload** field, click the **Upload File** button. When the file has completed uploading, a File Upload Successful message appears.
6. Click the **OK** button.

Download Submissions

The Download Submissions utility allows you to download items that have been submitted to a drop box and grade the item outside of ANGEL.

To download submissions:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Point to the **Utilities** hyperlink (located underneath the drop box name).
3. Click the **Download Submissions** hyperlink. The download submissions page appears.

4. Select ungraded submissions or all submissions from the **Download** drop-down list.
5. Click the **Download** button to zip and save the files to your computer.
6. Unzip the files using a zip utility program. Click on the **Grade.htm** file. The Grade Form appears.



Located on the left, links to all submissions by student name are displayed. The top right section is the grading form. When you select a specific student's submission by clicking the link to the left, the file name appears in the lower right section so you can view the submission.

Introduction Drop Box created 3/8/2006 3:39:30 PM | [refresh grade form](#)

Submissions	Grade Form
1. Hailey Longardner-Instructor (peanut) 2/15/2006 2:41:33 PM Sample Assignment	Maximum Points: 100 ☐ 1. Hailey Longardner-Instructor (peanut) submitted 2/15/2006 2:41:33 PM Grade: 98 Feedback: Browse... ☐ 2. Samantha Swenby-Student (pumpkin) submitted 2/15/2006 2:44:55 PM
2. Samantha Swenby-Student (pumpkin) 2/15/2006 2:44:55 PM Test Drop Box	File and Folder Tasks Rename this file Move this file Copy this file Publish this file to the Web E-mail this file Print this file Delete this file Hailey Longardner-Instructor 2-15-2006 Grade.htm 1 KB HTML Document title.htm 2 KB HTML Document Samantha Swenby-Student 2-15-2006 list.htm 1 KB HTML Document form.htm 4 KB HTML Document

7. Type the grade in the **Grade** field.
8. Use the **Browse** button to browse your computer if you wish to provide a feedback file to the student.
9. When you have completed grading the submissions, click the **Submit** button (located at the bottom of the Grade Form). The processing request information appears in the lower portion of the Grade Form.

Introduction Drop Box created 3/8/2006 3:39:30 PM | [refresh grade form](#)

Submissions	Grade Form
1. Hailey Longardner-Instructor (peanut) 2/15/2006 2:41:33 PM Sample Assignment	Grade: 85 Feedback: Browse... ☐ Send mail messages to users Submit Note: Only selected items will be submitted.
2. Samantha Swenby-Student (pumpkin) 2/15/2006 2:44:55 PM Test Drop Box	Introduction Drop Box Processing request ... processed (peanut) 2/15/2006 2:41:33 PM processed (pumpkin) 2/15/2006 2:44:55 PM Finished

Grade a Discussion Forum

Grading a discussion forum can be handled via the rating of a post or grading directly in the gradebook.

To grade via discussion forum ratings:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum you wish to grade.
3. Click the hyperlinked subject name of the post you wish to rate. The post appears in the bottom of the discussion forum page.
4. Type the rating in the **Rating** field.
5. Click the **Save** button.
6. Once all the posts have been given a rating, click the **Utilities** hyperlink in the upper left toolbar.
7. Click the **Grade Forum** hyperlink. The grading page appears.

User	Total Posts	Points Earned	Points Possible	% Points Earned	Grade (#/100)	Comments
Swenby-Student, Samantha (pumpkin)	1	5	5	100%	100	Very nice introductory post.

Submit Grades Cancel

Viewing the total posts, points earned, points possible, and percentage points earned assists you in determining the grade for this discussion forum.



Rating of forum posts can be done by course assistants. Grading by course assistants is limited to the settings you have specified for the course assistant (i.e. team restrictions, etc.).

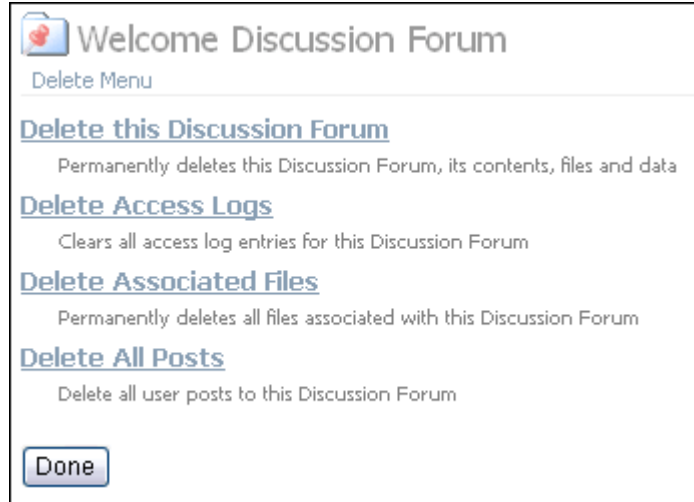
8. Type the grade in the **Grade** field.
9. Place any comments in the **Comments** field.
10. Click the **Submit Grades** button.

Delete

Use the Delete hyperlink to remove an item from your course environment.

To Delete an Item

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located underneath the name of the content item you want to delete). The Delete Menu appears.



The selections on the Delete Menu vary slightly depending on the type of content item.

3. Click the **Delete this xxxx hyperlink** (where xxxx is the name of the content item) to remove the item, its contents, its files, and its data. A prompt appears asking you to confirm that you wish to delete the item permanently.
4. Click the **OK** button.



When access to an item has been cached using the Tracking feature, you may wish to use Delete Access Logs to erase the access records to an item.

To Delete Access Logs

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located underneath the name of the content item you want to delete).
3. Click the **Delete Access Logs** hyperlink. You are prompted that this permanently deletes the specific item or data and if you want to continue.



This process permanently deletes the item or data and cannot be recovered.

4. Click the **OK** button. A records affected message appears at the top of the delete menu showing how many records were altered.

To Delete Associated Files

When files are associated with an item you may want to delete these associated files removing the association with the content item.

To delete associated files:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located underneath the name of the content item). The Delete Menu appears.
3. Click the **Delete Associated Files** hyperlink. A prompt appears asking you to confirm that you want to delete the data permanently.
4. Click the **OK** button. A records affected message appears at the top of the delete menu showing how many records were altered.

To Delete Sub-items from a Folder

At the Folder level you may want to delete certain sub-items within a folder while retaining other sub-items.

To delete sub-items from a folder:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located under the name of the folder). The delete menu appears.



The selections on the Delete Menu vary slightly depending on the type of content item.

3. Click the **Delete Sub-items** hyperlink. A delete checklist appears.
4. Select the checkbox to the left of the sub-item(s) you want to delete.
5. Click the **OK** button. A prompt appears asking you to confirm that you want to delete the sub-items permanently.
6. Click the **OK** button. A list of the deleted sub-items appears.
7. Click the **OK** button.

To Delete All Submissions

When using content items that involve submissions such as quizzes, surveys, and drop boxes you may want to delete submissions affiliated with the content objects without deleting the items themselves.

To delete all submissions:

4. Log into your ANGEL course and click the **Lessons** tab.
5. Click the **Delete** hyperlink (underneath the name of the quiz, survey, or drop box containing submissions you want to delete).
6. Click the **Delete All Submissions** hyperlink. A prompt appears asking you to confirm that you want to delete the submissions permanently.



This process permanently deletes the submissions and cannot be recovered.

7. Click the **OK** button. A records affected message appears at the top of the delete menu showing how many records were altered.

To Delete Questions

When using content items that involve questions such as quizzes and surveys you may want to delete questions affiliated with the content items without deleting the items themselves.

To delete questions:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located underneath the name of the quiz or survey containing the questions you want to delete).
3. Click the **Delete Questions** hyperlink. The list of questions to delete appears.
4. Select the checkbox next to the question you want to delete.
5. Click the **OK** button. A prompt appears asking you to confirm that you want to delete the questions permanently.



This process permanently deletes the item or data and cannot be recovered.

6. Click the **OK** button. A list of questions that have been deleted appears.

Delete Discussion Forum Posts

When using discussion forums you may want to delete postings affiliated with a discussion forum without deleting the forum itself.

To delete postings from a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Delete** hyperlink (located underneath the name of the discussion forum containing the postings you want to delete).
3. Click the **Delete All Posts** hyperlink. A prompt appears asking you to confirm that you want to delete the postings permanently.



This process permanently deletes the item or data and cannot be recovered.

4. Click the **OK** button. The **Delete of All Forum Posts successful** message is displayed.

Preferences

The Preferences utility provides additional options that can be set for your lesson preferences. There are three areas that can be changed – Navigation Menu, Default Access Settings, and Advanced Settings.

Lessons Preferences

Navigation Menu

☒ Next ☐ Index
☒ Previous ☐ Footer navigation
☐ Up
☐ Top

Default Access Settings

Tracking
Viewable By

Advanced Settings

Root View
Folder View
☐ Top-level Delete menu (access to reset options)

Navigation Menu

The Navigation Menu provides navigation options for the Lessons area. By default, Next and Previous appear on the course navigation toolbar in the upper right. The lessons preference navigation menu allows you to add up, top, index, and footer navigation to your course navigation toolbar.

Default Access Settings

The Default Access Settings determine the tracking options and viewable by option when creating new course content. Setting these options prior to creating content sets your preferences for your content eliminating the need to set tracking and viewable by on each new content item created.

Tracking

To set tracking:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Preferences** hyperlink (located in the upper left toolbar).
3. Select the tracking option from the **Tracking** drop-down list. By default tracking is disabled.
4. Click the **Save** button.

Viewable By

To set viewable by:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **Preferences** hyperlink (located in the upper left toolbar).
3. Select the tracking option from the **Viewable By** drop-down list. By default viewable by is set to students.
4. Click the **Save** button.

Advanced Settings

The Advanced Settings area provides advanced options for your lessons content.

Root View

The Root View setting allows you to select how the lesson content is viewed. The following settings are available:

View	Description
Default	This shows the content items in a list view.
List View	If you have changed the view from the default setting, you can select list view to return the content items to a list.
Grid View	The grid view provides a grid of the content items. You can elect to have the grid appear in 2, 3, 4, 5, 6, 7, or 8 grids.

Folder View

For items contained within a folder you can select how the items within the folder are viewed. You have the option to select the following settings.

View	Description
Default	This shows the content items in a list view.
List View	If you have changed the view from the default setting, you can select list view to return the content items to a list.
Grid View	The grid view provides a grid of the content items. You can elect to have the grid appear in 2, 3, 4, 5, 6, 7, or 8 grids.

Editor Menu

The Editor Menu setting allows you to determine how your editing menu is displayed. To change how the Editor Menu is displayed, select your preference from the drop-down list.

View	Description
Default	Menu is displayed beneath the name of the content item using hyperlinks (Context Menu).
Buttons	Displays buttons Edit and Delete next to the content name.
Text	Displays Edit and Delete text hyperlinks next to the content name.

Top-level Delete Menu

Selecting the checkbox next to the Top-level Delete menu places a delete hyperlink in the toolbar at the top level of your lesson content. You do not have to click the lesson content item in order to access the delete utility.

Print

The Print hyperlink allows you to print the current page displayed Lessons tab.

My Notes

The My Notes hyperlink provides each user with an online space to take notes on any content located on the Lessons tab.

Using My Notes

To access My Notes:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the **My Notes** hyperlink (located in the upper right toolbar). The Note Editor page displays.
3. Type or paste your text in the **Note** field.

4. Click the **Save** button. A review of your note is displayed.
5. To access the Notes Editor to edit your text, click the hyperlinked title of the note.
6. To add additional notes, click the **Notes Menu** button.
7. Click the **New Note** hyperlink.

Previous/Next

The **Previous/Next** hyperlinks located in the toolbar in the upper right serve as a navigation tool progressing you through your course content. Previous moves you to the item previously viewed. The **Next** hyperlink takes you to the next content item on the Lessons tab. Use these links to move quickly through your content.

Resources Tab

The Resources tab is the central location for information concerning the course. It provides students and instructors one place to see the syllabus, course bookmarks and institutional resources.

The screenshot shows the 'Resources' tab interface. At the top, there is a title bar 'Resources' with 'Edit Page' on the left and 'Refresh' on the right. Below this, the interface is divided into several sections:

- Syllabus:** A section with an 'edit' button. It displays 'No Syllabus' with a background image of a hand holding a pen.
- Course Resources:** A section with an 'edit' button. It contains a 'Useful Links' section with a folder icon.
- Institutional Resources:** A section containing a link to <http://www.nps.edu/>.
- Wikipedia:** A section with a search bar and radio buttons for 'Wikipedia' (selected), 'Wiktionary', and 'Wikibooks'. There is a 'Search' button and a 'Full-text Search' button.
- Google:** A section with the Google logo and a search bar with a 'Search' button.

Syllabus

The Syllabus can be created by using a form that allows you to type syllabus information in an ANGEL syllabus template; or you can upload a custom syllabus file you have created.

Creating a Syllabus

To create a course syllabus using the default template:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button located on the Syllabus toolbar. The **Syllabus Source** appears.

The screenshot shows the 'Syllabus Source' form. It has a title bar 'Syllabus' with an 'edit' button. The main content area displays 'No Syllabus' with a background image of a hand holding a pen. Below this, there is a 'Syllabus Source' section with a dropdown menu set to 'Default Template'. There are two buttons: 'Syllabus Editor' and 'Syllabus Files'. At the bottom, there are 'Update' and 'Cancel' buttons.

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

In the General Information section:

Field	Description
Heading	Type the text that you want to display as the title of the syllabus.
Keywords	Type a list of keywords separated by spaces to improve keyword search results.

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:

Field	Description
Name	Type the primary instructor's full name as you want it to appear in the syllabus.
Home Phone	Type the home phone number of the primary instructor if desired. Please remember that this information is publicly available if provided.
Office Phone	Type the office phone number of the primary instructor.
Office Address	Type the building code and room number of the primary instructor.
Calling Hours	Type the days of the week and hours the instructor is available to accept phone calls.
Office Hours	Type the days of the week and hours the instructor is available for office hours.
E-mail	Type the e-mail address for the primary instructor.
Homepage	Type the URL of the primary instructor's homepage if one exists. Do not use the URL for the course's homepage as a different field is available for this URL.
Photograph URL	Type the URL for a photograph of the primary instructor if desired. Remember that this photograph is publicly available if provided.

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 of paste the email address, homepage URL and photograph URL in the **E-mail**, **Homepage** and **Photograph URL** fields.

In the Course Information section:

Field	Description
Meeting Location	Type the building code and room number or physical address where class is held.
Meeting Times	Type the days of the week and times class is held.
Start Date	Type the date that class is first held.
Homepage	Type the URL for the homepage for this course. This may be a common page for all sections of the course or unique to this section.
Required Text	List all textbooks and other materials required for the course. Make sure to include the names of the authors and revision number.
Suggested Text	List any additional suggested books or other resources.
Description	A strong course description early in the syllabus can often generate student interest by giving a stimulating overview of the course, including its content, its value, and the philosophical or pedagogical assumptions behind it. You will want to increase student enthusiasm and to emphasize the relevance and applicability of the course. You will also want the description to reflect your values and attitudes.
Objectives	Course objectives or goals can sometimes be combined with the course description, depending on their complexity and the nature of the course and discipline. Course objectives, ideally characterized by action verbs, usually appear as a statement or an outline describing what students should be able to do at the end of the semester. Clear objectives can foster a sense of partnership and an awareness that you and your students are working toward the same goals. Objectives can provide both a focus and a motivation for learning. Four basic questions can help you identify and/or quantify your objectives or goals: 1. What do you want your students to learn? 2. What assignments, classroom activities, and pedagogical approaches will help them master the identified knowledge, skills, or attitude change? 3. How will you determine that students have accomplished what you set out to teach them? 4. How will you evaluate their achievements?

Field	Description
Schedule	Students often turn first to the tentative schedule, which lists topics, assignments, class activities such as field trips, projects, and examinations with their due dates. They want to know what will be happening and when. For an instructor, probably the most difficult planning decisions concern the structuring of course material. How much can students cover in a typical semester? What points should be emphasized? What textbook material can be omitted? To help students organize their time, your syllabus could also reflect a step-by-step approach to major assignments. For a research paper counting significantly toward the final grade, for instance, you might want to assign due dates for a working bibliography, outline, and a rough draft. Be certain your schedule emphasizes, perhaps through bold type, the dates of exams and specific assignments. Your list of assignments should permit adjustments if your entire class should suddenly get involved in an animated discussion that seems more worthwhile than a scheduled quiz or if you unexpectedly need to spend more time on a particular topic. Many instructors include a formal announcement indicating that their syllabus is subject to change depending on the needs of the class but emphasizing that students are responsible for the material covered because of an adjustment.
Requirements	Course requirements should be suggested in your objectives and in your assignment schedule. It is desirable, however, to also give an explicit explanation of your expectations in a separate section of the syllabus, or combined with your explanation of grading policies. Many instructors prepare handouts during the semester to aid students with specific assignments, but these should not replace a written explanation of the course requirements in your syllabus. The extra material (explanations of the assigned case study, book review, class project, research paper, or term paper) can even be attached to the syllabus. Some instructors indicate their attendance and make-up policies in this section of the syllabus.

Field	Description
Attendance Policy	You need to determine whether or not to count attendance or class participation toward the final grade. Some students will need to miss class because of work or family obligations, so you will want to clarify your policy in writing. You should be flexible, but not overly permissive. If you want to count points for class participation toward the final grade, be certain you define this sometimes-elusive phenomenon and emphasize its significance for students. Are you looking for the number of times students speak up or for the quality of their commentary? Will you let students know, during the semester, how they are doing in this regard? Will active class participation substantially affect the final grade or only be considered in borderline cases? Will lack of participation - especially by the shy or insecure person - have an adverse affect on the final grade? Will participation in group activities be evaluated?
Academic Integrity	To protect yourself, perhaps in conjunction with your grading policy, you will want to mention the School's policy on integrity in the Student Handbook and your own views about cheating on exams or about plagiarism. Students are often naive about plagiarism, associating it merely with copying and not with the use of ideas which they have paraphrased without proper citation. To encourage academic integrity, especially in large classes, you might include this statement in your syllabus: "You may be asked to show photo identification before being permitted to sit for course examinations. Please bring photo ID to all exams."
Miscellaneous	If you use any unusual class procedure, such as cooperative small group learning, panel presentations, or class journals, course web sites, or an online course environment, you should make them known in your syllabus at least briefly.

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.

Using Syllabus Files

If you have a completed syllabus you may find the Syllabus Editor a tedious task – requiring you to input or copy/paste each field one by one. If you are uploading an existing syllabus file, you will want to convert an existing document (Word, WordPerfect, etc.) to a web page and upload it to ANGEL's Syllabus Files.

The Syllabus Files allows you to organize your syllabus files by creating folders, pages, or uploading files. For additional information on creating folders and pages, refer to the section of this document titled *Lessons Tab*.

Convert and Upload an Existing Syllabus File

To convert a Microsoft Word document to a web page:

1. Open your Word syllabus on your local computer.
2. In Microsoft Word select **Save As** from the File menu.



This step may vary slightly if you are using a different version of Microsoft Word or a different word processing program. Most word processing programs (Microsoft Word, WordPerfect, etc.) offer the option to save as a web page or save as HTML (Hypertext Markup Language). In most cases, the steps will be very similar to the process described.

5. Select Web Page (filtered) or HTML from the **Save a type:** drop-down list.
6. Click the **Save** button.



By converting your word processing document to a web page before uploading it into ANGEL your uploaded syllabus is more accessible to students – not requiring the student to have the specific word processing program installed to be able to view the syllabus.

If your syllabus document included embedded images, you notice that the process of saving the document as HTML creates an HTML file (syllabus.htm) and an associated folder containing the images needed to properly display the HTML-formatted syllabus. The recommended process for uploading the syllabus file and associated folder is discussed in the section of this document titled *Lessons Tab*.

Uploading the Syllabus

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button on the Syllabus toolbar.
3. Click the **Syllabus Files** button.
4. Click the **Add Content** hyperlink (located in the upper left toolbar).
5. Click the **Upload Files** hyperlink.
6. Click the **Browse** button to browse your computer for your syllabus file.
7. Once the appropriate filename appears in the form click **OK**. The path to your syllabus file appears in the **File to Upload** field.
8. Click the **Upload File** button. Uploading your file may take a few minutes. When complete an Upload Successful message displays.
9. Click the **Done** button.
10. Click the **Exit Syllabus Files** button.
11. Click the **Edit** button on the Syllabus toolbar.
12. Select your syllabus file name from the **Syllabus Source** drop-down list. Your uploaded file name is preceded by Document:
13. Click the **Update** button.

Course Resources

Course resources are links to other web pages which may be of use to your students.

Adding Resources

To add additional resources for your students:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button in the Course Resources toolbar.
3. Click the **Add a Link** hyperlink located in the Resources Links menu bar.
4. Type or paste a title in the **Title** field.
5. Type or paste a fully qualified URL in the **URL** field.
6. Type or paste a description for the link in the **Description** field.
7. Select a target for the page from the **Target** drop-down list.
8. Select the category from the **Category** drop-down list. You can create new categories by clicking the **Other** button and typing the new category name in the prompt.
9. Select who may view this resource by selecting the **Viewable By** in the drop-down list.
10. Click the **Save** button.

Institutional Resources

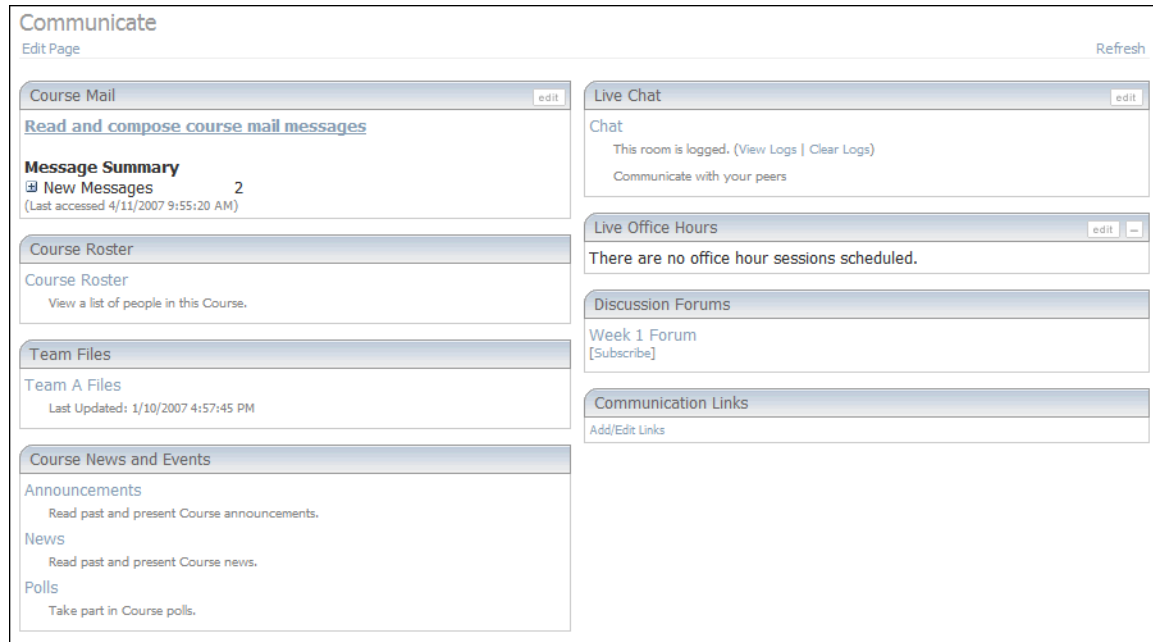
Institutional resources are resources provided by your institution that are of use to students and instructors. The resources provided vary by institution.

To remove institutional resources from your course:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit Page** hyperlink (located on the Resources toolbar).
3. Click the **remove** button () on the Institutional Resources component.
4. Click the **Save** button.

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** to communicate to your students and other faculty or teaching assistants in your course. Read, compose and review sent mail.

Team Files provides a space for student teams to share project files and other documents.

The **News and Announcements** area allows you to post course announcements, class news, and polls for your students.

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

Students and instructors can use the Course Mail tool to correspond with each other without requiring the use of Internet e-mail accounts. Users access a powerful Inbox to:

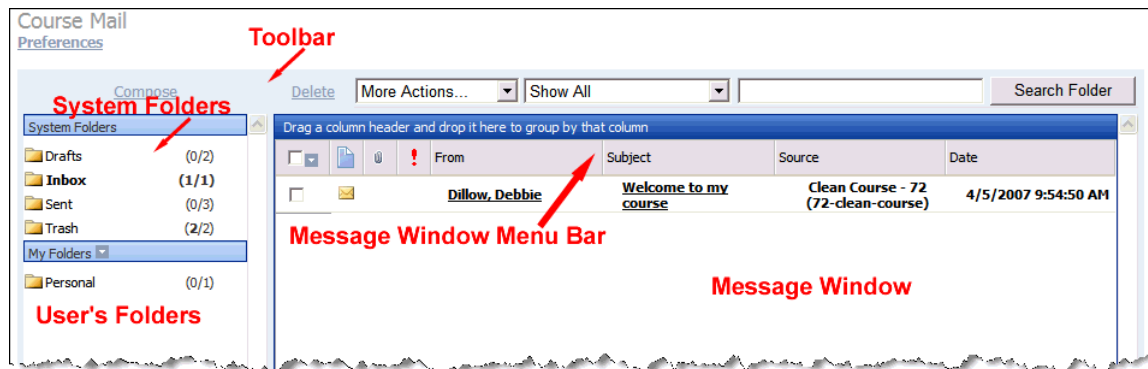
- compose messages using the inline HTML Editor and Spell Checker
- add attachments

- view messages by sender, subject, source, and date
- read and reply to messages
- create folders to store messages
- search for messages
- monitor who has and has not read a message
- block users
- send messages to Internet e-mail addresses

Touring the Inbox

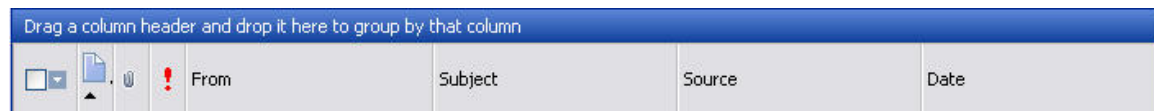
The Inbox is the focal point for Course Mail which enables a user to send, read, and store all your Course Mail messages in one view. There are five main elements to the Inbox as shown in the following figure.

- Message Window
- Toolbar
- System Folders
- My Folders
- Preferences

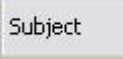
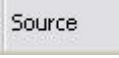
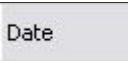


Message Window

The message window displays the email messages for the active folder. This window contains the following components in the Message Window Menu Bar.



Field Name	Icon	Definition
Menu		Select messages by those that are unread, read, or with file attachments

Field Name	Icon	Definition
Icon		Designates read and unread messages
Attachment		Messages containing a file attachment
Priority		Designates the urgency of a message with Low, Normal, or High classification
From		Who sent the message
Subject		What the message is about
Source		Personal or Course name (includes section ID if logged in as instructor)
Date		Date and time message sent



You can sort from ascending to descending order by each of the fields. You can also drag a column header, located in the message window, to the blue bar labeled **Drag a column header and drop it here to group by that column.**

Toolbar

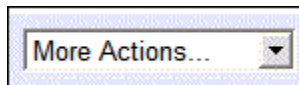
The toolbar contains commands that can be performed within Course Mail. The toolbar commands within the Inbox Messages area include the following.

Command	Definition
Compose	Compose a course mail message. See section <i>Composing and Sending a Course Mail Message</i> .
Delete	Delete a message. Message is moved to the Trash folder. Use this command when selecting multiple messages to be deleted.



The **Delete** command is also available in the **More Actions** drop down box and performs the same action.

More Actions Drop-down Box

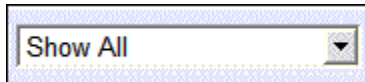


Clicking on this drop-down box notes the following fields:

Field Name	Definition
Send to Folder	Send a message to a System folder or one of your folders that you created under My Folder.

Field Name	Definition
Mark as Read	Mark an unread message as read.
Mark as Unread	Mark a read message as Unread. These messages always appear in a bold font.
Delete	Delete a message. Message is moved to the Trash folder.  The Delete link next to the More Actions drop down box performs the same action.
Message Read By	Check who else has read the message. Messages sent using the Do not disclose recipients option do not display the names of recipients who have and have not read the message.

Show All Drop-down Box

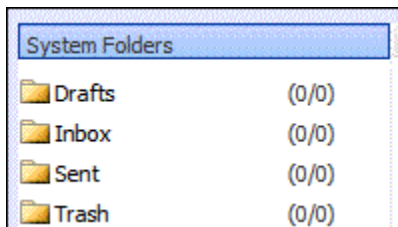


Clicking this drop-down box gives you the following fields:

Field Name	Definition
Show All	Show all personal and course email messages.
Personal	Show personal email only.
Course	Show individual course email only.

System Folders

The System Folders are default folders.



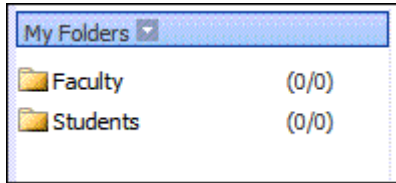
 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

Field Name	Definition
Drafts	Save a draft email message that has not been sent.
Inbox	All incoming email messages arrive in this folder first.

Sent	Course Mail messages that have been sent are found in this folder.
Trash	Messages you wish to delete are contained in the trash folder. To permanently delete, user must go into trash folder, select messages and delete again.

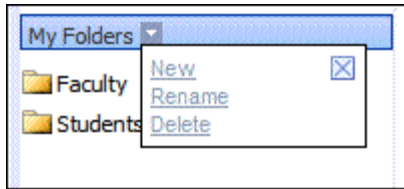
My Folders

My folders are folders that you create and tailor to your specific storage needs.



 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

The functions you can perform in My Folders include:



Field Name	Definition
New	Create a New Folder to store messages.
Rename	Rename a folder that has been created.
Delete	Delete a folder.  Deleting a folder also deletes any email messages in the folder.

Search Folder

	Search Folder

Field Name	Definition
Search Folder	Search messages by subject term.

Preferences

The **Preferences** hyperlink located to the left of the Inbox view allows the user to define the message view preferences, signatures, editing options and privacy settings.

User Course Mail Preferences

Message Preferences

Message Format: Number of message per page:

Font Preference: Forward to Internet E-Mail:

Font Color: Email Address:

Signature Options

☒ Use E-Mail signatures ☐ Use Course-Specific Signatures Course:



Debbie Dillow | Learning Solutions Specialist | ANGEL Learning, Inc.

Editing Options

☒ Automatically spell check messages before sending

Privacy Settings

☒ Don't show my name in public search

Selecting this option will prevent users who do not share a course with you from sending you Course Mail.

The window is described in greater detail in the following table:

Field Name	Definition		
View Message Preferences		Message Format	Choose Plain Text or HTML for how you want to format messages.
		Font Preference	• Arial • Courier • Times Roman • Verdana • System

Field Name	Definition	
	No. of Messages Per Page	• 25 • 50
	Forward to Internet E-Mail	• Do not forward mail • Forward mail and keep as new • Forward mail and mark as read • Forward mail and delete
	Email Address	Enter an Internet e-mail address where you want the mail forwarded to.
Signature Options	Signatures may be customized for each course.	
Editing Options	Check the box to automatically check your spelling before you send a message.	
Privacy Settings	Check the box and list user names to prevent users who do not share a course with you from sending you Course Mail. You can also remove users from your blocked list. See section <i>Blocking a User</i> for more detail.	

Composing and Sending a Course Mail Message

The Compose Message section allows the user to compose and send messages to members of their courses.

To compose and send a message:

1. Log into your ANGEL course, click the **Communicate** tab, and click the **Read and Compose course mail messages** hyperlink. The Inbox appears.
2. Click the **Compose** hyperlink and the compose message window opens.

The following elements makeup the Compose Message window:

Field Name	Definition
Add Recipients Hyperlink	The Add Recipients hyperlink displays the Select Recipients list box of available recipients to send course mail. Refer to <i>Selecting and Removing Recipients</i> for more information.
Subject	Enter a subject for the message.

Field Name	Definition
Priority	Select message urgency from: • Low • Normal • High
Message	The Message field is where you type the message.
HTML Editor toolbar	The HTML Editor toolbar allows you to apply formatting, add images, etc. to your message.  For information regarding how to use the HTML Editor, refer to <i>Appendix I How To Use the Inline HTML Editor</i>.
Attachments	The Attach files hyperlink allows you to add a file attachment to your message.
Message Options	• Do not disclose recipients is another way to Bcc or hide the identities of the recipients. • Send a copy to each recipient's Internet e-mail allows you to send a duplicate message outside the ANGEL environment to the recipients' email address. • Send a copy to each recipients mentor if known sends a copy of the email to a known mentor or advisor for the recipient.
Send Button	Click this button when you are ready to send the message to selected recipients.
Save Draft Button	Click this button to save a draft of your message in the Draft System Folder.
Cancel Button	Click this button to delete the message. You lose all information contained in the message.

3. Select the intended recipient(s) from the **Add Recipient** list box, and click the **To** button. The recipient name appears in the To field. Do the same for **Cc** and **Bcc** fields.



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

4. Type a subject for the message in the **Subject** field.
5. Type the message in the **Message** field. Format as necessary using the inline HTML text editor.
6. Attach any files if necessary. (see *Adding an Attachment* section below)
7. Choose a message Priority. Default is Normal but you can select Low or High.

8. Choose from the three message options. (see *Selecting and Removing Recipients* below)
9. Click the **Send** button to send the message to its recipients. Click the **Save Draft** button to save in the Drafts folder for future editing. Click the **Cancel** button to delete your message. These three buttons are located at the top and bottom of the message window.

Formatting Text

When composing messages you can use the inline HTML editor to format your message.



The components of the inline editor from left to right.

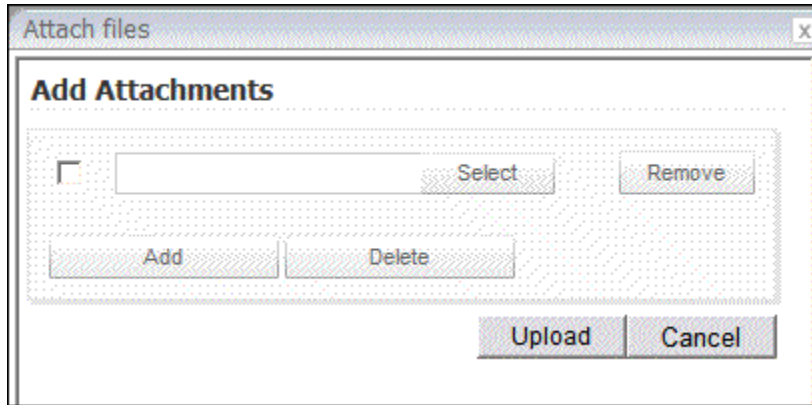
Field Name	Icon	Definition
Collapse Toolbar		Hides the inline editor.
Insert/Edit Macro		Insert or Edit a macro to enhance a message.
Paste		Paste text or picture into the message.
Edit Menu		Click arrow to pull down more toolbar features. • Undo • Redo • Cut • Copy • Paste • Paste as plain text • Paste from Word • Find • Replace • Select All • Remove Format
Bold		Add bold text.
Italic		Add italics to text.
Underline		Underline text.
Insert Content Link		Attach ANGEL content such as a survey or quiz to the email.
Insert/Edit Web		Insert an Internet hyperlink in the message.

Field Name	Icon	Definition
Link icon		
Insert/Edit Image		Insert an image or picture into the message.
Insert Equation icon		Insert spreadsheet equation.
Insert Menu		Insert an additional toolbar feature for the following: • HTML Widget • Insert Equation • Special Character • Universal Keyboard • Line • Page Break
Insert/Remove Numbered List		Insert or remove a numbered list.
Insert/Remove Bulleted List		Insert or remove a bulleted list.
Font		Change type of font. • Arial • Comic Sans MS • Courier New • Tahoma • Times New Roman • Verdana
Size		Change size of text. • xx-small • x-small • small • medium • large • x-large • xx-large
Check Spelling		Check spelling in the message.
Source		Add HTML source code.

Adding and Removing Attachments

To attach a file to your course mail message:

1. Click the **Attach files** hyperlink. The **Add Attachments** upload window appears.



2. Click the **Select** button. A **Choose file** dialog box appears on the screen.
3. Locate and select your attachment file and click the **Open** button. Click the **Add** button to select more files to upload.
4. Click the **Upload** button to upload the files. The uploaded file(s) appears in the **Attachments** box of the message window.



With the **Add Attachments** window open, you can check the box next to a file that you have designated for upload and click the **Delete** button or you can click the **Remove** button next to the file. If you discover that you need to remove the file after uploading it to your message, you can click the **remove** hyperlink next to the file name.

5. Proceed with editing or sending the message.

Selecting and Removing Recipients

To select or remove recipients:

1. Within Compose Message, click the **Add Recipients** hyperlink. The **Select Recipients** window opens.

User	Type
All course faculty (72-clean-course)	Group
All course individuals (72-clean-course)	Group
All course students (72-clean-course)	Group
Team: Students (72-clean-course)	Group
Team: Team A (72-clean-course)	Group
Team: Team B (72-clean-course)	Group
Dillow, Debbie (ddillow)	CourseAdministrator
Dillow-Faculty, Deb (ddillow5712)	CourseEditor
Longardner, Hailey (peanut)	CourseEditor
Swenby, Samantha (pumpkin)	Student

- Click on the **Source list** drop down box to choose All users or users by individual course. You can also type a name in the **Search** form to find a user by first or last name.
- Click on the user name to highlight it and then click the **To** or **Cc** or **Bcc** buttons and the name appear in its respective list box.



You can select multiple names at once by using the **CTRL + Click** keys. After having selected a recipient, remove the name by clicking on it to highlight it and then clicking on the **Remove selected recipients** hyperlink.

- After you are satisfied with the recipients that you have selected, click the **OK** button. The compose message window appears and you see the names listed in the respective list boxes.



If you want to cancel the recipients, click the **Cancel** button and return to the Compose Message window and the To field will be blank.

Message Options

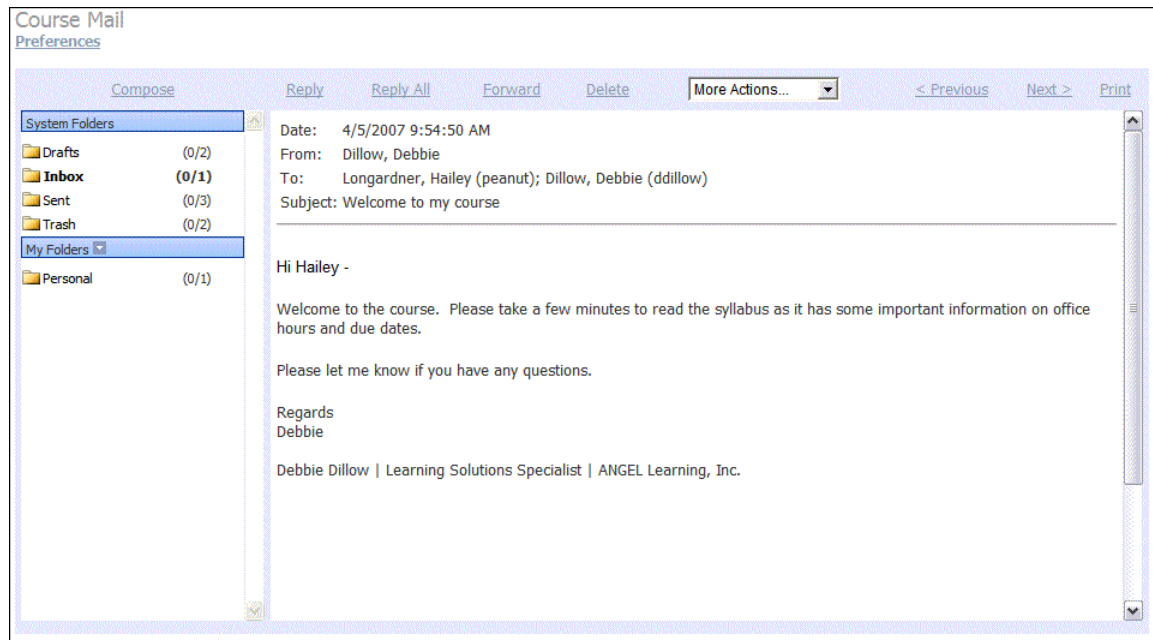
There are three options for sending messages.

Field Name	Definition
Do not disclose recipients	Instead of selecting user names for the Bcc list box, check this box to keep names of recipients private.
Send a copy to each recipient's Internet e-mail	If you wish to send a copy of the Course Mail to a recipient's Internet e-mail address, check this box.
Send a copy to each recipient's mentor if known	If you wish the recipient's mentor to have a copy of the Course Mail, check this box.

Reading and Replying to a Course Mail Message

The Course Mail Read Message section allows the user to read and reply to messages. The Read Message elements as shown in the following figure include:

- Message Window
- Toolbar

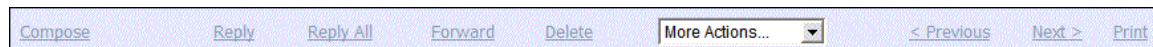


Message Window

The Read Message window displays the email message.

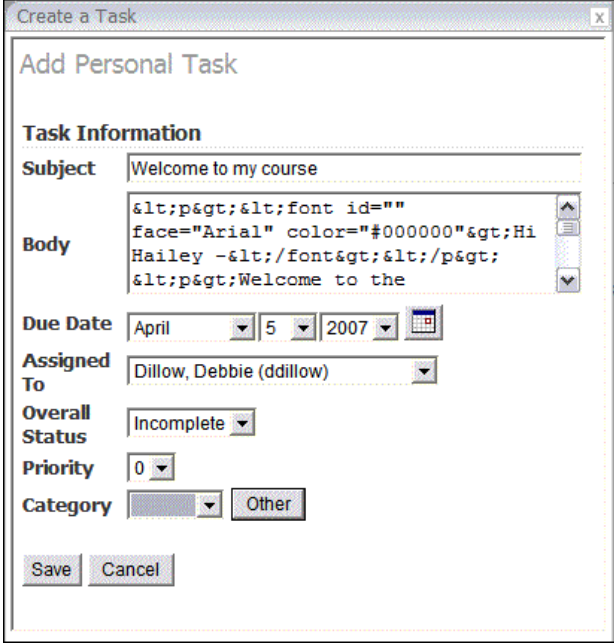
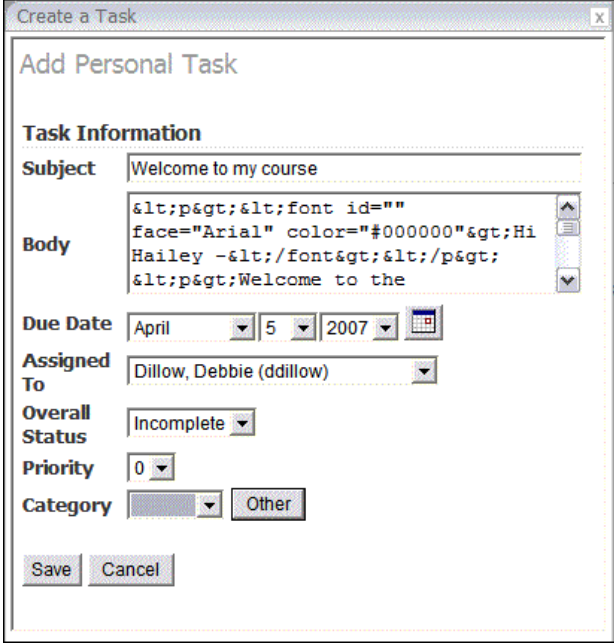
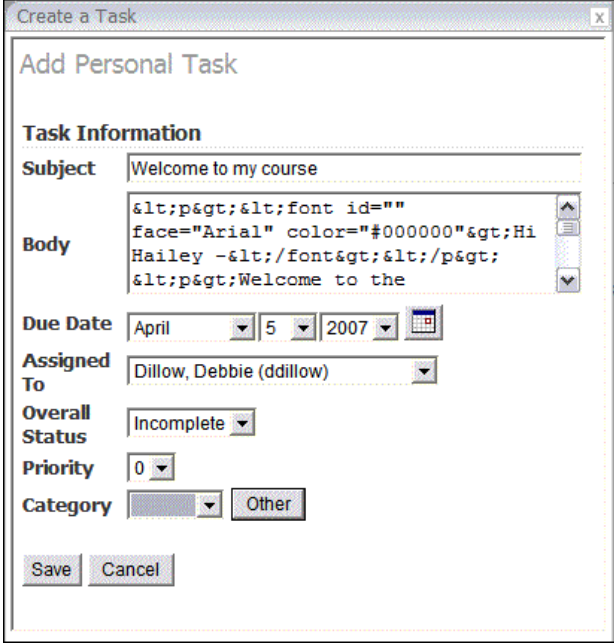
Toolbar

The toolbar contains commands that can be performed within Read Message and includes the following elements:



The following elements make up the Read and Reply window:

Command	Definition
Compose	Compose a course mail message. See section <i>Composing and Sending a Course Mail Message</i> .
Reply	Replies to the sender of the message.
Reply All	Replies to all recipients of the message (within the rights of the user replying – e.g. can't reply to an All Campus message).
Forward	Forwards message to a new recipient that you select.

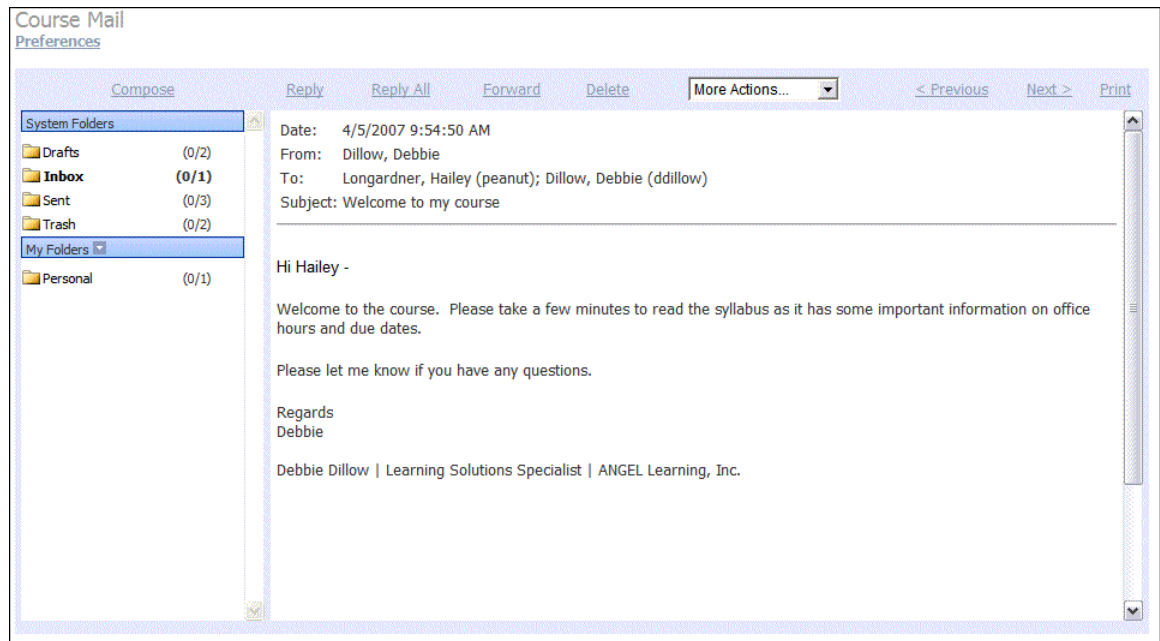
Command	Definition										
Delete	Moves message into trash folder.										
More Actions	Same as the Inbox more Actions except for the addition of the “Create a Task” option detailed below. <table border="1"> <tr> <td>Create a Task</td><td> Add a personal task based on the information contained within the mail message.  </td></tr> <tr> <td>Send to Folder</td><td>Send a message to a System folder or one of your personal folders that you created under My Folder.</td></tr> <tr> <td>Mark as Unread</td><td>Mark a read message as Unread. Unread messages always appear in a bold font.</td></tr> <tr> <td>Delete</td><td>Delete a message. Message is moved to the Trash folder.</td></tr> <tr> <td>Message Read By</td><td>Select the checkbox next to the message to see who has read the message.</td></tr> </table>	Create a Task	Add a personal task based on the information contained within the mail message. 	Send to Folder	Send a message to a System folder or one of your personal folders that you created under My Folder.	Mark as Unread	Mark a read message as Unread. Unread messages always appear in a bold font.	Delete	Delete a message. Message is moved to the Trash folder.	Message Read By	Select the checkbox next to the message to see who has read the message.
Create a Task	Add a personal task based on the information contained within the mail message. 										
Send to Folder	Send a message to a System folder or one of your personal folders that you created under My Folder.										
Mark as Unread	Mark a read message as Unread. Unread messages always appear in a bold font.										
Delete	Delete a message. Message is moved to the Trash folder.										
Message Read By	Select the checkbox next to the message to see who has read the message.										
<Previous Next>	Previous / Next – loads the previous and next messages within the current active folder.										
Print	Opens the Print dialog box to select a printer.										

Read Course Mail Message

To read a course mail message:

1. Log into your ANGEL course, click the **Communicate** tab, and click the **Read and compose course mail messages** hyperlink. The Inbox appears.

- 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.



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

In the Inbox view, messages with attachments display a paper clip icon located to the left of the message subject.

- Click the appropriate button to **Reply**, **Reply All**, or **Forward** the course mail message at which point the process is similar to composing a message.



When out of office is active, and a user opens Course Mail, a dialog box opens reminding the user that the feature is active and asks them if they want to turn it off.

Viewing and Saving an Attachment

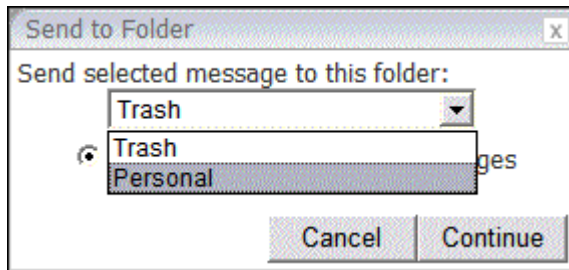
To view and save a message attachment:

- To view the attachment, click the name of the file attachment hyperlink and the message opens.
- To save the attachment to your hard drive, right click on the attachment hyperlink and choose **Save Target As. . .**. The **Save As** dialog box opens for the user to save the attachment.

Sending Message to a Folder

To send a message to a folder:

1. After opening a message to read, go to the **More Actions** drop down box and choose **Send to Folder**. You will see the following dialog box.



You can also send a message to a folder by checking the box next to the message within a folder view and choosing **Send to Folder** from the **More Actions** drop down box.

2. Using the drop down box, choose the system or personal folder that you either want to move the message to or copy the message to.
3. Click **Continue**. The message appears in the folder that you have chosen.

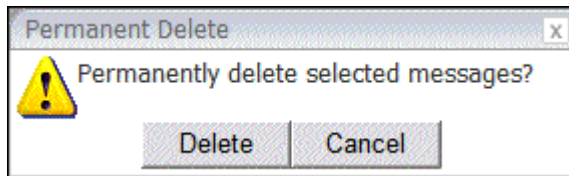
Deleting a Message

There are several ways to delete a message.

- In the system or personal folder view, select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.
- After the user opens a message to read, delete the message by clicking the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.

Both of these options move the message to the Trash folder.

- To permanently delete a message, you must be in the Trash folder view. Select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**. A **Permanent Delete** dialog box opens. Click the **Delete** button if you want to permanently delete the message from the Course Mail Inbox.



Viewing Who has Read or not Read a Message

Selecting the **Message Read By** option from the **More Actions...** drop-down list provides the user with a list of who has read the selected message. To view a list of who has read or not read the mail message perform the following:

1. Click the **Read and compose course mail messages** hyperlink.
2. Select the checkbox next to the mail message you want to check.

3. Select **Message Read By** option from the **More Actions...** drop-down list. The Message Read By page appears.

Message Read By:
List users that have read selected messages

Run by ddillow at 4/5/2007 10:23:11 AM

Source	Message Subject Line	Sent Date	Recipient	Date Viewed
Clean Course - 72 (72-clean-course)	Welcome to my course	4/5/2007	ddillow	4/5/2007 11:07 AM

List users that read selected messages

4. Optionally select **have not** from the *List users that* drop-down list.
5. Click the **Refresh** button.
6. To return to course mail, click the **Back to mail** button.

Sorting and Viewing Messages

The Course Mail Inbox gives you a powerful tool to sort and view your messages.

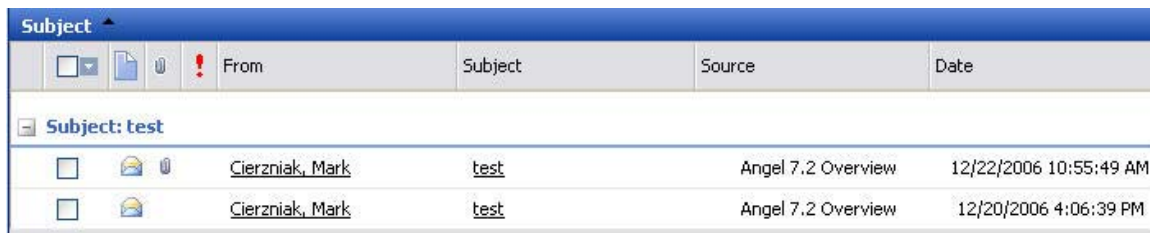
Sorting by Column Headers

If you want to group Course Mail by column, you can drag a column header to the blue subject bar. A spinning **Loading** icon is the signal that the sorting is beginning and you have successfully moved the column into the new position.

The figure below shows the blue bar before dragging the subject column to the blue subject bar.



The figure below shows the blue bar after dragging the subject column. Note that messages are grouped by Subject.

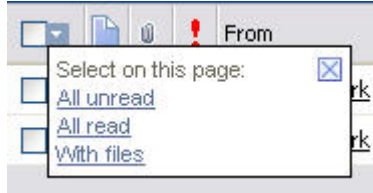


To remove a grouping, drag the column on the blue bar, in this example **Subject**, from the blue bar back to one of the column headers.

Selecting Messages from My Folders

To select messages from the My Folders view, choose the folder containing the messages that you want to select.

1. Within a folder view, click the **Menu** drop down box and the following window opens.



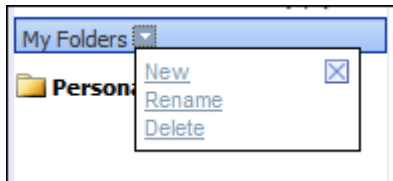
2. When the user clicks on one of the three options, the active folder view shows only those messages relevant to the command selected.
 - Select **All unread** messages. Selects all Unread Messages in the currently active folder.
 - Select **All read** messages. Selects all Read messages in the current folder.
 - Select all **With Files**. Selects all messages with a file attached.

Showing Messages by Personal or Course

To further sort and group messages, click the **Show All** drop down box and choose either **Personal** messages or course mail designated by the **Course Name**.

Working with Inbox Folders

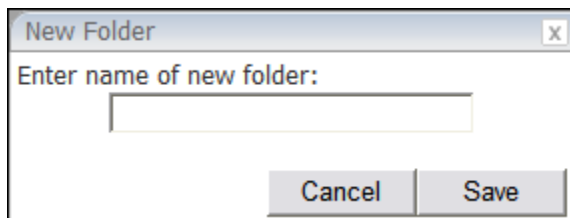
The Inbox folders allow users to store Course Mail messages. Aside from the default System Folders, users can create, rename, and delete personal folders in the My Folders section.



Creating a Folder

To create a folder:

1. Click the **down arrow** next to My Folders. Choose **New** and the following window appears.



2. Type the name of the new folder and choose **Save**.



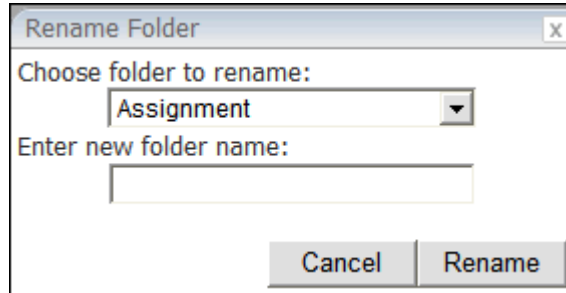
You can type up to 64 characters for a folder name.

3. The new folder appears under the My Folders blue bar in alphabetical order.

Renaming a Folder

To rename a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Rename**. You see the following window.

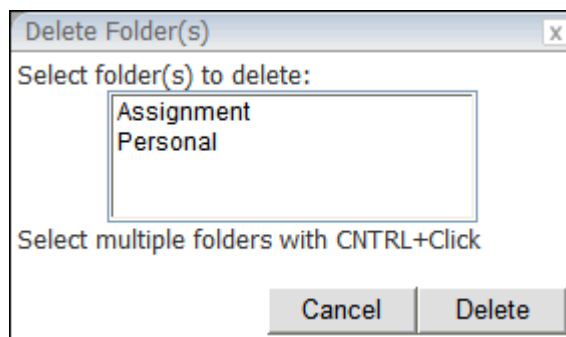


2. Click the drop down arrow under **Choose folder to rename:** and choose the folder to rename.
3. Type the new name for the folder.
4. Click the **Rename** button.
5. The renamed folder appears under the My Folders blue bar.

Deleting a Folder

To delete a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Delete**. You see the following window.



2. Choose the folder to delete.
3. Click the **Delete** button.
4. The deleted folder is removed from My Folders.

Searching a Folder

To search a folder:

1. Choose the system or personal folder that you want to search.
2. Type the subject of the message in the Search Folder form.



The screenshot shows a web form with a text input field containing the word "geometry" and a button labeled "Search Folder" to its right.

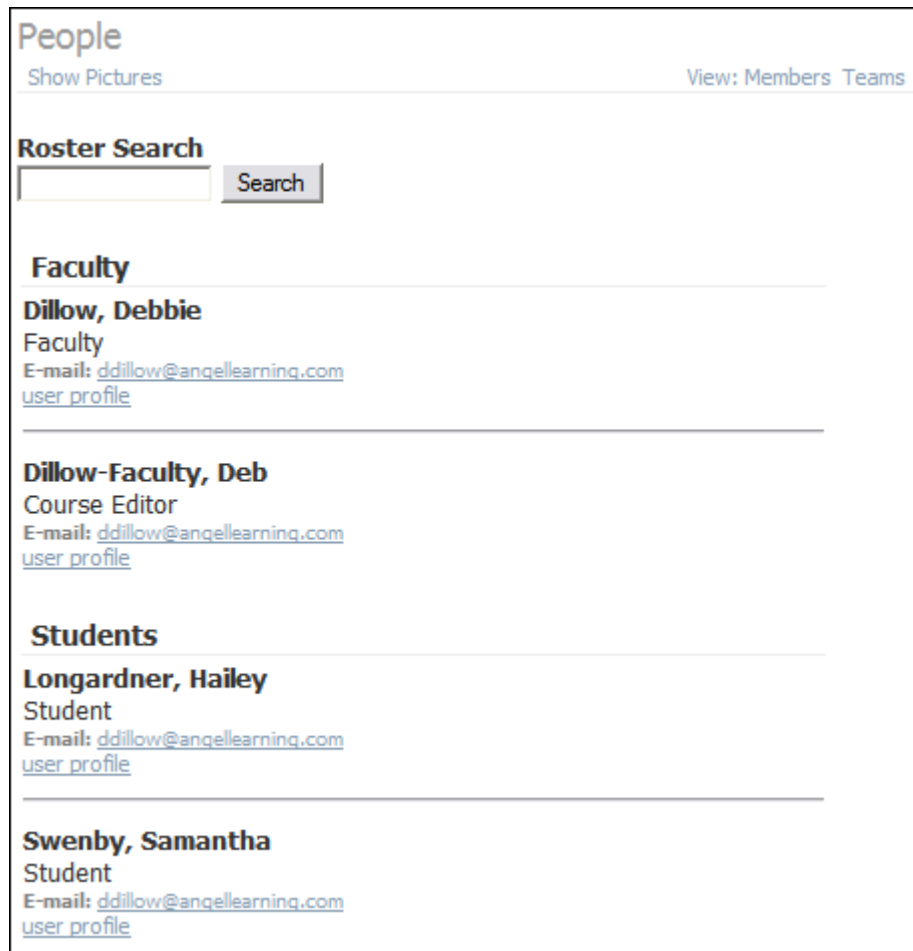
3. Click **Search Folder** button.
4. The message window shows the search results.

Roster

The Roster tool allows students and instructors to view a list of course participants and teams.

Course Roster

The Course Roster section provides faculty and student email addresses, user profiles, learner profiles, and participant pictures, as well as, team member information. To access Course Roster, log into your ANGEL course, click the **Communicate** tab, and click the **Course Roster** hyperlink. The People page appears.



The screenshot shows the "People" page in ANGEL. At the top, there are links for "Show Pictures" and "View: Members Teams". Below this is the "Roster Search" section with a text input field and a "Search" button. The page is divided into two main sections: "Faculty" and "Students".

Faculty

- Dillow, Debbie**
Faculty
E-mail: ddillow@angellearning.com
[user profile](#)
- Dillow-Faculty, Deb**
Course Editor
E-mail: ddillow@angellearning.com
[user profile](#)

Students

- Longardner, Hailey**
Student
E-mail: ddillow@angellearning.com
[user profile](#)
- Swenby, Samantha**
Student
E-mail: ddillow@angellearning.com
[user profile](#)

Field Name	Definition
Show Pictures/Hide Pictures	A hyperlink that either shows pictures or hide pictures depending on which one is visible.
Roster Search	Allows the user to search the roster for a course participant.
E-mail	The email address hyperlink opens with the default email utility and the email address in the To field.
User profile	The user profile hyperlink displays detailed information of the user selected.
View: Members Teams	The View: Members Teams hyperlinks allow the user to view the People page displaying course participants, or the Course Teams displaying all of the teams.

User Profile

The User Profile hyperlink, located underneath the user's name, directs you to information concerning the user. My Profile information of the user is available only if the user has allowed it to be viewable. The User Profile also contains any bookmarks that user has created and made viewable.

My Profile

Hailey Longardner

e-mail peanut10101@yahoo.com

My Bookmarks

Add/Edit Links

Book Resources

Web Management

Course Enrollment

Course	Role	Rights	Other Settings
Introduction to ANGEL 7.1		2	Locked
Introduction to UNIX	Instructor	32	Locked
Samantha's ANGEL Test Course		2	Locked
Fundamentals of Web Management	Instructor	32	
Fundamentals of Web Management		2	Locked

Group Enrollment

Group	Role	Rights	Other Settings
Group			
ANGEL Users	Group Leader	32	Locked

Done

My Bookmarks

Bookmarks allow you to add your favorite webpage links to your Profile for easy access and to sort them by category. You may set permissions on each bookmark to optionally allow others to use the bookmark as well.

To add a bookmark:

1. Click the **Add/Edit Links** hyperlink. The Bookmarks page appears.

- Click the **Add a Bookmark** hyperlink. The Bookmark Editor appears.

Bookmark Editor

Bookmark Settings

Title

URL

Description

Target

Category

Viewable By

Field Name	Definition
Title	The Title field contains the bookmark name.
URL	The fully qualified URL of the webpage you want to bookmark.
Description	Extended description of the webpage.
Target	You may specify a valid browser window or frame target name in the Target field to cause the bookmark to open in a different browser window or frame. For example, to force the bookmark to open in a new browser window, type <code>_blank</code> in the Target field.
Category	The Category area allows you to organize your Bookmarks.
Viewable By	The Viewable By drop-down list allows you to select who you allow to view your bookmarks.

From the Bookmark Editor page:

- Type the bookmark name in the **Title** field.
- Type the bookmark web address in the **URL** field.



Optionally provide a description for the bookmark in the **Description** field.

- Select from the **Category** drop-down list or add a category. To add a category select the **Other** button and add the new name of your category.
- Select an alternate user group from the **Viewable By** drop-down list to allow the specified user group to view your bookmark. Selecting **Everyone** from the **Viewable By** drop-down menu potentially allows anyone (including unauthenticated users) to view the bookmark.
- Click the **Save** button.

Course Enrollment

The Course Enrollment area lists the course(s) in which the user is enrolled, the roll within the course, the rights within the course (this is a numeric value), and any other settings as noted by the system.

Group Enrollment

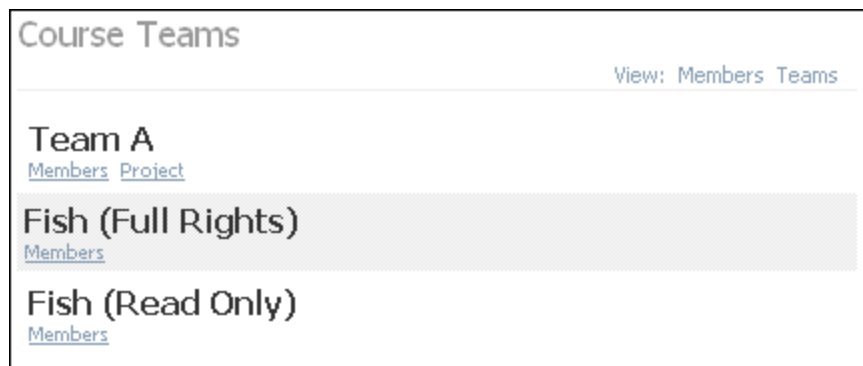
The Group Enrollment area lists any group(s) in which the user is a member as well as the roll within the group, rights and other settings as noted by the system.



The name of the course or group is a hyperlink that provides access to the actual course. What is viewable within the course is based on the course settings.

Teams

Selecting the **Teams** hyperlink displays the Course Teams roster. From this page you can access the team roster, edit the roster or edit the teams. Refer to the sections of this document titled *Roster Editor* and *Team Editor* for more details.

**Team Files**

The Team Files section allows you to upload, download, rename, copy, move, zip, manage or delete files associated with a content item. This feature may be particularly useful when embedding files into content items. For example, if you create a page of text that also includes an image, you can upload the image file as an associated file. Refer to the section of this document titled *Associated File Manager* for more details.

Team Projects

Team Projects area provides an HTML page listing the project(s) specifications for a particular team. In order to view the Team Projects nugget it is necessary to create a special default.htm page under the Team Files area.

To create the team project page:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click on the hyperlinked name of the desired team in the **Team Files** area.
3. Click the **Add Content** hyperlink (located in the upper left toolbar).
4. Click the **Create a file** hyperlink. The Create a File page appears.
5. Type the file name **default.htm** in the **File Name** field.

6. Type specific comments, instructions, etc. in the **File Contents** field.
7. Click the **OK** button. The hyperlink Team *n* Project appears in the Team Projects area. Clicking on the hyperlink name displays the comments, instructions, etc. that you have specified in the default.htm page.

News and Events

The News and Events section provides communication tools that alert the student of important announcements, news concerning the course and gathering opinions through course polls.

Announcements

The Announcements tool allows course editors to create course announcements that are displayed on the course welcome page and on the student's personal page (Home).

To access Announcements, log into your ANGEL course, click the **Communicate** tab, and click the **Announcements** hyperlink. The Announcement Editor page appears.

Field Name	Definition
Add Announcement	The Add Announcement hyperlink allows you to add an announcement.
User	The User drop-down list allows you to view announcements for the user type you select.
View: Past Present Future All	The View hyperlinks allow you to select what announcements to view.
Sort: Ascending Descending	The Sort hyperlink allows you to select the order in which the announcements are viewed.

Add a Course Announcement

From the Announcement Editor page, click the **Add Announcement** hyperlink. The Announcement Editor Announcement Settings form appears.

Announcement Editor

Announcement Settings

Announcement

Mid-term exam study groups are formint now. The following study dates are still open:

April 30, Monday, 2:00 - 4:00 PM

May 2, Wednesday, 11:00 AM - 1:00 PM

Start Date

April 16, 2007 PM 06 : 50

End Date

May 2, 2007 PM 06 : 50

Sequence

Default

Section

72-clean-course Other

User

Everyone Other

Save Cancel

Field Name	Definition
Announcement	Use the Announcement field to specify the text that should appear as the announcement.
Start Date	The Start Date setting specifies the date on and after which the item should be displayed. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. The Start Date also determines the order in which items appear.
End Date	The End Date setting specifies the date on which the item should no longer be displayed.
Sequence	The Sequence setting can be used to explicitly specify the order in which items with the same start date should be displayed.
User	The User setting specifies the User or Team to which the item applies. The special setting Everyone indicates the item applies to all users within the course, group or area.

From the Announcement Editor Announcement Settings form:

1. Type your announcement into the **Announcement** text box
2. Use the drop-down menus to designate a **Start Date** and an **End Date** for the announcement to be displayed.
3. Use the **Sequence** drop-down menu to determine the display order when multiple announcements are shown simultaneously.

- Click the **Save** button. Your announcement now appears on the **Announcement Editor** and the **Course Announcements** screen.

Edit/Delete a Course Announcement

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

News

The News tool allows course editors to create course news articles. Roster members can view course news articles by visiting a read-only version of the News tool.

To access News, log into your ANGEL course, click the **Communicate** tab, and click the **News** hyperlink. The News Editor page appears.

Field Name	Definition
Add Article	The Add Article hyperlink allows you to add an article.
User	The User drop-down list allows you to view articles added for the user type you select.
View: Past Present Future All	The View hyperlinks allow you to select what articles to view.
Display: Headlines Abstracts Stories	The Display hyperlink allows you to select the type of news article to view.

Add a News Article

From the News Editor page, click the **Add Article** hyperlink. The News Editor News Settings page appears.

News Editor

News Settings

Headline

Story

Abstract

Author

Source

Copyright

Start Date

End Date

Sequence

Top Story

Section

User

Save Cancel

Field Name	Definition
Headline	Use the Headline field to specify the text that should appear as the title of the story.
Story	Use the Story field to specify the full text of the story.
Abstract	Use the Abstract field to specify a brief one or two line summary of the story.
Author	The Author field identifies the author of the story.
Source	The Source field identifies the source of the story.

Field Name	Definition
Copyright	The Copyright field specifies copyright information for the story.
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. The Start Date also determines the order in which items appear.
End Date	The End Date setting specifies the date on which the item should no longer be displayed.
Sequence	The Sequence setting can be used to explicitly specify the order in which items with the same start date should be displayed.
Top Story	Setting Top Story to "Yes" indicates that it should be listed in the My News section of enrolled users for section-specific articles and in the Top Stories section for public articles.
User	The User setting specifies the User or Team to which the item applies. The special setting Everyone indicates the item applies to all users within the course, group or area.

From the News Editor News Settings form:

1. Type a title for the news article in the **Headline** field.
2. Type the text for the news article in the **Story** text box.
3. Optionally provide an abstract for the news article and/or provide the name of the author, source of the article, and copyright.



Type "©" (without the quotes) in the **Copyright** text field to display the copyright symbol (©) inline with your copyright information. You may optionally type "®" (without the quotes) to display a registered symbol (®) or "™" (without the quotes) to display a trademark symbol (™).

4. Use the drop-down menus to designate a **Start Date** and an **End Date** for the article to be displayed.
5. Use the **Sequence** drop-down menu to determine the display order when multiple news articles are shown simultaneously.
6. Select Yes from the **Top Story** drop-down menu to designate the news article as a top story. Top story news articles appear in the My News nugget (if enabled) of the student's personal page (Home).
7. Click the **Save** button.



To preview news articles as seen by students, preview the course using the User Preview Tool (**Tools > User Preview Tool**), and return to the News tool. For information on using the User Preview Tool, see the *User Preview Tool* section of this document.

Edit/Delete a News Article

To modify or to delete a news article, use the **Edit** and **Delete** buttons (located to the left of the news article on the News Editor screen).

Polls

The Polls tool allows course editors to create course poll questions that are displayed on the course welcome page and on the student's personal page (Home).

To access Polls, log into your ANGEL course, click the **Communicate** tab, and click the **Polls** hyperlink. The Quick Poll Editor page appears.

Quick Poll Editor

[Add Question](#)

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

Tuesday, March 21, 2006

March Madness has hit with the basketball tournaments gearing up towards the Final Four tournament. Who do you think will win the championship?
 results: [summary](#) | [details](#) | [export](#)

Field Name	Definition
Add Question	Provides access to the Question Editor-+.
View: Past Present Future All	The View hyperlinks allow you to select what articles to view.
Sort: Ascending Descending	The Sort hyperlink allows you to select the order in which the polls are viewed.

Add a Poll Question

From the Quick Poll Editor page, click the **Add Question** hyperlink. The Question Editor General Settings page appears.

Question Editor
General Settings

Question

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and other formatting options. Below the toolbar is a large text input field for the question text.

Feedback

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and other formatting options. Below the toolbar is a large text input field for the feedback text.

List Settings

List Type
 Default ☐ compact mode

List Items

Five empty text input fields for list items.

Text Input Settings

Type
 Default

Label

One empty text input field for the label.

Attributes

One empty text input field for attributes.

Advanced Settings

Start Date
 April 16, 2007 PM 07:00

End Date
 April 23, 2007 PM 07:00

Sequence
 Default

Field Name	Definition
Question	Use the Question field to specify the text that should appear as the main question text.

Field Name	Definition
Feedback	Use the Feedback field to specify feedback text that should appear when a user has submitted a response to this question. You can use the special token %BARGRAPH% to display summary statistics. HTML is allowed, but for best results don't use elements that change the size of text.
List Type	Use the List Type field to specify feedback text that should appear when a user has submitted a response to this question. HTML is allowed, but for best results don't use elements that change the size of text.
List Items	The List Items field allows you to type a list of choices or list items to be provided when the question is presented. For all other control types, each choice is a selectable item.
Input Type	The Input Type field identifies what type of control to use for user input of a text entry.
Input Label	The Input Label field identifies what type of control to use for user input of a text entry.
Input Attributes	Use the Input Attributes field to specify any additional attributes for the text box or text area.
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. The Start Date also determines the order in which items appear.
End Date	The End Date setting specifies the date on which the item should no longer be displayed.
Sequence	The Sequence setting can be used to explicitly specify the order in which items with the same start date should be displayed.

From the Question Editor General Settings form:

1. Type a poll question in the **Question** field.
2. Optionally provide feedback text in the **Feedback** field. This text is made viewable to the user upon their submission of the poll question
3. To create a poll question with a list of choices, select a format for the choice options from the **List Type** drop-down menu and type each choice in a **List Items** field.
4. To create an open-ended poll question, disregard the **List Settings** section of the editor (step 3 above), select an input field format from the **Type** drop-down menu. You may optionally provide a label for the input field in the **Label** field.



Optionally type textbox or text area name=value attributes (HTML) in the **Attributes** field to modify the size, default value, character limit for the input field. For example, to alter the height of a text area, type "rows=X" (without quotes,

where X equals the number of rows) in the **Attributes** field. For more information on HTML attributes, see an HTML reference guide.

5. Use the drop-down menus to designate a **Start Date** and an **End Date** for the poll to be displayed.
6. Use the **Sequence** drop-down menu to determine the display order when multiple poll questions are shown simultaneously.



Multiple course polls with overlapping **Start** and **End** dates are displayed as multiple questions for a single poll (survey). Upon submission, both responses and non-responses are submitted for all visible poll questions for the course. Users are not given an opportunity to resubmit unanswered poll questions.

7. Click the **Save** button.



To preview poll questions as seen by students, exit and re-enter the course. The course poll questions appear on the course welcome page. Students may also view/submit course polls from a non-editable version of the Polls tool located on the Communicate page.

Edit/Delete a Poll Question

To edit or to delete a poll question, use the **Edit** and **Delete** buttons (located to the left of the poll question on the Quick Poll Editor screen).

View Summary or Detailed Report

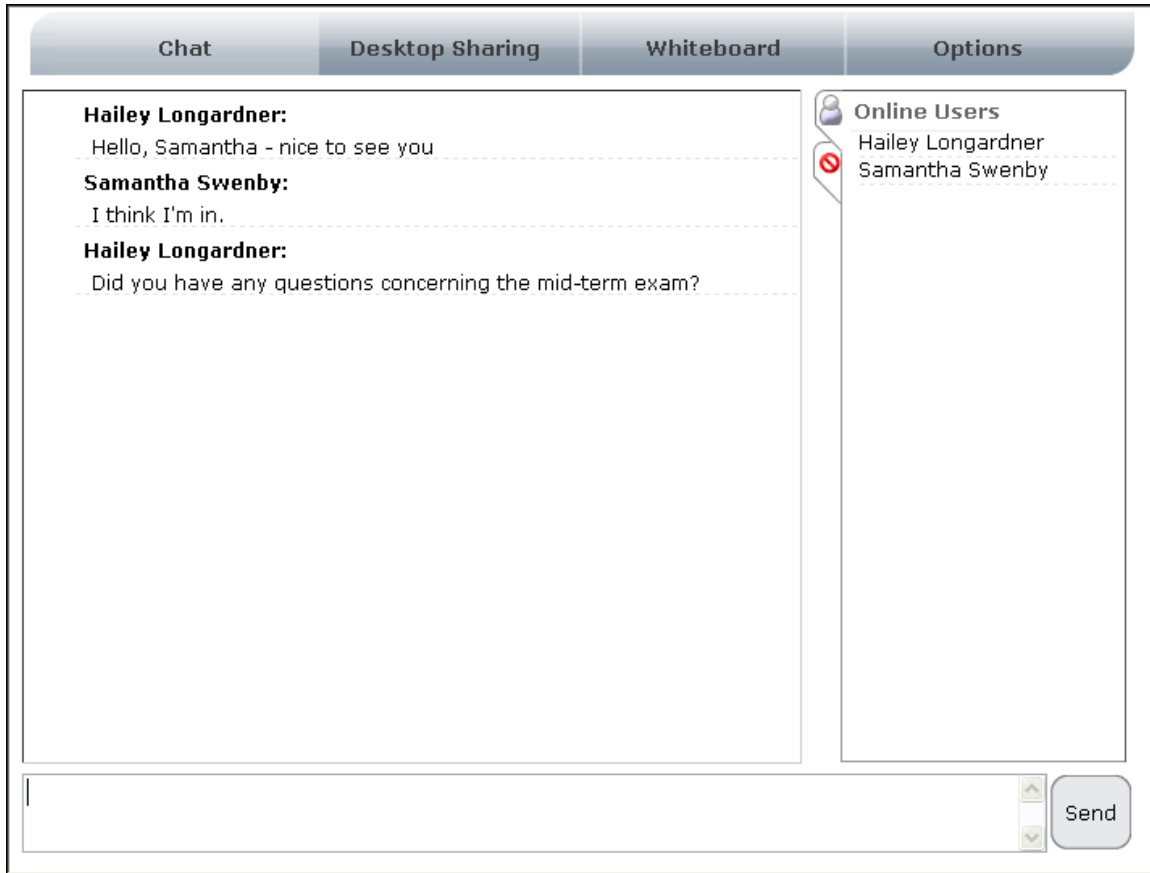
To view a summary or detailed report of user responses, click the **Summary** or **Details** hyperlink (located below the poll question on the Quick Poll Editor screen).

Export a Poll Question

To export results of a poll question as a tab-delimited file, click the **Export** hyperlink.

Live Chat

The **Live Chat** section provides a synchronous communication vehicle for common uses such as exam review, team meetings, and more.



Live Chats Editor

The Live Chats editor allows users to add, edit and delete a chat session. The Live Chats editor can be accessed by clicking the **Edit** hyperlink located in the **Live Chat** title bar (on the Communicate page).

Add a Live Chat Session

The Add a Live Chat tool allows you to create a live chat session that is displayed on the Communicate page under the Live Chat title bar.

Live Chat Editor

Live Chat Settings

Name

Mid-term Online Review

Description

Ask questions about the mid-term.

Tracking

On

Team

ALL

Viewable By

Students

Start Date

☐

March

21

2006

AM 05

00

End Date

☐

March

21

2006

AM 05

00

Save

Cancel

Field Name	Definition
Name	Specifies the name of the chat room which appears as the link.
Description	Specifies an extended description of the room to help describe its purpose.
Tracking	If set to "ON", all posted messages are saved so that they may be reviewed in the chat logs.
Team	Specifies the name of the team.
Viewable By	Specifies the minimum rights that a user must have in order to access the related room.
Start Date	Selecting a Start Date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. The Start Date also determines the order in which items appear.
End Date	The End Date setting specifies the date on which the item should no longer be displayed.

From the Live Chats editor page:

1. Click the **Add a Live Chat** hyperlink. The Live Chat Editor Live Chat Settings page appears.
2. Type a name in the **Name** field.
3. Type a description in the **Description** field.
4. Select whether tracking is on or off from the **Tracking** drop-down list.

5. Select a team from the **Team** drop-down list.
6. Select who can view the chat session from the **Viewable By** drop-down list.
7. Use the drop-down menus to designate a **Start Date** and an **End Date** for the poll to be displayed.
8. Click the **Save** button. The chat session is saved and displays under the Live Chat title bar.

Edit/Delete a Live Chat Session

To edit or to delete a scheduled live chat session, use the **Edit** and **Delete** buttons (located to the left of the live chat session on the Live Chat Editor Live Chat Settings screen).

View Logs

1. Click the **View Logs** hyperlink located below the live chat session. The Chat with your classmates page appears.

Chat with your classmates

Starting: Sunday, March 19, 2006 at 12:00:00 AM [Previous](#) [Next](#)

Start Date

March ▾ 19 ▾, 2006 ▾  AM 05 ▾ : 00 ▾

Records per Page: 100

Tuesday, March 21, 2006

No.	Time	Sender	Message
1.	9:26 AM	peanut	Hello, Samantha - nice to see you
2.	9:29 AM	pumpkin	I think I'm in.
3.	9:29 AM	peanut	Did you have any questions concerning the mid-term exam?
4.	9:29 AM	pumpkin	No...
5.	9:30 AM	peanut	Ok - study hard - they exam will be next Thursday.

2. Select a start date/time from the **Start Date** drop-down menus to limit or expand the number of logs displayed. The live chat sessions are displayed.
3. Click the **Go** button.

Clear Logs

1. Click the **Clear Logs** hyperlink located below the live chat session. The Clear Chat Log page displays.

Clear Chat Log

Are you sure you want to permanently delete all log entries for the room "Chat with your classmates"?

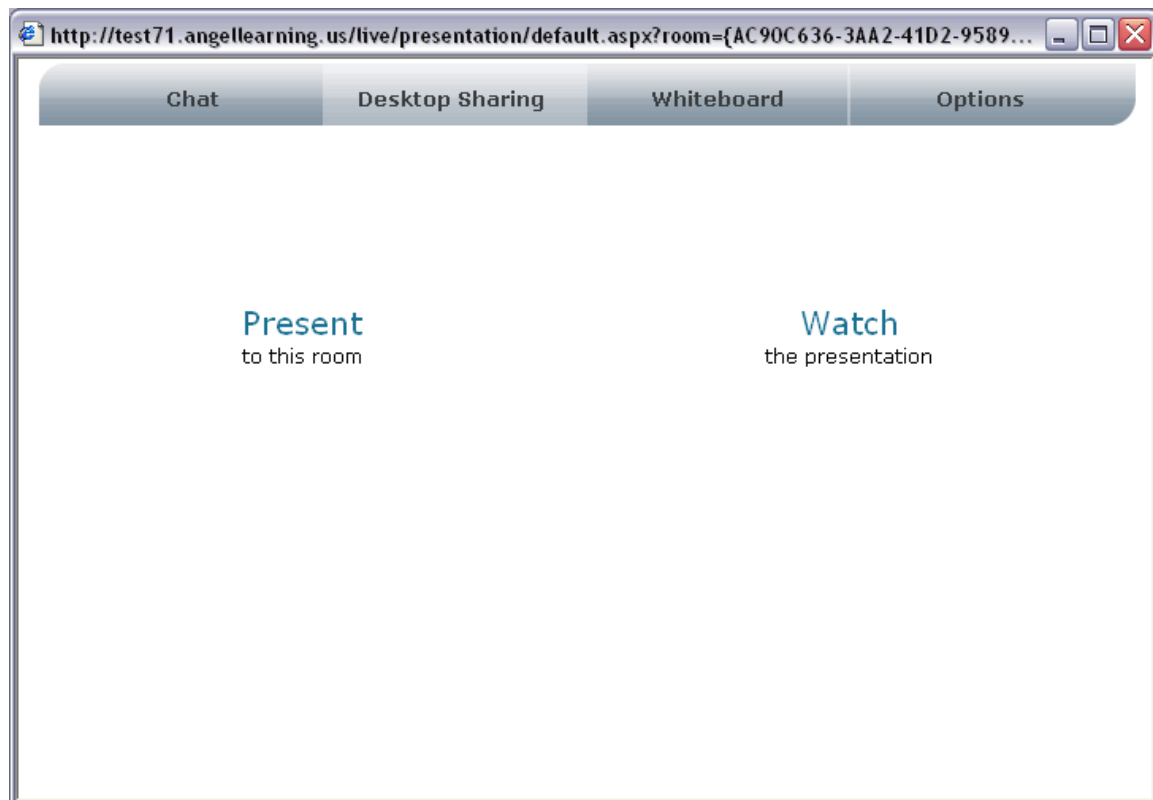
2. Click the **OK** button. All log entries are cleared.

Desktop Sharing

Desktop sharing allows you to demonstrate and share any desktop application, such as Microsoft® Suite products or tutorial software provided by textbook publishers. Interact with individuals, groups, or teams. Desktop Sharing is a great way to work on projects together. You can view online users and participate in private conversations as applications are shared.

Using Desktop Sharing

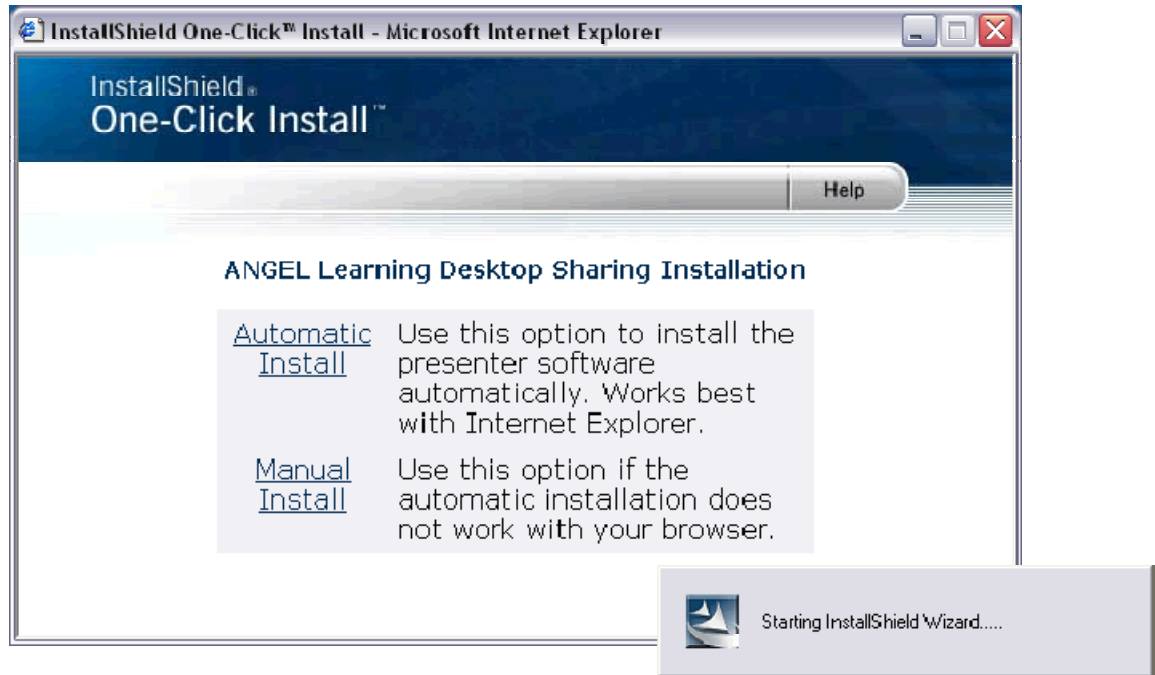
Before you begin your desktop sharing, you are required to install the desktop sharing application. ANGEL walks you through the set-up process, but you want to allow time before your presentation to complete the set-up.



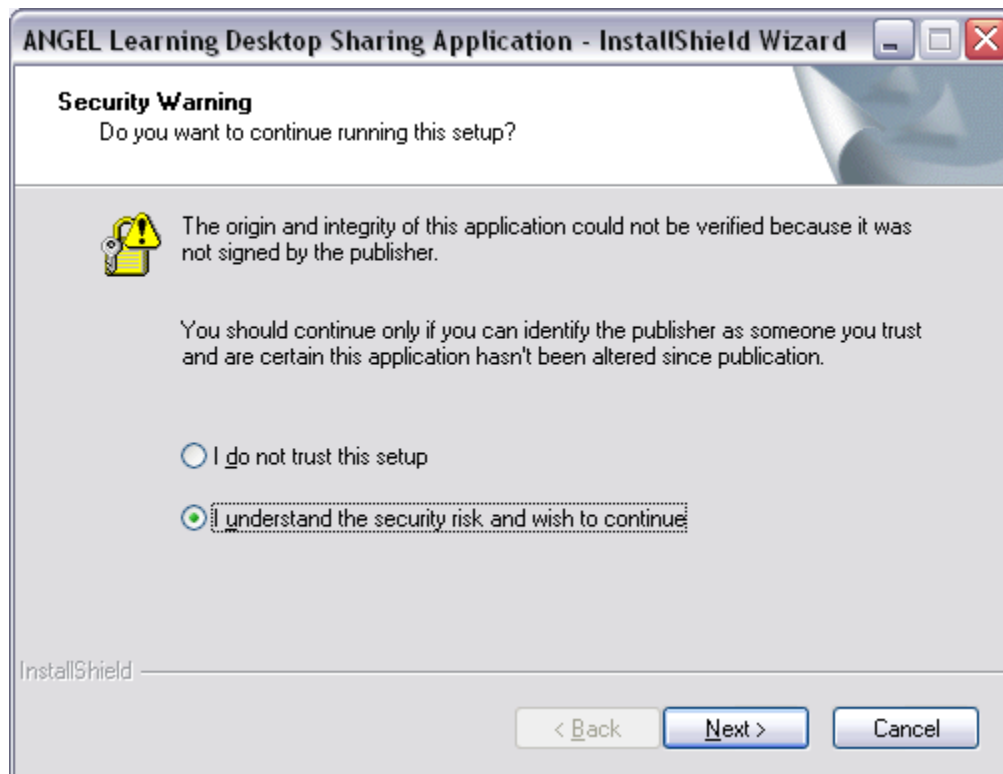
Desktop Sharing Set-up

To set up your desktop sharing application:

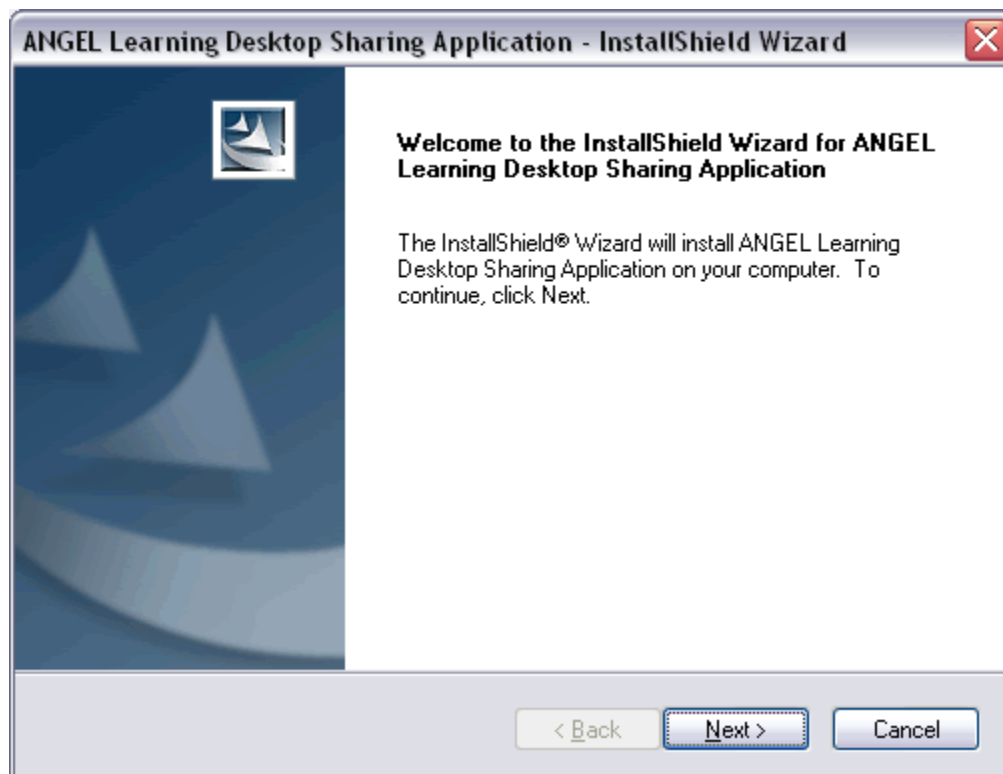
1. Log into your ANGEL course and click the **Communicate** tab.
2. Add a Live Chat according to the instructions under the section titled *Live Chats Editor*.
3. Type your **Live Chat** and click on the **Desktop Sharing** button.
4. Click the **Present to this room** hyperlink. The One-Click Install window opens.



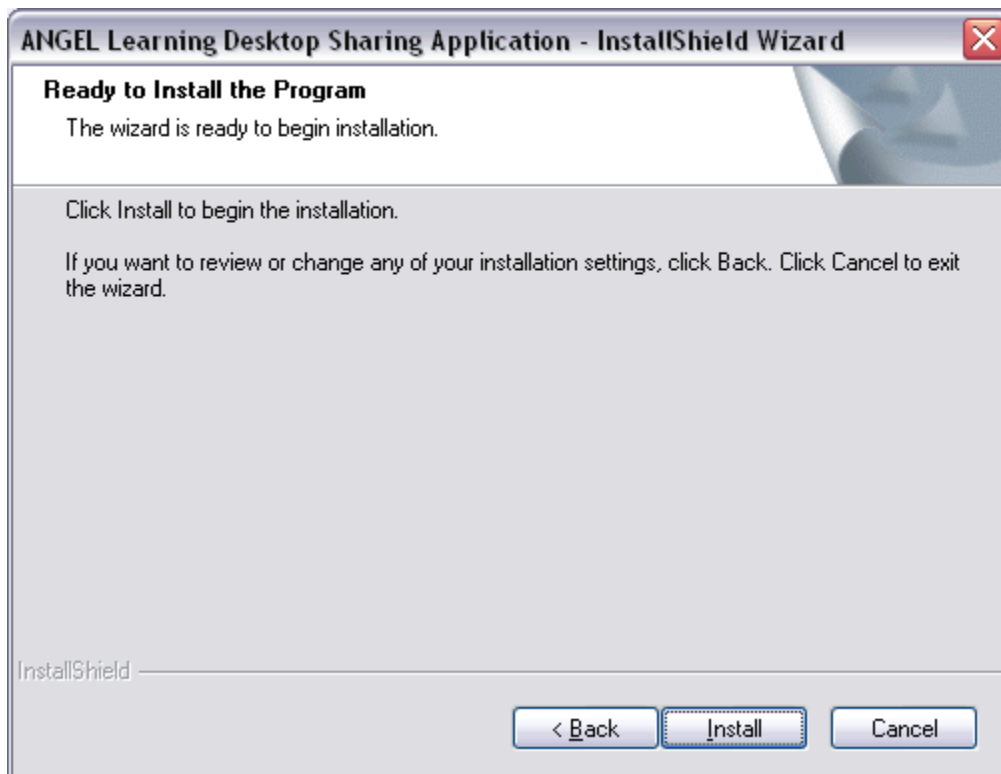
5. Click the **Automatic Install** hyperlink. The Security Warning page appears.



6. Select **I understand the security risk and wish to continue** option. Click the **Next>** button. The Welcome..... page appears.



7. Click the **Next>** button. The Ready to Install the Program page appears.



8. Click the **Install** button. The installation begins and may take a few minutes. When the installation is complete the InstallShield Wizard Complete page appears.

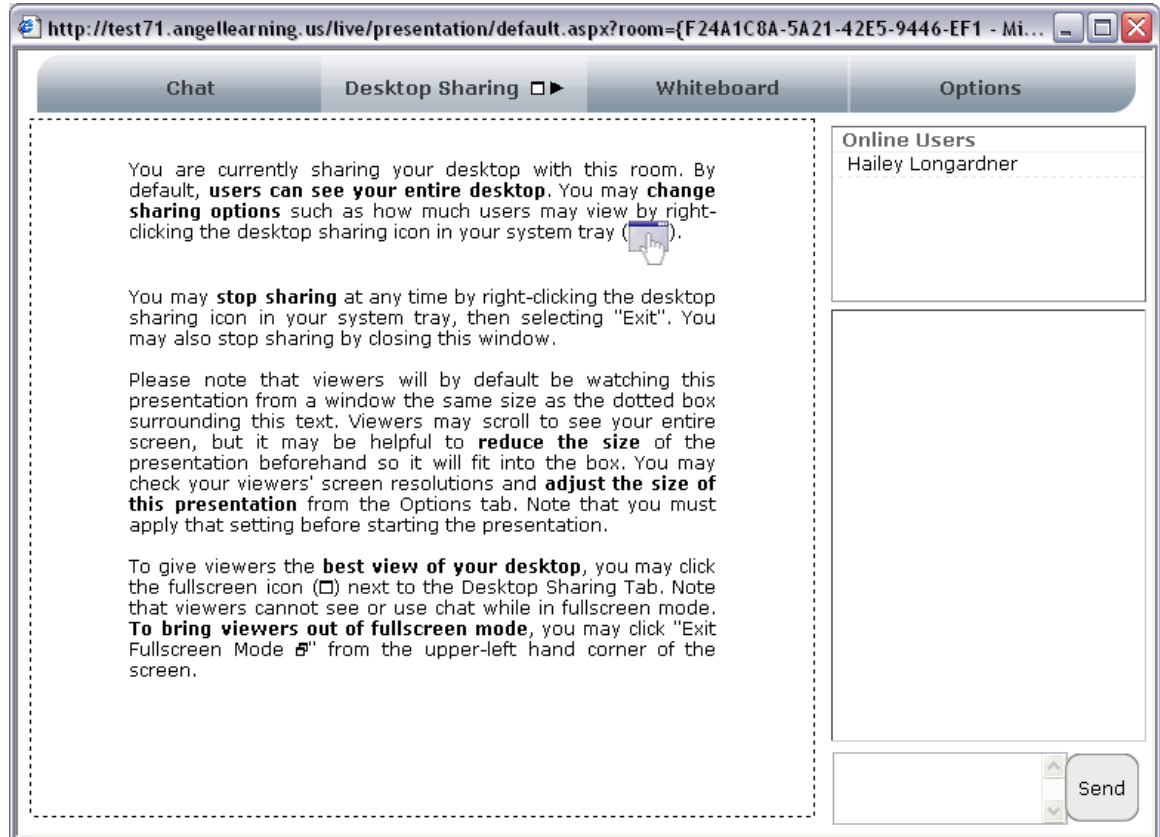


9. Click the **Finish** button. You are asked if you want to start the ANGEL Desktop Sharing now, click **Yes** if you want to begin, click **No** if you want to exit.

Desktop Presentation

To begin sharing your desktop:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the hyperlink name of the Live Chat you are using for your desktop sharing.
3. Click the **Desktop Sharing** button.
4. Click the **Present to this room** hyperlink. The desktop sharing window appears.



The following information displays when you begin your desktop sharing:

You are currently sharing your desktop with this room. By default, **users can see your entire desktop**. You may **change sharing options** such as how much users may view by right-clicking the desktop sharing icon in your system tray



You may **stop sharing** at any time by right-clicking the desktop sharing icon in your system tray, then selecting "Exit". You may also stop sharing by closing this window.

Please note that viewers will by default be watching this presentation from a window the same size as the dotted box surrounding this text. Viewers may scroll to see your entire screen, but it may be helpful to **reduce the size** of the presentation beforehand so it will fit into the box. You may check your viewers' screen resolutions and **adjust the size of this presentation** from the Options

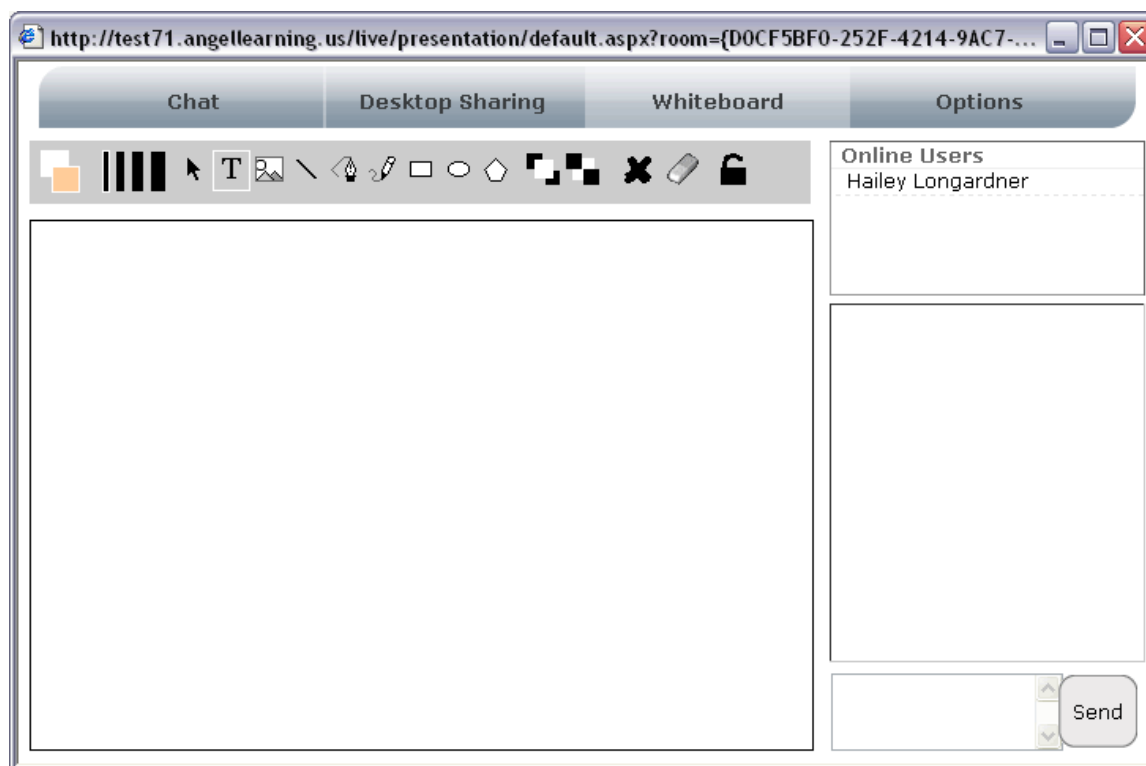
tab. Note that you must apply that setting before starting the presentation.

To give viewers the **best view of your desktop**, you may click the fullscreen icon (⛶) next to the Desktop Sharing Tab. Note that viewers cannot see or use chat while in fullscreen mode. **To bring viewers out of fullscreen mode**, you may click "Exit Fullscreen Mode" from the upper-left hand corner of the screen.

5. Follow the information provided on the sharing window to display your desktop to your students.

Whiteboard

The Whiteboard adds another dimension to your classroom. Augment communication and creativity, illustrate and share imagery and complex concepts with students, teams, or the learning community.



Whiteboard Tools

Tool	Description
	Determines the fill color and the line color. The box in the background determines the fill color. The box in the foreground determines the line color.
	Determines the thickness of a line. Click on the line thickness you want to use.
	Select tool. Allows you to select an item on the whiteboard.

	Text tool. Allows you to add text to the whiteboard.
	Image tool. Allows you to add an image to the whiteboard.
	Line tool. Allows you to add lines to the whiteboard.
	Polyline tool. Allows you to draw and connect lines similar to pen tools in graphics programs.
	Freehand tool. Allows you to draw lines freehand.
	Rectangle tool. Allows you to draw a rectangles.
	Ellipse tool. Allows you to draw ellipses.
	Polygon tool. Allow you to draw polygons.
	Bring to front and send to back tools.
	Delete, clear and lock tools. Allows you to delete selected items, clear the entire whiteboard and lock the whiteboard.

Using the Whiteboard

To access the whiteboard:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click on the hyperlink name of the Live Chat you want to use with the whiteboard.
3. Click the **Whiteboard** button. The Whiteboard window appears.
4. Click on any of the whiteboard tools and place them in the field below the toolbar.

Live Office Hours

The Live Office Hours section provides the date and time the instructor is online for a chat session. The course editor can add or edit the live office hours by clicking the **Edit** hyperlink located in the **Live Office Hours** title bar (on the Communicate page). The Your Office Hours Schedule for this Course page appears.

Your Office Hours Schedule for this Course

Date and Time Settings

Beginning March 03, 2006 

Ending March 30, 2006 

Time PM 02 : 00 EST

Duration 3 hr 00 min

Interval Settings

☒ **Weekly ...**

on these days: ☐ Sun ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat

every 1 week(s)

☐ **Monthly ...**

on the First Friday

every 1 month(s)

Field Name	Definition
Beginning	Specifies the beginning date of the event.
Ending	Specifies the ending date of the event.
Time	Specifies the start time of the event.
Duration	Specifies how long the event lasts.
Weekly	Specifies the days and the weekly frequency of the event.
Monthly	Specifies the monthly frequency of the event.

Add a Live Office Hours Session

1. Use the drop-down menus to designate a **Beginning**, **Ending**, **Time** and **Duration** for the live office hour session.
2. Select either **Weekly** or **Monthly** intervals. Then select the day and type the frequency.
3. Click the **Save** button. The Calendar page displays with the Live Office Hours session scheduled.

Edit a Live Office Hours Session

Click the **Edit** hyperlink located in the **Live Office Hours** title bar (on the Communicate page). The Your Office Hours Schedule for this Course page appears. Select or type your changes and click the **Save** button. The Calendar page displays with your new Live Office Hours session scheduled.

Delete a Live Office Hours Session

To delete a scheduled Live Office Hour session, refer to the section of this document titled *Calendar* for more details.

Discussion Forums

The Discussion Forums section contains a list of all discussion forums in the course providing easy access to specific topics without navigating the Lessons folder structure. The Discussion Forums section is only visible if at least one discussion forum exists in the course. For information on creating and using discussion forums, see the *Add a Discussion Forum* section under the Lessons tab of this document.

To subscribe to a Discussion Forum, the user must have an email address to which email notification can be sent. When a user subscribes to a discussion forum, they receive an email notification of any new posts to the forum to which they have subscribed.

A user can subscribe to a discussion forum by clicking the **Subscribe** hyperlink or by clicking on the hyperlink name of the discussion forum. If the user clicks the discussion forum name, the user is able to subscribe under the **Utilities** hyperlink. The utilities menu also provides a Print Forum option for the user.

Communicate Links

The Communicate Links section allows course editors to create links to external web-based tools or resources for use by students or instructors. Links can be made available to the entire class or specific user based on course rights.

To access Communicate Links, log into your ANGEL course, click the **Communicate** tab, and click the **Add/Edit Links** hyperlink. The Communicate Links page appears.

Communicate Links

[Add a Link](#)

Communicate Links

[Local Newspaper](#)

Add a Link

From the Communicate Links page, click the **Add a Link** hyperlink. The Communicate Link Editor Link Settings page appears.

Field Name	Definition
Title	Specifies the title that you want to appear as the link text. This is the text the users click to go to the specified URL.
URL	Specifies the fully qualified URL of the page you want to display. Usually this starts with http://.
Description	Specifies an extended description of the page or resource that the URL references. This text appears after the Title text and is not hyperlinked.
Target	Specifies the target frame or window in which the link should be opened. The default is <code>_self</code> which causes the page which the URL references to replace the page containing the link.
Viewable By	Specifies the minimum rights that a user must have in order to view the related bookmark.

From the Communicate Link Editor Link Settings form:

1. Type a title for the link in the **Title** textbox.
2. Type a fully qualified web address in the **URL** textbox.
3. Optionally provide a link description in the **Description** field.
4. Optionally type an HTML formatted target name in the **Target** field to specify the link to display in a particular browser window. For example type `"_blank"` (without the quotes) in the **Target** field to force the link to open in a new window.
5. Optionally select a category name from the **Category** drop-down menu. To create a new category, click the **Other** button to provide the new category name.
6. Optionally restrict viewable access to the link by selecting a course rights level from the **Viewable By** drop-down menu.
7. Click the **Save** button.

Edit/Delete a Communicate Link

To edit an existing Communicate link, click the **Edit** button located next to the tool link.
To delete an existing link, click the **Delete** button located next to the link item.

Report Tab

The Report tab provides a deeper insight into student activities and progress. It provides simple options to gather, view, share, save, or take action on the wealth of course, team, or student information at your fingertips.

Reports Console Tour

Go to the Reports Console by logging into your ANGEL course and click the **Report** tab and the following window will appear.

Report Settings Tab

In the **Report Settings** tab, there are three main areas:

- Choose Report
- Configure Report
- Command Toolbar

Choose Report

Field	Definition
Category	Allows the user to choose from seven categories: • Learner Profile • WhoDunIt • Class • Content

Field	Definition
	• Grades • Milestones • Learning Outcomes
Report	Allows the user to choose from up to thirteen types of reports. The type of report will depend on the Category selected.
User(s)	Category and Report data are gathered from this chosen user.



Next icon



allows the user to go to the next report and/or the next user.

Configure Report

Configure Report

Starting  Ending before 

Select report view 

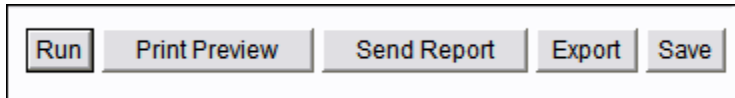
Field	Definition
Starting	Allows the user to choose the start date of the report. You can do this from the pull-down menu or the calendar icon next to it.
Ending before	Allows the user to choose the ending date of the report. You can do this from the pull-down menu or the calendar icon next to it.
Select report view	Choose from three views: • Chart • Drill Down • Table



Collapse

[-] Collapse

You can collapse the Starting and Ending before fields to allow for more room in Report Settings.

Command Toolbar

Command	Description
Run	After you choose and configure the type of report that you want to generate, click the Run command.
Print Preview	An Adobe Acrobat PDF preview of the report is launched.
Send Report	Attaches the report to course mail. Report is saved in PDF format.
Export	Allows you to save a copy of the report in one of the following formats: • HTML • CSV • PDF
Save	Save report to the Saved Reports tab.

Saved Reports Tab


Reports Console

Report Settings

Saved Reports

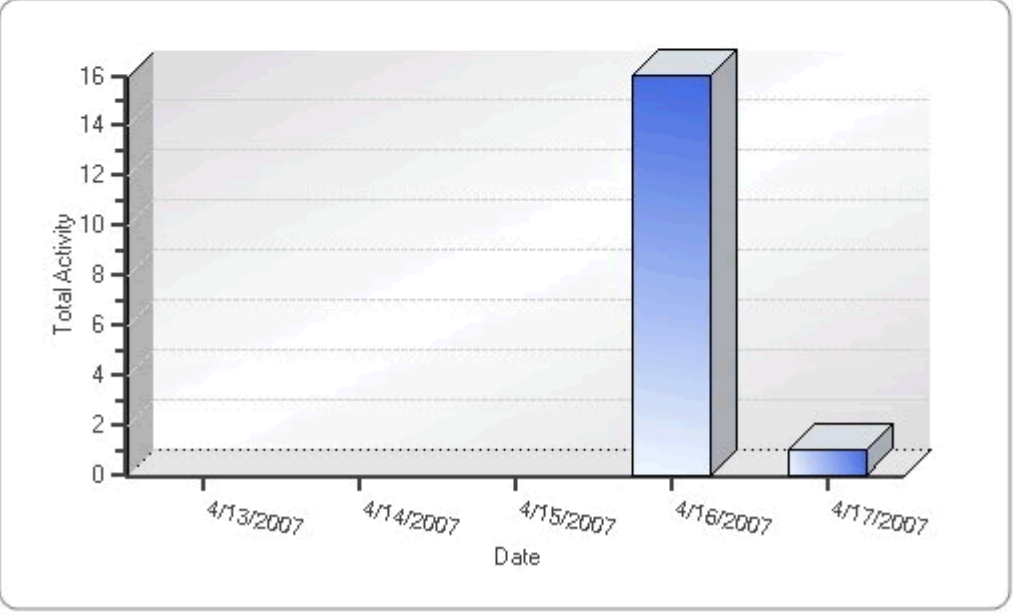
View Saved Reports
[\[-\] Collapse](#)

Click on report name to run report. Click V symbol for other options.

[Activity for past week](#)


Run previous report

Run next report



Date	Total Activity
4/13/2007	0
4/14/2007	0
4/15/2007	0
4/16/2007	16
4/17/2007	2

Saved Reports allows you to do three main functions:

Function	Definition
View Saved Reports	Allows you to view a list of saved reports.
Run last report	Run the previous saved report.
Run next report	Run the next saved report.



[\[-\] Collapse](#)

Reports window.

You can also click the Collapse icon to remove the View Saved

Running Reports

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, grades, milestone, or specific content with the Report Console.

Running the Learner Profile Report Category

The Learner Profile gives instructors the ability to accurately access each student's total performance in one location. This tool greatly reduces the amount of time spent accessing student work and participation, provides comprehensive student information and relates each student's performance to the class as a whole.

Available Learner Profile Report Data

Select Data	Description
Activity Logs	Provides access to a student's activity in a course. Activity can include login/logout information and content item accessed if tracking is turned on for the item.
Attendance	Provides attendance status. Used in conjunction with the Attendance Component.
Chat Sessions	Provides information on the total number of chat sessions for the user and the date of the chat.
Forum Posts	Provides the name of the discussion forum and the number of posts made to the forum.
Grade book Grades	Provides information on the individual student grades as well as the course average for each grade book assignment.
Instructor Notes	Provides a list of notes that have been added under the WhoDunIt report.
Logons	Provides the dates and total number of logons to the course.

Select Data	Description
Mail from User	Provides the dates and total number of messages sent by the user.
Mail to User	Provides the dates and total number of messages sent to the user.
Milestones	Provides the dates of the milestone and indicates if the milestone is pending, due or completed.
Performance against objectives	Provides data showing progress of a class or student against the stated objective.
Performance against standards	Provides data showing progress of a class or student against the stated standard.
Submissions	Provides dates and total number of submissions.

Using the Learner Profile Category

To use the Learner Profile:

1. Log into your ANGEL course and click the **Report** tab.
2. Select the **Report Settings** tab.
3. Select Learner Profile in the **Category** pull down list.
4. Select the report data you wish to display from the **Report** pull down list.
5. From the **User(s)** section, select the user's name from the drop-down list.



As you change the Category or Report data, the reports console automatically updates providing the requested report.

6. Customize the report by changing the **Starting** and **Ending before** fields.
7. Select report view.
8. Click the **Run** button to run the report.

Running the Grades Report Category

The Grades report provides a comprehensive view of student grades in one location.

Available Grades Report Data

Select Data	Description
Student Grades	Provides a list of grades for the selected student.

To use the Grades report:

1. Log into your ANGEL course and click the **Report** tab.
2. Select the **Report Settings** tab.
3. Select the Grades option from the **Category** pull down list.

4. Select the report data you wish to display from the **Report** pull down list.
5. From the **User(s)** section, select the user's name from the drop-down list.
6. Select report view.
7. Click the **Run** button to run the report.

Running the Milestones Report Category

ANGEL's milestone feature lets you specify assignment and due dates for key course objectives and displays them automatically on the course calendar. You can review each learner's milestone report and run a missed milestone report to reveal students who may be falling behind or to identify those who may need help.

Available Milestones Report Data

Select Data	Description
Milestones	Provides a display of milestones indicating the assigned, due, and completion date.

To use the Milestones report:

1. Log into your ANGEL course and click the **Report** tab.
2. Select the **Report Settings** tab.
3. Select the **Milestones** option from the **Category** pull down list.
4. Select the report data you wish to display from the **Report** pull down list.
5. From the **User(s)** section, select the user's name from the drop-down list.
6. Select report view.
7. Click the **Run** button to run the report.

Running a Print Preview

After you run a report, you can click the **Print Preview** button to either view a PDF version of the report or save a PDF version to your hard drive.

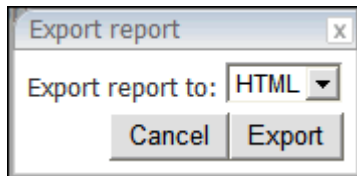
Sending a Report

After running a report, you can click the **Send Report** button to send the PDF version of the report to any course students or faculty using Course Mail. The report attaches to a course mail allowing the user to type information concerning the report in the mail message.

Exporting a Report

Export a report:

1. Click the **Export** button and the Export report window will open.

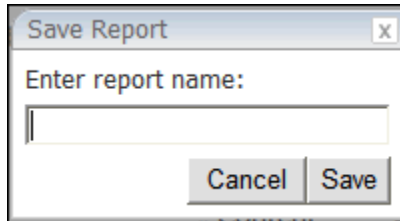


2. Click the **Export report to** drop-down list and click on one of three versions for your report:
 - HTML
 - CSV
 - PDF
3. Click the **Export** button and a File Download dialogue box will open and give you the option of opening the document or saving it to your hard drive.

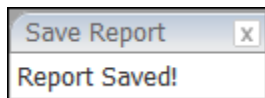
Saving a Report

Export a report by doing the following:

1. Click the **Save** button and the Save Report window will open.



2. Type the name of the report in the **Enter report name** field.
3. Click the **Save** button and the following window will appear showing that the report was saved successfully.



4. The saved report can be found under the Saved Reports tab.

 Reports Console

Report Settings

Saved Reports

View Saved Reports

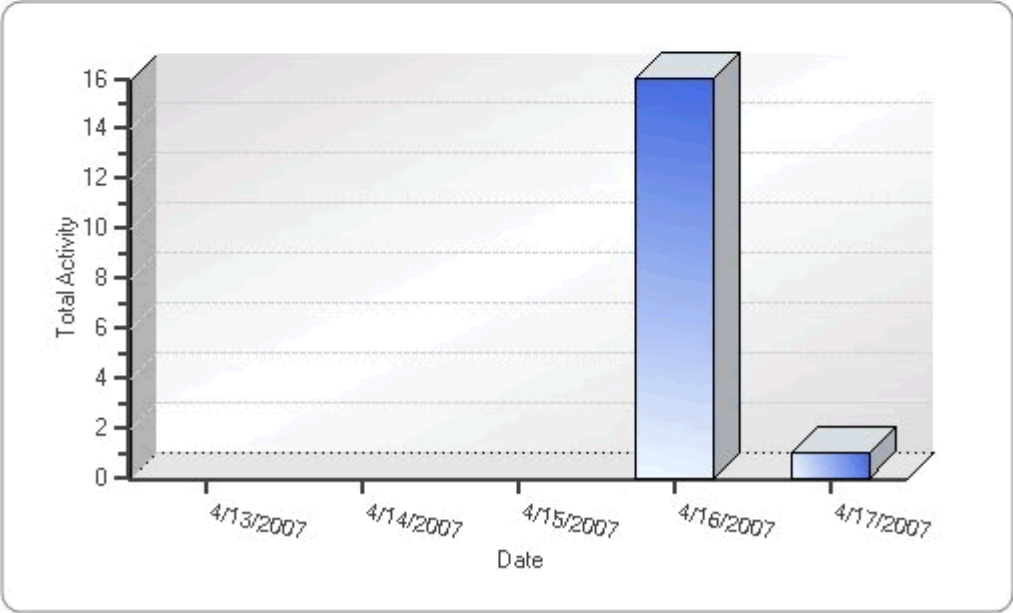
[\[-\] Collapse](#)

Click on report name to run report. Click V symbol for other options.

Activity for past week ▾

Run previous report

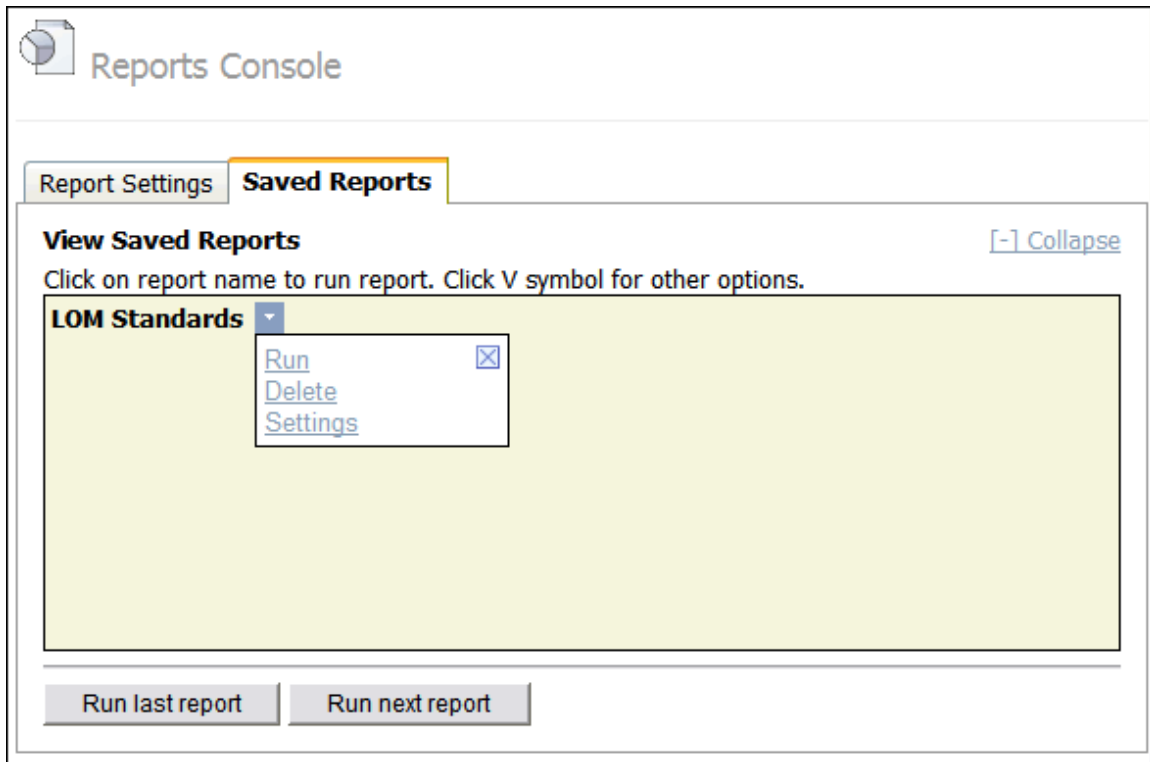
Run next report



Date	Total Activity
4/13/2007	0
4/14/2007	0
4/15/2007	0
4/16/2007	16
4/17/2007	1.5

Viewing Saved Reports

Saved Reports contains a list of any reports you have saved. To view your saved reports locate the report name from the **View Saved Reports** console.



Click the drop-down box next to the saved report and choose **Run** to run the report, **Delete** to delete the report from the list, or **Settings** to modify the report.

To Run the last report, click the **Run last report** button. To run the next report, click the **Run next report** button.

Automate Tab

The Agent Technology located on the Automate tab support personalized learning paths and individual teaching styles while fostering enhanced student interactions and improved outcomes. Agents identify at-risk learners as well as student achievements and milestones. Instructors can easily tailor instructions with dynamic content availability that supports self-paced study, problem-based learning and conditional material release.

Agents Console

The Agents Console allows the instructor to add agents that run on a scheduled basis or upon request; agents that run when a user views, takes, submits or reviews a content item; or an agent that runs when a user accesses specific areas within the ANGEL environment.

Agents Console
Add New Agent Refresh

☐ Show Retired

Title	Category	Type	Last Status	Last Run	Next Run
Example Agent 1	On demand	N/A	N/A	N/A	N/A

Agent Console Fields

Field	Description
Title	Name of the Agent
Category	Agents may be: On Demand – Must be manually run when needed Scheduled – Run automatically as per a schedule Content – Run when a user interacts with specified content items Event – Run when a user enters or exits the course, or sends an email
Type	Recurring One Time – Agent will run once On View – Agent will run once a selected item is viewed by a user On Review – Agent will run when the selected item is reviewed On Grade – Agent will run when item is graded On Submit – Agent will run when item is submitted On Take – Agent will run when a quiz, survey, or assessment is taken Enter Course – Agent runs when a user enters the course Exit Course – Agent runs when a user exits the course Send Course Mail – Agent will run when an email is sent N/A – no Type applicable

Field	Description
Last Status	Shows the status for the last time the Agent was run: Successful – Agent executed successfully Processing – Agent is currently running Error – Agent failed to execute N/A – Agent has no status
Last Run	Date and Time Agent was last run
Next Run	Date and Time Agent is scheduled to next run

Scheduled Agent

Scheduled Agents run on a scheduled basis. As the instructor you can set up an on demand, specific date, daily, weekly or monthly schedule of actions to retrieve course or student data.

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 .

Create a Scheduled Agent

To create a scheduled agent:

1. Log into your ANGEL course and click the **Automate** tab. The Agents Console appears.
2. Click the **Add New Agent** button. The **Create Agent Step 1 of 3: Choose Agent Type** page appears.
3. In the **Name your Agent** text field, type a meaningful name for the agent you are creating.
4. Select the **Scheduled Agent** option.
5. Select the schedule option from the **Choose Schedule** section.
6. Click the **Next** button under the **Agent Summary** to continue to **Step 2 of 3: Configure Users and Conditions** where user conditions are selected.
7. Type the name for the **Name Section** (optional). By default, All Users is pre-defined in the text field.
8. Select your users from the **User Selection Properties** section.

Field	Description
Select Users	Any User Specific Users – allows you to specify which user(s) this Agent will monitor.
Rights Filter	Any Rights Specific Rights – allows you to specify which rights the user must have to be included in the user selection.
Team Filter	Any Team Specific Teams – allows you to specify which team memberships the users must have to be included in the user selection.

9. Select any conditions from the **User Selection Conditions** drop-down list. Ask “Under what conditions should the users selected above be included in this agent?” to determine the condition that you will select.
10. Click the **Next** button to continue to Step 3 of 3: Configure Actions.
11. Select an action from the **Choose Action Type...** drop-down list. Click the **Action descriptions** hyperlink to view a brief description of the actions. A complete list of the action descriptions is under the section of this document titled *Actions*.

Action Descriptions

Add Variable

Add the specified value to an existing variable.

Announcement

Add an announcement to a user's course announcements.

Calendar

Add an event to a user's calendar.

Email (External)

Send a message to an Internet email recipient.

Grade Assignment

Post a grade to the gradebook.

Lock

Lock content that may have been previously released.

Mail (Internal)

Send a course/group mail message to a user.

Milestone Completion

Mark a manually marked milestone as complete.

Replace Variable Text

Replaces Find text with Replace text in specified variable.

Set Variable

Sets a course environment variable.

Task

Create a personal task.

Task Completion

Mark a personal task item as complete.

Team Enroll

Enroll the user in one or more teams.

Team Unenroll

Unenroll the user in one or more teams.

Unlock

Release password-protected content to the user.

12. Configure the selected action by completing the specified fields in the action. The fields to be completed vary based on the action. When finished configuring the action click the **Next** button.
13. Review or edit the completed agent.

If you want to	Then
Complete the agent	Click the Save button
Edit any part of the agent	Click the hyperlink name of the section you want to edit. User Selection and Action areas have a drop-down list asking if you want to Edit, Copy or Delete the user selection or action.  Changing the Agent Type clears all User Filter and Action settings.

14. Click the **Save** button when complete.

Content Agent

Content Agents run when a user views, takes, submits or reviews a content item.

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 ...

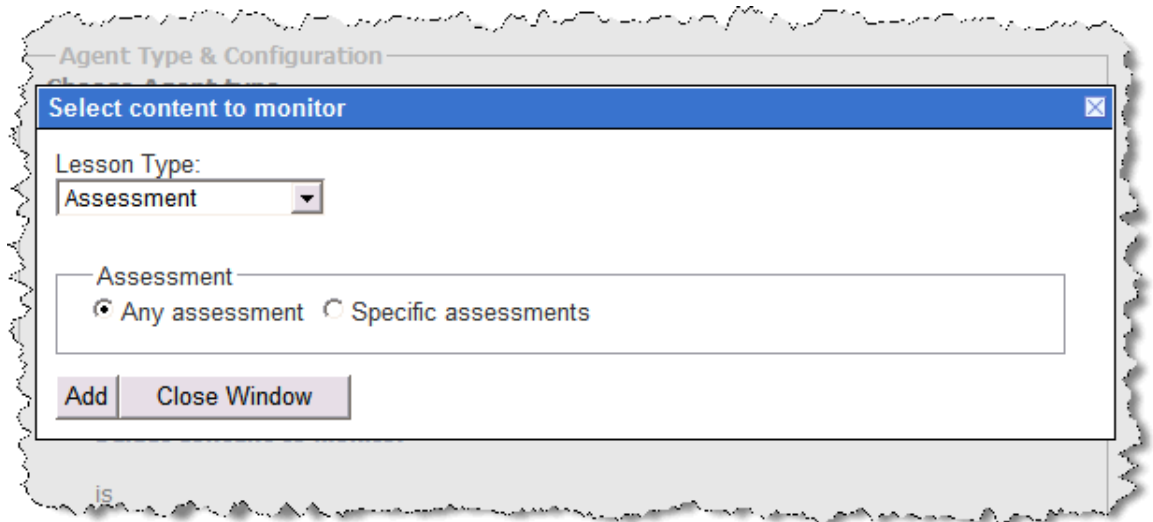
Agent Summary

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

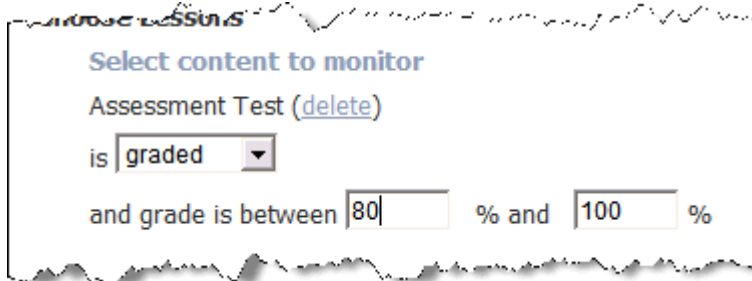
Creating a Content Agent

To create a content agent:

1. Log into your ANGEL course and click the **Automate** tab. The Agents Console appears.
2. Click the **Add New Agent** button. The **Create Agent Step 1 of 3: Choose Agent Type** page appears.
3. In the **Name your Agent** text field, type a meaningful name for the agent you are creating
4. Select the **Content Agent** option.
5. Select the content item by clicking the **Choose Lessons** hyperlink. Select the lesson type from the **Lesson Type** drop-down list. Select the any xxx or specific xxx option to specify any content type or a specific content item.



6. Click the **Add** button to add the content item.
7. Select the event that will trigger the agent to run from the drop-down list.



8. Click the **Next** button under the **Agent Summary** to continue to **Step 2 of 3: Configure Users and Conditions** where user conditions are selected.
9. Type the name for the **Name Section** (optional). By default, All Users is pre-defined in the text field.
10. Select your users from the **User Selection Properties** section.

Field	Description
Select Users	Any User Specific Users – allows you to specify which user(s) this Agent will monitor.
Rights Filter	Any Rights Specific Rights – allows you to specify which rights the user must have to be included in the user selection.
Team Filter	Any Team Specific Teams – allows you to specify which team memberships the users must have to be included in the user selection.

11. Select any conditions from the **User Selection Conditions** drop-down list. Ask “Under what conditions should the users selected above be included in this agent?” to determine the condition that you will select.
12. Click the **Next** button to continue to Step 3 of 3: Configure Actions.
13. Select an action from the **Choose Action Type...** drop-down list. Click the **Action descriptions** hyperlink to view a brief description of the actions. A complete list of the action descriptions is under the section of this document titled *Actions*.

Action Descriptions	
Add Variable Add the specified value to an existing variable.	Replace Variable Text Replaces Find text with Replace text in specified variable.
Announcement Add an announcement to a user's course announcements.	Set Variable Sets a course environment variable.
Calendar Add an event to a user's calendar.	Task Create a personal task.
Email (External) Send a message to an Internet email recipient.	Task Completion Mark a personal task item as complete.
Grade Assignment Post a grade to the gradebook.	Team Enroll Enroll the user in one or more teams.
Lock Lock content that may have been previously released.	Team Unenroll Unenroll the user in one or more teams.
Mail (Internal) Send a course/group mail message to a user.	Unlock Release password-protected content to the user.
Milestone Completion Mark a manually marked milestone as complete.	

14. Configure the selected action by completing the specified fields in the action. The fields to be completed vary based on the action. When finished configuring the action click the **Next** button.
15. Review or edit the completed agent.

If you want to	Then
Complete the agent	Click the Save button
Edit any part of the agent	Click the hyperlink name of the section you want to edit. User Selection and Action areas have a drop-down list asking if you want to Edit, Copy or Delete the user selection or action.  Changing the Agent Type clears all User Filter and Action settings.

16. Click the **Save** button when complete.

Example of Content Agent Use

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 assessment grade.

To set up a content agent:

1. Log into your ANGEL course and click the **Automate** tab. Click the **Add New Agent** hyperlink.
2. Type a name for your agent in the **Name your Agent** text field. Example: Release Lesson 2 based on score from Assessment 1.

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 Lessons

Select content to monitor

Assessment [\(delete\)](#)

is

and grade is between % and %

Agent Summary

Content Agent "Release Lesson 2 on score from Assessment" will run when Assessment is graded.

4. Type a title for the agent in the **Title** field. Example: Release Lesson 2 on score from Assessment.

5. Click on the **Select content to monitor** hyperlink to select your content item. In this example we selected Assessment (the title of the assessment) from the list of assessment items.
6. From the **is** drop-down list, select **graded**. Place the percentage grade range in the “**and grade is between xx % and xx %**” fields. By default 100% is listed in the second field.
7. Click the **Next** button to move to Step 2 of 3: Configure Users and Conditions.
8. Type a name in the **Name Selection** text field. This is optional and by default *All Users* is pre-defined in the text field.
9. Select your users from the **User Selection Properties** section.

Field	Description
Select Users	Any User Specific Users – allows you to specify which user(s) this Agent will monitor.
Rights Filter	Any Rights Specific Rights – allows you to specify which rights the user must have to be included in the user selection.
Team Filter	Any Team Specific Teams – allows you to specify which team memberships the users must have to be included in the user selection.



In our scenario we are using any user with specific rights of *Students* so when a student takes the assessment this agent runs based on their score on the assessment. No change is made under **User Selection Conditions** as the assessment score drives the agent.

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

☐ Course Administrators
 ☐ Course Editors
 ☐ Course Assistants
☐ Course Mentors
 ☐ Team Leaders
 ☒ Students
☐ Authenticated Guests

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 "Release Lesson 2 on score from Assessment" will run for *Students* when Assessment is graded.

10. Click the **Next** button to move to Step 3 of 3: Configure Actions.

11. Select the **Unlock** action from the **Choose Action Type** drop-down list.

Create Agent

Step 3 of 3: Configure Actions

Choose Action Type

Select the action you'd like to run based upon the Agent Type and Users / Conditions configured in previous steps. Note that you may add additional actions by clicking the "Add Additional Actions" button below.

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 "Release Lesson 2 on score from Assessment" will run for Students when Assessment is graded.

Add Another Action

Cancel
Previous
Next

12. In the **Configure Action** section, click the **Event Originator** from the **Unlock content for** list and click the **Add->** button. The event originator is the user that is activating the event by completing their assessment.
13. Type the password in the first field. Example: !lesson2

Step 3 of 3: Configure Actions

Choose Action Type
Select the action you'd like to run based upon the Agent Type and Users / Conditions configured in previous steps. Note that you may add additional actions by clicking the "Add Additional Actions" button below.

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

"Originator"

Password(s)
!lesson2

Agent Summary
Content Agent "Release Lesson 2 on score from Assessment" will run for Students when Assessment is graded.



Typing an exclamation point in front of the password hides the content from the students until the criterion is met for unlocking the item.

14. Click the **Next** button to review your agent settings.
15. Click the **Save** button to save the Content Agent.

Event Agent

The Event Agent is triggered when a user accesses specific areas within the ANGEL environment such as entering a course, exiting a course or sending course mail.

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 Events

☐ Enter Course
☐ Exit Course
☐ Send Course Mail
 Choose one or more events.

Agent Summary
Event Agent "(name your agent)" will run upon (choose one or more events).

Create an Event Agent

To create an event agent:

1. Log into your ANGEL course and click the **Automate** tab. The Agents Console appears.
2. Click the **Add New Agent** button. The **Create Agent Step 1 of 3: Choose Agent Type** page appears.
3. In the **Name your Agent** text field, type a meaningful name for the agent you are creating
4. Select the **Event Agent** option.
5. Select the event option from the **Choose Events** section.
6. Click the **Next** button under the **Agent Summary** to continue to **Step 2 of 3: Configure Users and Conditions** where user conditions are selected.
7. Type the name for the **Name Section** (optional). By default, All Users is pre-defined in the text field.
8. Select your users from the **User Selection Properties** section.

Field	Description
Select Users	Any User Specific Users – allows you to specify which user(s) this Agent will monitor.
Rights Filter	Any Rights Specific Rights – allows you to specify which rights the user must have to be included in the user selection.
Team Filter	Any Team Specific Teams – allows you to specify which team memberships the users must have to be included in the user selection.

9. Select any conditions from the **User Selection Conditions** drop-down list. Ask “Under what conditions should the users selected above be included in this agent?” to determine the condition that you will select.
10. Click the **Next** button to continue to Step 3 of 3: Configure Actions.
11. Select an action from the **Choose Action Type...** drop-down list. Click the **Action descriptions** hyperlink to view a brief description of the actions. A complete list of the action descriptions is under the section of this document titled *Actions*.

Action Descriptions	
Add Variable Add the specified value to an existing variable.	Replace Variable Text Replaces Find text with Replace text in specified variable.
Announcement Add an announcement to a user's course announcements.	Set Variable Sets a course environment variable.
Calendar Add an event to a user's calendar.	Task Create a personal task.
Email (External) Send a message to an Internet email recipient.	Task Completion Mark a personal task item as complete.
Grade Assignment Post a grade to the gradebook.	Team Enroll Enroll the user in one or more teams.
Lock Lock content that may have been previously released.	Team Unenroll Unenroll the user in one or more teams.
Mail (Internal) Send a course/group mail message to a user.	Unlock Release password-protected content to the user.
Milestone Completion Mark a manually marked milestone as complete.	

12. Configure the selected action by completing the specified fields in the action.
The fields to be completed vary based on the action. When finished configuring the action click the **Next** button.
13. Review or edit the completed agent.

If you want to	Then
Complete the agent	Click the Save button
Edit any part of the agent	Click the hyperlink name of the section you want to edit. User Selection and Action areas have a drop-down list asking if you want to Edit, Copy or Delete the user selection or action.  Changing the Agent Type clears all User Filter and Action settings.

14. Click the **Save** button when complete.

Actions

A brief description of each action type follows and the action type varies dependant on the agent you are using.

Action Title	Description
Add Variable	The Add Variable action allows the course editor to create and manage environment variables that are associated with the user submitting a quiz item. This could track course progress, competency, etc. An example of the Add Variable action could be used to create and increment a variable called Assessment_Competency that would increment by 1 for every assessment a student received a 70% or higher and decrement for every assessment a student received 69% or lower. A unique Assessment_Competency value would be stored for each student in the course – the results of which could be printed to a page for instructor review. 1. Select the user from the Add Variable For drop-down. 2. Click the Add -> button. 3. Type the variable name in the Variable Name field. 4. Provide the value to add in the Amount to Add (optional) field. 5. Click the Save Action button.
Alert	Add a JavaScript pop-up message. 1. In the Alert Message Text field, type the text you wish to display in the pop-up message. 2. Click the Save Action button.

Action Title	Description
Announcement	Add an announcement to a user's course announcements. 1. Select who will see the announcement from the Add Announcement For drop-down list. 2. In the Announcement text area, type the text you wish to be displayed as the personal announcement. 3. Click the Save Action button.
Calendar	The Calendar action posts a personal calendar event to a user's course calendar page. 1. In the Title textbox, type the text you wish to be displayed as the title of the personal calendar event. 2. Select a user from the Users drop-down list. 3. In the Category textbox, type the category for the personal calendar event. 4. In the Notes text area, type any additional viewable notes that you wish to be associated with the personal calendar event. 5. You may optionally type a numeric value in the Days Offset textbox to specify the number of days to offset (wait before displaying) the personal calendar event. 6. You may optionally type a numeric value in the Duration textbox to specify the number of minutes the personal calendar event should remain posted. 7. Click the Save Action button.

Action Title	Description
Email (External)	The Email action sends an Internet email message when triggered by a specified event. This item would be useful if you need to send an email message to someone outside of the ANGEL environment. 1. Type a valid Internet email address in the From textbox to specify who appears as the sender of the message. 2. Type a valid Internet email address(es) in the To textbox to specify who should receive the Internet email message. 3. You may optionally type a valid email address(es) in the Cc or Bcc fields to specify who should also receive the Internet email message. 4. Type a subject in the Subject field. 5. Type your message text in the Message Text field. 6. You may optionally select the format from the Format drop-down list. 7. Click the Save Action button.

Action Title	Description
GoTo	The GoTo action redirects the user to another content item (in the same course) when triggered by a specified event. 1. In the Match Text field, type the exact Entry_ID, password, or title of the item you wish to redirect the student to.  To copy the Entry_ID for an item, right-click on the title or icon of an item, select Copy Shortcut, paste the copied link into the Match Text field, and delete the entire pasted link except the last alpha-numeric characters following "ENTRY_ID=" (without the quotes).  If more than one item exists with the same title or password provided in the Match Text field, the user is redirected to a list of the matching items. You can combine partial titles with an asterisk (*) as a wildcard to locate multiple items with similar titles. 2. Leave the Delay field blank or type 0 if you wish the redirect to take place immediately. Type a higher number such as 600 (10 minutes) to allow the user to view the confirmation/results page for as long as they wish. 3. You may optionally provide an item type in the Item Type field to restrict the GoTo action to a particular type of item. 4. You may optionally configure an additional action to be performed on the resulting page. For example, if you are redirecting to a quiz or form, type TAKE in the Action field and the user is directed into the quiz or form, bypassing the intermediate "Take the Quiz" page. 5. Additional advanced functions or sub-events can be triggered using the Sub-event field. 6. Click the Save Action button.
Grade Assignment	Posts a grade to the gradebook: 1. Select the assignment from the Assignment drop-down list 2. Select the user(s) from the Max Points Grade For drop-down list. 3. Click the Add -> button to add the user(s). 4. Add the Percentage or Points value to be added. 5. Select the Locked checkbox to keep the grade from changing in the gradebook. 6. Type comments in the Comments field. 7. Click the Save Action button.

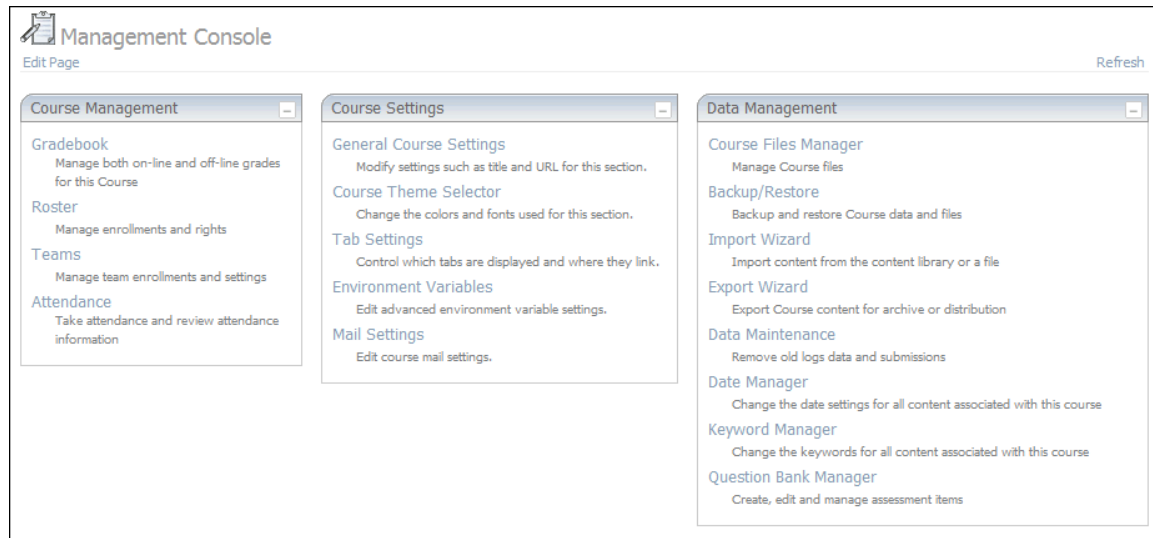
Action Title	Description
Lock	The lock action locks existing content from the user when triggered by a specified event. The lock action can only lock content that had previously been locked and is still associated with a particular password. 1. Select the user from the Lock content for drop-down list. 2. Click the Add -> button. 3. Type the password(s) in the Password(s) field. 4. Click the Save Action button.
Mail (Internal)	The mail action sends a course mail message when triggered by a specified event. 1. Type a valid ANGEL username in the From field (this is pre-populated with your username) to specify who appears as the sender of the message 2. Select the recipient(s) from the Recipients drop-down list and click the desired send button (To ->, Cc ->, or Bcc ->) 3. Type a subject in the Subject field. 4. Type your message text in the Message Text field. 5. Click the Save Action button.
Message	The message action presents an inline message to the user when triggered by a specified event. 1. Type the text you wish to be displayed in the inline message in the HTML Message Text field. 2. Click the Save Action button.
Milestone Completion	Allows the instructor to set a milestone completion action when triggered by a specified event. 1. Select the milestone from the Milestone drop-down list. 2. Select the user from the Complete For drop-down list. 3. Click the Save Action button.
Redirect	The redirect action redirects the user to a webpage when triggered by a specified event. 1. In the URL field, type the fully qualified URL of the web page you wish to redirect the user to. 2. You may optionally type a value (in seconds) in the Delay field to specify a period of time to display the conformation/results page before redirecting to the specified URL.

Action Title	Description
	3. Click the Save Action button.
Replace Variable Text	The Replace Variable Text action could be used to update a list of 'items to be completed'. As the student complete the items, an image of a checkbox (next to the list item) could be replaced with the image of a selected checkbox. 1. Select the users from the Set Variable For drop-down list. 2. Click the Add -> button. 3. Type the variable name in the Variable Name field. 4. Type the text to find in the optional Find Text field. 5. Type the text to replace in the optional Replace With field. 6. Click the Save Action button.
Set Variable	The Set Variable action could be used to change the starting point for each student based on the last quiz they had received a passing score for. 1. Select the users from the Set Variable For drop-down list. 2. Click the Add -> button. 3. Type the variable name in the Variable Name field. 4. Type the value in the Variable Value field. 5. Click the Save Action button.
Task	Allows a personal task to be created. 1. Type a subject in the Subject field. 2. Type a message in the Body field. 3. Select a due date from the Due Date calendar or <i>n</i> days from agent run date. 4. Select the user from the Assigned To drop-down list. 5. Select a priority from the Priority drop-down list. 6. Select a category from the Category drop-down list or create a new category using the Other button. 7. Click the Save Action button.
Task Completion	Allows a personal task item to be marked complete. 1. Select the task from the Task drop-down list. 2. Select the user from the Complete For drop-down list. 3. Click the Save Action button.

Action Title	Description
Team Enroll	Allows an instructor the ability to enroll users in a team based on a specified event. 1. Select the user(s) to enroll from the Users to enroll field. 2. Click the Add -> button. 3. Type the team(s) name(s) in the Team(s) fields. 4. Click the Save Action button.
Team Unenroll	Allows an instructor the ability to unenroll users in a team based on a specified event. 1. Select the user(s) to enroll from the Users to unenroll field 2. Click the Add -> button 3. Type the team(s) name(s) in the Team(s) fields. 4. Click the Save Action button.
Unlock	The Unlock action releases password-protected content to the user when triggered by a specified event. The Unlock action can only unlock content that has been previously locked and is still associated with a particular password. 1. Select the user(s) to unlock content for from the Users to unlock content for field. 2. Click the Add -> button. 3. Type the password(s) in the Password(s) fields. 4. Click the Save Action button.  Using an exclamation point (!) in front of the password hides the folder, quiz or item you wish to unlock from the user without having to set the Hide From Student checkbox. Use the same format and password on the folder, quiz or item you wish to unlock including the exclamation point (!). Example: !password

Manage Tab

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



Course Management

Course Management allows course editors to configure and maintain course grades, manage enrollments and rights, manage team enrollments and settings, take attendance and review attendance information, and maintain course milestones. Course assistants are also provided with access to Course Management to allow them to assist course editors (e.g. maintaining course grades and attendance, etc.). Course assistants are not allowed to edit the configuration of Course Management.

Gradebook

The Gradebook section allows course editors to track and display grades for ANGEL content items (quizzes, drop boxes, discussion forums, SCORM assessments, and surveys) and for assignments handed-in outside of the ANGEL environment. Assignments are organized by categories which can be weighted to compute an overall grade for each student.

To access the Gradebook, log into your ANGEL course, click the **Manage** tab, and click the **Gradebook** hyperlink.

Gradebook Setup Wizard

Upon first access to the gradebook section, the Gradebook Setup wizard appears.



The course gradebook can optionally be configured using the Gradebook Management tools which can be accessed from the course gradebook menu by clicking the **Skip Wizard** button. For information regarding how to manually configure the course gradebook, refer to the section of this document titled *Gradebook Management*.

Step 1 – Create Categories

The first step in setting up the gradebook is to create categories for the purpose of grouping like assignments based on their impact on the overall grade.

Gradebook Setup

TIP : [Click Here](#) to learn more about the gradebook setup wizard and other commonly used features.

Gradebook Mode:

☒ **Points**

This option enables simple points-based grading. Category weights and formulas are not available.

☐ **Percentage**

This option enables percentage-based grading. Category weighting and formulas are available.

Title	Calculation
Homework	Use all assignments ▼
Quizzes	Use all assignments ▼
Exams	Use all assignments ▼
	Use all assignments ▼
	Use all assignments ▼
	Use all assignments ▼
	Use all assignments ▼

< Skip Wizard >

Next >>

Field Name	Definition
Points	Each category is worth a total number of points. All categories are added up to determine the overall grade. For example, a category called Homework is worth 300 points, Quizzes is worth 150 points, and Exams is worth 150 points. For this scenario, use the appropriate point value (300, 150, and 150) as the weight for each category.  The grade by points scenario can optionally be accomplished using a single category (e.g. called Assignments) with a value of 100 (percent) or with a value equal to the total point value sum of all assignments. The use of more than one category is only required if you prefer to weight categories to determine the overall average (percentage) or if you want to categorize assignments by assignment type.
Percentage	Each category is worth a specific percentage of the overall grade. For example, a category called Homework is worth 50% of the overall grade, Quizzes is worth 25%, and Exams is worth 25%. In this case, simply use the appropriate percent value (50, 25, and 25) as the weight for each category.
Title	The gradebook setup wizard displays sample category titles (Homework, Quizzes, and Exams). These sample values should be overwritten using appropriate titles based on the course's actual grading scenario.
Calculation	The Calculation option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student's category average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average is calculated based on their 10 highest quiz scores.  Be sure to provide a title and calculation for each category you want added to the gradebook before clicking the Next button.

1. Select the gradebook mode **Points** or **Percentage**.
2. Type the title in the **Title** field.
3. Select the calculation method from the **Calculation** drop-down list and type the number used for the calculation. Refer to the **Calculation** description in the table above for details.
4. Click the **Next** button. The Step 2 - Select Content Items page appears.

Step 2 – Select Content Items

The next step in the gradebook setup process is to select the ANGEL content items (quizzes, drop boxes, discussion forums, SCORM assessments, and surveys) that you want to display in the gradebook.

Gradebook Setup

Now, choose which content items you want to create gradebook assignments. To select an item click the content item. If there are no content items the list below will be empty. Click "Next" when you are finished.

Lessons

-  ☐ Welcome Discussion Forum
- 
 -  ☐ Introduce Yourself
- 
 -  ☐ Number Conversion Assignment: Binary, Octal, and Hexidecimal conversions
 -  ☒ Binary Numbers
 -  ☐ Binary Discussions
 -  ☐ Lesson 1 Survey
- 
 -  ☐ Internet Protocols
 -  ☒ Understanding Internet Protocols
- 
 -  ☐ Understand Unix Commands
 -  ☒ Understanding Unix
- 
- 

Next >>

- Select the checkbox next to each content item you want to add to the gradebook and click the **Next** button. The Step 3 – Category, Points and Calculation page appears.

Step 3 – Specify Category, Points and Calculation Type

In step 3, each content item must be assigned its appropriate category and point value.

Gradebook Setup

For this step you need to choose a category, number of points possible and the calculation type for the content items you selected.

Content Item	Categories	Points	Calculation Type
Welcome Discussion Forum	Homework ▼	100	First Submission ▼
Binary Numbers	Homework ▼	100	First Submission ▼
Binary Discussions	Homework ▼	100	First Submission ▼
Mid-term Exam	Homework ▼	100	First Submission ▼
Final Exam	Homework ▼	100	First Submission ▼
Final Project	Homework ▼	100	First Submission ▼

[Next >>](#)

Field Name	Definition
Categories	The Categories drop-down list allows you to assign a category to the content item listed.
Points	The Points text box allows you to type a value for each content item.
Calculation Type	The Calculation Type drop-down list determines whether the student grade for each content item should be calculated based on the student's first submission, last submission, average score, maximum score, or entered manually.

1. Select the appropriate category from the **Categories** drop-down menu and type the appropriate point value in the **Points** field for each content item on the page.
2. Select the appropriate option from the **Calculation Type** field.
3. Click the **Next** button. The Step 4 – Setup Grading Scale page appears.

Step 4 – Setup Grading Scale

In Step 4, the course editor is allowed to optionally configure a grading scale for the course gradebook. The grading scale supports any non-numeric characters including A+, A, A-, B+, B, B-, etc., +, -, etc., S (satisfactory), U (unsatisfactory), I (incomplete), etc. to represent alternate performance scales.

Gradebook Setup

Now you have the option of entering a grading scale. A Grading scale maps a minimum percentage back to a letter grade. Just click "Next" if you don't have any grading scale you want to enter.

Letter Grade	Minimum Percent

1. Type a letter grade and the minimum percentage in the appropriate fields.
2. Click the **Next** button. The Gradebook displays.

Gradebook Interface

The Gradebook interface consists of five areas of functionality:

- View section that allows the course editor to view grades.
- Enter/Edit Grades section allows the course editor to enter grades and comments.
- Gradebook Setup section that allows the course editor to configure gradebook preferences and import/export grades.
- Gradebook Management section that allows the course editor to manually create and edit gradebook categories, assignments, macros, and grading scale.

- Gradebook Tutorial section that allows the course editor to learn about the gradebook setup wizard.

To access the Gradebook, log into your ANGEL course, click the **Manage** tab, and click the **Gradebook** hyperlink. The Gradebook page appears.

Gradebook	
View View All Grades View all the grades in all the categories. View Grades All Categories All Users Go Print Grades Create a printer-friendly PDF View of the gradebook. Enter/Edit Grade By Assignment Enter grades on a per assignment basis. By User Enter grades on a per user basis. Gradebook Setup Preferences Maintain overall preferences of the gradebook. Import Grades Import grades from an external file. Export Grades Export grades to a file. Import Assignments Import assignments from resource libraries. Publish Course Grades Save an official record of the course grade that can outlive this ANGEL course.	Gradebook Management 1. Categories Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories. 2. Assignments Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish. 3. Macros Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score. 4. Grading Scale Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up. Gradebook Tutorial Overview Learn about the gradebook setup wizard and other commonly used gradebook features.

View

The View tools allow the course editor to easily view all grades or view a filtered list of grades based on category, or student, and print grades.

View
View All Grades View all the grades in all the categories. View Grades All Categories All Users Go Print Grades Create a printer-friendly PDF View of the gradebook.

Field Name	Definition
View All Grades	The View All Grades hyperlink when selected displays a list of students and gradebook assignments on the View Grades page.
View Grades by Category or Users	The All Categories and All Users drop-down lists allows you to filter the gradebook grades by category and/or by users.  To filter the view to a particular user, select the Find Student... option from the All Users drop-down menu, type any portion of the user's first name, last name, or username in the textbox, and click the Search button. Click the Select hyperlink next to the user you wish to view and click the Go button. To filter the view of gradebook grades by category and/or users, select the appropriate category and team from the All Categories and All Users drop-down menus and click the Go button. The View Grades page displays a list of students and gradebook assignments based on the category and users selections (as shown in the View Grades section below).
Print Grades	The Print Grades hyperlink creates a printer-friendly PDF view of the gradebook.  For best results, change your printer preferences to landscape to display the maximum number of assignments on each page.

View Grades

The View Grades page displays grades for the first 25 students (ordered by last name) based on the criteria specified on the View menu. Use the scroll bar (located below the last student) and scroll to the right to view all assignment grades and category averages.

View Grades									
Show:	All Users	☐ Only Students	Number to Display:	25	View:	☒ Default	☐ Points	☐ Percentage	Update Print
Username	Overall	Homework Overall	☒ Welcome Disc...	☒ Binary Numb...	☒ Binary Discus...	☒ Mid-term Exa...	☒ Final Exam (1...	☒ Final Project	
Raw Class Average		0	0	0	0	0	0	0	
Bills, Thomas (student1)	0	0							
Chesher, Vickie (student2)	0	0							
Longardner, Hailey (peanut)	0	0							
Swenby, Samantha (pum...	200	200		100			100		

Field Name	Definition
Show:	The Show drop-down menu allows the course editor to filter the list of students based on team affiliation.
Only Students	Clearing the Only Students checkbox allows the course editor to display grades for all enrolled users including non-students.

Field Name	Definition
Number to Display	For courses with more than 25 students, the course editor can view the additional student grades by selecting a higher value from the Number to Display drop-down menu.
View: Default Points Percentage	View optionally allows the course editor to view grades formatted as Default, Points, or Percentage.  The Default radio button displays grades based on the view format settings specified in Gradebook Preferences.
Update	The Update button refreshes the page with the selections you made from the drop-down lists or radio buttons. Click the Update button after making the selections.
Previous Next	Use the Previous Next “paging” options (located at the bottom of the page) to advance to the next page of students.
Done	To exit the View Grades page, click the Done button located at the bottom of the page.

Print Grades

The gradebook allows for the printing of the grades. The view produces a PDF document containing all student grade for all categories.



This feature works best with version 7 of the Adobe Acrobat Reader plug-in for your browser. This can be downloaded from Adobe at <http://www.adobe.com/support/downloads/main.html>.

To use print grades:

1. Log into your ANGLE course and click the **Manage** tab.
2. Click the **Gradebook** hyperlink. The **View or Print Gradebook PDF** page appears.

View or Print Gradebook PDF

Produce a printer-friendly PDF view of the gradebook.

Format Settings

Page Size: Letter ▼

Page Orientation: Landscape ▼

Page Margins: 0.75 inch ▼

Font Family: Times ▼

Font Size: 8 ▼

Category Order: Display the categories in gradebook order ▼

Team: All Course Members ▼

Show Students Only: ☒

Show Averages Only: ☐

[Generate PDF](#) [More Info](#)

Designed for [Adobe Acrobat Reader 7](#)
If you cannot view PDF, you can still see the [previous HTML-only version](#) of this report.

[Done](#)

3. From the **Page Size** drop-down list select the size you want to use. Default is Letter but other choices include Legal, 11 x 17, A3, A4, A5, A6, B3, B4, and B5.
4. From the **Page Orientation** drop-down list select how you want the gradebook to print. Default is Landscape, but Portrait is also available.
5. Select the page margins from the **Page Margins** drop-down list.
6. Select the font from the **Font Family** drop-down list.
7. Select the font size from the **Font Size** drop-down list.
8. Select the category order from the **Category Order** drop-down list.
9. Select the team from the **Team** drop-down list.
10. Select the **Show Students Only** checkbox if you want only student grades to appear.
11. Select the **Show Averages Only** checkbox if you only want averages displayed.
12. Click the **Generate PDF** button.



Additional information is available by clicking the **More Info** hyperlink. If you cannot view the PDF, you can still view the report by clicking the **previous HTML-only version** hyperlink.

Grades by User or by Assignment

The View Grades page provides easy access to enter grades by student or by assignment.

- To enter grades for a particular student, click the student's hyperlinked name. The Enter Grades by User page displays the student's name at the top of the page and an editable list of assignment grades (as shown in the By User section below).
- To enter grades for a particular assignment, click the hyperlinked assignment title. The Assignment Editor page displays the assignment name and attributes with a list of assignment tasks. Click the **Add Grades** hyperlink to display the Enter Grades by Assignment page (as shown in the By Assignment section below).

Enter/Edit Grade

The Enter/Edit Grade tools allow the course editor to enter or edit grades and comments by assignment or user.

Enter/Edit Grade

[By Assignment](#)
Enter grades on a per assignment basis.

[By User](#)
Enter grades on a per user basis.

Assignment

Enter Grades By Assignment

Selected Assignment:

Binary Numbers

Max Points: 100 Overall Course Average: 0%

Category: Homework Calculation Method: FirstSubmission

Content Items: [Binary Numbers](#)

Show: ☐ Only Students Display: View: ☒ Full ☐ Condensed

Name	Percentage	Points	Locked	Comments
Bills, Thomas (student1)			☐	
Chesher, Vickie (student2)			☐	
Longardner, Hailey (peanut)			☐	
Swenby, Samantha (pumpkin)	100	100	☐	

Batch Update

Default for Displayed Users ☐

Page 1 of 1
Previous Page | Next Page | [1](#)



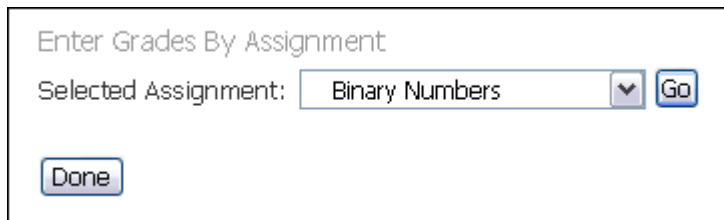
The assignment attributes (max points, category, content items, overall course average and calculation method) are displayed in a shaded table just below the **Selected Assignment** list box. If the assignment is associated with one or more ANGEL content items (quiz, drop box, discussion forum, etc.), a Content Items attribute displays hyperlinked titles of each associated content item providing quick access to the content item.

Assignment attributes settings can be modified using the Assignment Editor. For information regarding how to modify assignment settings, refer to the section of this document titled *Assignment Editor*.

Field Name	Definition
Selected Assignment	To enter grades for another assignment, select the new assignment from the Selected Assignment drop-down list located at the top of page.
Show	The Show drop-down menu allows the course editor to filter the list of students based on team affiliation.
Only Students	Clearing the Only Students checkbox allows the course editor to display grades for all enrolled users including non-students.
Display	For courses with more than 25 students, the course editor can view the additional student grades by selecting a higher value from the Display drop-down menu.
Go	The Go button refreshes the page with the selections you made from the drop-down lists or radio buttons. Click Go after making the selections.
View: Full Condensed	Optionally select Condensed from the View radio option to change to a simple view of percentage and points fields for each student. Select Full from the View option to view all grading options including Locked and Comments (discussed below).
Percentage or Points	Assignment grades can be entered into either the Percentage or Points fields for each student. As you move to the next user, the neighboring field automatically updates with the appropriate value calculated based on the entered score and assignment's max points.  When entering grades using points, review the Max Points value displayed in the assignment attributes table to verify points are being entered based on the appropriate scale. When using gradebook macros to enter grades, macros/labels must be entered in the Percentage field to be calculated correctly. For information regarding how to configure macros, refer to the section of this document titled <i>Macros</i>.
Locked	The Locked option is used with gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows the course editor to “lock” and manually overwrite a student grade to ensure it isn’t overwritten by updates to the associated ANGEL content item.
Comments	The course editor can optionally provide feedback in the Comments field for each student. Comments are displayed in the student’s grade report and are only viewable to the student for whom they are intended.

Field Name	Definition
Batch Update	The Batch Update tool makes it easy to add a common grade for all members of a particular team or to add a common grade to all students who do not have a grade listed (i.e. to batch update an assignment to give a zero to everyone who did not complete the assignment). To batch update grades for displayed users for a particular assignment, type a percentage or point value in the appropriate field, optionally select the Locked checkbox and provide a common comment (if applicable), and click the Batch Update button.  To add a common grade for all members of a particular team, first select the team from the Show drop-down box to filter the list of students based on team affiliation. The Batch Update tool is also useful when a large percentage of the students receive a common grade (i.e. all but a few students earn 100%). In this scenario, grade the few students who did not earn the common grade, then use the Batch Update tool to update the grade for all ungraded students.
Save Changes	The Save Changes button saves the gradebook changes.
Cancel Changes	Gradebook changes can be cancelled by clicking the Cancel Changes button.
Previous Page Next Page	Use the Previous Page Next Page “paging” options (located at the bottom of the page) to advance to the next page of students.
Done	Click the Done button to exit.

1. To enter or edit grades by assignment, click the **By Assignment** hyperlink on the Gradebook page. The Enter Grades by Assignment page displays.



2. Select the assignment you want to edit from the **Selected Assignment** drop-down menu and click the **Go** button. The page updates to display the assignment name and attributes with an editable list of student grades.
3. Type information and click the **Save Changes** button.

User

Enter Grades by User
Student: [Bumbalough, Ginny \(gbumbalough\)](#)

Homework

Title	Grade	Points	Locked	Comments
Binary Discussions (100 pts.)			☐	
Internet Protocols (100 pts.)			☐	
Understand Unix Commands (100 pts.)			☐	
Mid-term Exam (100 pts.)			☐	
Final Exam (100 pts.)			☐	
Final Project (100 pts.)			☐	

Quizzes

Title	Grade	Points	Locked	Comments
			☐	

Exams

Title	Grade	Points	Locked	Comments
			☐	

Field Name	Definition
Grade	Type a non-numeric grade including A+, A, A-, B+, B, B-, etc., +, -, etc., S (satisfactory), U (unsatisfactory), I (incomplete), etc. to represent an alternate performance assessment.
Percentage/Points	Student grades can be entered into either the Percentage or Points fields for each assignment dependent on if you selected Percentage or Points when creating the gradebook. As you move to the next assignment, the neighboring field automatically updates with the appropriate value calculated based on the entered score and assignment's max points.  When entering grades using points, review the Max Points value displayed next to the assignment name to verify points are being entered based on the appropriate scale. When using gradebook macros to enter grades, macros/labels must be entered in the Percentage field to be calculated correctly. For information regarding how to configure macros, refer to the section of this document titled <i>Macros</i>.

Field Name	Definition
Locked	The Locked option is used with gradebook assignments that are associated with ANGEL content items (quiz, drop box, discussion forum, etc.). It allows the course editor to “lock” and manually overwrite a student grade to ensure it is not overwritten by updates to the associated ANGEL content item.
Comments	The course editor can optionally provide feedback in the Comments field for each assignment. Comments are displayed in the student’s grade report and are only viewable to the student for whom they are intended.
Save	The Save button saves the gradebook changes.
Cancel	Gradebook changes can be cancelled by clicking the Cancel button.
Done	To exit, click the Done button.

1. To enter or edit grades by user, click the **By User** hyperlink from the Gradebook page. The Enter Grades by User page displays on the screen.

Enter Grades by User
Student: [Search](#)

2. Select the **Search** hyperlink. The Search page displays.

3. Type any portion of the user’s first name, last name, or username in the textbox and click the **Search** button.



To return a list of all students in the class, leave the textbox blank and click the **Search** button. To view a list of students based on team affiliation, select the team from the **All Users** drop-down menu and click the **Search** button.

4. Click on the student's hyperlinked name that you want to grade. The Enter Grades by User page updates to display the student's name at the top of the page and an editable list of assignment grades.
5. Type information and click the **Save** button.

Gradebook Setup

Gradebook setup tools allow the course editor to modify gradebook preferences (e.g. grade display format, etc.), import and export grades to and from a delimited spreadsheet format, import assignments from repositories, and publish course grades.

Gradebook Setup

Preferences

Maintain overall preferences of the gradebook.

Import Grades

Import grades from an external file.

Export Grades

Export grades to a file.

Import Assignments

Import assignments from repositories.

Publish Course Grades

Save an official record of the course grade that can outlive this ANGEL course.

Gradebook Preferences

To modify gradebook preference settings, click the **Preferences** hyperlink. The Gradebook Preferences page displays.

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format: Score (Letter Grade) ▼

Options: ☐ [Treat Ungraded Items as Zero](#)
☐ [Limit Course Assistants by Team](#)
☐ [Exclude Instructors from Averages](#)

Gradebook Mode: Points ▼

Average Settings

Options: ☐ [Display Overall Average](#)

Overall Display Format: Score (Letter Grade) ▼

Save Cancel

Field Name	Definition
Default Display Format	Select a different value from the Default Display Format drop-down menu to change how grades should be displayed in the gradebook and student's grade report.
Treat Ungraded Items as Zero	Select the Treat Ungraded Items as Zero checkbox to display a score of zero for all assignments that do not have a grade specified.  The Treat Ungraded Items as Zero option can be useful when determining mid-term or final grades if the gradebook includes assignments that do not have a grade specified (i.e. students did not complete or turn-in the assignments).
Limit Course Assistants by Team	Select the Limit Course Assistants by Team checkbox to limit course assistant rights so they can only view and enter grades for students who are affiliated with the same team(s) as the course assistant.  For more information regarding how to add a course assistant to a course, refer to the section of this document titled <i>Edit Roster</i>.
Gradebook Mode	Select Points or Percentage from the Gradebook drop-down list. This general preference determines how the gradebook displays the grade values.

Field Name	Definition
Options: Display Overall Average	Optionally clear the Display Overall Average checkbox if you do not want to display the overall, calculated grade on the student's grade report and on the View Grades by User page.  Overall Average is always displayed in the View All Grades grid view regardless of whether the Display Overall Average checkbox is selected or not.
Overall Display Format	Select a different value from the Overall Display Format drop-down menu to change how the overall grade should be displayed in the gradebook and student's grade report.
Save	Click the Save button to save the gradebook preferences.

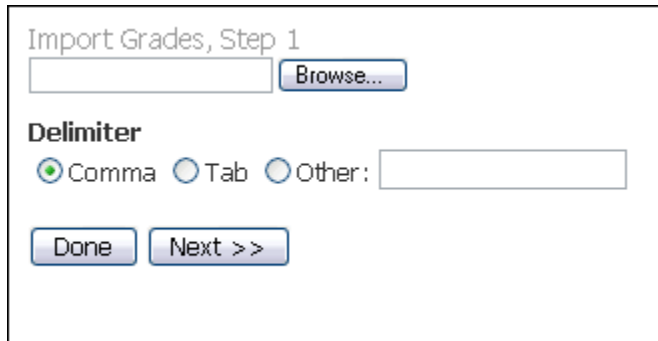
Import Grades

The Import Grades option allows the course editor to import assignment grades from any delimited file format.

 The Import Grades utility does not add new assignments or students to an existing gradebook or roster. New assignments must already exist (or be added) to the gradebook prior to the import process for the new assignment grades to be successfully imported into the gradebook. Likewise new students must exist (or be added) to the course roster prior to the import process for the new student grades to be successfully imported.

To import assignment grades into the ANGEL Gradebook:

1. Click the **Import Grades** hyperlink. Step 1 of the Import Grades page displays.



2. Click the **Browse** button. A **Choose File** dialog box appears on the screen.
3. Locate and select the delimited grades file you wish to import and click the **Open** button.
4. Select the delimiter format for the grades file (comma, tab, or other) and click the **Next** button. Step 2 of the Import Grades page displays.

Import Grades, Step 2

Instructions: First, select the column that contains the User ID for each student. Then, map each of the other columns to the assignment whose grades are stored in the column. Just choose (Skip) for any column which does not contain any data you want imported.

User ID :	Column 1	▼
Column 0:	(Skip)	▼
Column 1:	(Skip)	▼
Column 2:	(Skip)	▼
Column 3:	Welcome Discussion Forum	▼
Column 4:	Binary Numbers	▼
Column 5:	Binary Discussions	▼
Column 6:	Mid-term Exam	▼
Column 7:	Final Exam	▼
Column 8:	Final Project	▼
Column 9:	(Skip)	▼

Treat Values as : ☒ Percentages ☐ Points

Lock Imported Grades: ☒

Finish >>



The Import Grades page provides options for mapping each column of data to the correct gradebook assignment and for “skipping” some data columns to selectively update specific assignment grades.

When importing a grades data file that was originally exported from the ANGEL gradebook and which has not been modified from its original column mapping format, you may ignore the **Column Mappings** options and proceed to step 5 below. Changes to the **Column Mapping** fields are required only if you are working with a custom column format or if you want to “skip” particular assignment grades.

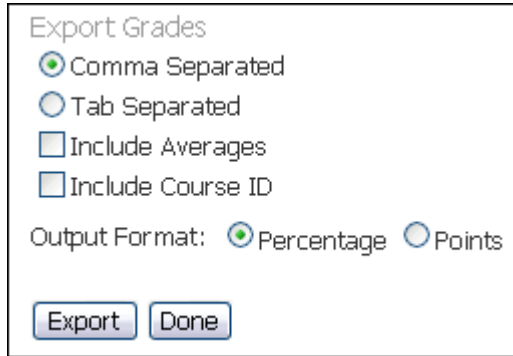
5. Select the column that contains the **User ID** for each student. Then, map each of the other columns to the assignment whose grades are stored in the column.
6. Select Skip for any column which does not contain any data you want imported.
7. Select Percentages or Points from the **Treat Values as** radio buttons.
8. Clear Lock Important Grades if you want ANGEL to recalculate the grade against a submission.
9. Click the **Finish** button. A message appears noting the number of assignment and student records that were successfully imported.

Export Grades

The Export Grades option allows the course editor to export the assignment grades, for all students, as a comma delimited or tab delimited file. The resulting delimited file can easily be viewed and modified in a standard spreadsheet program such as Microsoft Excel.

To export assignment grades to a delimited file:

1. Click the **Export Grades** hyperlink. The Export Grades page displays.

The screenshot shows a dialog box titled "Export Grades". It contains two radio buttons: "Comma Separated" (which is selected) and "Tab Separated". Below these are two checkboxes: "Include Averages" and "Include Course ID", both of which are currently unchecked. Further down, there is a label "Output Format:" followed by two radio buttons: "Percentage" (selected) and "Points". At the bottom of the dialog box are two buttons: "Export" and "Done".

2. Select the delimited file format you prefer to export (comma-separated or tab-separated values).
3. Optionally select the **Include Averages** and **Include Course ID** checkboxes to include the additional data in the export file.
4. Click the **Export** button. A File Download dialog box appears on the screen.
5. Click the **Save** button to save the file. A **Save As** dialog box appears on the screen.
6. Select a location to save the file and click the **Save** button. Once the file has finished downloading, you may open the file in any spreadsheet program (recommended) or text editor to view or modify the assignment grades.

Import Assignments

The Import Assignments option allows the course editor to import assignments from resource libraries.

To import assignments from resource libraries:

1. Click the **Import Assignments** hyperlink. The Import Assignments from Resource Libraries page displays.

Import Assignments from Resource Libraries

Available Libraries:

Resources:

Create assignments in:

2. Select a library from the **Available Libraries** drop-down list and click the **Select** button.
3. Type resources in the **Resources** text box.
4. Select where to create assignments from the **Create Assignments in:** drop-down list.
5. Click the **Import** button to import the assignment. The Assignments page appears (Refer to the *Assignments* section for more details on this page).

Assignments				
	Title	Category	Points Possible	Release Date
☐	Final Exam	Homework	100	3/16/2006
☐	Binary Numbers	Homework	100	3/16/2006
☐	Binary Discussions	Homework	100	3/16/2006
☐	Mid-term Exam	Homework	100	3/16/2006
☐	Welcome Discussion Forum	Homework	100	3/16/2006
☐	Final Project	Homework	100	3/16/2006

[<< Back To Main Menu](#)

6. Click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page.

Assignments				
	Title	Category	Points Possible	Release Date
☐	Final Exam	Homework	100	3/16/2006
☐	Binary Numbers	Homework	100	3/16/2006
☐	Binary Discussions	Homework	100	3/16/2006
☐	Mid-term Exam	Homework	100	3/16/2006
☐	Welcome Discussion Forum	Homework	100	3/16/2006
☐	Final Project	Homework	100	3/16/2006

Assignment Editor
View: ☒ Normal ☐ Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

☐ Extra Credit

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Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the assignment.
Description	The Description is used to describe the assignment.
Category	The Category is used to associate the type of category with the assignment.
Points	The Points field allows you to enter a value for the assignment.

Field Name	Definition
Display Format	The Display Format allows you to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
Calculation Type	The Calculation Type option is intended to be used in combination with the Associated Content Items option. If the gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item grade should be used to update the gradebook assignment. Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual. Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to enter a score manually.
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.
Associated Content Items	See Calculation Type

From the Assignment Editor:

1. Click the **Advanced** option to display all of the assignment options.
2. Type a title for the assignment in the **Title** field.
3. (Optional) Type a description for the assignment in the **Description** field.
4. Select an assignment category from the **Category** drop-down menu.
5. Specify a points possible value for the assignment in the **Points** field.
6. (Optional) Select a different option from the **Display Format** drop-down menu if you want to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
7. Select the appropriate calculation type from the **Calculation Type** drop-down menu.



The **Calculation Type** option is intended to be used in combination with the **Associated Content Items** option. If the gradebook assignment has one or more associated content items, the **Calculation Type** option should be used to determine which content item grade should be used to update the gradebook assignment.

Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual.

Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to enter a score manually.

8. Select the **Extra Credit** checkbox if you want this assignment to be extra credit.
9. On the right side of the Assignment Editor, select any content items that you want to associate to this assignment.
10. Click the **Save** button. The assignment is added to the Assignments page.

Publish Course Grades

The Publish Course Grades is available in the gradebook and allows the instructor to save an official record of the course grade from a hyperlink in the gradebook setup section. This option needs to be activated by your ANGEL Administrator.

To publish grades:

1. Click on the **Publish Course Grades** hyperlink. The Publish Grades page appears.

Publish Grades

Publish final (or other) grades for the course, in records that will persist after the course is deleted from ANGEL. Your institution's ANGEL administrator determines the types of grades to be published and the allowable grades that you can publish.

Published Grade Type:

2. Select the type of grade that you want published from the **Published Grade Type** drop-down list.
3. Click the **Go** button. The Publish Grades page updates to display the publish grade type at the top of the page and an editable list of grades to publish at the bottom.

Publish Grades

Published Grade Type:

Show: ☒ Only Students ☐ All Users Display:

View: ☒ Full ☐ Condensed

If you have published this grade type for a student, that will be the initial value in the "grade to publish" field; otherwise the field will be initialized according to your grading scale (if you have set up a grading scale for this course).

Name	Current Course Average (from gradebook)	Previous Published Grade	Grade to Publish	Comments
student1 Bills, Thomas (student1)	0(0%)	none		
student2 Chesher, Vickie (student2)	0(0%)	none		
pumpkin Swenby, Samantha (pumpkin)	200(100%)	none		

Batch Update

Default value to place in all empty Grade to Publish fields:

Page 1 of 1
Previous | Next | 1



If you have published a grade type for a student, it is the initial value in the **Grade to Publish** field; otherwise this is blank.

- Based on the current course average from the gradebook, type the **Grade to Publish** and any comments.
- Click the **Publish all displayed grades** button to publish your grades.
- Click the **Done** button when finished.

Apply Batch Grade and Comments

This button allows you to complete a batch grade and comment update with the value that is placed in the Default value to place in all empty Grade to Publish fields field.

Gradebook Management

Gradebook management tools allow the course editor to create and edit categories, assignments, and macros, and to edit the grading scale.

Gradebook Management

1. **Categories**
Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.
2. **Assignments**
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.
3. **Macros**
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.
4. **Grading Scale**
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Categories

The Categories page allows the course editor to add new gradebook categories, to edit settings for one or more categories (modifying multiple), and to delete categories.

Categories are an important gradebook concept. The primary purpose of categories is to group assignments based on their impact on the overall grade.

For example, a few of the most common calculation approaches include:

- **Scenario 1 – Grade By Percent**

Each category is worth a specific percentage of the overall grade. For example, a category called Homework is worth 50% of the overall grade, Quizzes is worth 25%, and Exams is worth 25%. In this case, simply use the appropriate percent value (50, 25, and 25) as the weight for each category.

- **Scenario 2 – Grade By Points**

Each category is worth a total number of points. All categories are added up to determine the overall grade. For example, a category called Homework is worth 300 points, Quizzes is worth 150 points, and Exams is worth 150 points. For this scenario, use the appropriate point value (300, 150, and 150) as the weight for each category.



The grade by points scenario can optionally be accomplished using a single category (e.g. called Assignments) with a value of 100 (percent) or with a value equal to the total point value sum of all assignments. The use of more than one category is only required if you prefer to weight categories to determine the overall average (scenario 1 above) or if you want to categorize assignments by assignment type.

To access the Categories page, log into your ANGEL course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Categories** hyperlink.

Categories					
	Title	Calculation	Release Date	Weight	Percent Overall
☐	Homework	Use all grades	3/16/2006	600	100%
☐	Quizzes	Use all grades	3/16/2006	0	0%
☐	Exams	Use all grades	3/16/2006	0	0%
				600	100%
Add New Show Tasks Edit Selected Delete Selected					
<< Back To Main Menu					

Assuming the gradebook was created using the Gradebook Wizard, the Categories page may already have one or more category titles listed including calculation method, release date, weight, and percentage-based impact on the overall grade. Weight and Percent Overall columns display a sum value at the bottom of their respective columns.

Add New Category

To add a new category, click the **Add New** button. The page updates to display the Category Editor at the bottom of the page. Refer to the section of this document titled *Category Editor* for more details.

Edit Existing Category

Existing categories may be edited by selecting one or more categories and clicking the **Edit Selected** button. The page updates to display the Category Editor at the bottom of the page. Make your changes and click the **Save** button.

Delete Existing Category

Existing categories may be deleted by selecting one or more categories and clicking the **Delete Selected** buttons. A pop-up appears asking if you want to delete selected categories. Click **OK** to remove the selection from the Categories page.

Modify Multiple Categories

The course editor can optionally modify multiple categories from a single editor by selecting the checkbox next to each category and clicking the **Edit Selected** button. The page updates to display the Category Editor at the bottom of the page. Make your changes and click the **Save** button.

Show Category Tasks

Additional category tasks are available by selecting a single category and clicking the **Show Tasks** button.

Categories					
	Title	Calculation	Release Date	Weight	Percent Overall
☐	Homework	Drop lowest 3	3/1/2006	600	100%
☒	Quizzes	Use highest 5	3/1/2006	0	0%
☐	Exams	Use all grades	3/1/2006	0	0%

600 **100%**

Add New Show Tasks Edit Selected Delete Selected

Quizzes Tasks

[Add Assignments](#)
[View Assignments](#)
[Reorder Assignments](#)
[Edit Category Settings](#)
[Delete Category](#)
[Move Up](#)
[Move Down](#)
Done

[<< Back To Main Menu](#)

Add/View Assignments

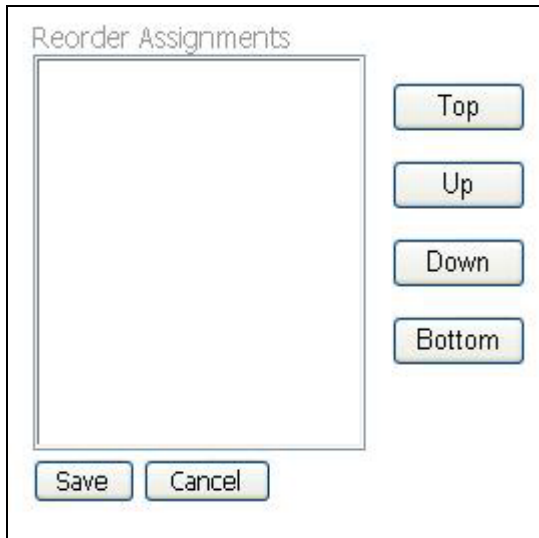
The **Add Assignments** and **View Assignments** hyperlinks provide easy access to add new assignments or view, edit or delete existing assignments.

To add an assignment to the selected category, click the **Add Assignments** hyperlink. The **Assignment Editor** displays - to allow the course editor to create a new assignment in the selected category (as shown in the **Assignment Editor** section below).

To view existing assignments for the selected category, click the **View Assignments** hyperlink. The Assignments page displays a list of existing assignments in the selected category (as shown in the **Assignment** section below).

Reorder Assignments

To reorder assignments within the selected category, click the **Reorder Assignments** hyperlink. The Reorder Assignments page displays a list of all assignments in the selected category.

A screenshot of a web-based dialog box titled "Reorder Assignments". The dialog box has a large empty rectangular area on the left for a list of assignments. To the right of this area are four buttons stacked vertically: "Top", "Up", "Down", and "Bottom". At the bottom left of the dialog box are two buttons: "Save" and "Cancel".

1. Select the assignment you want to move and click the appropriate button to move the selected assignment up, down, to the top of the list, or to the bottom of the list.
2. Continue this process until all assignments have been reordered properly.
3. Click the **Save** button to save your work.

Edit/Delete Category

The selected category can be edited or deleted by clicking the **Edit Category Settings** or **Delete Category** hyperlinks or by clicking the **Edit Selected** or **Delete Selected** buttons.

Move Category

The selected category can be moved up or down in the list of categories by clicking the **Move Up** or **Move Down** buttons.

Exit Show Tasks

To close the list of category tasks, click the **Done** button located at the bottom of the page.

Exit Categories

To exit the Categories page, click the **Back to Main Menu** hyperlink.

Category Editor

Categories					
	Title	Calculation	Release Date	Weight	Percent Overall
☐	Homework	Drop lowest 3	3/1/2006	600	100%
☐	Quizzes	Use highest 5	3/1/2006	0	0%
☐	Exams	Use all grades	3/1/2006	0	0%

600 100%

Add New Show Tasks Edit Selected Delete Selected

Category Editor Views: ☐ Normal ☒ Advanced

Title:

Release Date:

March

1

2006

PM 03

05

Description:

Calculation:

☒ Use all assignments
☐ Drop lowest:
☐ Use highest:

Average Format:

Course Default

Extra Credit

☐

Save

Cancel

Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the category.
Description	The Description is used to describe the category.
Calculation: Use all assignments Drop lowest Use highest	The Calculation options allow the course editor to determine whether the category average should be based on the grade of all category assignments (Use all assignments) or a subset using the highest scored assignments (Use highest or Drop lowest).
Release Date	The Release Date option allows the course editor to effectively hide the category average and the grades for all assignments assigned to the category until a future release date.
Average Shown	When cleared, the category average does not display in the student or instructor views.
Average Format	Select a format from the Average Format drop-down list if you want to use a different display format for the category average than the gradebook default (specified in Gradebook Preferences).
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.

To add a new category:

1. From the Categories page, click the **Add New** button. The page updates to display the Category Editor at the bottom of the page.
2. Click the **Advanced** option to display all of the category options.
3. Type a title for the category in the **Title** field.
4. (Optional) Type a category description in the **Description** field.
5. (Optional) Select the appropriate calculation method from the **Calculation** options to determine whether the category average should be based on the grade of all category assignments (**Use all assignments**) or a subset using the highest scored assignments (**Use highest** or **Drop lowest**).



The **Calculation** option allows the course editor to configure a category to “drop lowest” or “use highest” n number of grades when calculating each student’s category average. For example, by specifying “Use Highest” 10 for the Quizzes category, each student category average is calculated based on their 10 highest quiz scores.

6. (Optional) Specify a different **Release Date** and time for the category to effectively hide the category average and the grades for all assignments assigned to the category until a future release date.
7. (Optional) Clear the **Average** checkbox if you do not want to display the category average. When cleared, the category average does not display in the student or instructor views.
8. (Optional) Select a different option from the **Average Format** drop-down menu if you want to use a different display format for the category average than the gradebook default (specified in Gradebook Preferences).
9. (Optional) Select the **Extra Credit** checkbox to configure the category to be calculated as extra credit.
10. Click the **Save** button. The category is added to the Categories page.

Assignments

The Assignments hyperlink provides easy access to add new assignments or view, edit or delete existing assignments. To access the Assignments page, log into your ANGEL course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Assignments** hyperlink.

Assignments				
	Title	Category	Points Possible	Release Date
☐	Understand Unix Commands	Homework	100	3/1/2006
☐	Unix	Homework	75	3/1/2006
☐	Internet Protocols	Homework	100	3/1/2006
☒	Final Exam	Homework	100	3/1/2006
☐	Binary Discussions	Homework	100	3/1/2006
☐	Mid-term Exam	Homework	100	3/1/2006
☐	Final Project	Homework	100	3/1/2006

[<< Back To Main Menu](#)

Assuming the gradebook was created using the Gradebook Wizard, the Assignments page may already have one or more assignment titles listed including category, points possible, and release date.

Add Assignments

To add a new assignment, click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page. Refer to the *Assignment Editor* section below for field descriptions.

Edit Existing Assignments

Existing assignments may be edited by selecting one or more assignments and clicking the **Edit Selected** button. The page updates to display the Assignment Editor at the bottom of the page. Make your changes and click the **Save** button.

Delete Existing Assignments

Existing assignments may be deleted by selecting one or more categories and clicking the **Delete Selected** buttons. A pop-up appears asking if you want to delete selected assignments. Click **OK** to remove the selection from the Assignments page.

Modify Multiple Assignments

The course editor can optionally modify multiple assignments from a single editor by selecting the checkbox next to each category and clicking the **Edit Selected** button. The page updates to display the Assignment Editor at the bottom of the page. Make your changes and click the **Save** button.

Show Assignment Tasks

Additional assignment tasks are available by selecting a single assignment and clicking the **Show Tasks** button.

Assignments				
	Title	Category	Points Possible	Release Date
☐	Understand Unix Commands	Homework	100	3/1/2006
☐	Unix	Homework	75	3/1/2006
☒	Internet Protocols	Homework	100	3/1/2006
☐	Final Exam	Homework	100	3/1/2006
☐	Binary Discussions	Homework	100	3/1/2006
☐	Mid-term Exam	Homework	100	3/1/2006
☐	Final Project	Homework	100	3/1/2006

Tasks

[Add Grades](#)
[Edit Assignment Settings](#)
[Delete Assignment](#)

[<< Back To Main Menu](#)

Add Grades

The **Add Grades** hyperlink provides easy access to add grades to the selected assignment. To add grades to the selected assignment, click the **Add Grades** hyperlink. The Enter Grades by Assignment page displays (as shown in the Add Grades by Assignment section above).

Edit/Delete Assignment

The selected assignment can be edited or deleted by clicking the **Edit Assignment Settings** or **Delete Assignment** hyperlinks or by clicking the **Edit Selected** or **Delete Selected** buttons.

Exit Show Tasks

To close the list of assignment tasks, click the **Done** button located at the bottom of the page.

Exit Assignments

To exit the Assignments page, click the **Back to Main Menu** hyperlink.

Assignment Editor

Assignments

Title	Category	Points Possible	Release Date
☐ Understand Unix Commands	Homework	100	3/1/2006
☐ Internet Protocols	Homework	100	3/1/2006
☐ Final Exam	Homework	100	3/1/2006
☐ Binary Discussions	Homework	100	3/1/2006
☐ Mid-term Exam	Homework	100	3/1/2006
☐ Final Project	Homework	100	3/1/2006

Add New

Show Tasks

Edit Selected

Delete Selected

Assignment Editor

View: ☒ Normal ☐ Advanced

Title:

Description:

Category: Homework

Points:

Display Format: Course Default

Calculation Type: Manual

☐ Extra Credit

Associated Content Items:

☐ Basic Unix Commands
☐ Lesson 7
☐ Introduction
☐ Number Systems Video
☐ Internet Protocols
☐ Number Conversion Assignment: Binary, Octal, and Hexadecimal conversions
☐ Binary to Base 10 Conversion Video
☐ Final Exam
☐ Tools of Web Development 1: Using Unix
☐ TCP/IP Video

Save

Cancel

Field Name	Definition
Normal/Advanced	Clicking the Advanced option displays all of the category options.
Title	The Title is used to identify the assignment.
Description	The Description is used to describe the assignment.
Category	The Category is used to associate the type of category with the assignment.
Points	The Points field allows you to type a value for the assignment.
Display Format	The Display Format allows you to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).

Field Name	Definition
Calculation Type	The Calculation Type option is intended to be used in combination with the Associated Content Items option. If the gradebook assignment has one or more associated content items, then the Calculation Type option should be used to determine which content item grade should be used to update the gradebook assignment. Since many content items can be graded multiple times, and multiple content items can be associated with the same gradebook assignment, you have four options for obtaining a grade: Average Score, Maximum Score, First Submission, Last Submission, and Manual. Average Score uses an average of all scores submitted. Maximum Score uses the highest of all scores submitted. First Submission uses the first score submitted. Last Submission uses the last (most recent) score submitted. The calculation type of Manual requires the instructor to type a score manually.
Extra Credit	The Extra Credit checkbox configures the category to be calculated as extra credit.
Associated Content Items	See Calculation Type

To add a new assignment:

1. From the Assignments page, click the **Add New** button. The page updates to display the Assignment Editor at the bottom of the page.
2. Click the **Advanced** option to display all of the category options.
3. Type a title for the assignment in the **Title** field.
4. (Optional) Type a description for the assignment in the **Description** field.
5. Select an assignment category from the **Category** drop-down menu.
6. Specify a point possible value for the assignment in the **Points** field.
7. (Optional) Select a different option from the **Display Format** drop-down menu if you want to use a different display format for the assignment grade than the gradebook default (specified in Gradebook Preferences).
8. Select the appropriate calculation type from the **Calculation Type** drop-down menu.
9. Select the **Extra Credit** checkbox if you want this assignment to be extra credit.
10. On the right side of the Assignment Editor, select any content items that you want to associate to this assignment.
11. Click the **Save** button. The assignment is added to the Assignments page.

Extra Credit Assignment

In addition to having an entire category as extra credit, you now have the option to set up an extra credit assignment. However, you cannot have an extra credit assignment within an extra credit category.

Macros

Macros can be used to map a non-numeric grade to a percentage value. For example, adding a macro with a filter value of A and a percent 95 would allow the grader to type the letter grade of A into the grade entry page and the gradebook interprets the grade as 95%.

To access the Macro Editor, log into your ANGEL course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Macros** hyperlink. The Macro Editor displays.

Filter	Percent	
A	92	Edit Delete
		Add New

[<< Back To Main Menu](#)

Field Name	Definition
Filter	The Filter field allows you to enter a non-numeric character (e.g. a letter grade) that is associated to the percentage.
Percent	The Percent field allows you to enter a percentage that corresponds to a non-numeric character.

Add Macros

1. Type a non-numeric character in the **Filter** text box.
2. Type the corresponding percentage in the **Percent** text box.
3. Click the **Save** hyperlink. Continue this process to add additional macros.

Edit/Delete Macros

Macros can be easily edited or deleted by clicking the **Edit** or **Delete** hyperlinks located next to the macro.

Exit Macros

Click the **Back to Main Menu** hyperlink to exit the Macros page.

Grading Scale

The Grading Scale allows the course editor to specify a grading scale that is used to display letter grades in addition to the percentages or scores for assignments, category averages, and overall grades.

To access the Grading Scale Editor, log into your ANGEL course, click the **Manage** tab, click the **Gradebook** hyperlink, and click the **Grading Scale** hyperlink.

Grading Scale

Label	Minimum Percent	
A	92	Edit Delete
B	82	Edit Delete
C	72	Edit Delete
D	65	Edit Delete
F	60	Edit Delete

[Add New](#)

[<< Back To Main Menu](#)

Field Name	Definition
Label	The Label field allows you to enter a non-numeric character (e.g. a letter grade) that is associated to the minimum percent.
Minimum Percent	The Minimum Percent field allows you to enter a percentage that corresponds to a non-numeric character.

Add Grading Scale

1. Type a letter grade (or any non-numeric character) in the **Label** text box.
2. Type the corresponding percentage in the **Minimum Percent** text box.
3. Click the **Add New** hyperlink. The new grading scale is added. Continue this process to add all labels for the grading scale.

Edit/Delete Grading Scale

Labels can be easily edited or deleted by clicking the **Edit** or **Delete** hyperlinks located next to the label.

Exit Grading Scale

Click the **Back to Main Menu** hyperlink to exit the Grading Scale.

Gradebook Tutorial

The Gradebook Tutorial allows you to learn about the gradebook setup wizard and other commonly used gradebook features. These demonstrations walk you through the basic gradebook setup using the gradebook wizard: **Creating a Points-Based Gradebook** and **Creating a Percentage-Based Gradebook**.

Roster

The Roster section allows course editors to manage enrollments and rights.

To access the Roster Editor, log into your ANGEL course, click the **Manage** tab, and click the **Roster** hyperlink. The Roster Editor appears.

Roster Editor

Roster Editor

[Add a User](#) [Batch Enroll](#) [Export](#)

There is currently 1 enrolled user.

Name	Username	Rights	Title	Teams
☐ Bumbalough, Ginny	gbumbalough	Course Editor	Instructor	

Field Name	Definition
Add a User	The Add a User hyperlink allows the course editor to search for an existing user to add to the roster or add a new user account.
Batch Enroll	Batch enroll provides the course editor with an easy to use wizard interface to batch create new user accounts and to batch enroll new and existing users into existing courses and groups.
Export	Export allows you to export your entire roster in a .tsv (tab separated format).
Edit/Delete	The Edit and Delete buttons allows you to edit or delete the name next to the buttons.
Name checkbox	The checkbox next to the Name allows you to edit, delete, batch enroll or export your selection.
Delete Selected	The Delete Selected button allows you to delete multiple names.

Add a User

The **Add a User** hyperlink (located on the Roster Editor toolbar) provides an option to add a student, team leader, course mentor, course assistant, course editor or a course administrator. You may create a new account or add a user that already has an account for your institution. This option may be restricted by your ANGEL Administrator.

Add a New Account

1. Click the **Add a User** hyperlink (located on the Roster Editor toolbar). The Add a User page displays.

Add a User

To enroll an existing user, search for the user by entering the user's email address or username in the text box below and click the "Search" button. If a user account does not already exist for the user, click the "Create New Account" button to create a new account.

Create New Account

Account Search

Search Cancel

2. Click the **Create a New Account** button. The Account Settings page displays.

Account Settings

Enter the requested information below and click the "Save" button to create the user account and enroll the user. If you want an email sent to the user informing them that the account has been created, make sure to provide an email address and check the "Send email to user" checkbox.

Authentication Default

Account ID*

First Name*

Last Name*

E-mail

Phone Work

Photo URL Add

Username

Password Confirm

Note: Leave username blank to use the Account ID as a username. Leave Password and Confirm blank to have a random password generated.

☐ Send e-mail to user

Save Cancel

Field Name	Definition
Authentication	The authentication is how the user logs into ANGEL, either using ANGEL to authenticate or an external source.
Account ID	The Account ID determines the unique student ID or user ID ANGEL uses to identify the new user. Account ID values must be unique within the ANGEL system. See the Username description below for more information regarding Account ID.
First Name and Last Name	The First Name and Last Name fields are required fields.

Field Name	Definition
E-mail	Type the e-mail address of the user.
Phone	Select the type of phone number from the drop-down list and enter the corresponding number.
Photo URL	The Photo URL allows you to add a photo of the user.
Username	The Username field determines the unique username the new user uses to log into the system. Username values must be unique within the ANGEL system.  The Account ID and Username fields are often entered with identical values. In some cases, institutions may prefer to use separate values for each (e.g. student or billing ID as the Account ID and username as Username). Best practice would be to not use a student ID or SSN as a username as the Username is visible in many areas of ANGEL.
Password/Confirm	The Password/Confirm options allow you to assign a password to the account.
Send e-mail to user	Select the Send e-mail to user checkbox to send the user an e-mail with the password and login information.

On the Account settings page:

1. Type an **Account ID** for the user (Required). This information could be a user's email address.
2. Type a **First Name** for the user (Required).
3. Type a **Last Name** for the user (Required).
4. Type a valid **e-mail** address (Optional).
5. Type a **Phone** contact (Optional).
6. Type a **Photo URL** (Optional).
7. Type a Username. This may be a user's email address.



You may leave the Username blank to use the Account ID as a username.

8. Type a Password and Confirm the Password (Optional).



Leave Password and Confirm blank to have a random password generated by ANGEL.

9. Select the **Send e-mail to user** checkbox if you want to send the user an email with their login information and password.

10. Click the **Save** button. The Account Creation Successful page appears.

Account Creation Successful

Username: JS123
Password:

You will need to let the user know that he/she has been added and provide the user with the username and password.

If you want to enroll this user in Guide to Angel, click the "Enroll" button below. Otherwise, click "Cancel".

11. Click the **Enroll** button to enroll the new user into your course. The Enrollment Setting page appears.

Enrollment Settings

User Settings

Username JS123

Rights Student ▼

Title Default ▼

Hidden No ▼

Disabled No ▼

Team Membership

☐ Team A

Field Name	Definition
Username	The Username displays the name entered in the Account Settings page.

Field Name	Definition
Rights	Rights can be changed for a user within your course. These items may be limited by your ANGEL Administrator. Rights changed within a course (section) affect the user rights within the course (section) only. Section Level Rights are described below: Authenticated Guest - Identifies that the user's primary role in the course or group is that of a guest. Default course/group restrictions: Guests cannot view the student portion of the roster, cannot access instructor or student tools, and can only view lesson content, chat rooms, or forums that have been made viewable to users with a rights level of Guests (or lower). Student/Member - Identifies that the user's primary role in the course or group is that of a student/member. Default course/group restrictions: Students/Members cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Students/Members (or lower). Team Leader - Identifies that the user's primary role in the course or group is that of a team leader. Default course/group restrictions: Team Leaders cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Team Leaders (or lower). Course/Group Mentor - Identifies that the user's primary role in the course or group is that of a mentor such as a course librarian. Default course/group restrictions: Course/Group Mentors cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Course/Group Mentors (or lower). Course/Group Assistant - Identifies that the user's primary role in the course or group is that of an assistant. This role has access to grading features and several instructor reports. Default course/group restrictions: Course/Group Assistants have limited access to instructor tools such as activity reports (under Lessons and Tools tabs), Course Gradebook, and Attendance Manager. Course/Group Assistants can only view lesson content that has been made available to users with a rights level of Course/Group Assistants (or lower).
Team Membership	Specifies to what team the user should be assigned.

Field Name	Definition
Rights (continued)	• Course/Group Editor - Identifies that the user's primary role in the course or group is that of an editor. This is the typical role for the instructor of record. Editors can manage the course roster, edit all content and access all reports and utilities. Default course/group restrictions: None - Course/Group Editors have full access to all instructor tools, reports, etc. Furthermore, Course/Group Editors are not subject to restrictions such as Team association, Start Dates, End Dates and Hidden item settings. • Course/Group Administrator - Identifies that the user's primary role in the course or group is that of an administrator. Default course/group restrictions: None - Course/Group Administrators have full access to all instructor tools, reports and editing capabilities.
Title	This is the title displayed for the user in the course.
Hidden	Hides the user from view. This is useful for an observer that does not want to be seen in the course.
Disabled	Disabling a user in a course removes their access to the course.
Notify user of account changes by e-mail	An email can be sent to the user to notify the user of changes to their status in a course.

On the Enrollment settings page:

1. Select the **Title** from the drop-down menu. The title selected displays beneath the user's name and does not affect the user's course (section) rights.



To add a title not in the drop-down list, click the **Other** button. Add the name in the prompt window and then click **OK**.

2. Select the **Hidden** property of the user from the drop-down menu.
3. Select the **Disabled** property of the user from the drop-down menu.
4. Select the team from the appropriate team checkbox.
5. Select **Notify user of account changes by e-mail** checkbox if you want the user notified of changes to their account.
6. Click the **Save** button.

Add a User with an Existing Account

1. Click the **Add a User** hyperlink (located on the upper left toolbar). The Add a User page displays.



You should search to see if the user has an account at your institution before creating a new user.

2. To search for an existing account, add the user's first name, last name or user ID in the **Account Search** text area.
3. Click the **Search** button. A list of users matching the information you specified displays.

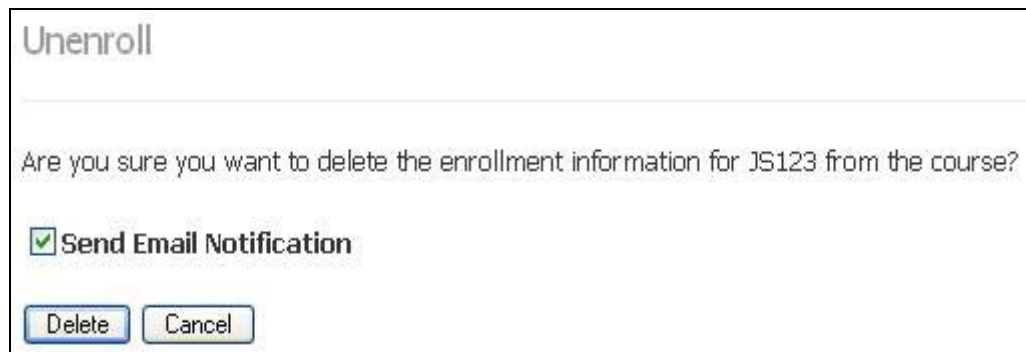
4. If the user appears in the returned list, click the **Select** button next to the user's name to enroll them in the course. If the user does not have an existing account, refer to the section of this document titled *Add a New User* for details.
5. Once you click the enroll button next to the user's name, the Enrollment Settings page appears. Refer to the section of this document titled *Enrollment Settings* for details.

Edit a User

1. From the Roster Editor page, click the **Edit** button next to the user's name. The Enrollment Settings editor appears. Refer to the section of this document titled *Enrollment Settings* for details.
2. Type changes and click the **Save** button.

Delete a User

1. From the Roster Editor page, click the **Delete** button next to the user's name. The Unenroll screen appears.



The Unenroll screen displays the title "Unenroll" at the top. Below the title is a question: "Are you sure you want to delete the enrollment information for JS123 from the course?". Underneath the question is a checkbox labeled "Send Email Notification" which is checked. At the bottom of the screen are two buttons: "Delete" and "Cancel".

2. Click the **Delete** button.

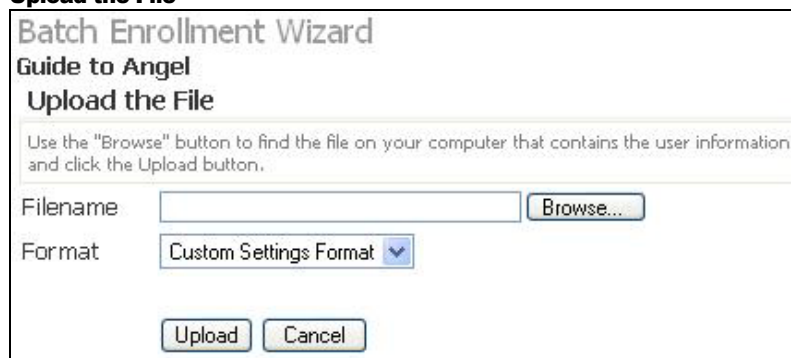


You may send an email notification to the user to advise they have been unenrolled by selecting the checkbox next to Send Email Notification.

Batch Enroll

The Batch Enrollment tool provides the course editor with an easy to use wizard interface to batch create new user accounts and to batch enroll new and existing users into existing courses and groups.

To access the Batch Enroll wizard, log into your ANGEL course, click the **Manage** tab, click the **Roster** hyperlink (located under Course Management), and click the **Batch Enroll** hyperlink (located in the Roster Editor toolbar). The Batch Enrollment wizard appears. The batch process involves the following steps:

Upload the File


The Batch Enrollment Wizard screen has the title "Batch Enrollment Wizard" and subtitle "Guide to Angel". Below the subtitle is the section header "Upload the File". A text box contains the instruction: "Use the 'Browse' button to find the file on your computer that contains the user information and click the Upload button." Below this instruction are two input fields: "Filename" with a text box and a "Browse..." button, and "Format" with a dropdown menu currently set to "Custom Settings Format". At the bottom are two buttons: "Upload" and "Cancel".

Field Name	Description
Filename	The batch process requires the import of a text file of your user account and/or course enrollment data in comma delimited (.txt) or tab delimited (.csv) format. CSV files created on the Mac need to be saved in "Windows" or "MS DOS" format through the editor they are created with on the Mac.
Format	At the end of the batch steps, you have an opportunity to save your settings which appear in the Format drop-down menu for future use.

To upload a file:

1. Type a file name or click the **Browse** button to browse your computer for your enrollment file. The Choose File dialog box appears.
2. Locate your file on your computer and click the **Open** button.
3. Once your file name appears in the Filename textbox, click the **Upload** button. The Step 1: File Format page appears.

Step 1: File Format

In this step, you are selecting the format settings for the file you want to upload.

Field Name	Description
Delimiter	The type of delimiter the batch file uses to separate data values.
File contains quoted values	Data values in a batch file that have quotes around them.
First row contains column labels	The batch file begins with column headers (labels) and the student and/or course data does not begin until the second line

To complete Step 1:

1. Select the type of delimiter the batch file uses to separate data values. If your batch file uses a delimiter symbol other than a comma or a tab, select **Other**, and enter the proper symbol in the corresponding textbox.
2. Select the **file contains quoted values** checkbox if your file contains quoted values.
3. Select the **first row contains column labels** checkbox if the first row of your file contains column labels.
4. Click the **Continue** button. The Step 2: File Preview screen appears.

Step 2: File Preview

In Step 2, the first few records in the file are displayed as defined by the settings you selected in Step 1.

Step 2: File Preview

The first few records in the file as defined by your settings are listed below. If this looks correct, click **Continue**. Otherwise, click **Back** to change your settings.

1.	new_student_1	new_student_1	First	Student	angel
2.	new_student_2	new_student_2	Second	Student	angel
3.	new_student_3	new_student_3	Third	Student	angel

To complete Step 2:

1. Review the data to ensure it appears to be logically ordered. If you notice inconsistencies, click the **Back** button to change your settings.
2. Click the **Continue** button. The Step 3: Column Mappings screen appears.

Step 3: Column Mappings

In this step, you map your data to specific ANGEL account or enrollment variables. Within each ANGEL account or enrollment drop-down menu, ANGEL displays all of your data values for the first record of your batch file.

Batch Enrollment

Step 3: Column Mappings

Please specify the **column** in which each field's information resides. If a field does not exist in this file, leave the selection set to **None**. If any data was specified for a column in the first record of your data, it will appear after the column number.

Account Settings

Field Name	Column
Account ID	None
First Name	None
Last Name	None
E-mail	None
Username	None
Password	None
Authentication	None
Account Status	None
Account Expiration	None
Phone	None
Photo URL	None

Enrollment Settings

Field Name	Column
Course/Group Rights	None
Title	None
Team	None
Hidden	None
Locked	None
Disabled	None
Status Code	None
Billing ID	None
Enrollment Begins	None
Enrollment Ends	None
Enrollment Action	None

Account Settings

Account Settings determine the environment or system level settings for newly created accounts only and does not update existing accounts.

Field Name	Description
Account ID	The Account ID field determines the unique student ID or user ID ANGEL uses to identify the new user. Account ID values must be unique within the ANGEL system.  Account IDs should be comprised of alpha-numeric characters (100 character limit) and may include underscore, dash, period, and @ special characters. Avoid using other special characters. Ensure Account IDs do not have leading or trailing spaces.
First Name and Last Name	The First Name and Last Name fields accept any character string (special characters included) up to 50 characters.
Email	The Email field accepts any character string (special characters included) up to 255 characters.
Username	The Username field determines the unique username the new user uses to log into the system. Username values must be unique within the ANGEL system.  Usernames should be comprised of alpha-numeric characters (100 character limit) and may include underscore, dash, period, and @ special characters. Avoid using other special characters. Ensure Usernames do not have leading or trailing spaces or apostrophes.
Password	The Password field determines the user's initial password. Passwords may be comprised of any character string (special characters included) up to 15 characters in length.
Account Rights	The Account Rights field accepts any binary value between 1 and 64 - a value of 1 providing the lowest permission level (General) and a value of 64 providing the highest permission level (System Administrator). For more information on individual account rights levels, see the <i>User Account Manager</i> section of this document.
Account Status	The Account Status field indicates the status of the account. A value of 0 indicates Active, 1 indicates Disabled, and 2 indicates Expired.
Authentication	The Authentication field indicates whether the account is an internal ANGEL account or an external account such as an NT domain account or POP account. For ANGEL internal accounts the field should be set to a value of "1". For all other account types the field should be set to a value of "0".
Account Expiration	If a value is specified, the Account Expiration field determines the date on which the user account expires. This field accepts any SQL-supported date value (i.e. 4/31/2005 or 4-31-2005).
Phone	The Phone field accepts any character string (special characters included) up to 25 characters.

Field Name	Description
Photo URL	The Photo URL field accepts any character string (special characters included) up to 255 characters. Provide a fully qualified URL or path.

Enrollment Settings

Enrollment Settings determine course or group level settings for new enrollments only and does not update existing enrollments or create new courses or groups. For more information regarding updating existing user accounts or enrollments, or batch course creation, refer to the section of this document titled *Text Import Tool* section.

Field Name	Description
Course/Group ID	The value mapped to the Course/Group ID field (if provided) determines the course the user is enrolled into.  Course/Group IDs should be comprised of alpha-numeric characters (100 character limit) and may include underscore, dash, period, and @ special characters. Avoid using other special characters. Ensure Course/Group IDs do not have leading or trailing spaces.
Course/Group Rights	The value mapped to the Course/Group Rights field (if provided) determines a unique rights level in each course a user is enrolled into.  The Course/Group Rights field accepts any binary value between 1 and 64 - a value of 1 providing the lowest permission level (Guest) and a value of 64 providing the highest permission level (Course/Group Administrator). These available rights levels are listed below. • A setting of Guest (1) identifies that the user's primary role in the course or group is that of a guest. Default course/group restrictions: Guests cannot view the student portion of the roster, cannot access instructor or student tools, and can only view lesson content, chat rooms, or message boards that have been made viewable to users with a rights level of Guests (or lower). • A setting of Student/Member (2) identifies that the user's primary role in the course or group is that of a student/member. Default course/group restrictions: Students/Members cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Students/Members (or lower). • A setting of Team Leader (4) identifies that the user's primary role in the course or group is that of a team leader. Default course/group restrictions: Team Leaders cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Team Leaders (or lower).

Field Name	Description
	• A setting of Course/Group Mentor (8) identifies that the user's primary role in the course or group is that of a mentor. Default course/group restrictions: Course/Group Mentors cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Course/Group Mentors (or lower). • A setting of Course/Group Assistant (16) identifies that the user's primary role in the course or group is that of an assistant. Default course/group restrictions: Course/Group Assistants have limited access to instructor tools such as activity reports (under Lessons and Tools tabs), Course Gradebook, and Attendance Manager. Course/Group Assistants can only view lesson content that has been made available to users with a rights level of Course/Group Assistants (or lower). • A setting of Course/Group Editor (32) identifies that the user's primary role in the course or group is that of an editor. Default course/group restrictions: None - Course/Group Editors have full access to all instructor tools, reports, etc. • A setting of Course/Group Administrator (64) identifies that the user's primary role in the course or group is that of an administrator. Default course/group restrictions: None - Course/Group Administrators have full access to all instructor tools, reports, etc.
Title	The value mapped to the Title field determines the user's title within the course (e.g. Student, Instructor, etc.). The Title field accepts any character string up to 50 characters.
Team	The Team field determines the user's team association within the course or group. This field accepts any string value up to 100 characters.
Hidden	The value mapped to the Hidden field determines whether the user is hidden or visible on the course roster. The Hidden field accepts a bit value of 0 or 1 (a value of 0 for visible and a value of 1 for hidden).
Locked	The value mapped to the Locked field determines whether the user is locked in the course roster. Locked user accounts are not removed from the course roster during drop/add updates to the course roster. The Locked field accepts a bit value of 0 or 1 (a value of 0 for unlocked and a value of 1 for locked).
Disabled	The value mapped to the Disabled field determines whether the user is disabled from viewing the course, but still part of the course roster. The Disabled field accepts a bit value of 0 or 1 (a value of 0 for active and a value of 1 for disabled). The Disabled setting is useful in temporarily restricting student access to the course for reasons such as non-payment.

Field Name	Description
Status Code	The Status Code field provides an administrator-definable field commonly used to record the user's status within a course. ANGEL does not use this value in any manner other than to store the value with other enrollment values. The Status Code field accepts integer values between 0 and approximately 32,000.
Billing ID	The Billing ID field provides an administrator-definable field commonly used to record the user's Billing ID for a course. ANGEL does not use this value in any manner other than to store the value with other enrollment values. The Billing ID field accepts any character string up to 100 characters.
Enrollment Action	The Enrollment Action field determines what action should be taken on this record. A value of 1 indicates Add and 0 indicates a Drop.

Profile Settings and Profile Viewable By Settings

Profile settings allow you to complete user profile information (if available) for new users and does not update existing profile information. All the viewable by settings can also be completed.

To complete Step 3:

1. Select the items that correspond to the correct Field Name from the **Column** drop-down list.



Using Account ID, Username, Password, First Name, and Last Name are required when using the Batch Enroll Tool.

2. Click the **Continue** button. The Step 4: Default Field Values page appears.

Step 4: Default Field Values

The settings you provide in this step determine the default field values to be used for each account that does not provide field values. All field descriptions are listed in the Field Name and Description tables in Step 3.



The **Account Group** field allows you to associate all newly created accounts with a particular account group. For information regarding implementing account groups, refer to the section of this document titled *User Account Manager*.

Batch Enrollment

Step 4: Default Field Values

Please specify the **default** value that should be used for each field if the data **does not exist** in the file.

Account Default Settings

Field Name	Column
Authentication	1 = ANGEL (default) ▼
Account Status	0 = Active ▼
Account Expiration	
Account Group	No account group ▼

Enrollment Default Settings

Field Name	Column
Enrollment Action	1 = ADD ▼
Course/Group Rights	Student ▼
Title	
Team	
Hidden	0 = NO ▼
Locked	0 = NO ▼
Disabled	0 = NO ▼
Status Code	0 = Normal ▼
Billing ID	
Enrollment Begins	
Enrollment Ends	

To complete Step 4:

1. Select the value in the Default column that should be used for each field. This would only need to be done if the data does not exist in your file.
2. Click the **Continue** button. The Step 5: Account Synchronization page appears.

Step 5: Account Synchronization

The Account Synchronization settings allow you to choose whether username and/or email values should be used (in addition to Account ID) when searching for existing user accounts.

Batch Enrollment

Step 5: Account Synchronization

Use the settings below to specify how and when new accounts are created.

Account Synchronization

In addition to the Account ID field, include the following fields when searching for existing accounts.

☐ Username

☐ Email

Account Creation

☒ If an account does not exist, create one.

☐ Force password change on first login.

Username

Max Size

Format

8 chars

Password

Max Size

Format

8 chars

Format Codes

The following format codes may be used for the Username Format and Password Format fields above.

```

\id = Account ID
\un = Username (password only)
\09 = Random number 0 through 9
\AZ or \az = Random alpha character (uppercase/lowercase)
\VV or \vv = Random vowel (uppercase/lowercase)
\FI or \fi = First Initial (uppercase/lowercase)
\LI or \li = Last Initial (uppercase/lowercase)
\FN or \fn = First Name (uppercase/lowercase)
\LN or \ln = Last Name (uppercase/lowercase)
\EM or \em = Email address (uppercase/lowercase)

```

Field Name	Description
Username	Selecting the Username checkbox includes the username field in the search criteria.
Email	Selecting the Email checkbox includes the email field in the search criteria.
If an account does not exist, create one	Creates new accounts if they do not already exist.

Field Name	Description
Force password change on first login	Forces the user to change their initial password upon first login.
Username Format Max Size	Allows you to select the maximum character size.
Password Format Max Size	Allows you to select the maximum character size.
Format Codes	\id = Account ID \un = Username (password only) \09 = Random number 0 through 9 \AZ or \az = Random alpha character (uppercase/lowercase) \VV or \vv = Random vowel (uppercase/lowercase) \FI or \fi = First initial (uppercase/lowercase) \LI or \li = Last initial (uppercase/lowercase) \FN or \fn = First name (uppercase/lowercase) \LN or \ln = Last name (uppercase/lowercase) \EM or \em = Email address (uppercase/lowercase)

To complete Step 5:

1. Select the **Username** and/or **Email** checkboxes if these fields should be included when searching for existing accounts.



Selecting these additional checkboxes provides an additional review against existing accounts to insure duplicate accounts are not created.

2. Select **If an account does not exist, create one** checkbox to create new accounts if they do not already exist.
3. Select the **Force password change on first login** checkbox to force the user to change their initial password upon first login.
4. Type a format code (using format code key) in the **Username Format** and **Password Format** textboxes to create the default format to be used for user accounts that do not have a username/password specified in the source data file.
5. Set a default maximum size for generated usernames and/or passwords using the **Max** drop-down menus.
6. Click the **Continue** button to proceed. The Step 6: Final Review page displays.

Step 6: Final Review

This page allows you to review your settings to confirm your data is properly matched to the appropriate fields. If you notice any inconsistencies, click the **Back** button to fix the data mappings. If everything is correct, click the **Finish** button to complete the batch enrollment/user account creation. You can optionally save the settings, before clicking **Finish**, for use in future batch enrollment/user account creations.

Batch Enrollment

Step 6: Final Review

Please review all of the settings below. If everything is **correct**, click the **Finish** button to start the enrollment process. If anything is **wrong**, click the **Back** to return to the appropriate settings page and correct it.

File Settings

Filename	data1058912161.tmp
Delimiter	Comma
	First row contains column labels

Field Settings

Field Name	Column	Default
Account ID	1	same as username if not specified
Authentication	0	1
Account Group	0	
Account Rights	0	2 = Student
Account Expiration	0	
Account Status	0	0
Username	2	see account creation settings
Password	5	
First Name	3	
Last Name	4	
Phone	0	
Email	0	
Photo URL	0	
Course/Group ID	0	ALL-ALL-ALL-N241-B131
Course/Group Rights	0	2 = Student
Title	0	Student
Team	0	Students
Hidden	0	False
Locked	0	False
Disabled	0	False
Status Code	0	0
Billing ID	0	

Account Creation Settings

Account Synchronization

Create an account if none exists

Batch Enrollment Results

The Batch Enrollment Results page provides results summary and the ability to email a detailed report.

Batch Enrollment Results

Your file is now being processed. The results of the batch enrollment process will appear below. An **OK** button will appear at the bottom of the page to indicate when the process has completed. When the process is complete **print this page** for your records before clicking the **OK** button.

Results Summary

Started: 3/21/2006 5:37:22 PM
 Total Lines: 3
 Skipped Lines: 0
 Accounts Created: 3
 Total Enrollments: 3
 Already Enrolled Users: 0
 Completed: 3/21/2006 5:37:23 PM

[View Detail Report](#)

☒ **Email Detail Report**

Enter your email address below to have the complete log of this batch sent to you.

Your Email
 peanut10101@yahoo.com

☒ **Account Creation Notification Settings**

Complete the following fields to send an email to each users for which new account was created.

From Email
 peanut10101@yahoo.com

Subject
 Your *APP_NAME* Account

Message Body
 A new user account has been created for you on
 APP_NAME.
 You may log on at *APP_URL* using the username
 and password listed below.

- To view a detail of the report, click the **View Detail Report** hyperlink. This displays a table containing the information created during the Batch Enrollment.
- To email the detail report, select the **Email Detail Report** checkbox, enter your email address in the **Your Email** text box and click the **Send Mail** button.
- Click the **Do Not Send Mail** button to not send the detail report and to exit out of the wizard.

Export

To access the Export utility, log into your ANGEL course, click the **Manage** tab, click the **Roster** hyperlink (located under Course Management), and click the **Export** hyperlink (located in the Roster Editor toolbar). The File Download dialog box appears.

1. To save the roster.tsv file locally, click the **Save** button.
2. Select the location to save the document and change the name of the document if desired.
3. Click the **Save** button.
4. When the download is complete, you can close the Downloading File pop-up.

Teams

The Teams section allows course editors to manage team enrollments and settings. To access the Teams Editor, log into your ANGEL course, click the **Manage** tab, and click the **Teams** hyperlink. The Teams Editor appears.

Teams Editor

The Teams Editor page allows the course editor to create teams, assign users, check for unassigned users, randomly generate teams and rebalance generated teams.

Teams Editor

[Add a Team](#)
[Unassigned Users](#)
[Random Team Generator](#)
[Rebalance Generated Teams](#)

Team A
Members: 2
[add users](#)
[remove users](#)
[settings](#)
[rename](#)
[delete](#)

Fish (Full Rights)
[Hidden] Members: 1
[add users](#)
[remove users](#)
[settings](#)
[rename](#)
[delete](#)

Fish (Read Only)
[Hidden] Members: 1
[add users](#)
[remove users](#)
[settings](#)
[rename](#)
[delete](#)

[Exit Teams Editor](#)

Add a Team

New Team

Team Settings

General Settings

Team

Description

Homepage

Project URL

Hidden

Disabled

Team Tools

File Sharing

Quota MB

Field Name	Description
Team	Name of the team. This name must be unique within the course or group.
Description	Extended description of the team.
Homepage	The fully qualified URL of the homepage for team members.
Project URL	The fully qualified URL of the project homepage to be made publicly available.
Hidden	Indicates that the team should not be publicly displayed such as on the teams list and in the mail utility.
Disabled	Indicates that the team should not be publicly displayed such as on the teams list and in the mail utility.
File Sharing	Allows team members to upload files to a common team space to share.
Quota	Specifies the maximum file space that a team may use for file sharing.

To add a new team:

1. From the Teams Editor page, click the **Add a Team** hyperlink (located on the Teams Editor toolbar). The New Teams editor appears.
2. Type 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.

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

Unassigned Users

Using the **Unassigned Users** hyperlink provides a list of users that have not been assigned to any teams.

Unassigned Users

The following users are not assigned to any teams

	Name	Username
☐	1. Bills, Thomas	student1
☐	2. Chesher, Vickie	student2

Add to Team ...

Team A
Other

Add Selected
Done

To add unassigned users:

1. From the Teams Editor page, click the **Unassigned Users** hyperlink (located in the Team Editors toolbar). The Unassigned Users page appears.



The checkbox next to each name allows you to select one or more users and assign them to a particular team.

2. Select the users that you wish to add to a team by selecting the checkbox next to their name.
3. Select the team from the **Add to Team ...** drop-down list.



If you wish to create a new team, select the Other button.

4. Click the **Add Selected** button to add the users to the selected team.
5. Click the **Done** button when finished.

Edit an Existing Team

Once a team has been created you need to add members, remove members, edit team settings, rename the team or delete a team.

Add Users

1. From the Teams Editor page, click the **add users** hyperlink underneath the name of the team that you wish to edit. The Add Team Members page appears.

Team B
Add Team Members

 = already a member

	Name	Username	Teams
☐	1. Bills, Thomas	student1	
☐	2. Chesher, Vickie	student2	
☐	3. Longardner-Instructor, Hailey	peanut	Fish (Read Only), Team A
☐	4. Swenby-Student, Samantha	pumpkin	Fish (Full Rights), Team A



Users that are already a member of the team are represented by the person icon (). Users that are not members of the team have a checkbox next to their name.

2. Select the checkbox(s) next to the user you wish to add to the team.
3. Click the **Add Selected** button to add the users.
4. When finished adding members, click the **Done** button.

Remove User

1. From the Teams Editor page, click the **remove users** hyperlink underneath the name of the team that you wish to edit. The team page appears.

Team A

There are currently 2 users enrolled in this team.

	Name	Username	Role	Teams
☐	Longardner-Instructor, Hailey	peanut	Member	Team A
☐	Swenby-Student, Samantha	pumpkin	Member	Team A

2. Select the checkbox(s) next to the user you wish to remove from the team.
3. Click the **Delete Selected** button to remove the users.
4. When finished, click the **Done** button.

Edit Team Settings

This page allows you to edit settings. Refer to the **Field Name** and **Description** table in the *Add a Team* section for details on the fields.

1. From the Teams Editor page, click the **settings** hyperlink underneath the name of the team that you wish to edit. The Team Settings page appears.

Team A
Team Settings

General Settings

Team Team A

Description

Homepage

Project URL

Hidden No

Disabled No

Team Tools

File Sharing Enabled

Quota 10 MB

Save Cancel

2. Make the desired changes to the team settings and click the **Save** button to save any changes. The Teams Editor page appears.

Rename Team

1. From the Teams Editor page, click the **rename** hyperlink underneath the name of the team that you wish to edit. The Rename Team page appears.

Team A
Rename Team

New Name

☒ update associated content

Save Cancel

2. Type the new team name in the **New Name** textbox.
3. Select the **update associated content** checkbox to update any content that has been associated with this team.
4. Click the **Save** button.

Delete Team

1. From the Teams Editor page, click the **delete** hyperlink underneath the name of the team that you wish to delete. A Permanently Delete this Team pop-up appears.
2. Click the **OK** button to delete the team. The team is deleted.

Random Team Generator

The Random Team Generator feature allows you to create random teams and sub-teams based on criteria you set. This functionality makes the team aspect of ANGEL more robust and easier to support courses with a high number of teams.

From the Teams Editor page, click the **Random Team Generator** hyperlink (located in the Teams Editor toolbar). The Criteria Selection page appears.

Criteria Selection

Random Team Generator

Criteria Selection

Select the criteria and user pool for use in creating the random teams.

Root Name of Teams to be generated

Criteria

☐ Limit number of teams to create

☐ Limit maximum and minimum users per team

Maximum number of users per team

Minimum number of users per team

User Pool

Select users with rights of

☐ Authenticated Guests
 ☒ Students
 ☐ Team Leaders
 ☐ Course Mentors
 ☐ Course Assistants
 ☐ Course Editors

From

☐ Entire Roster
 ☐ Selected Team(s)

☐ Team A
 ☐ Team B
 ☐ Fish (Full Rights)
 ☐ Fish (Read Only)

☐ Users not enrolled on a team

☐ Only include users who have accessed the course
 ☐ Create as sub-teams

Field Name	Description
Root Name of Teams to be generated	A number is appended to the end, i.e. Root-01, Root-02 when the teams are actually generated. The wizard errors if the root name plus the appended number is greater than 20 characters. Team names should be comprised of alpha-numeric characters and may include underscore, dash, spaces, or period special characters. However, we recommend that unique names be used due to the file structure naming convention in ANGEL, i.e. Team-01 and Team 01 have the same file name Team_01. Others special characters should not be used.
Limit number of teams to create	Providing a numeric value will limit the number of teams that are created.

Field Name	Description
Limit maximum and minimum users per team	Providing a numeric value limits minimum and maximum number of users that are assigned per team.
Maximum number of users per team	Maximum number of users assigned per team.
Minimum number of users per team	Minimum number of users assigned per team.
Select users with rights of	Selects users with the specified rights.
Entire Roster	Selects users from the entire roster such as students, instructors, team leaders, course assistants, etc.
Selected Teams	Selects users from the specified teams.
Only include users who have accessed the course	Selects only those users that have accessed the course. Does not include users that have enrolled in the course but have never accessed the course.
Create as sub-teams	Allow the creation of sub-teams for users if Selected Teams is specified.

From the Selection Criteria page:

1. Type the **Root Name of the Teams to be generated**.
2. Determine the Criteria for the teams by selecting the **Limit the number of teams to create** or **Limit the maximum and minimum number of team members**, if applicable.
3. Type the maximum and minimum number of team members, if applicable.
4. Determine the user pool by selecting the user rights checkbox.
5. Determine where you are pulling user information by selecting **Entire Roster**, **Selected Teams** or **Users not enrolled on a team**.
6. Select **Only include users who have accessed the course** checkbox if you do not want users other than those in the course roster.
7. Select **Create as sub-teams** checkbox if you want to create sub-teams of the existing teams.
8. Click the **Next** button. The Adjustment Page appears.

Adjustment Page

The Adjustment Page provides the opportunity to move users from team to team, unassign users, or move unassigned users to a particular team.

Random Team Generator
Adjustment Page

Manually adjust the teams by selecting one or more users on a team and using the **Move To** drop down under the team to move the user(s) to another team.

Unassigned Users

Random-01
Current Members - 5

- Holt, Greg (student4)
- Neely, Michael (student7)
- Le, William (student5)
- Riddle, Sean (student8)
- Duff, Cecilia (student3)

Move To

Random-02
Current Members - 4

- Swenby-Student, Samantha (pumpkin)
- Bills, Thomas (student1)
- Chesher, Vickie (student2)
- McFarl, Jason (student6)

Move To

Random-03
Current Members - 0

Move To

Random-04
sCurrentMembers - 0

Move To

Random-05
sCurrentMembers - 0

Move To

Random-06
sCurrentMembers - 0

Move To

From the Adjustment Page:

1. To move the users, highlight the user name and select a new team from the **Move to** list underneath the team or unassigned users.
2. Once you have adjusted the teams, click the **Generate Teams** button. The Team Generator Results page appears confirming the teams created and the members on each team.

Team Generator
Results

Random-01

- Holt, Greg (student4)
- Neely, Michael (student7)
- Le, William (student5)
- Riddle, Sean (student8)
- Duff, Cecilia (student3)

Random-02

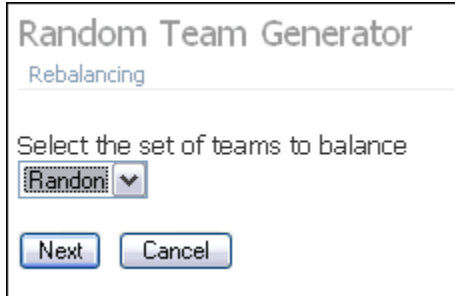
- Swenby-Student, Samantha (pumpkin)
- Bills, Thomas (student1)
- Chesher, Vickie (student2)
- McFarl, Jason (student6)

3. Click the **Continue** button. The Team Editor page appears.

Rebalance Generated Teams

The Rebalance Generated Teams feature provides an option to move students from one team to another or add new users to teams. This applies to teams that have been generated by the Random Team Generator.

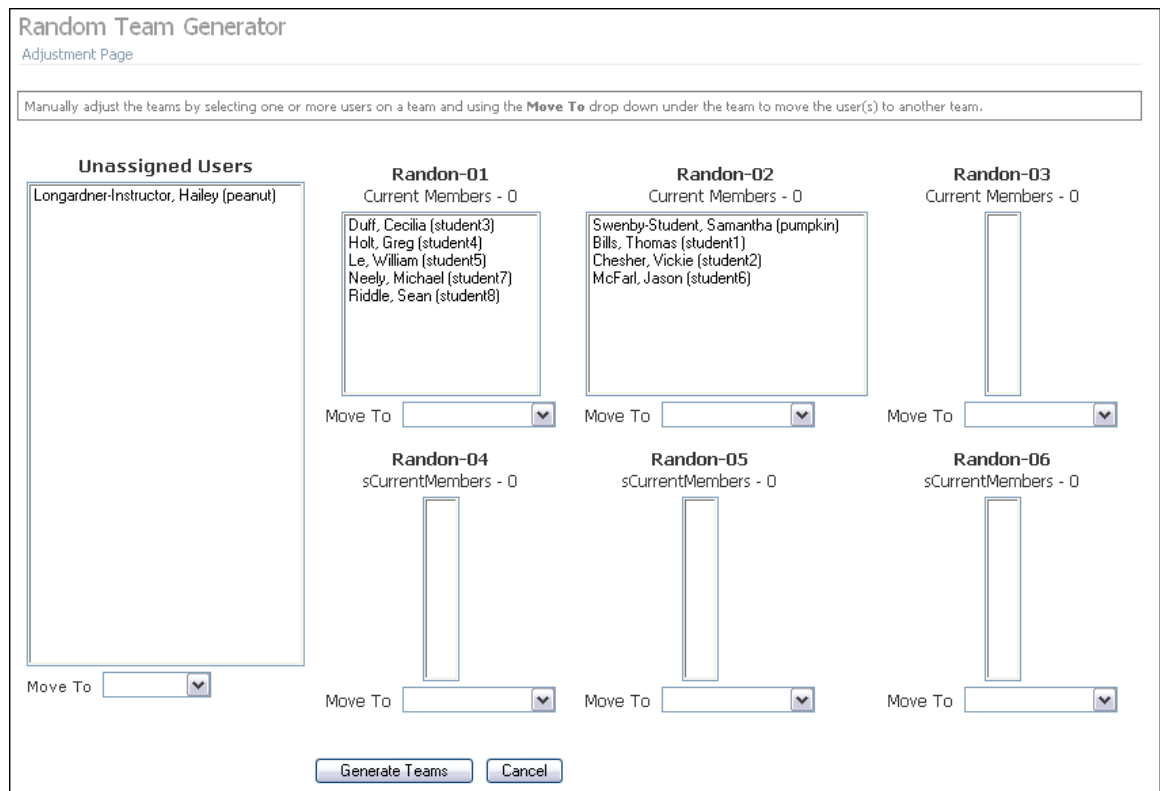
From the Teams Editor page, click the **Rebalance Generated Teams** hyperlink (located in the Teams Editor toolbar). The Rebalancing page appears.



The screenshot shows the 'Random Team Generator' window with the 'Rebalancing' tab selected. It contains a label 'Select the set of teams to balance' above a dropdown menu currently set to 'Random'. Below the dropdown are two buttons: 'Next' and 'Cancel'.

From the Rebalancing page:

1. Select your team name from the **Select the set of teams to balance** drop-down list.
2. Click the **Next** button. The Random Team Generator Adjustment Page appears.



The screenshot shows the 'Random Team Generator' window with the 'Adjustment Page' tab selected. A text box at the top reads: 'Manually adjust the teams by selecting one or more users on a team and using the Move To drop down under the team to move the user(s) to another team.' Below this, there are six team containers. On the left is a large box for 'Unassigned Users' containing 'Longardner-Instructor, Hailey (peanut)'. To its right are teams 'Random-01' through 'Random-06'. 'Random-01' has six members listed: Duff, Cecilia (student3), Holt, Greg (student4), Le, William (student5), Neely, Michael (student7), and Riddle, Sean (student8). The other teams are currently empty. Each team has a 'Move To' dropdown menu below it. At the bottom of the window are 'Generate Teams' and 'Cancel' buttons.

3. To move a user to a different team, highlight the user's name and select the new team from the list beneath the team name.



Hold the 'Control' key on your keyboard (or the Apple key on a Macintosh) and click to select multiple users.

4. When you have completed adjusting the teams, click the **Generate Teams** button. The Team Generator Results page appears confirming the team members and the teams to which they are assigned.
5. Click the **Continue** button. The **Teams Editor** page appears.

Attendance

The Attendance section allows the course editor to take attendance and review attendance information. To access the Attendance Manager, log into your ANGEL course, click the **Manage** tab, and click the **Attendance** hyperlink. The Attendance Manager appears.

Attendance Manager

The Attendance Manager allows course editors and course assistants to track student attendance for classroom and online sessions. The Attendance Manager optionally supports the manual logging of student attendance as described below.



Course editors/assistants can retrieve and share an automatically generated daily PIN to allow students to mark themselves as present (using the Attendance page component from the Edit Page component on the Course tab). The PIN is randomly generated and displays on the Course page. This PIN is randomly generated each day for the purpose of allowing students to mark themselves as present. You may optionally provide this PIN to your students (who attend the class session) and ask them to update their attendance using the My Attendance course tool (described later in this document) to eliminate the need to manually log student attendance.

Attendance Manager

Fundamentals of Web Management

[Preferences](#)
[Export](#)
Mode: [Grid](#) [List](#) | Sort: [Name](#) [Username](#) [Date](#)

March 2006

Change: [Jan](#) [Feb](#) Mar [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) | [2005](#) [2006](#) [2007](#)

#	Name	Username	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
			We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
1.	Bills, Thomas	student1	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
2.	Chesher, Vickie	student2	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
3.	Duff, Cecilia	student3	-	P	-	-	P	-	A	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
4.	Holt, Greg	student4	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
5.	Le, William	student5	-	P	-	-	P	-	E	-	-	A	-	-	-	-	-	-	-	-	-	-	-	-	-
6.	Longardner-Instructor, Hailey	peanut	-	P	P	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
7.	McFarl, Jason	student6	-	P	-	-	P	-	U	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
8.	Neely, Michael	student7	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-
9.	Riddle, Sean	student8	-	P	-	-	P	-	A	-	-	A	-	-	-	-	-	-	-	-	-	-	-	-	-
10.	Swenby-Student, Samantha	pumpkin	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-

Legend

A	Absent	T	Tardy
P	Present	U	Unexcused
E	Excused	V	Vacation
H	Holiday		

Exit Attendance Manager

How to Log Student Attendance

- From the Attendance Manager, click the date hyperlink for the date you want to enter student attendance. The Attendance Editor for the specific date appears on the screen.



You may optionally click a different Month or Year hyperlink, before completing the above step, to change the view of dates to a different month or year.

Thursday, March 16, 2006 Attendance
Fundamentals of Web Management

Note: Enter a status code and any notes for each person listed below and click Save.

#	User	Status	Notes
1.	Bills, Thomas (student1)	v	
2.	Chesher, Vickie (student2)	v	
3.	Duff, Cecilia (student3)	v	
4.	Holt, Greg (student4)	v	
5.	Le, William (student5)	v	
6.	Longardner-Instructor, Hailey (peanut)	v	
7.	McFarl, Jason (student6)	v	
8.	Neely, Michael (student7)	v	
9.	Riddle, Sean (student8)	v	
10.	Swenby-Student, Samantha (pumpkin)	v	

Default:

Note: The default is used for all unspecified entries.

Legend

A Absent	T Tardy
P Present	U Unexcused
E Excused	V Vacation
H Holiday	

- Based on the Legend displayed, select a status for each student from the **Status** drop-down menu.



You may optionally select a default value from the **Default** drop-down menu to set a default status for all students for the particular date.

- Optionally type a note to the student in the **Notes** field.
- Click the **Save** button.

Preferences

The Preferences utility allows course editors or course assistants to configure which days of the week the Attendance Manager should display. In addition, course editors/assistants may modify the default attendance status codes and labels by replacing the values in the appropriate fields. Click the **Save** button to save your changes.



To reset the Attendance Manager to use the default status codes, click the **Use Defaults** button.

Attendance Manager Preferences

Fundamentals of Web Management

Days of Week

☐ Sunday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

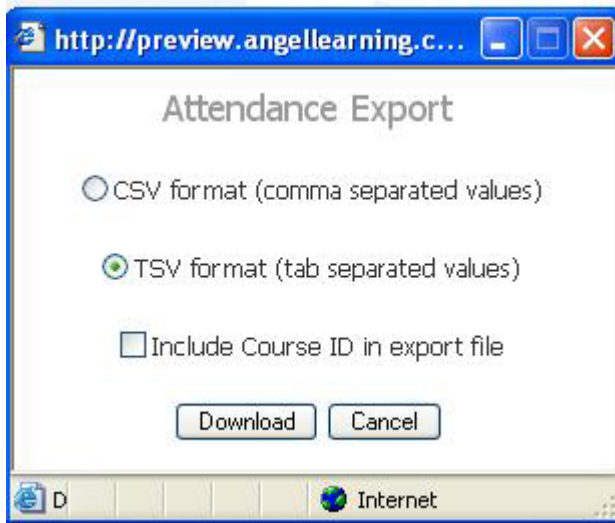
☐ Saturday

Attendance Codes

Code	Label
A	Absent
P	Present
E	Excused
H	Holiday
T	Tardy
U	Unexcused
V	Vacation

Export

Click the **Export** hyperlink to export the attendance data in a tab or comma delimited format. Tab and comma delimited formats can be easily opened and viewed in any standard spreadsheet program.



Mode/Sort Views

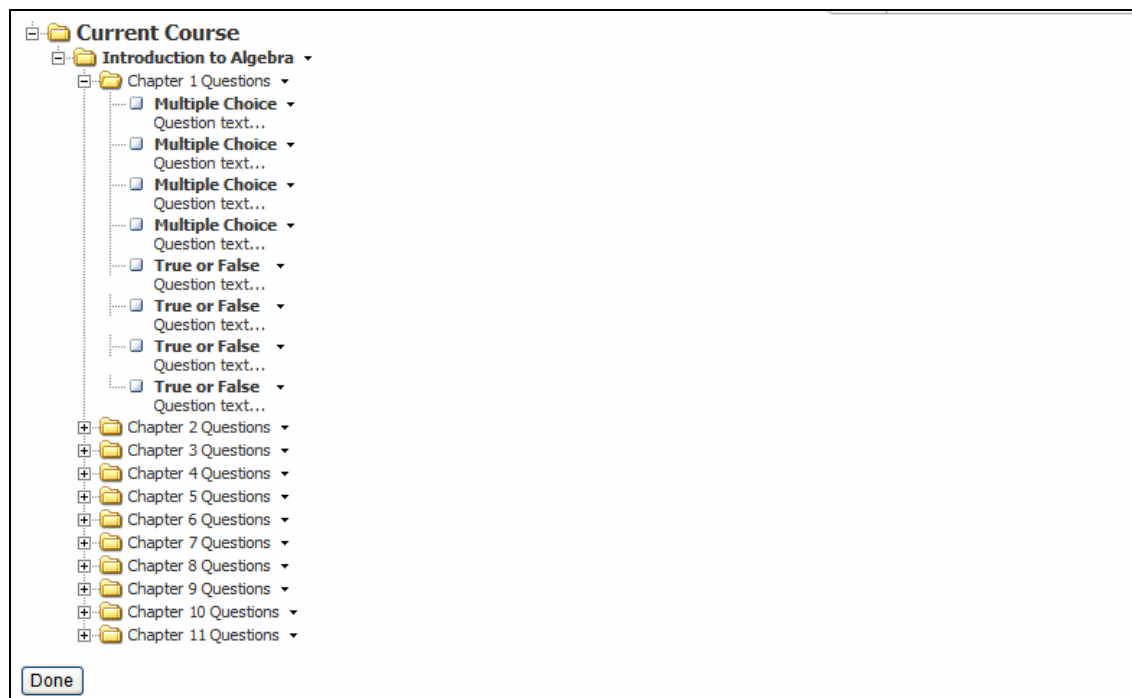
The Mode selector allows course editors/assistants to toggle between the default calendar-based grid view and a list-based list view. The Sort selector allows course editors/assistants to alter the Grid-based or List-based views to sort by Name, Username, or Date.



Click on the name or username of a student to view all attendance records and notes for that student.

Question Bank Manager

The Question Bank Manager provides a central interface to allow the course editor to create, edit, categorize and manage questions for use in any assessment in the course.

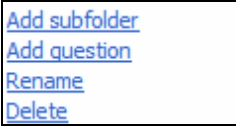
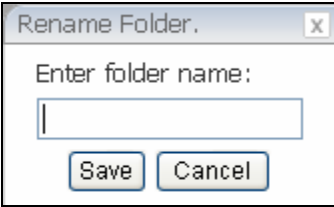


How to Create/Rename a Folder in the Question Bank Manager

To create/rename a folder in the Question Bank Manager:

1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Question Bank Manager** hyperlink.
3. Perform one of the following:

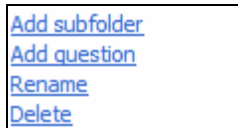
If	Then
You are adding a new folder	1. Click the down arrow icon () next to the folder or location you want to add the new folder. Add subfolder Add question Rename Delete 2. Click the Add subfolder hyperlink. Add Folder. x Enter folder name: Save Cancel 3. Type a title for the folder and click the Save button.

If	Then
You are renaming an existing folder	- Click the down arrow icon () next to the folder you want to rename.  - Click the Rename hyperlink.  - Type a new title for the folder and click the Save button.

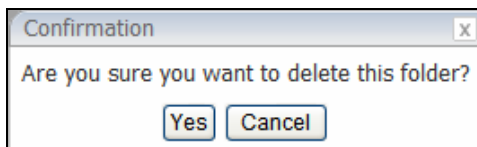
How to Delete a Folder in the Question Bank Manager

To delete a folder in the Question Bank Manager:

- Log into your ANGEL course and click the **Manager** tab.
- Click the **Question Bank Manager** hyperlink.
- Click the down arrow icon () next to the folder or location you want to add the new folder.



- Click the **Delete** hyperlink.



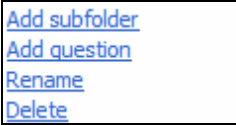
- Click the **Yes** button to confirm the deletion.

How to Create/Edit an Assessment using the Question Bank Manager

To create/edit an assessment using the Question Bank Manager:

- Log into your ANGEL course and click the **Manager** tab.
- Click the **Question Bank Manager** hyperlink.
- Perform one of the following:

If	Then
You are adding a new question	Click the down arrow icon () next to the folder or location

If	Then
	you want to add the new question.  - Click the Add question hyperlink. - Click the hyperlink for the question type you want to add. - Complete the fields on the Question Editor and click the Save button. Note: For more information regarding how to use the Question Editor for each question type, see the section of this document titled Creating Assessment Questions.
You are editing an existing question	- Click the down arrow icon () next to the question you want to edit.  - Click the Edit hyperlink. - Complete the appropriate changes on the Question Editor and click the Save button. Note: For more information regarding how to use the Question Editor for each question type, see the section of this document titled Creating Assessment Questions.

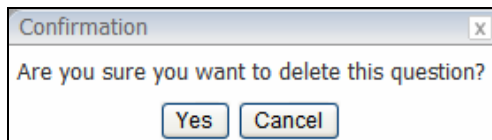
How to Delete a Question from the Question Bank Manager

To delete a question from the Question Bank Manager:

- Log into your ANGEL course and click the **Manager** tab.
- Click the **Question Bank Manager** hyperlink.
- Click the down arrow icon () next to the question you want to delete.



- Click the **Delete** hyperlink.



- Click the **Yes** button to confirm the deletion.

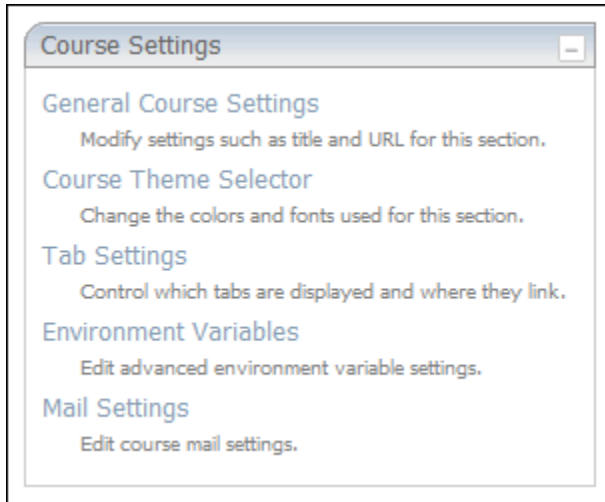
How to Rearrange Questions in the Question Bank Manager

To rearrange a question in the Question Bank Manager:

1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Question Bank Manager** hyperlink.
3. Click and hold on the question and drag it to a different folder or location.

Environment Settings

The Environment Settings area (located in the middle column) contains tools for changing several settings for your course including course tab names, enrollment and access settings, and the course theme.



General Course Settings

The General Course Settings editor allows course editors to view and change general course information and settings. To access the General Course Settings, log into your ANGEL course, click the **Manage** tab, and click the **General Course Settings** hyperlink.

Course Data Tab

The Course Data tab allows the user to edit the information concerning the course

General Information

General Information contains the title, category, keywords and description for the course as well as when the course begins and ends. Enabling Standards and Objectives and setting the default language for the course are set in the General Information section. General Information settings can be changed at a later time using the General Course Settings tool located under the Manage tab within the course.

Course Data	Enrollment Dates	Standards	Objectives
General Information			
Section ID:	72-clean-course		
Title:	Clean Course - 72		
Instructor ID:	ddillow		
Instructor Name:	Debbie Dillow		
Category:	Learning Solutions Other		
Keywords:			
Description:			
Course Begins:	☒ December 24 2006 PM 11 00		
Course Ends:	☐ April 18 2007 PM 12 50		
Course Base Path:			
Enable standards:	☒ Enable standards ☐ Disable standards		
Enable Objectives:	☒ Enable Objectives ☐ Disable objectives		
Stylesheet:			
Redirect URL:			
Redirect Target:			
Language:	English (United States)		

1. Type or change the name for the course in the **Title** field.



If there are several sections with the same name, you want to place a unique identifier for each section after the name of the course (e.g., Introduction to Engineering Technology – section B101, Introduction to Engineering Technology – section B102, etc.). This aids the instructor who may be teaching several sections of the same course and assist in differentiating between sections.

2. Select an appropriate category from the **Category** drop-down list.



Keywords (optional) can be added to aid the searching capabilities. Students and faculty may use these keywords to locate specific classes through the Course Search utility.

3. Provide a description in the **Description** field (optional) to specify additional information concerning the course and the course objectives.

4. Select a **Course Begins** and **Course Ends** date (optional) to show the dates for the class when viewed through the Course Search utility.
5. Enabling standards (optional) allows the instructor the ability to map course content to institution standards that have been added to the ANGEL environment by the standards administrator. Standards may not be provided by your institution. Information for mapping standards to course content is provided in the section of this document titled *Learning Outcomes Management*.
6. Enabling objectives allows the instructor the ability to map objectives to course content. Objectives are created by the instructor at the course level and may be tied to institution standards. Information for creating and mapping objectives to standards and course content is provided in the section of this document titled *Learning Outcomes Management*.
7. Provide a URL for a stylesheet in the **Stylesheet** field (optional).
8. **Redirect URL** redirects the students to the provided URL (optional).
9. **Redirect Target** determines if the URL the users are being directed to opens in a new window, parent window, top window, etc. (optional).
10. Language options can be selected. Current languages available are English and Spanish.

Access Settings

Access Settings allows the user to determine who has access to the course and if the course can be seen in *Find a Course* searches.

Access Settings

Member Access: All Members

Guest Access: Anonymous

Search Engines: ☒ Yes ☐ No

Show this course in 'Find a Course' searches?

- **Member Access** determines if students or members of the course have access or if the editor only has access. Setting the Member Access to editor only provides access to the instructor but no students. This option can be used before the start of a semester, term or quarter to allow the instructor time to create course content and structure the online course. Once the course is ready for student access the instructor can change access to the course to All Members under the Manage tab > General Course Settings in the course. Additional information on how to use the General Course Settings is available in the section of this document titled *Manage Tab*.
- **Guest Access** determines whether guests are allowed to access the course.
 - The Anonymous setting allows users that have not logged in to the ANGEL environment access to the course. Once in the course the anonymous user does not have access to content or student information unless the instructor has set the Viewable By settings to Everyone.

Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.

- The Authenticated setting allows users that have logged in to the ANGEL environment access to the course. Once in the course the authenticated user does not have access to content or student information unless the instructor has set the Viewable By settings to Authenticated Guest. Additional information on Viewable by is available in the section of this document titled *Lessons Tab*.
- The Search Engines option allows users to set if the course can be located using the *Find a Course* searches. No disables the search for the course and Yes enables the search for the course.

Enrollment Dates Tab

Enrollment Settings allow you to set an enrollment PIN and designate enrollment Start and End dates for the course. Enrollment Settings can be changed at a later time using the General Course Settings tool under the Manager tab within the course.

Create a Course

Course Data **Enrollment Dates** Standards Objectives

Enrollment Settings

Enrollment PIN

CADFAJ

Note: Leaving the enrollment PIN blank will allow anyone to self-enroll for the course without having to be invited or added by an editor in the course.

Enrollment Begins

☒ March 28 2007 PM 3 40

Enrollment Ends

☒ March 28 2007 PM 3 40

Note: Enrollment beginning and ending dates only affect self-enrollment. Course/group editors will still be able to add and remove users at any time. Setting the end date to a date in the past will disable the PIN enrollment feature.

Cancel Save



For information regarding modifying General Course Settings, refer to the section of this document titled *General Course Settings*.

Share the **Enrollment PIN** with users to allow them to use the Course Search tool to self-enroll in the course. Courses that are hidden from the Course Search tool are not available for PIN self-enrollment. The Enrollment PIN specified by ANGEL may be changed prior to saving the course information.



Leaving the enrollment PIN blank allows anyone to self-enroll for the course without having to be invited or added by an editor in the course.

The **Enrollment Begins** and **Enrollment Ends** fields allow course editors to specify an enrollment period for the course.



Enrollment beginning and ending dates only affect self-enrollment. Course editors are still able to add and remove users at any time. Setting the end date to a date in the past disables the PIN enrollment feature.

Standards Tab

The **Standards tab** provides an option for instructors to map their course to provided standards. Standards that have been published by your institution show in a list as available standards. Availability of standards is controlled by your ANGEL Standards Administrator.

Create a Course

Course Data **Standards** Objectives

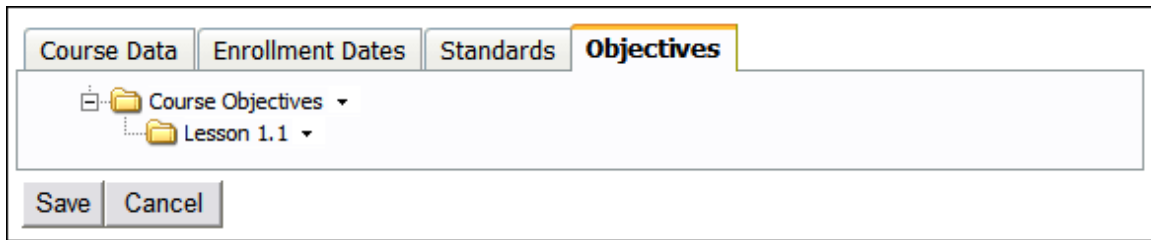
- Academic Standards; Indiana; 06, 07, 08, 09, 10, 11, 12; Business Technology Education (nonvocational)
- Academic Standards; Indiana; 09, 10, 11, 12; Human Anatomy and Physiology
 - ☒ Cells and Tissues with Related Membranes Students should understand that molecules make up the fabric of living cells, which, in turn, make up tissues. Students should know the role of adhesion molecules, the classification of tissues, and the various ce
 - ☒ Compare and contrast the different ways in which substances cross the plasma membrane including diffusion and osmosis, facilitated diffusion, active transport, endocytosis, and exocytosis.
 - ☒ Describe the importance of proteins in cell function and structure. Give specific examples of proteins and their functions and describe how proteins are synthesized.
 - ☒ Describe the general structure of an epithelium including the basement membrane. Describe the types and locations of epithelia. Describe endocrine and exocrine glands and their development from glandular epithelium. Compare and contrast epithelial and sy
 - ☒ Compare and contrast the structure and function of cells that make up the various types of muscle tissue, nerve tissue, and connective tissue.
 - ☒ Discuss the important physiological functions of the skin. Describe the structure of the skin, including the hypodermis, dermis, and the layers of the epidermis. Discuss the accessory structures of the skin: hairs, nails, and glands.
 - ☒ Movement and Support in Humans Students know the physiology and structure of bones and skeletal muscle as they interact to provide movement and support of the human body. Students understand the chemical and microscopic structure of bone; its development
 - ☐ Nervous Tissue and Neurophysiology Students recognize that the nervous system, together with the endocrine system, controls and integrates the workings of the human body. Students recognize that nerve cells are the functional cellular units of the nervous system.

To activate a standard for a course:

1. Click on the **Standards tab**.
2. Expand the desired standard by clicking on the plus sign ().
3. Select the standards folder checkbox to select all standards contained within the folder. Optionally, the user can expand a standard folder to select specific standard items.
4. Click the **Save** button when all standards have been selected.

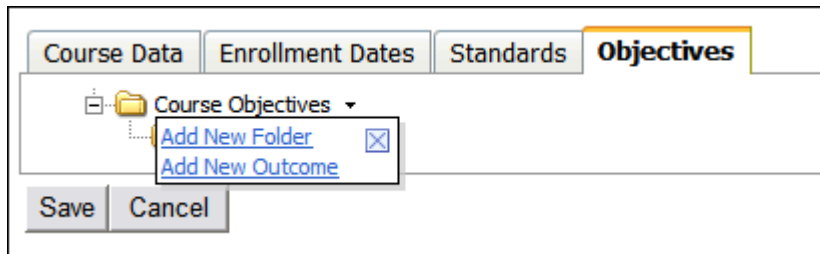
Objectives Tab

The **Objectives tab** allows the instructor the opportunity to create objectives for the course.



To add a course objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the Course Objectives folder. The Add New Outcome and Add New Folder hyperlinks appear.

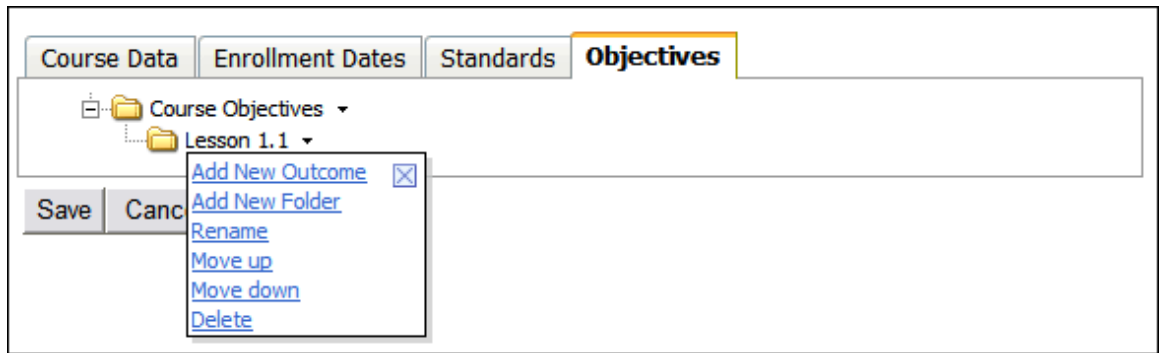


3. To close the window, click on the X icon ().

If	Then
Adding a New Outcome	1. Click the Add New Outcome hyperlink. 2. Provide the Objective Outcome in the text field.
Adding a New Folder	1. Click the Add New Folder hyperlink. 2. Enter the name of the folder in the prompt. 3. Click the OK button.  Folders can be used to organize objectives into similar groups.

To edit, move or delete a course objective:

1. Click on the Objectives tab.
2. Click the arrow (▾) next to the created objective. The Edit, Move Up, Move Down and Delete hyperlinks appear.

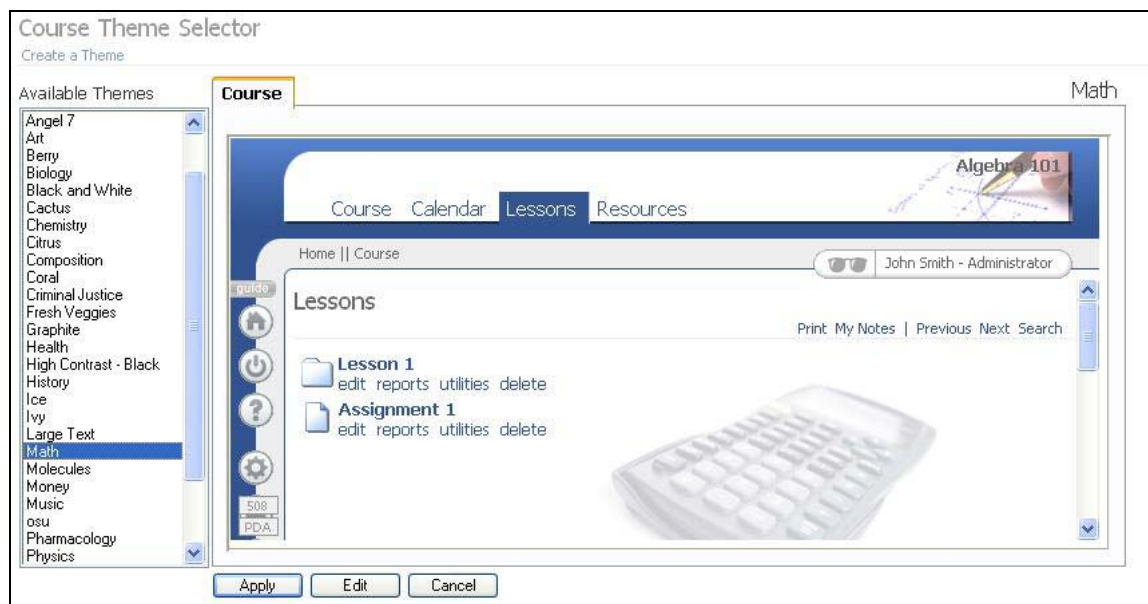


3. To close the window, click on the X icon ()

If	Then
Add New Outcome	1. Click the Add New Outcome hyperlink. 2. Add the Objective in the Objective text field. 3. Select the Standards tab to select the standard to map the objective. 4. Click the Save button.
Add New Folder	1. Click the Add New Folder hyperlink. 2. Type a name in the prompt. 3. Click the OK button.
Editing an objective	1. Click the Edit hyperlink. 2. Modify or change the text of the objective in the text field. 3. Click the Save button when complete.
Moving an objective up	1. Click the Move Up hyperlink. 2. Continue clicking the Move Up hyperlink until the objective has moved to the correct location.
Moving an objective down	1. Click the Move Down hyperlink. 2. Continue clicking the Move Down hyperlink until the objective has moved to the correct location.
Deleting an objective	1. Click the Delete hyperlink. 2. On the prompt to confirm the <i>Delete this outcome?</i> Click the OK button to delete. Click the Cancel button to cancel the delete of the objective,

Course Theme Selector

The Course Theme Selector tool allows course editors to select, edit or create a custom theme for the course. To access the Course Theme Selector, log into your ANGEL course, click the **Manage** tab, and click the **Course Theme Selector** hyperlink. For information regarding how to use the Course Theme Selector, refer to the section of this document titled *Theme Selector*.



Tab Settings

The Tab Settings utility allows course editors to rename, disable and/or redirect course tabs to another web page. Course editors may also specify whether to display the course welcome page and may change or redirect the start tab. To access the Tab Settings, log into your ANGEL course, click the **Manage** tab, and click the **Tab Settings** hyperlink.

Tab Settings
Clean Course - 72

Start Tab Settings

Start Tab **Start URL**

Default

Tab ID	Label	Viewable By	URL
Home	Course	Default (Everyone)	
Calendar	Calendar	Default (Everyone)	
Content	Lessons	Default (Everyone)	
Resources	Resources	Default (Everyone)	
In Touch	Communicate	Default (Everyone)	
Reports	Report	Default (Everyone)	
Agents	Automate	Default (Everyone)	
Tools	Manage	Default (Everyone)	

Save Cancel

Field Name	Description
Start Tab	Specifies which course tab the user views upon entering the course. The default start tab is Courses (Home).
Start URL	Type a fully qualified web address in the Start URL field to display an external web page instead of the default start tab.
Home	Specifies the starting tab displayed when a user enters the course.
Calendar	Calendar tab. Contains the course calendar.
Content	Lessons tab. Contains all the course content items.
Resources	Resources tab containing course syllabus, course resources and institutional resources.
In Touch	Communicate tab. All course communication items are contained on this tab.

Field Name	Description
Reports	Reports tab. All course reports are available on this tab.
Agents	Automate tab. This tab contains the agents console.
Tools	Manage tab. This tab contains tools to manage your course.

Environment Variables

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. Environment variables can be found in *Appendix VIII*.

To access the Course Environment Variables page, log into your ANGEL course, click the **Manage** tab, and click the **Environment Variables** hyperlink. The Course Environment Variables page appears.



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

Course Environment Variables



You may see variables listed that have been set by your ANGEL system administrator

Course Environment Variables

Fundamentals of Web Management - All Users

[Add a Variable](#)

User

☐ Show Values

CONTENT_DISABLEROOTUTILITIES
 CONTENT_EDITORMENU

Field Name	Description
Add a Variable	The Add a Variable hyperlink allows the course editor to add a new variable.

Field Name	Description
User	Specifies which user's variables are being viewed.
Other	This button allows you enter another users username
Show Values	Selecting this checkbox shows the values of the environment variables listed.
Edit/Delete	The Edit and Delete buttons allows you to edit or delete the variable next to the buttons.

Add a Variable

1. From the Course Environment Variables page, select all users from the drop-down menu, select a particular user from the drop-down menu or specify another user by clicking the **Other** button.
2. Click the **Add a Variable** hyperlink. The Course Environment Variable Editor appears.

Course Environment Variable Editor
Fundamentals of Web Management - All Users

Variable Name

Variable Value

3. Add the environment variable in the **Variable Name** text area. (A selection of environment variables is listed in Appendix VIII of this document).
4. Provide the variable value in the **Variable Value** text area. (A selection of environment variables is listed in Appendix VIII of this document).
5. Click the **Save** button.

Edit a Variable

1. From the Course Environment Variables page, click the **Edit** button next to the variable. The Course Environment Variable Editor appears.
2. Type changes (A selection of environment variables is listed in Appendix VIII of this document) and click the **Save** button.

Delete a Variable

1. From the Course Environment Variables page, click the **Delete** button next to the variable. The Course Environment Variable Editor appears. A Permanently Delete this Variable pop-up appears.
2. Click the **OK** button to delete the variable. The variable is deleted from the Course Environment Variables page.

Mail Settings

Mail settings allow the user to set the defaults for course mail. These settings are based on the rights of the user within the course and are defined using the Minimum Rights drop-down list for each item.

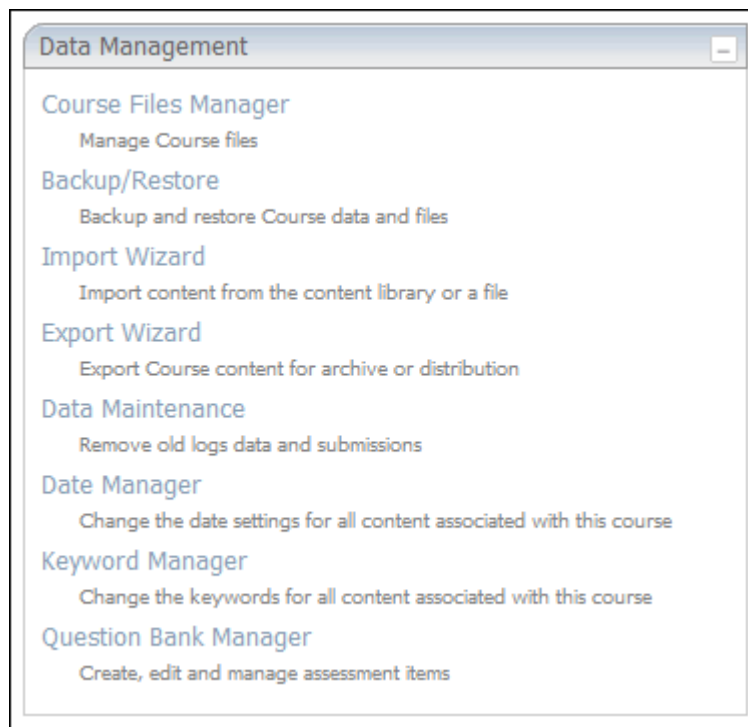
Features

Item	Description
Send Internet E-mail	Provides the option to forward course mail to a user's internet email address. A checkbox selection displays based in the rights specified under Minimum Rights . Default all users can request a course mail message be sent to a user's internet email account.
Send to All Faculty/Leaders	Provides the option to send course mail to all faculty members at once. By default all users can send course mail to all faculty members.
Send to All Students/Members	Provides the option to send course mail to all students/members at once. By default all users can send course mail to all students/members.
Send to Teams	Provides the option to send course mail to all Teams. By default all users can send to teams in a course.
Send to Individuals	Provides the option to send course mail to all individuals in the course; students and faculty. By default all users can send course mail to individual course students or faculty.
Reply to All	This option provide the opportunity for a user to elect "Reply to All" when responding to course mail.

Item	Description
Message Options	Do not disclose recipients - If selected, the default changes to not disclose who the course mail has been sent to. Send a copy to each recipient's Internet email - If selected the default changes to send a copy of the course mail message to each user's internet email account. Send a copy to each recipient's Mentor if known - If selected a copy of the course mail message is delivered to the user's mentor/advisor.

Data Management

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



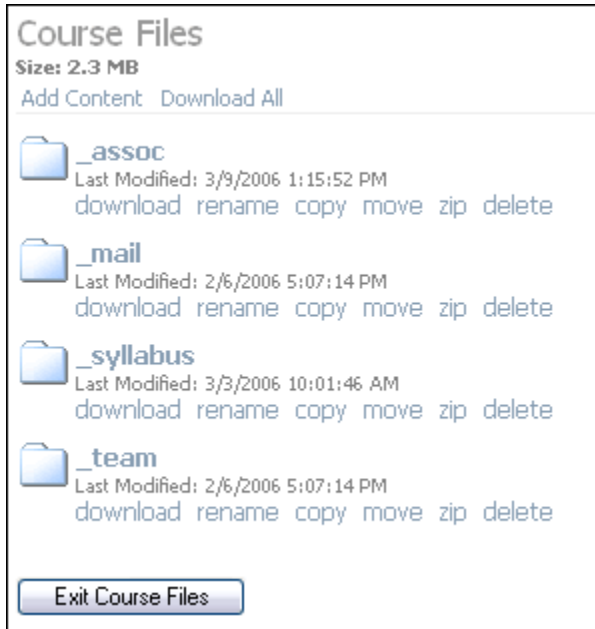
Course Files Manager

The Course Files Manager tool enables course editors to manage course files. All files associated with the course such as syllabus, course content, mail, discussions, teams, etc. are located in the Course Files Manager. This allows the course editor immediate access to any files necessary for the course. To access the Course Files page, log into

your ANGEL course, click the **Manage** tab, and click the **Course Files Manager** hyperlink. The Course Files page appears.

Course Files

The Course Files page allows course editors to add content, and download, rename, copy, move, zip or delete course folders and the files within those folders.



Add Content to Course Files

The **Add Content** hyperlink displays the Add Content page allowing the course editor to create a folder, create a file, upload files, and drag-n-drop. Refer to the section of this document titled *Add Content* for more details.

Download All

The Download All option allows you to download all files listed in the Course Files area. All files are downloaded in a ZIP formatted file and can be archived on your local computer.

To download all:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **Download All** hyperlink located in the toolbar. A **File Download** dialog appears.
4. Click the **Save** button. The **Save As** dialog appears.
5. The file name is pre-populated with the *course_id.zip* which can be changed to a course name if desired. Click the **Save** button. Depending on the size of your course files, this download may take a few minutes.

Download File

You may opt to download just a particular portion of the Course Files using the Download hyperlink. This allows you to archive a particular file to your local computer.

To download a file:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **download** hyperlink located underneath the name of the file you want to download. A **File Download** dialog appears.
4. Click the **Save** button. The **Save As** dialog appears.
5. The file name is pre-populated with the *file_name.zip* which can be changed if desired. Click the **Save** button. Depending on the size of your file the download may take a few minutes.

Rename File

The Rename option allows you rename a file. Caution should be used when renaming course files.

To rename a file:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **rename** hyperlink located underneath the file you want to rename. The **Rename Folder** page appears.
4. Type a new name in the **Folder Name** field.
5. Click the **OK** button.

Copy File

The Copy option allows you to make a copy of the specific file or folder.

To copy a folder:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **copy** hyperlink located underneath the file or folder you want to copy. The **Copy Folder** (File) page appears.
4. Type a new folder name in the **Folder Name** field.
5. Click the **OK** button. A new folder/file is added to the list of items in the Course Files area.

Move File

The Move file option allows you to move a file or folder to a different folder in within the Course Files area.

To move a folder/file:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **move** hyperlink underneath the name of the folder/file you want to move. The **Move Folder** page appears.

Move Folder
_assoc\

Folder Name
_assoc

Parent Folder
(Top)
_mail
_syllabus
_team

Browse Folder

OK Cancel

Exit Course Files

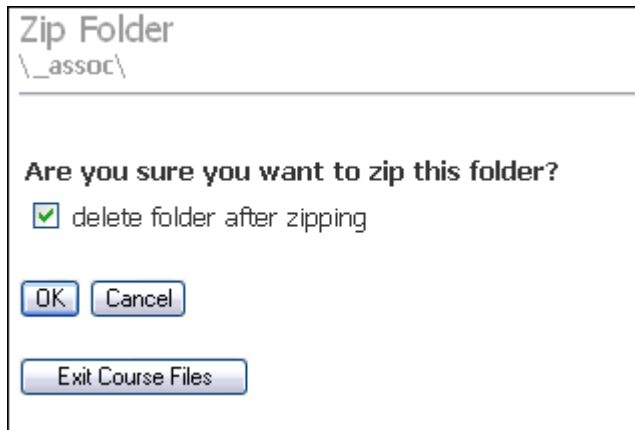
4. From the list of available folder(s) click the name of the folder to which the file/folder should be moved.
5. Click the **OK** button. The file is moved to the specified location.

Zip File

The Zip file option allows you to zip the selected folder. This ZIP file then resides in the Course Files.

To zip a file:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **zip** hyperlink located underneath the folder you want to zip. The **Zip Folder** page appears asking if you are sure you want to zip this folder.



4. By default, the **delete folder after zipping** checkbox is checked. If you want to delete the folder after the zip process is complete, leave this checked, otherwise uncheck the checkbox.
5. Click the **OK** button. The selected file is zipped and placed in the Course Files.

Delete File

The Delete file option allows you to delete files from the Course Files area.



Caution should be used when using the Delete file option.

To delete a file:

1. Log into your ANGEL course and click the **Manage** tab.
2. Click the **Course Files Manager** hyperlink located under the **Data Management** section.
3. Click the **delete** hyperlink underneath the name of the folder you want to delete. The **Delete Folder** page appears.
4. You are asked if you are sure you want to delete this folder and all its contents. If you are sure, click the **OK** button.

Backup/Restore

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 course editor's local computer as an additional safeguard.

To access the Backup/Restore page, log into your ANGEL course, click the **Manage** tab, and click the **Backup/Restore** hyperlink. The Backup/Restore page appears.

Backup/Restore

Backup Information

Directions: To make a backup of all Course data and files, click the **Backup Now** link below.

Last Backup
 Date Created: 3/6/2006 1:45:12 PM
 File Size: 58078 bytes

How to Backup a Course

1. From the Backup/Restore utility, click the **Backup Now** button. A message appears stating "Creating backup. This may take several minutes..." Once the backup is complete, a "Backup Complete" message appears on the screen.
2. Click the **OK** button. Notice the Backup/Restore utility displays the date, time, and size of the latest course backup.
3. To download a copy of the backup file, click the **Download Backup** button.
4. When prompted, click the **Save** button, select a location to save the course backup file, and click the **Save** button.



Once the backup file has begun downloading, you may close the **Downloading File** popup window.

How to Restore a Course



Restoring a course from a previous backup overwrites all changes and activity performed in the course since the date of the last course backup. The date and time of the last course backup are listed directly on the Backup/Restore page. As a precaution before restoring to an active course, consider exporting the course as a safeguard. For information on exporting an ANGEL course, refer to the sections of this document titled *Export Wizard* and *ANGEL Archive*.

1. From the Backup/Restore page, click the **Restore Backup** button. A message appears stating “This will destroy everything done since the date of the last backup. Are you sure you want to do this?”
2. Click the **OK** button. The restore process may take several minutes depending on the size of the course. A message appears reporting the deletion of the existing course data and importing of the backup file course data.
3. Once the restore process is complete, scroll to the bottom of the page and click the **OK** button.

Import Wizard

The Import Wizard utility allows course editors to import different types of content including ANGEL course archives, WebCT and Blackboard course exports, IMS content packages, calendar events and announcements, WebCT question banks, and standard zip files.

To access the Import Wizard, log into your ANGEL course, click the **Manage** tab, and click the **Import Wizard** hyperlink. The Content Import Wizard menu appears.

Content Import Wizard

What do you want to import?

Directions: Select the source from which you want to import data.

Content Package
Import content from an ANGEL archive, WebCT export, Blackboard cartridge, IMS/SCORM package or zip file.

Calendar and Announcements
Import calendar entries from a text file (compatible with WebCT calendar export files).

WebCT Question Bank
Import quizzes and surveys from a WebCT question bank file.

Search IMS Repository
Search the IMS Repository for content to import.

Master Course
Initialize the course based on a master course template.

Copy Course
Initialize the course based on another course or group in which you are an editor.

Exit Import Wizard

Content Package

The Content Package import utility allows course editors to import ANGEL course archives, IMS/SCORM content packages (including uniquely formatted WebCT and Blackboard export files), and archived content from a standard zip file.

How to Import an ANGEL Course Archive

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the ANGEL Archive file and click **Open**.



For information on exporting an ANGEL course, refer to the sections of this document titled *Export Wizard* and *ANGEL Archive*.

6. You may optionally select the **Overwrite existing file** checkbox to overwrite any previously uploaded .zip file (source file) with the same filename. Selecting this option does not overwrite existing or previously imported lesson items.
7. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take a few seconds to several minutes depending on your connection speed and the size of the text file.

8. Click the **OK** button to continue. The Import Settings menu appears.
9. Select the checkboxes next to the items you want to import.



Select the top-level **Content** and/or **User Data** checkboxes to automatically select all sub items under each top-level category. You may optionally select or clear specific items to tailor the import settings.

10. Click the **Import Data** button. An “Importing data” message appears on the screen.
11. Once the import process has completed, scroll to the bottom of the screen and click the OK button.

How to Import an IMS Content Package

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.

4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the IMS content package file and click **Open**.



You may optionally select the **Overwrite existing file** checkbox to overwrite any previously uploaded .zip file (source file) with the same filename. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take up to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The Import Options menu appears.
8. Select the checkboxes next to the items you want to import.



Select the top-level **Content** and/or **User Data** checkboxes to automatically select all sub items under each top-level category. You may optionally select or clear specific items to tailor the import settings.

9. Click the **Import Data** button. An “Importing data” message appears on the screen.
10. Once the import process has completed, scroll to the bottom of the screen and click the **OK** button.

How to Import a Blackboard Course Export

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the Blackboard export file and click the **Open** button.



You may optionally select the **Overwrite existing file** checkbox to overwrite any previously uploaded .zip file (source file) with the same filename. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take up to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The Blackboard Import Settings menu appears.
8. From **Add To** section, select the Lessons directory you want to import into.



The default setting of Top-level imports the file contents to the root level of the Lessons tab. Select New Folder and provide a new folder name to import the file contents into a new folder. Select the Existing Folder option (if applicable) and select an existing folder from the drop-down menu to import the file contents into an existing folder.

9. Select the checkboxes next to the additional items (discussion board postings, announcements items, calendar items) you want to import.
10. Select the **Remove unused files after import** checkbox to remove unused files from ANGEL once the import is complete.



If the above option is not selected, following the import, the unused files can be located in the root level of the Associated File Manager (Lessons tab > Utilities > Associated File Manager). For more information about using the Associated File Manager, refer to the section of this document titled *Associated File Manager*.

11. Click the **OK** button once. Once the import has completed, an “Import Complete” message appears on the screen.



The import process may take up to several minutes depending on the number of entries in the source data file.

12. Click the **OK** button and navigate to the Lessons tab to view the imported content.



Depending on the structure of the source course export file, you may need to rearrange some of the imported content. For more information about rearranging course content, refer to the sections of this document titled *Rearrange* and *Move Item*.

How to Import a WebCT Course Export

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the WebCT Export file and click the **Open** button.



You may optionally select the **Overwrite existing file** checkbox to overwrite any previously uploaded .zip file (source file) with the same filename. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take up to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The WebCT Import Settings menu appears.



If the Zip Import Wizard menu appears instead of the WebCT Import Settings menu (displayed above), this is an indication that you are importing a WebCT export file that was exported either using an older version of the WebCT IMS export utility or by other means. For best results, we recommend exporting the WebCT content using the latest version of the WebCT IMS export utility.

For information regarding importing WebCT content using the Zip Import Wizard menu (instead of the WebCT Import Settings menu), refer to the section of this document titled *How to Import a Standard Zip File*.

8. From **Add To** section, select the Lessons directory you want to import into.



The default setting of Top-level imports the file contents to the root level of the Lessons tab. Select **New Folder** and provide a new folder name to import the file contents into a new folder. Select the **Existing Folder** option (if applicable) and select an existing folder from the drop-down menu to import the file contents into an existing folder.

9. Select the **Add system links** checkbox if your import file contains WebCT system link items (such as links to student gradebook, chat rooms, etc.) that you want to import along with the course data.
10. Select the **Add chat rooms** checkbox if your import file contains chat rooms that you want to import along with the course data.
11. Select the **Remove unused files after import** checkbox to remove unused files from ANGEL once the import is complete.



If the above option is not selected, following the import the unused files can be located in the root level of the Associated File Manager (Lessons tab > Utilities > Associated File Manager). For more information about using the Associated File Manager, refer to the section of this document titled *Associated File Manager*.

12. Click the **OK** button once. Once the import has completed, an "Import Complete" message appears on the screen.



The import process may take up to several minutes depending on the number of entries in the source data file.

13. Click the **OK** button and navigate to the Lessons tab to view the imported content.



Depending on the structure of the source course export file, you may need to rearrange some of the imported content. For more information about rearranging course content, refer to the sections of this document titled *Rearrange* and *Move Item*.

How to Import Respondus QTI Questions

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the Zip file and click the **Open** button.



Respondus questions must be exported in IMS QTI format (in Respondus, select IMS QTI Personality > Preview & Publish > Save) prior to import into ANGEL.

Optionally select the **Overwrite existing files** checkbox if you are repeating the upload and want to overwrite the previously uploaded archive file. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take a few seconds to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The next screen allows you to select where you want the items added to your course or group.
8. Once you have selected where you want the item, click the **OK** button.
9. When the import process is complete, click **OK**. Your item appears under the Lessons tab in the area you specified.

How to Import a Standard Zip File

The import utility also supports the import of standard zip archive files. Imported zip files are extracted to the Associated File Manager for the Lessons tab and recreate the file structure of an imported zip file on the server, preserving all relative references within the content. The tool adds each folder as an ANGEL folder under the Lessons tab of the course.

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the Zip file and click the **Open** button.



Optionally select the **Overwrite existing files** checkbox if you are repeating the upload and want to overwrite the previously uploaded archive file. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take a few seconds to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The next screen allows you to choose which items to display on your ANGEL lessons page and which items to hide.
8. Under the category **Search for these file extensions...** select which items from the following you would like to appear on your course lessons page:
 - HTML files (files ending in the extension .htm or .html)
 - Document files (files ending in the extensions .doc, .pdf, .pps, .ppt, .rtf, .txt, or .xls)
 - Graphic files (files ending in the extensions .bmp, .gif, .jpg, or .png)
 - Multimedia files (files ending in the extensions .avi, .mp3, .mpg, .mpeg, .mov, .rm, or .swf)
 - Other files – in this text box you may enter a comma separated list of file extensions for files to display



Regardless of which file types are selected, all files in the zip archive are imported, however only selected file types are displayed under the Lessons tab.

Graphic and media files are not selected by default as they are commonly used as associated, embedded, or linked files that do not require being displayed as individual items under the Lessons tab.

In the event that you inadvertently add or fail to add a file during the import process, you can easily hide, delete, or add the file following the import process. For information on hiding, deleting, or adding items under the Lessons tab, refer to the sections of this document titled *Common Lesson Settings* and *Associated File Manager*.

9. Under the section **Search in these folders...** select which folders should be displayed as lesson folders in ANGEL. For example, if you have an “Images” folder that is referenced by other lessons pages but that should not be displayed, clear this folder.
10. Click the **OK** button. The Zip Import Wizard screen appears, displaying a list of files, folders and sub-folders included in the zip archive.

11. Select your preference of destination directory under the **Add To** section.



The default setting of Top-level imports the file contents to the root level of the Lessons tab. Select **New Folder** and provide a new folder name to import the file contents into a new folder. Select the **Existing Folder** option (if applicable) and select an existing folder from the drop-down menu to import the file contents into an existing folder.



You may optionally clear the **Use relative paths** checkbox (not recommended) if you want the resulting ANGEL link items to use absolute URLs to link to the imported content items.

12. Optionally clear the checkbox next to any import items that you do not want an ANGEL link item created for.

For example, if your zip file includes a lesson module with several HTML files, you may prefer the Import Wizard create only a single ANGEL link item to point to the start page for the lesson module (e.g. lesson1_index.html), assuming the start page for the lesson module provides links to navigate to the associated pages.



Regardless of which items are selected, all files and folders listed are accessible in the Associated File Manager, however only those items that have been selected are added to the specified Lessons directory.

13. Optionally rename the titles, in the **Title** field, for any of the import items.
14. Optionally change the order in which the import items are listed by changing the numeric values in two or more of the **Order** fields for any of the import items.
15. Optionally change the location of the import item by typing a different folder name in the Folder field for any of the import items.
16. Click the **OK** button to proceed with the import. An update page displays with the results of the import.
17. Click the **OK** button and navigate to the Lessons tab to view the imported content.



Depending on the structure of the source course export file, you may need to rearrange some of the imported content. For more information about rearranging course content, refer to the sections of this document titled *Rearrange* and *Move Item*.

How to Re-Import a Content Package

The Import Wizard supports the re-importing of previously uploaded content packages (WebCT, Blackboard, IMS, or standard Zip format) without requiring the content package file to be re-uploaded into the course. This can be useful to continue an incomplete import process, or as a means to reset the imported content in the case that the previously imported content has been altered or deleted.

To re-import a previously uploaded content package:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.

2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package upload screen appears with an option to **Re-Import a Package**.



The **Re-Import a Package** option only displays if a content package has been previously uploaded to the course. Previously uploaded content packages are not listed in the Re-Import a Package option if the **Remove unused files after import** option was used during the initial import process.

4. Select the content package you want to import from the **Archive Directory** drop-down menu.
5. Click the **Re-Import** button. An Import Settings screen appears based on the type of content package you chose to re-import.
6. Specify your import settings preferences.



For information on import settings, see the appropriate section above regarding importing WebCT, Blackboard, IMS, or standard Zip format content packages.

7. Click the **OK** button once. Once the import has completed, an “Import Complete” message appears on the screen.



The import process may take a few seconds to several minutes depending on the number of entries in the source data file.

8. Click the **OK** button and navigate to the Lessons tab to view the imported content.



Depending on the structure of the source course export file, you may need to rearrange some of the imported content. For more information about rearranging course content, refer to the sections of this document titled *Rearrange* and *Move Items*.

Calendar and Announcements

The Calendar and Announcements import utility allows course editors to import calendar entries from any tab or comma delimited text file (compatible with WebCT® calendar export files) into the course calendar or announcements section.

To import calendar entries or announcements:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Calendar and Announcements** hyperlink. The Calendar and Announcements page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the delimited text file and click the **Open** button.

6. Select the appropriate format from the **File Format** drop down list.



Importing WebCT calendar export files, use the default CSV file format setting.

7. Select either Calendar or Announcements from the **Add to** drop-down menu to specify the destination for the imported items.
8. Select the appropriate values from the **Column Settings** drop-down menus only if you are importing a custom-formatted text file. Always use the default values when importing WebCT calendar export files.
9. Click the **Import File** button once. An Import Complete message appears when the upload process is complete.



The upload process may take a few seconds to several minutes depending on your connection speed and the size of the text file.

10. Click the **OK** button.

WebCT Question Bank

The WebCT Question Bank import utility allows course editors to import quizzes, surveys and question banks from a variety of formats.

To import a WebCT question bank:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **WebCT Question Bank** hyperlink. The WebCT Question Bank import utility appears on the screen.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select your questions export file and click the **Open** button.
6. Select **Import Each Category** as a Separate Quiz (recommended) or **Import all categories into one quiz** from the **Import Method** drop-down menu.



Select the **Import all categories into one quiz** option only if you prefer to import all of the questions into a single ANGEL quiz “bank”. For information on copying questions from a quiz bank to a quiz, refer to the section of this document titled *Copy Questions*.

7. Select a value from the **Points Each** drop-down menu to specify a default point value for the imported questions.
8. Clear the **Make quizzes hidden** checkbox if you prefer the imported quizzes to be immediately visible to course members.
9. Select **Top-Level, Existing Folder**, or **New Folder** from the Add Quizzes to section to specify the destination for the imported quizzes.



Quiz settings such as question point values, access settings (Viewable by, Hidden, etc.), and quiz location within lesson content can be easily modified after the import process. For more information on these settings, refer to the section of this document titled *Add a Quiz*.

10. Click the **Upload File** button once. An Import Complete message appears when the upload process is complete.



The upload process may take a few seconds to several minutes depending on your connection speed and the size of the text file.

11. Click the **OK** button.

Search IMS Repository

The Search IMS Repository import utility allows course editors to search all IMS Content packages on the ANGEL server that have been made available for import into the course. ANGEL lesson items that are not packaged as IMS Content packages are not included in the search. The course editor may filter the search based on the metadata associated with the package – such as publisher, year of publication, etc.

To search the IMS Repository:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Search IMS Repository** hyperlink. The Search IMS Repository import utility appears on the screen.
4. Type a search term in the search field.



You may optionally restrict the search to search a single metadata category by selecting the category from the metadata drop-down menu.

5. Click the **Search Repository** button once. The IMS Search Results appear on the screen.



The search process may take a few seconds to several minutes depending on the number of metadata categories, keywords and repositories involved in the search.

6. Select an IMS package from the **Link to Package** drop-down menu and click the **OK** button. An Import Results message appears on the page.
7. Click the **Exit Import Wizard** button and navigate to the **Lessons** tab to view the IMS package.

Master Course

The Master Course import utility allows course editors to import from any master course that has been made available for import into the course. The Master Course import

process occurs on the server eliminating any need to download a course export for upload to the server.

To import a master course:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Master Course** hyperlink. The Master Course import utility appears on the screen.
4. Select the master course you want to import from the list of available master courses listed in the **Master Course** drop-down menu.
5. Optionally clear the **backup course before import** checkbox if you do not want to backup the existing course data and settings prior to completing the import.
6. Optionally clear the **replace all existing content** checkbox if you want to add the imported lesson content to your existing lesson content.
7. Click the **Import** button. The Import Progress screen appears.



The import process may take a few seconds to several minutes depending on the size of the master course.

8. Wait until the import progress screen is no longer active (all clock icons have been replaced with checkmark icons) and then click the **OK** button.

Copy Course

The Copy Course import utility allows course editors to import from any course or group for which they have editing rights. The Copy Course import process occurs on the server eliminating any need to download a course export for upload to the server.

To import a course or group:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Copy Course** hyperlink. The Copy Course import utility appears on the screen.
4. Select the course or group you want to import from the list of available courses and groups listed in the **Source Course/Group** drop-down menu.
5. Optionally clear the **backup course before import** checkbox if you do not want to backup the existing course data and settings prior to completing the import.
6. Optionally clear the **replace all existing content** checkbox if you want to add the imported lesson content to your existing lesson content.
7. Click the **Import** button. The Import Progress screen appears.



The import process may take a few seconds to several minutes depending on the size of the course or group.

8. Wait until the import progress screen is no longer active (all clock icons have been replaced with checkmark icons) and then click the **OK** button.

Export Wizard

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.

To access the Export Wizard, log into your ANGEL course, click the **Manage** tab, and click the **Export Wizard** hyperlink. The Content Export Wizard menu appears.

Content Export Wizard

What export format do you want to use?

Directions: Select data format you want to use for the export.

ANGEL Archive
Export data to an ANGEL zip archive file.

IMS Package
Export data to the IMS Content Packaging format for interchange with other systems.

Exit Export Wizard

Angel Archive

The ANGEL Archive export utility should be used when exporting course content that is intended to be imported into ANGEL.

To export an ANGEL course archive:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Export Wizard** hyperlink (located in the right column). The Content Export Wizard menu appears.
3. Click the **ANGEL Archive** hyperlink. The ANGEL Archive Export screen appears.
4. Optionally clear the **User Data**, **Chat Logs**, and/or **Activity Logs** checkboxes to export course content only (without including user enrollment and log data).



When exporting course content for the purposes of importing into a new ANGEL course (when user data is not needed) consider exporting the course without user enrollment and log data to reduce the size of the export file. When exporting a course for archival purposes, consider including user enrollment and log data to support future restoration of student enrollment and activity reports.

5. Click the **Export** button. A pop-up window appears stating that the course export is being processed for download. Once the course export is ready for download, a File Download dialog box appears on the screen.
6. Click the **Download File** button.
7. Click the **Save** button in the prompt window. A Save File to Disk screen appears.
8. Select the location on your computer where you want the zip file to be downloaded.
9. Click the **Done** button. The course export file is downloaded to your computer.

IMS PACKAGE

The IMS Package export utility allows course editors to export course content (without student enrollment and activity data) for import into non-ANGEL course environments.

To export course content as an IMS package:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Export Wizard** hyperlink (located in the right column). The Content Export Wizard menu appears.
3. Click the **IMS Package** hyperlink. The IMS Package Export Wizard screen appears stating that the IMS Package import utility creates a zip archive that meets the IMS Content Packaging specification with the following limitations:
 - None of the item security settings are enforced (i.e.; start dates, password, viewable by)
 - Quizzes and surveys are not exported, only a page with the quiz or survey directions.
 - Message board postings are converted into read-only pages.
 - The content itself has no navigation, but a navigation structure can be added by using a tool such as Microsoft's LRN toolkit.
4. Click the **Export** button. A pop-up window appears stating that the course export is being processed for download. Once the course export is ready for download, a File Download dialog box appears on the screen.
5. Click the **Download File** button.
6. Click the **Save** button in the prompt window. A Save File to Disk screen appears.
7. Select the location on your computer where you want the zip file to be downloaded.
8. Click the **Done** button. The course export file is downloaded to your computer.

Data Maintenance

Warning! Data deleted with this tool cannot be recovered.

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.

To delete user data using the Data Maintenance utility:

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Data Maintenance** hyperlink. The Data Maintenance utility appears.
3. Under the category **Delete these items...** select which items from the following you would like to delete for the selected user(s):
 - Course Roster Entries
 - Tracking Data
 - Instructor Notes
 - Chat Logs
 - Quiz, Survey and Drop Box Submissions
 - Gradebook Grades
 - Attendance
4. Under the category **For these users...** select which group of users you would like to delete the selected item(s):
 - Everyone (includes enrolled users, un-enrolled users, and unauthenticated guests)
 - Users enrolled in this course
 - Users not enrolled in this course
 - Selected users (hold the Ctrl key to select multiple users)
 - Other (separate multiple valid ANGEL usernames using a comma)
5. Under the category **Exclude these users...** select the **Users with “Course Editors” rights in this course** checkbox to exclude the course editor from being deleted.
6. Optionally select the **At Any Time or Before This Date** option from the **If they occurred...** category and specify a date/time to limit the date range of items to be deleted. Items created after the specified date are not deleted.
7. Click the **Delete Items** button. A dialog box message appears asking whether you are sure that you want to delete selected items.

Data deleted with the Data Maintenance utility cannot be recovered. Avoid accidental deletion of wanted data by ensuring all settings above are correct before clicking the Delete Items button.

8. Click the **OK** button to delete the selected items for the selected users. A data maintenance report displays the results of the process.
9. Click the **OK** button.

Date Manager

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

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: May 15, 2007

Ending: June 30, 2007

Time: AM 12:00 (GMT-06:00) Central Time (US & Canada)

Duration: 0 hour(s) 00 minutes

Interval Settings

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

☐ **Monthly ...**
on the first day of the month
every month(s)

Save Cancel

Setting Course Dates

Course dates allow instructors to establish start and end dates for the course as well as the days the course meets.

To set course dates:

1. Log into your ANGEL course and click the Manage tab.
2. Click the **Date Manager** hyperlink located under the Data Management section.
3. On the **Set Course Dates** tab select the **Beginning** date using the drop-down list for Month, Day and Year or select the calendar icon to view a calendar for date selection. The beginning date is used in conjunction with the ending date to set the time when the course is available and assists with scheduling the content dates.
4. Select the **Ending** date using the drop-down list for Month, Day and Year or select the calendar icon to view a calendar for date selection.
5. Select the **Time** in from the drop-down menus. This assists the scheduling of content dates.

6. Select the **Duration** in hours and minutes. This assists the scheduling of content times.
7. Interval settings determines the days of the week that the course is offered. Select Weekly and the days of the week when the course meets or select Monthly if the course meets on a monthly basis.
8. Select the **Set Content Dates tab**. A page containing all course content is displayed.

ANGEL 101 - Date Manager

Set Course Dates **Set Content Dates**

Course Content	Assigned	Due	Task Item	Marked Complete Upon	Visible	Hidden	Availability		Edit Dates
							Enabled	Disabled	
Course Conversion Workflow				☐					
Importing a Blackboard Course				(none)					
Course Import Discussion				(none)					
Course Information				☐					
Your First Steps: 1 to 5				(none)					
Angel Course Orientation				(none)					
Welcome!				(none)					
Course Goals and Objectives				(none)					
Overview				(none)					
Course Readings & Materials				(none)					
Learning Activities				(none)					
Course Schedule				(none)					
How You Will Be				(none)					

Print Preview Cancel Save

9. Click the calendar icon () under the Edit Dates column. The set dates editor appears with the content item listed.

Set dates for

Content Item Title

Course Conversion Workflow

< Prev

Next >

Course Start/End Dates: 2/18/2007 / 6/26/2007

<< Wednesday, April 18, 2007 >>

February, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

March, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Time: AM 12 : 00

Item Visible:

Set the date range within which the item will be visible to students.

Visible

Hidden

Cascade to Child Items:

☒

Close

- Select the date on the calendar for the item to be visible as well as the time the item should be visible from the Time drop-down list and click the **Visible** button. The << and >> symbols on the calendar allows you to move backward or forward on the calendar.
- Select the date on the calendar for the item to be hidden as well as the time the item should be hidden from the Time drop-down list and click the **Hidden** button.
- Click the **Next>** button to move to the next content item or click the **<Prev** button to return to a previous content item.
- When all dates and times have been selected for the content items, click the **Close** button.
- Click the **Save** button to save your configurations.

Question Bank Manager

The Keyword Manager provides a central interface to allow the course editor to create, edit, categorize and manage keywords for use in tagging questions in any assessment in the course.

Keyword Manager

Import Export

Add Keyword

☐ keyword 1 ☐ keyword 3 ☐ keyword 6 ☐ keyword 8

☐ keyword 10 ☐ keyword 4 ☐ keyword 7 ☐ keyword 9

☐ keyword 2 ☐ keyword 5

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

Delete Selected ☐ Select All **Done**

How to Add a Keyword to the Keyword Manager

To add a keyword to the Keyword Manager:

4. Log into your ANGEL course and click the **Manager** tab.
5. Click the **Keyword Manager** hyperlink.
6. Type the keyword in the keyword field and click the **Add Keyword** button.

How to Delete a Keyword from the Keyword Manager

To delete a keyword from the Keyword Manager:

1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Keyword Manager** hyperlink.
3. Select the checkbox next to each keyword you want to delete and click the **Delete Selected** button.

Delete Keywords

Deleting these keywords will remove all content references. Continue?

OK **Cancel**

4. Click the **OK** button to confirm the deletion process.

How to View Questions Associated with a Keyword

To view questions associated with a keyword:

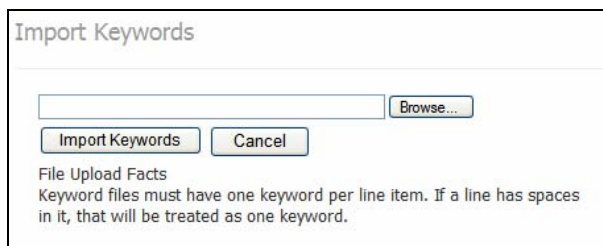
1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Keyword Manager** hyperlink.
3. Click the on the keyword to display the list of associated questions.



How to Import Multiple Keywords into the Keyword Manager

To import multiple keywords into the Keyword Manager:

1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Keyword Manager** hyperlink.
3. Click the **Import** hyperlink.

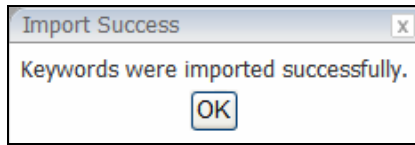


4. Click the **Browse** button to select the keyword file.



Keyword files are typically saved as .txt documents and must have one keyword or phrase per line.

5. Click the **Import Keywords** button.

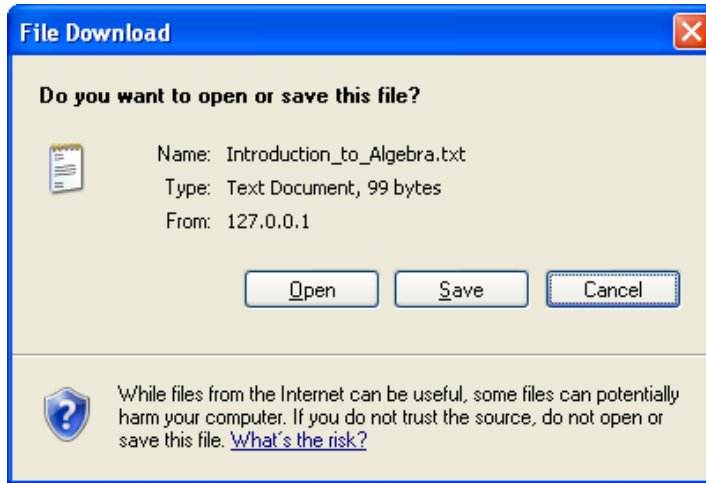


6. Click the **OK** button.

How to Export Keywords from the Keyword Manager

To export keywords from the Keyword Manager:

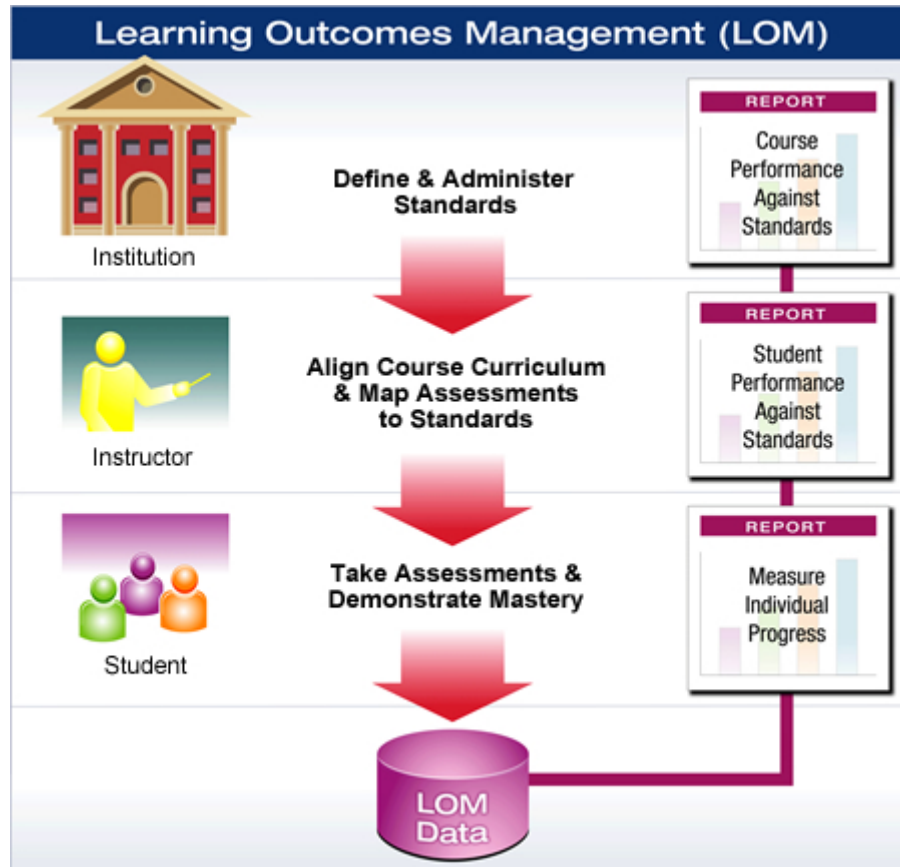
1. Log into your ANGEL course and click the **Manager** tab.
2. Click the **Keyword Manager** hyperlink.
3. Click the **Export** hyperlink.



4. Click the **Save** button to save the keywords to your workstation as a .txt document.

Learning Outcome Management (LOM)

Increased pressure to demonstrate and improve student achievement requires systematic assessment of student learning outcomes. ANGEL Learning Outcomes Management (LOM) gives you unprecedented insight into student performance against standards, confidence that course content is aligned to standards and shows you what is working (and what is not working) so you can take action.



The terminology used to describe learning outcomes – standards, learning objectives, criteria, competencies, etc. can be used differently by individual institutions. ANGEL's infrastructure is flexible enough to support your institution's learning outcomes management.

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.

Examples of standards created by national sanctioning bodies include:

- K-12 standards used in “No Child Left Behind”
- Accreditation standards such as NCATE or ABET
- Professional certifications standards such as the NCLEX nursing exam.

Other standards may be created and sanctioned at the institutional level. Examples of institutional standards might include behavioral or cultural standards.

Within ANGEL, standards also have other properties:

- Standards are managed at the institution level and may not be edited by instructors.
- Standards are “published” to the campus and are then available for mapping to content.

Standards are mapped to content and assessment items in ANGEL. Mapping allows the reporting required for Learning Outcomes Management.

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 one or multiple standards.

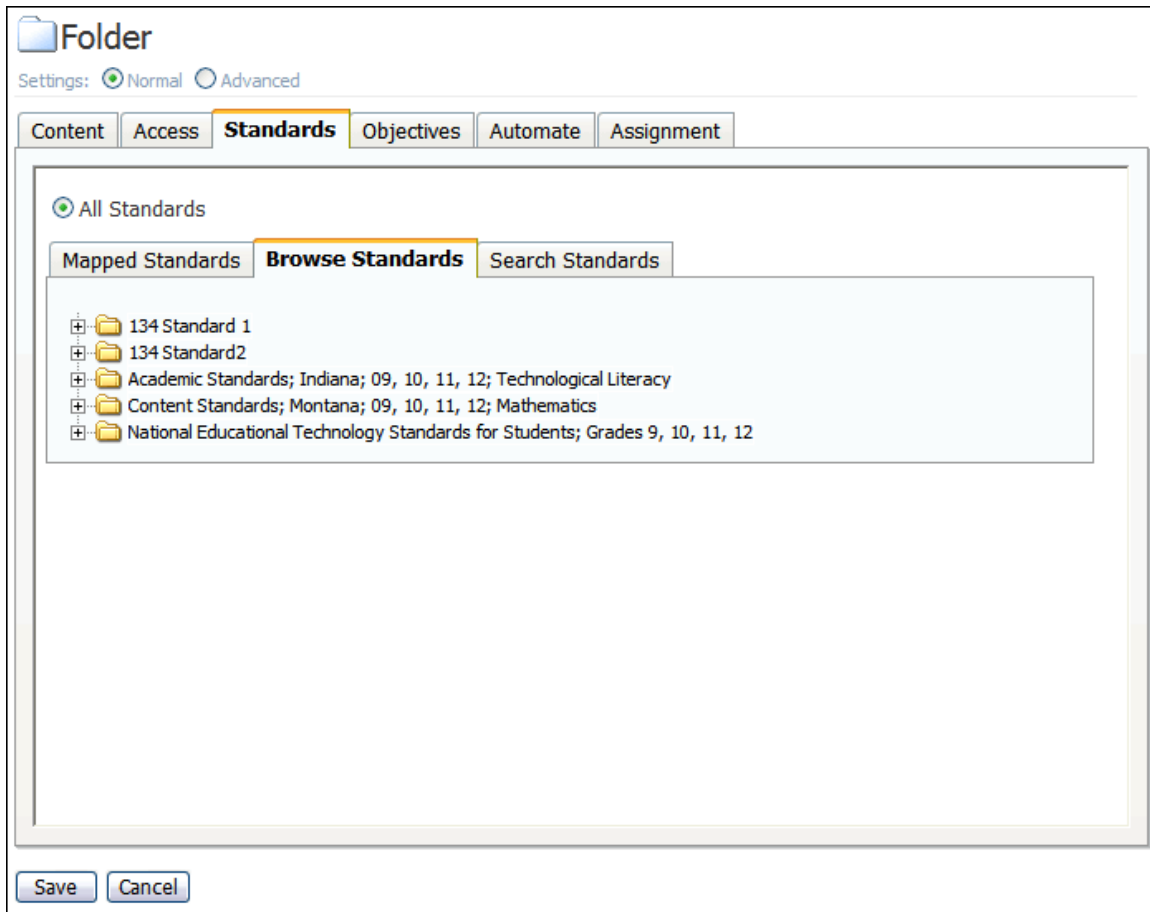
Content mapped to standards or objectives allows for exactly the same LOM reporting in cases where formal standards do not exist or in cases where more flexible outcomes management is desired. Additionally, if objectives are mapped to standards, any content items mapped to that objective inherit all the standards related to that objective.

Standards and Objectives Mapping

Mapping standards to content is a labor-intensive process under even the best conditions. ANGEL’s standards/objectives mapping routines strive to make that process as simple as possible.

Mapping is performed via the Standards and Objectives tabs added to every content item. Each tab contains three sub-tabs:

- **Browse Standards:** The user can browse all available standards/objectives, or only those in use in the specified course, and select which standard(s) to map to that content item.
- **Search Standards:** The user can search all available standards or only those in use in the specified course.
- **Mapped Standards:** Quick, flat view of all standards mapped to that content item.



Enabling Standards and Objectives

Standards and objectives are enabled from the Manage tab of your ANGEL course. To enable standards and objectives perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.

Course Data	Enrollment Dates	Standards	Objectives
General Information			
Section ID:	web-mgmt		
Title:	Fundamentals of Web Management		
Instructor ID:	ddillow		
Instructor Name:	Debbie Dillow		
Category:	Learning Solutions Other		
Keywords:			
Description:			
Course Begins:	☒ February 20 2007 Calendar AM 12 00		
Course Ends:	☐ February 21 2007 Calendar PM 2 15		
Enable standards: Enable or disable standards within this course	☒ Enable standards ☐ Disable standards		
Enable Objectives: Enable or disable objectives within this course	☒ Enable Objectives ☐ Disable objectives		
Stylesheet:			
Redirect URL:			
Redirect Target:			
Language:	English (United States)		

To enable standards:

- Click the **Enable Standards** radio button.

To enable objectives:

- Click the **Enable Objectives** radio button.

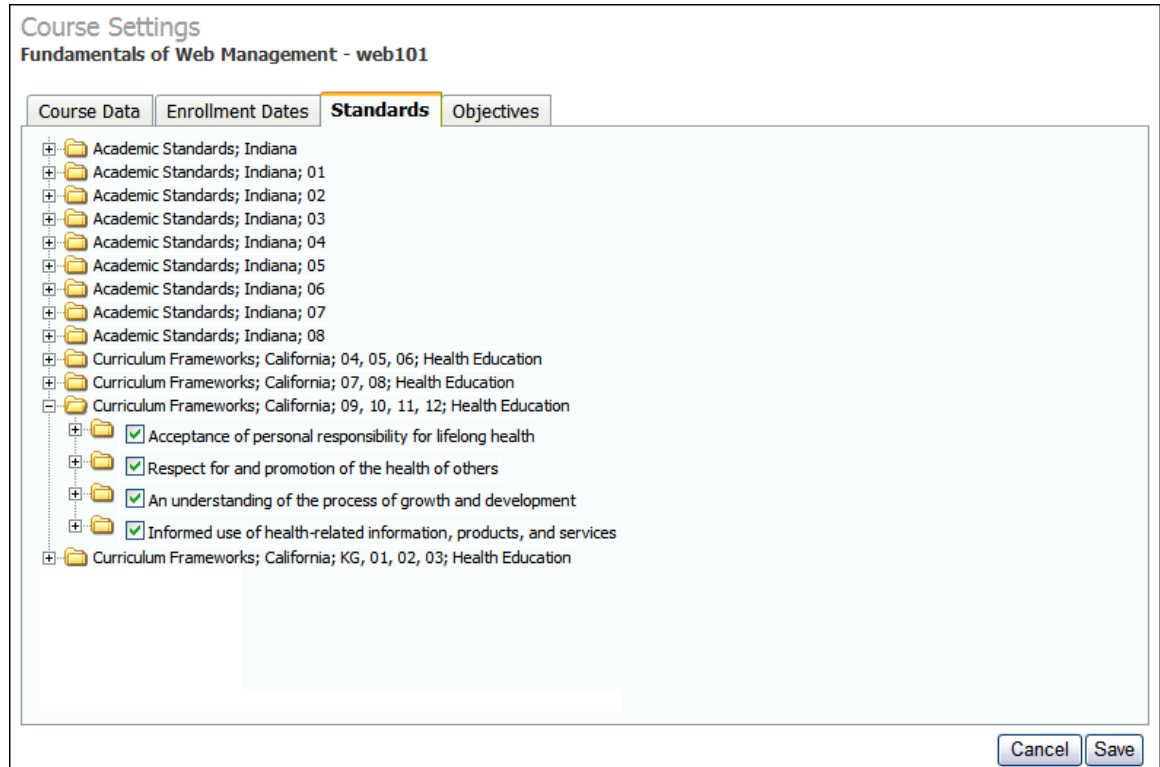
Click the **Save** button once standards and objectives have been enabled.

Selecting Standards

Once Standards have been enabled for your course you can select which standard or standards to use for your curriculum.

To select standards for your course perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Standards** tab. A list of published standards appears.



4. Open the standard by clicking on the plus sign () next to the name of the standard. This expands the sub-items list identifying the requirements to meet this standard. Additionally, there may be additional sub-items listed which provide further requirements for the student. Continue clicking on the plus sign () as necessary to view the entire list of sub-items in the standards.
5. Once all standards have been selected for your course, click the **Save** button. You receive a pop-up message that your course was successfully saved.
6. Click the **OK** button.

Adding Objectives

Objectives do not require standards be added to a course. You can create objectives and map the objectives to your course content. This information can then be used in reports to verify students have met the necessary objective criteria for course completion.

To add objectives to your course perform the following:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab. The Course Objectives opens.

Adding a New Folder

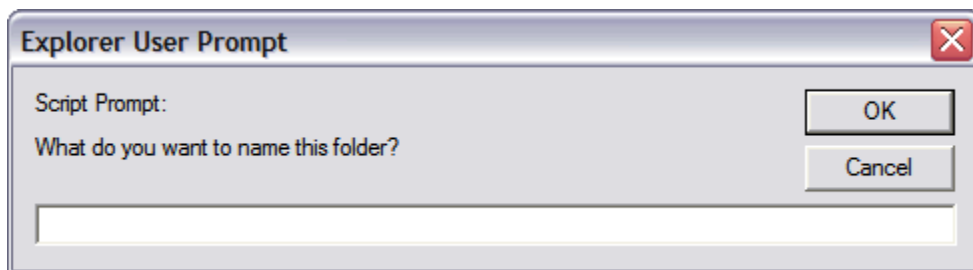
Folders can be used to organize groups of objectives into similar competencies. Complex competencies may require more than one learning objective; for example, conversational Spanish might be made up of vocabulary knowledge, pronunciation, basic grammar knowledge, understanding spoken words in various dialects, and so on.

To add a folder to a Course Objective perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.
4. Click the arrow (▼) next to the Course Objectives title. A pop-up window appears containing hyperlinks to **Add New Outcome** and **Add New Folder**.



5. Click the **Add New Folder** hyperlink. A prompt displays asking “What do you want to name this folder?” Type a title for your folder in the prompt and click the **OK** button.

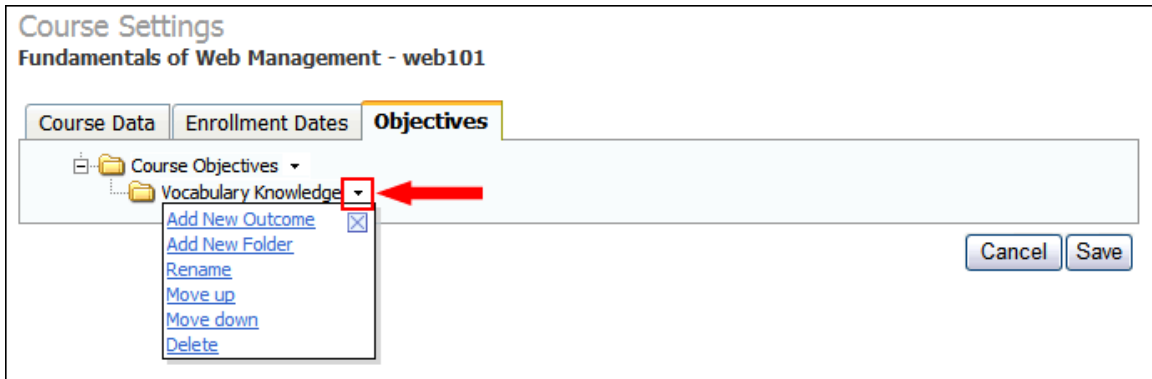


Adding Outcomes (Objectives)

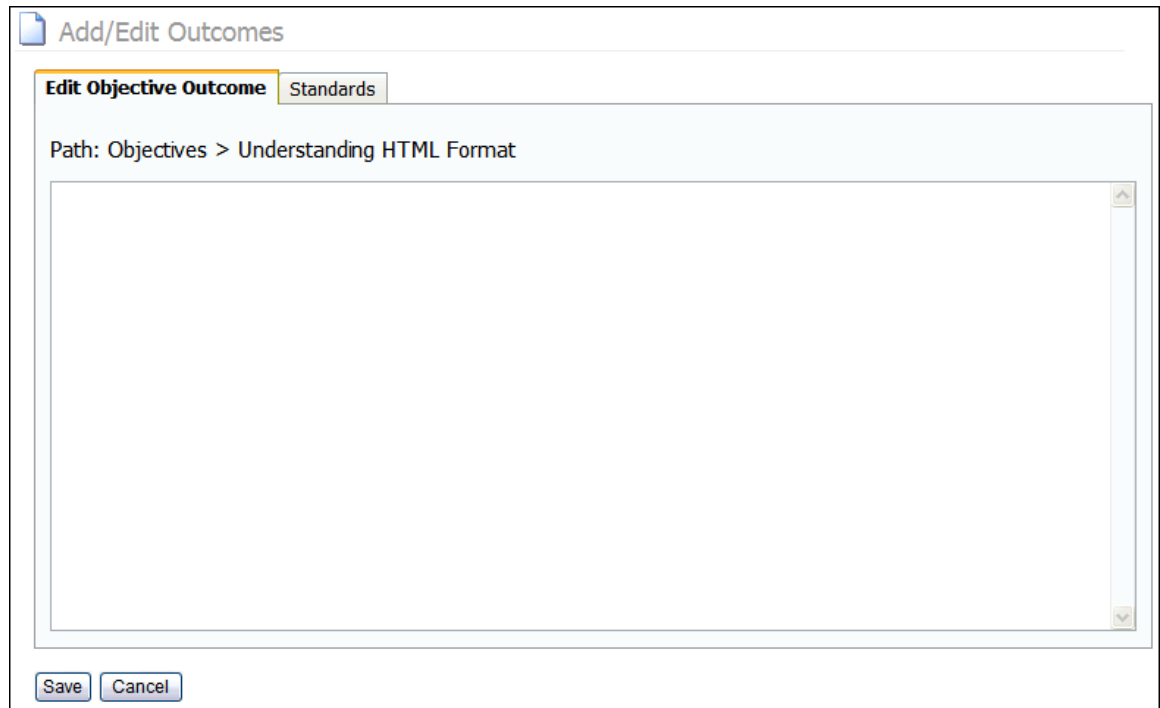
To add learning outcomes to a course perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.

- Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Add New Outcome**, **Add New Folder**, **Rename**, **Move up**, **Move down**, and **Delete**.



- Click the **Add New Outcome** hyperlink. The **Add/Edit Outcomes** page appears.



- Type the objective outcome in the text field. Once your objective outcome is complete click the **Save** button.

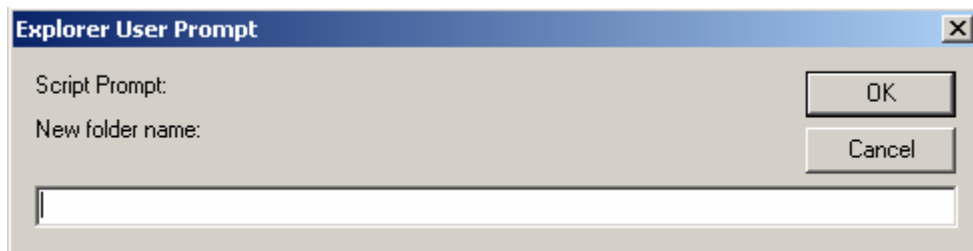
Renaming Outcomes Folders

To rename learning outcomes for a course perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.
4. Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Add New Outcome**, **Add New Folder**, **Rename**, **Move up**, **Move down**, and **Delete**.



5. Click the **Rename** hyperlink. The **Add/Edit Outcomes** prompt appears.



6. Type the new name in the text field.
7. Click the **OK** button.
8. Once your objective outcome name is complete, click **Save**.

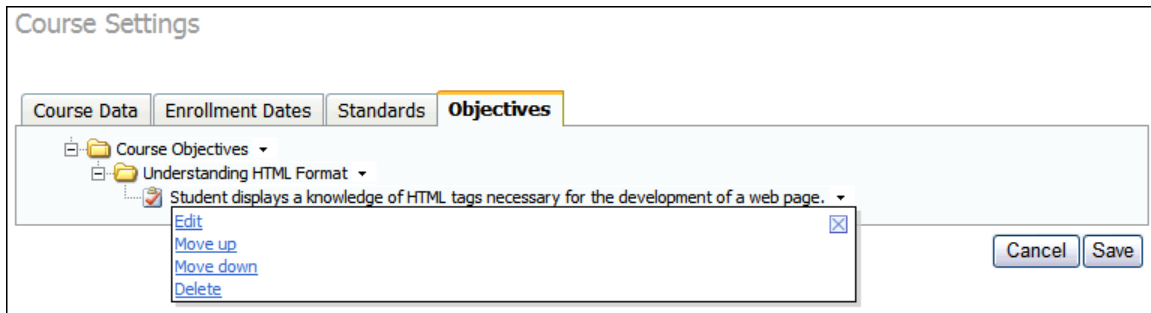


Only outcome folders can be renamed. Outcomes cannot be renamed. To change the name of an outcome you must delete and re-add it with the correct name.

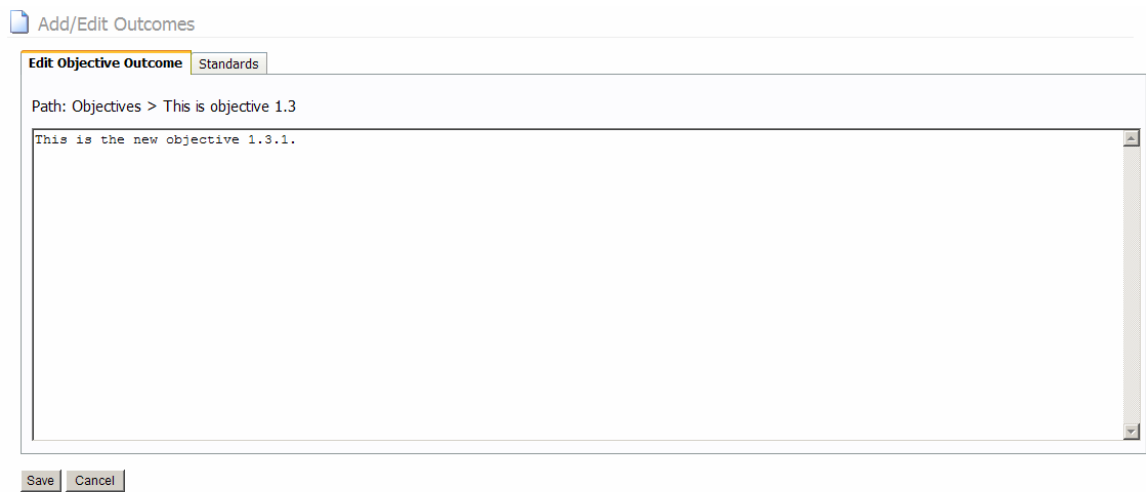
Editing an objective

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.

4. Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Edit**, **Move up**, **Move down**, and **Delete**.



7. Click the **Edit** hyperlink. The **Edit Objectives** page appears.



8. Type the objective outcome in the text field. Once your objective outcome is complete click the **Save** button.

Move up

To move a learning outcomes or folders up in the hierarchy, perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.
4. Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Add New Outcome**, **Add New Folder**, **Rename**, **Move up**, **Move down**, and **Delete**.



5. Click the **Move up** hyperlink. The outcome objective moves up in the list.
6. Once your objective outcome move is complete, click **Save**.

Move down

To move a learning outcomes or folders down in the hierarchy, perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.
3. Select the **Objectives** tab.
4. Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Add New Outcome**, **Add New Folder**, **Rename**, **Move up**, **Move down**, and **Delete**.



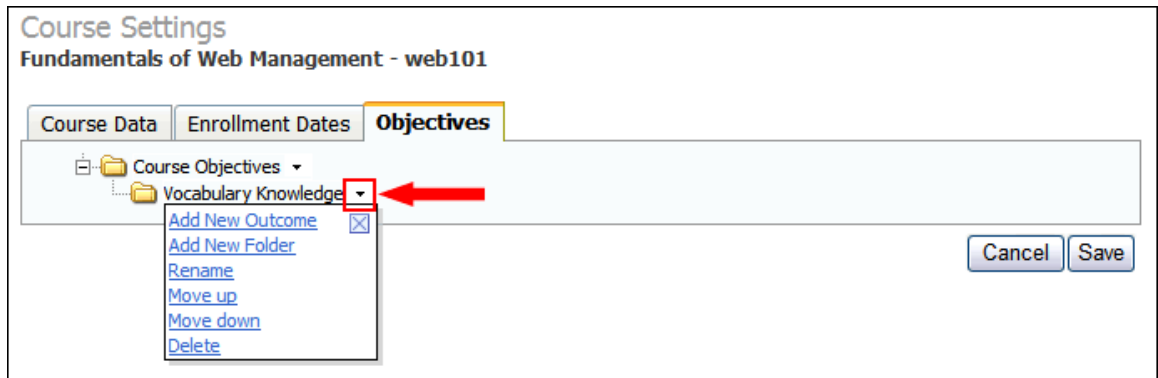
5. Click the **Move down** hyperlink. The outcome objective moves down in the list.
6. Once your objective outcome move is complete, click **Save**.

Delete

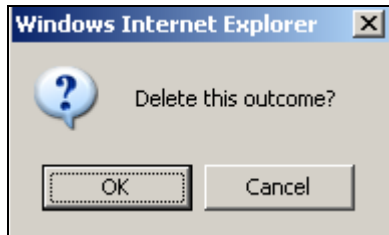
To move a learning outcomes or folders down in the hierarchy, perform the following steps:

1. Log into your ANGEL course and click on the Manage tab.
2. Click the **General Course Settings** hyperlink in the Course Settings nugget. The Course Settings editor appears.

3. Select the **Objectives** tab.
4. Click the arrow (▼) next to the folder in which you want to add an outcome. A pop-up window appears containing hyperlinks to **Add New Outcome**, **Add New Folder**, **Rename**, **Move up**, **Move down**, and **Delete**.



5. Click the **Delete** hyperlink. The prompt “Delete this outcome?” appears.



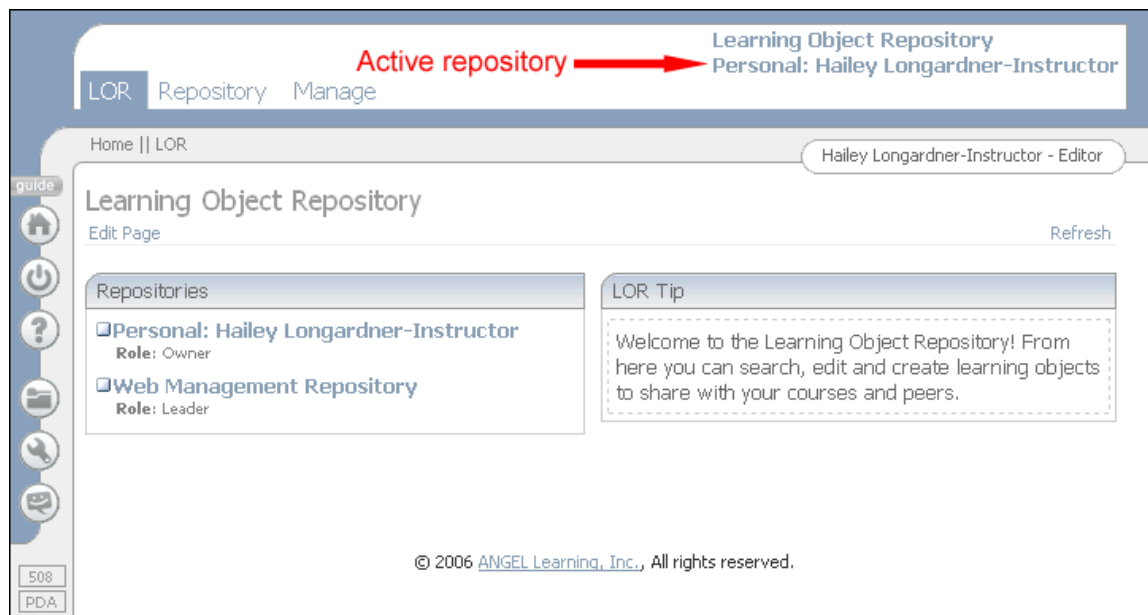
6. Click **OK**.
7. Once your objective outcome deletion is complete, click **Save**.

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.

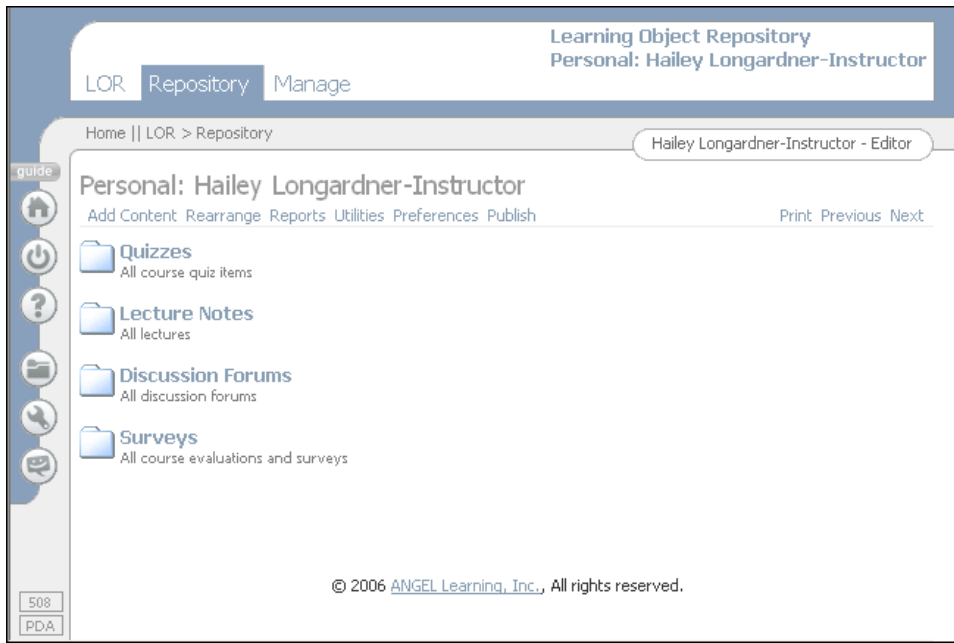
LOR Tab

Entering the LOR begins on the LOR tab. This tab displays all repositories to which you have 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*.



Create a Content Template

To create a new content template:

1. Click the **LOR** icon on the left power strip.
2. Click the **Add Content** hyperlink (located on the left side of the toolbar).
3. Click the Content Template hyperlink. The New Content Template editor appears.



For detailed information concerning the editor tabs, see the section of this document titled *Common Editor Tabs*.

On the Content tab:

- Type a title for the content template in the **Title** field.

On the Access tab:

1. Select the Access Tracking.
2. Select the View Restrictions.

On the Assignment tab:

1. Select the Milestone Settings.
2. Select the Gradebook Settings.

Click the **Add Content** hyperlink to begin adding one or more lesson items to your content template container.



When adding items to a content template container, use field tokens - designated by surrounding double curly brackets (e.g. {{lesson_title}} or {{lesson_subtitle}} - to specify areas of text that the editor should be prompted to replace when importing the final template. Each field token must be uniquely named (within the template) and can be used in any field within lesson editor pages and within associated files.

For example, to specify a field token for the title field for a page item, type a field token such as {{lesson_title}} or {{page_title}} in the Title field of the page. Once published, the editor will be prompted to provide a value for each field token defined.

Consider reusing common field tokens (e.g. {{lesson_title}}) in multiple locations throughout the template to reduce the number of fields required in the import wizard process. For example, instead of using a token for the lesson title {{lesson_title}} and another token for a lesson quiz {{quiz_title}}, consider eliminating the lesson quiz token and instead use the value for the lesson title as part of the quiz title (i.e. type {{lesson_title}} Quiz in the quiz title field instead of {{quiz_title}}).

Publish a Template

Once you have finished adding lesson items and field tokens to create the content template, you must publish the template to make it available from other courses, groups, and resource libraries.

To publish a content template:

At the root level of the content template, click the Publish hyperlink (located in the toolbar).

The Field Tokens page appears with a list of the {{field tokens}} created in the previous steps.

To change the order that the field tokens are presented to the editor, select the token you wish to move and click the **Up** or **Down** buttons.

Select the first field token in the list and optionally modify the default label as displayed in the **Label** field.



The value provided in the Label field only determines the label that will be presented to the editor during the import process. This value has no direct impact on the title of lesson content.

From the **Type** drop-down menu, select the type of input field you would like for the editor to use when specifying a value for the field token.



Select Custom list and provide individual list choices in the list box that appears if you prefer to limit the selection of choices that the editor can choose from.

Optionally, provide a default value for the field token in the **Default** text field. The editor will have the opportunity to modify this default value during import process.

If applicable, type directions, in the **Directions** field, for the editor regarding the purpose of the field and its relation to the content template as a whole.

Complete the same process for each field template listed. Optionally select the **Page Break** option, for specific field tokens, to specify a natural break for different types of

tokens that must be defined. Use of the Page Break option allows you to break up the task of defining large numbers of field tokens across several wizard-type pages.



When using the paging option, consider providing all directions for the page on the first field token for the page (leaving all other directions fields empty) to create a wizard-type interface.

Scroll down to the **Sharing** portion of the page and select the checkbox next to each course, group, and/or library with which you want to share the content template.

Provide a description for the content template in the **Description** field.



The description is viewable during the import (Add From Template) process by moving the cursor over the title of the template.

When enabled for general search (in the Searchable drop-down menu), the content template search tool will return a list of all tokens that include the search terms in the title or description for the content template.

Optionally modify the **Searchable by** drop-down option if you want to make the content template available (through the Add From Template Search option) to all editors in the system.

Select a content template category from the **Category** drop-down menu or click the **Other** button to create a new category.

Click the **OK** button to publish the content template.



You may change the publish settings for the content template at any time by clicking the Publish hyperlink located at the root level of the content template.

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.



In order to be able to publish to a course, the Show on Search must be set to yes. This can be done through the Manage tab > General Course Settings > Show on search > Yes for the courses that you will content into.

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.

Repository Access

The Repository Access section allows the instructor the ability to grant course and group access to the LOR.

Course and Group Access

To remove access to a LOR:

1. Log into ANGEL and click the **LOR** icon (located on the left power bar).
2. Click the **Manage** tab.
3. Click the **Course and Group Access** hyperlink located under the Repository Access section. The Repository Association Editor appears containing a list of current associations and the ability to add associations from My Courses, Course Search, My Groups, or Group Search.

Repository Association Editor			Add Associations From:
Current Associations: USER-peanut			
Remove	Type Id	Title	
☐	Course ALL-ALL-ALL-N241-B131	Fundamentals of Web Management	My Courses
Remove Selected			Course Search
			My Groups
			Group Search
Exit			

4. To remove access from courses, select the checkbox next to each course you want to disassociate. Click the **Remove Selected** button.

Appendix I

Inline HTML Editor

When composing messages you can use the inline HTML editor to format your message.



The components of the inline editor from left to right.

Field Name	Icon	Definition
Collapse Toolbar		Hides the inline editor.
Insert/Edit Macro		Insert or Edit a macro to enhance a message.
Paste		Paste text or picture into the message.
Edit Menu		Click arrow to pull down more toolbar features. • Undo • Redo • Cut • Copy • Paste • Paste as plain text • Paste from Word • Find • Replace • Select All • Remove Format
Bold		Add bold text.
Italic		Add italics to text.
Underline		Underline text.
Insert Content Link		Attach ANGEL content such as a survey or quiz to the email.
Insert/Edit Web Link icon		Insert an Internet hyperlink in the message.
Insert/Edit Image		Insert an image or picture into the message.
Insert Equation		Insert spreadsheet equation.

Field Name	Icon	Definition
icon		
Insert Menu		Insert an additional toolbar feature for the following: • HTML Widget • Insert Equation • Special Character • Universal Keyboard • Line • Page Break
Insert/Remove Numbered List		Insert or remove a numbered list.
Insert/Remove Bulleted List		Insert or remove a bulleted list.
Font		Change type of font. • Arial • Comic Sans MS • Courier New • Tahoma • Times New Roman • Verdana
Size		Change size of text. • xx-small • x-small • small • medium • large • x-large • xx-large
Check Spelling		Check spelling in the message.
Source		Add HTML source code.

Additional information concerning the Inline HTML Editor is available in the document titled *ANGEL 7.2 HTML Editor Reference Manual*.

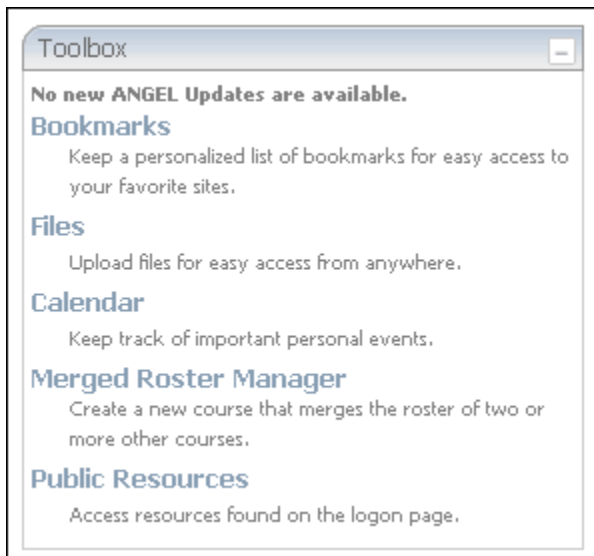
Appendix II

Merged Roster Manager

The Merged Roster manager is a tool that allows faculty to create courses whose rosters are synchronized with one or more other courses. The tool is most useful in cases where the institution is synchronizing ANGEL with their Student Information System. Merged courses can be useful in a number of ways. Instructors teaching multiple sections of a course can use the tool to create a single merged ANGEL roster for the multiple sections they are teaching. Also, dual listed courses can be presented as a single roster in ANGEL. Lastly, a combined lecture course can be created that offers resources across multiple lab sections. In all such cases, the major benefit of the Merged Roster Manager is that any roster changes that happen in the source sections are automatically reflected in the merged course.

Accessing the Merged Roster Manager

The Merged Roster Manager is accessible from the link under the Toolbox section of your personal Home.



Merged Roster Manager Interface

The Main Menu of the Merged Roster Manager is broken into two sections. The first section allows you to select a previously created merged course in order to delete it or change its settings. The second section allows you to create new merged courses by selecting source courses from a list the courses for which you have editing rights.

Create a New Merged Course

1. Select the **Merged Roster Manager** link under the **Toolbox** section of the **Home**.
2. From the **Create a Merged Course** section, select the checkbox next to each of the courses that you want to use in the new merged course.

CREATE A MERGED COURSE

You can create a new merged course that is automatically synchronized with the rosters of other selected courses for which you have editing rights. Please select one or more courses and click the **Continue** button.

Semester: CLL

☐ **Introduction to Macromedia Studio MX**
ID: CLL-CLL-CLL-Test-121503

Semester: Fall03

☐ **Streaming Media Production**
ID: Fall03-IUPUI-CSCI-N399-V210

Semester: Spring

☐ **Introduction to Web Design**
ID: Spring-CLL-TRAIN-WEB-101

Continue

3. Click the **Continue** button to proceed to the Merged Course Settings page.

Merged Course Settings

GENERAL SETTINGS

Master Course determines which libraries the new merged course will be able to access. **Disable Source Courses** prevents non-editors from accessing the original unmerged courses.

Merged Course Title
Merged Testing Courses

Master Course
Course for Test Issues ▼

☐ **Disable Source Courses**

SECTION SETTINGS

Course	Team
Course for Test Issues TEST-TEST-TEST-DEB-TEST	Course for Test Issues
Steve's Testing Course TEST-TEST-TEST-brunner-080404	Steve's Testing Course

Create Course **Cancel**

4. Type the **Course Title** for the new merged course.
5. Select a **Master Course**. The Master Course determines to which libraries the new course has access.
6. If the new merged course is intended to replace the source courses, select the **Disable Source Courses** option. This option is appropriate if you are creating a new course to replace multiple individual sections.

 This option prevents the original source courses from being accessed by the editors and prevents the courses from appearing in their Courses section of their Home.

7. Click the **Create Course** button to complete the creation of the merged course.

Merged Course Settings

There are a number of things you might want to change after initially creating a merged course. The Merged Course Settings manager allows you both to change general information about the merged course as well as what source courses are merged. The editing screen from which these tasks are accomplished is displayed below.

Merged Course Settings

GENERAL SETTINGS

Master Course determines which libraries the new merged course will be able to access.

Merged Course Title

Master Course

MERGED ROSTERS

To **delete** a currently merged source section, select its checkbox and click the **Remove Selected** button. To **add** a section to the list of merged rosters, select it from the **Add a Section** list and click the **Add** button.

Add a Section

Current Sections
☐ Course for Test Issues (Course for Test Issues)
☐ Steve's Testing Course (Steve's Testing Course)

Unenroll users? ☒ Yes ☐ No

Edit General Course Settings

1. Select the **Merged Roster Manager** link under the Toolbox section of Home.
2. From the Merged Course Settings section, select the desired merged course and click the **Edit** button.
3. Change the **Course Title** as desired and optionally select an alternate **Master Course**.
4. Click the **Save Changes** button to complete the update.

Add Source Sections to a Merged Course

1. Select the **Merged Roster Manager** link under the Toolbox section of Home.
2. From the Merged Course Settings section, select the desired merged course and click the **Edit** button.
3. From the Merged Rosters section, select the course from the **Add a Section** drop-down that you would like to be added as a source for this merged course.
4. Select the **Add** button to add the course.

5. Select the **Cancel** button to exit the Merged Course Settings page.

Remove Source Sections from a Merged Course

1. Select the **Merged Roster Manager** link under the Toolbox section of the Home page.
2. From the Merged Course Settings section, select the desired merged course and click the **Edit** button.
3. From the Merged Rosters section, select the checkbox next to each of the source sections you would like to remove.
4. If you want any of the associated enrollments from the selected sources removed from the merged course, make sure the **Yes** option is selected for the **Unenroll Users** option.
5. Click the **Remove Selected** button to remove the selected source sections.
6. Select the **Cancel** button to exit the Merged Course Settings page.

Appendix III

Testing Security

When used for assessment purposes, online testing is more commonly used for low to medium stakes assessments. When testing online for medium or higher stakes assessments, several factors should be considered to help ensure valid test scores and a thorough understanding of course concepts.

Always important in testing, the development of effective test questions is critical in the creation of an effective online assessment. Creating questions that require the application of knowledge are better gauges of a student's understanding than questions that can be answered verbatim from a textbook. This becomes very important when distributing tests in the open-book, take-home format that is commonly used when conducting tests online.

Open-ended and essay type questions may also be written to require the student to apply their understanding in a unique manner. Using a few of these question types when creating a test can increase the quality of the assessment and discourage unwanted student collaboration while only somewhat increasing the grading load.

Higher stakes assessments may best be distributed in a proctored environment such as a lab, instead of being distributed in an open-book, take-home format, while high stakes assessments at a distance may be individually proctored at a local library, school, university, or in the work place. In addition to these testing approaches, ANGEL provides several quiz settings, outlined below, which can be used to increase the effectiveness of assessment testing.

User Preview and Feedback

You may use the User Preview and Feedback settings to limit or restrict student feedback until all copies of the test or quiz have been returned. This practice does not eliminate the ability for students to print and distribute copies of their test while the test is still in progress, however it can eliminate the printed copy from disclosing the correct answers or even the score of a test.

Time Limit with Auto Submit

You can use the Time Limit option to restrict the amount of time students have to complete their tests. Select the auto-submit option to force the test to submit when the test has reached the time limit.

User Team

The User Team option allows you to restrict a test (or different copies of a test) to a particular team of students. While commonly used for paper tests in large lecture halls (Test A, Test B, every other seat), this approach also works well for electronic tests in lab and take-home scenarios.

Password

Use the Password option to further restrict access to a test. This feature can be useful for proctored testing (only the proctor knows the password), for a student who needs non-proctored access to a test before or after the actual test date, or for higher security in testing labs when staff must proctor students from several different disciplines and sections.

Display Mode

The Single Question – No Backtrack options for Display Mode presents the test to the student one question at a time which forces the test to be completed in a specific order while making it more difficult for the user to print the entire test.

Start Date and End Date

Use the Start Date and End Date to restrict test access to a specific “window of time.” A shorter period of test access can make it more difficult for students to schedule collaboration or distribute copies of the test while the test is still in progress.

Max Questions

Found under the Section Heading Editor, Max Questions allows you to create a test that display a different subset of questions (at random) for each distributed copy of the test. For more information on the Section Heading Editor, see the *Using Section Headings to Create Random Versions of a Quiz* appendix item in this document.

IP Filter

You can easily restrict quiz or survey access to a specific IP address. In cases where an IP address is included in more than one entry, the most specific entry is applied (e.g. a setting of `-.*.*,+207.46.249.*,-207.46.249.5`) allowing access to any IP address within the 207.46.249 class C network with the exception of 207.46.249.5 which has been excluded. For additional information on IP Filter, see the *Common Quiz and Survey Settings, Advanced Settings* section of this document.

Pending Items

In cases where a student reports difficulty submitting a quiz, the Pending Items utility (located under the Utilities menu) is useful for verifying the date and time the student claims to have first received the quiz. A student's pending quiz can also easily be “reset” or deleted to allow them to retake a timed out quiz.

Appendix IV

Content Manager Tokens

A number of tokens are defined for the content manager. These tokens may be used in page text or other context. When used, the content manager automatically replaces each token with the appropriate value.

Drive Tokens

\$FDS

The user's floppy drive setting or "A:" if not set

\$HDS

The user's hard drive setting or "C:" if not set

\$CDS

The user's CD drive setting or "D:" if not set

\$DVD\$

The user's DVD drive setting or "D:" if not set

User Tokens

\$FIRST_NAMES

The first name of the user accessing the system.

\$LAST_NAMES

The last name of the user accessing the system.

\$USER_IDS

The user ID of the user accessing the system.

\$ESC_USER_IDS

The URL encoded user ID of the user accessing the system.

\$USER_NAMES

The full name of the user accessing the system.

\$ESC_USER_NAMES

The URL encoded full name of the user accessing the system

\$USER:FIRSTNAMES

The user id of the user accessing the system

\$USER:LASTNAMES

The URL encoded user id of the user accessing the system

\$USER:UIDS

The user id of the user accessing the system

\$USER:USERNAMES

The full name of the user accessing the system

\$USER:EMAILS

The email of the user accessing the system

\$USER:FULLNAMES

The full name of the user accessing the system

\$USER:ACCOUNTTYPES

The numerical value for the account type of the user accessing the system

\$USER:ACCONTRIGHTS\$

The numerical value for the account rights of the user accessing the system

Course Tokens

\$COURSE_IDS

The section id of the content area being accessed

\$SECTION_IDS

The section id of the content area being accessed

\$ESC_COURSE_IDS

The URL encoded section id of the content area being accessed

\$SECTION:TITLES

The title of the content area being accessed

\$ESC_COURSE_TITLES

The URL encoded title of the content area being accessed

\$COURSE_PATHS

The base path for files associated with the content area being accessed

\$SECTION:TYPES

The type of section of the content area being accessed e.g. course

\$SECTION:INSTRUCTORIDS

The instructor id for the content area being accessed

\$SECTION:INSTRUCTORS

The instructor name for the content area being accessed

Application Tokens

\$ANGEL:NAMES\$

Application name of the ANGEL environment

\$ANGEL:TIMEOUTS

Session timeout value for the application

\$ANGEL:NAVBUTTONS\$

Value of the APP_NavButtons application setting

\$ANGEL:FRAMESS\$

Value of the APP_Frames application setting

\$ANGEL:VROOTS

Value of the APP_VRoot application setting

\$ANGEL:UPLOADPATHS

The base path for ANGEL uploaded files

\$APP_IDS

The APP_ID for this instance of the component

\$ESC_APP_IDS

The URL encoded APP_ID for this instance of the component

\$IMAGE_PATHS

The base path for image files used by the component for buttons and icons

\$SCRIPT_PATHS

The base path to the script file that instantiated the component

\$SCRIPT_NAMES

The relative path to the script file that instantiated the component

\$QUERY:*settingName*\$

Value of the specified query string parameter

\$POST:*settingName*\$

Value of the specified form element

\$SESSIONDATA\$

A | delimited string of the following:

1. Hash of all data
2. ts = Time Stamp
3. user = Username of currently logged in user
4. sysrights = System Rights of the user
5. section = Course ID of the current course
6. rights = Course Level Rights of user
7. teams = a comma separated list of the teams the user is a member of
8. app = the APP_ID
9. entry = The entry id for the current item
10. parent = The parent entry id for the current item
11. coursepath = The path to the uploaded area
12. scriptpath = The path to the current executing script, relative to the root of ANGEL.

Resource Tokens

\$ENTRY_ID\$

Entry ID of the current resource object

\$ESC_ENTRY_ID\$

URL Encoded Entry ID of the current resource object

\$ENTRY_TITLE\$

Title of the current resource object

\$ESC_ENTRY_TITLE\$

URL Encoded Title of the current resource object

\$ENTRY_PATHS

Path to the associated files folder of the current resource object

\$PARENT_ID\$

Entry ID of the parent object of the current resource

\$ESC_PARENT_ID\$

URL Encoded Entry ID of the parent object of the current resource

\$PARENT_PATHS

Path to the associated files folder of the parent object of the current resource

Event Tokens

\$EVENT_GRADES

The grade associated with the event.

\$EVENT_DATES

The date associated with the event.

\$DATE_SUBMITTED\$

The date and time the ANGEL survey/quiz/form was submitted.

\$EVENT_TIMES

The time associated with the event.

\$EVENT_ENTRY\$

The entryID associated with the event.

\$EVENT_USERS

The user ID of the user associated with the event.

\$EVENT_USER_ACCOUNT\$

The account ID of the user associated with the event.

\$EVENT_USER_IDS

The user ID of the user associated with the event.

\$EVENT_USER_FIRST_NAMES

The first name of the user associated with the event.

\$EVENT_USER_LAST_NAMES

The last name of the user associated with the event.

\$EVENT_USER_EMAIL\$

The email address of the user associated with the event.

\$GRADER_ACCOUNT\$

The account ID of the grader associated with the event.

\$GRADER_IDS

The user ID of the grader associated with the event.

\$GRADER_FIRST_NAMES

The first name of the grader associated with the event.

\$GRADER_LAST_NAMES

The last name of the grader associated with the event.

\$GRADER_EMAIL\$

The email address of the grader associated with the event.

\$EVENT_SECTIONS

The Section ID of the course or group associated with the event.

\$EVENT_MINS

The minimum grade triggers the action.

\$EVENT_MAX\$

The maximum grade triggers the action.

\$SQL_EVENT_USERS\$ (SQL trigger only)

The SQL escaped event User ID.

\$SQL_EVENT_SECTIONS\$ (SQL trigger only)

The SQL escaped event Section ID.

\$SQL_EVENT_ENTRY\$

The SQL escaped Entry ID.

\$VARVAL\$ (SETVAR, REPLACEVAR)

Current value of variable

Quiz GRADE/SUBMIT Events

\$Q#:RESPONSE\$

The user's response to the specified question

\$Q#:ANSWERS

The answer key for the specified question

\$Q#:SCORE\$

The user's score for the specified question

\$Q#:POSSIBLE\$

The maximum points possible for the specified question

\$POINTS:POSSIBLE\$

The total points possible for the quiz

\$POINTS:MISSED\$

The total points the user missed for the quiz

\$POINTS:AWARDED\$

The total points the user earned for the quiz

\$POINTS:UNGRADED\$

The total points as yet unscored for the quiz

Survey SUBMIT Events

\$Q#:RESPONSE\$

The user's response to the specified question

\$Q#:OPTION\$

\$FIELD[*alternateID*]:RESPONSE\$

\$FIELD[*alternateID*]:OPTION\$

Custom Tokens

Any environment variable that starts and ends with a "\$" (i.e. \$name\$) will get replaced at runtime by the Content Manager.

Appendix V

Gradebook Formula Tokens

The following tokens can be used in the Formula field in the gradebook Category and Assignment editors.

{CATEGORY:OVERALL:AVERAGE-PERCENTAGE}

Returns the overall category average multiplied by the points possible, divided by the maximum number of points in the category.

{CATEGORY:OVERALL:NUMBER-OF-ASSIGNMENTS}

Overall number of assignments in the category.

{CATEGORY:OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}

Sum points possible of all assignments in the category.

{CATEGORY:OVERALL:WEIGHT}

Overall weight of the category.

{CATEGORY:USER:PERCENTAGE}

Returns the user's percentage average for the category.

{CATEGORY:USER:AVERAGE-ASSIGNMENT-PERCENTAGE}

Returns the user's percentage average for the category based on weighting all category assignments equally (Weight All Items Equally).

{CATEGORY:USER:SCORE}

Returns the user's score for the category.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}

Sum of user's points possible based on the number of assignments that have been graded.

{CATEGORY:USER:NUMBER-OF-ASSIGNMENTS}

Number of user's assignments (in the category) that have been graded.

{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS}

Returns sum of user points earned in the category.

{ASSIGNMENT:OVERALL:POINTS-POSSIBLE}

Returns number of points possible for the assignment.

{ASSIGNMENT:OVERALL:AVERAGE-PERCENTAGE}

Returns the overall class average (in percent) for the assignment.

{ASSIGNMENT:USER:PERCENTAGE}

Returns the user's percentage score for the assignment.

{ASSIGNMENT:USER:SCORE}

Returns the user's score for the assignment.

{ASSIGNMENT:CATEGORY:OVERALL:AVERAGE-PERCENTAGE}

Overall class average (in percent) for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:NUMBER-OF-ASSIGNMENTS}

Number of assignments associated with the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}

Total points possible for the category the assignment is associated with.

{ASSIGNMENT:CATEGORY:OVERALL:WEIGHT}

Weight for the category the assignment is associated with.

{GRADEBOOK:USER:SCORE}

Returns the user's overall score.

{GRADEBOOK:USER:PERCENT}

Returns the user's overall percentage.

{GRADEBOOK:USER:WEIGHT}

Returns the sum of all users' category weights.

{GRADEBOOK:OVERALL:WEIGHT}

Returns the sum of all category weights.

{GRADEBOOK:OVERALL:AVERAGE-PERCENTAGE}

Returns overall gradebook average in percent.

{GRADEBOOK:OVERALL:AVERAGE-SCORE}

Returns overall gradebook average score.

Appendix VI

Defined Environment Variables

More than 300 environment variables have already been defined as part of the standard environment. The script pages throughout the environment reference these variables. If any of these variables are not set, a default system value is used. This allows you to override default functionality without requiring you to specify every variable. The variables have been categorized by functional area below.



Access to the Environment Variables Manager may be limited by your institution.

Calendar

COURSE_CALENDAR_VIEW

Options to display Calendar Events – defaults to MONTH. Other options include DAY, WEEK, and YEAR.

\$CALENDAR_MAX_DURATION\$

Maximum allowed duration for calendar entries specified in hours.

COURSE_CALENDAR_CATEGORIES

Comma separated list of options to display in the categories list on course calendars.

GROUP_CALENDAR_CATEGORIES

Comma separated list of options to display in the categories list on group calendars.

GROUP_CALENDAR_CATEGORIES

Comma separated list of options to display in the categories list on group calendars.

Content Manager

\$ICON_BROWSE_URL\$

URL for a link to display under the ICON URL setting. Can be used to implement a browse feature for selecting predetermined icons.

\$ICON_BROWSE_ATTRIBUTE\$

Advanced attributes for the link generated for the \$ICON_BROWSE_URL\$.

\$LABEL\$

Toggle between LABEL and SPAN elements on quizzes, surveys and other form pages. LABEL elements are helpful for ADA accessibility, but introduce some interface issues in some browsers for non-visual impaired users.

\$SHOWDIR\$

Set to 1 force system to always show directory when navigating using Next and Previous. Set to 0 to skip folders listings that contain no folder text.

\$SHOWDIR_NEXT\$

Set to 1 force system to always show directory when navigating using Next. Set to 0 to skip folders listings that contain no folder text.

\$SHOWDIR_PREVIOUS\$

Set to 1 force system to always show directory when navigating using Previous. Set to 0 to skip folders listings that contain no folder text.

\$CONTENT_MAX_UPLOAD\$

Maximum upload size in bytes.

\$THREAD_FRAME_STATIC\$

Set to 1 to force threaded view to always be used and disable toggling into single window mode.

\$THREAD_FRAME_AREA\$

Location of thread view pane. May be TOP, LEFT, RIGHT or BOTTOM.

\$THREAD_FRAME_SIZE\$

Size in pixels of the thread view pane in message boards.

Lessons/Content Only**CHARSET**

Specifies the character set encoding that should be used for course content. This is useful for supporting content developed for foreign language courses.

CONTENT_BANNERHEIGHT

The height in pixels to make the title frame for link and file items.

CONTENT_DISABLEINDEX

If set to 1, disables the **Index** link in the tool bar.

CONTENT_DISABLENAVIGATION

If set to 1, disables the Next, Previous, Up and Top links in the tool bar.

CONTENT_DISABLE_NOTES

If set to 1, disables the Notes capability.

CONTENT_DISABLEROOTUTILITIES

If set to 1, disables the deletion and utility options generally available from the root menu.

CONTENT_DISABLESEARCH

If set to 1, disables the Search link in the tool bar.

CONTENT_DISABLESUBSCRIBE

If set to 1, disables the sending of email messages when new content is added to a folder or message board to which a user is subscribed.

CONTENT_DISABLETHREADVIEW

If set to 1, disables the full-thread view of the message board postings and instead displays only links for the top-level responses to each posting when viewing the posting.

CONTENT_EDITDEFAULT

Specifies the default course/group rights to use for the Editable By setting when adding new root-level items.

CONTENT_EDITORMENU

Customizes the interface used for content editing options. This setting can take any of the following numerical values:

0 (default) – Edit and Delete buttons are used to the left of each item's title.

1024 – A context menu of text-based links is provided underneath each item's title. In addition to Edit and Delete, links are provided for the Reports and Utilities menu of each item.

2048 – Text links are used in place of the standard button images.

CONTENT_ICONWIDTH

Specifies the width in pixels of icons displayed in directory lists. The default is "24".

CONTENT_ICONHEIGHT

Specifies the height in pixels of icons displayed in directory lists. The default is unspecified so the icons height is proportional to its width.

CONTENT_MAXITEMS

A number between 5 and 100 that specifies the number of items to list on pages such as search results and quiz question lists. The default is "25".

CONTENT_NAVBARFOOTER

If set to 1, indicates that the Next, Previous, Up and Top navigation links should be made available as a page footer.

CONTENT_NOTES

Minimum course rights needed to access the Notes tool.

CONTENT_PREFERENCES

Minimum course rights needed to access the Preferences tool.

CONTENT_PRINT

Minimum course rights needed to access the Print tool.

CONTENT_SYSTEM

Allows you to change a defined list of default text values in the content manager. For example, using the following value allows you to change the instructions for a student dropbox.

“Upload_Multifile_Homework_Instructions”=”your new instructions”

CONTENT_TRACKINGDEFAULT

Specifies the default tracking setting to use when adding new root-level items. (0-Disabled,1-Students Only,2-All Enrolled Users,3-Authenticated Users,4-Everyone)

CONTENT_VIEWDEFAULT

Specifies the default course/group rights to use for the Viewable By setting when adding new root-level items.

TEAMACCESS_DISPLAY

Displays the team access settings to specify special access to a content item, such as a quiz, that has passed the end date. Variable value is 1 to turn on this display.

MIN_VIEWABLE_BY

Specifies the minimum course rights that are displayed in the Viewable By field on content manager editor pages. The default value is 0 (Everyone).

MAX_VIEWABLE_BY

Specifies the maximum course rights that are displayed in the Viewable By field on content manager editor pages. The default value is 64 (Course Administrator).

SUBMISSION_DELETE_RIGHTS

Maximum course rights required to delete quiz, survey, or drop box submissions. The default is 32 (Course Editor). A value of 16 allows Course Assistants to delete submissions. A value of 64 restricts delete access to course/system administrators.

DISCUSSION_FORUM

If set to 0, removes the Add a Discussion Forum link from the Course Lessons' Add Content list. Default value is set to 1 for active.

ATTACH_MAX_MB

The maximum course mail attachment size in MB. Default=2.

DROPBOX_MAX_MB

The maximum drop box attachment size in MB. Default = 2.

GRADE_FORM_EMAIL_CHECKED

A value of CHECKED defaults the **Send as mail message to user** checkbox on the grade forms to be checked.

SCORM_HITS

If set to 1, SCORM item logging is enabled for ANGEL lesson items (Default = 0). When enabled, SCORM item logging data is viewable on all ANGEL lesson items under Reports > Activity Summary.

SCORM_SESSION

If set to 1, SCORM session logging is enabled (Default = 1). SCORM session data is viewable at the root level of the **Lessons** tab under Reports > Activity Summary.

QUIZ_CONTINUE

Set with a value of NEXT. Upon completion of a quiz item the user is taken to the next content item instead of the main **Lessons** page.

FORM_CONTINUE

Set with a value of NEXT. Upon completion of a survey item the user is taken to the next content item instead of the main **Lessons** page.

Other Content Manager Instances

FastPageToolbar

Set to SIMPLE, ALL (default), or custom toolbar. This variable adds the ability to configure what toolbars are available on the HTML Editor. A custom toolbar can be defined by using any of the tokens defined in the ALL toolbar in a comma-separated list. Also, a "toolbar" query parameter can be passed to the HTML Editor to force a specific toolbar.

FastPageToolbar_Simple

Overrides the default SIMPLE toolbar. The default for SIMPLE is Block, FontFace, FontSize, FontStyle, Link, Image, Color, SupSub, Math, ListFormat, Symbol, Help.

FastPageToolbar_All

Overrides the default ALL toolbar. The default for ALL is Style, Block, FontFace, FontSize, SpellCheck, CleanWord, Undo, Clipboard, Macro, FontStyle, HR, Table, Link, Image, Color, SupSub, Math, Symbol, Greek, Latin, Align, ListFormat, Indent, Toggle, Visible, Help, WYSIWYG.(View Source).

Communicate Settings

INTOUCH_PAGE_courseRights

Specifies an alternate setting for the nugget list for the **In Touch** page for users with the specified course/group rights.

INTOUCH_PAGE

Specifies an alternate setting for the nugget list for the **In Touch** page for users with the specified course/group rights.

Default = "1:M:08:O:InTouchMail,
1:M:08:O:InTouchTeams,1:M:08:O:InTouchForums,
2:M:08:O:InTouchVMC,2:M:08:O:InTouchChat,
2:M:08:O:InTouchWB,2:M:08:O:InTouchNews, 2:M:08:O:InTouchLinks"

MAIL_INDIVIDUALS

The minimum course/group rights needed to enable the user to select individuals as mail recipients.

MAIL_INTERNET

The minimum course/group rights needed to enable the user to send mail to other users' Internet email accounts even if the recipient users have not enabled mail forwarding.

MAIL_LEADERS

The minimum course/group rights needed to enable the user to send mail to all course faculty or group leaders.

MAIL_MAX_MB

The maximum electronic mail attachment size in MB. Default = 2.

MAIL_MEMBERS

The minimum course/group rights needed to enable the user to send mail to all course or group members.

MAIL_TEAMS

The minimum course/group rights needed to enable the non-editors to send mail to the teams of which they are a member and for editors to send mail to any team.

MAIL_BCC_DEFAULT

If set to 1, changes the default value for the course mail option 'Do not disclose recipients' to be selected. This option can be set using the Course Mail settings page located on the **In Touch** page of a section.

MAIL_INTERNET_DEFAULT

If set to 1, changes the default value for the course mail option 'Send a copy to each recipient's Internet e-mail' to be selected. This option can be set using the Course Mail settings page located on the **In Touch** page of a section.

MAIL_MENTOR_DEFAULT

If set to 1, changes the default value for the course mail option 'Send a copy to each recipient's mentor if known' to be selected. This option can be set using the Course Mail settings page located on the **In Touch** page of a section.

MAIL_REPLY_ALL

Minimum course rights required to Reply to All in Course Mail.

NOANNOUNCE

If set to 1, disables the Announcements feature in a course or group.

NOCHAT

If set to 1, disables the Chat feature in a course or group.

NOFORUMS

If set to 1, disables the In Touch nugget that lists all message boards in the course or group.

NOINTOCHLINKS

If set to 1, disables the interface for adding custom links to the **In Touch** page of the course or group.

NOMAIL

If set to 1, disables the Course/Group mail feature in a course or group.

NONEWS

If set to 1, disables the News feature in a course or group.

NOPOLLS

If set to 1, disables the Polls feature in a course or group.

NOTEAMFILES

If set to 1, disables the Team Files nugget in a course or group. This setting is being deprecated in favor of the new team-level setting for toggling file sharing.

NOTOOLLINKS

If set to 1, disables the interface for adding custom links to the **Tools** page of the course or group.

NOVMC

If set to 1, disables the Virtual Classroom feature in a course or group. The Virtual Classroom feature is only available if the Virtual Emcee add-on is licensed.

SHOW_VMCPLUS

If set to 1, the version 6.2 Virtual Emcee add-on is displayed. 0 displays the old VMC.

NOWB

If set to 1, disables the Whiteboard feature in a course or group.

TEAMFILES_QUOTA

Specifies the disk quota in megabytes for each team defined in the course or group. This setting is being deprecated in favor of the new team-level setting.

Course/Group Manage Settings

ATTENDANCE_CODES

Overrides the default attendance codes by providing a comma-separated list of codes and their respective labels in the form: code1=label1,code2=label2,...

EDITOR_REPORTS_ACCESS

Specifies the minimum course/group rights needed to access course or group reports intended for course instructors and group administrators. The default setting is 16 (Course/Group Assistant).

EDITOR_TOOLS_ACCESS

Specifies the minimum course/group rights needed to access course or group tools intended for course instructors and group administrators. The default setting is 16 (Course/Group Assistant).

SECTION_ACTIVITY_ACCESS

The minimum course/group rights needed to access the course/group activity report. Additionally, the user must have sufficient rights for the EDITOR_REPORTS_ACCESS in order to have access to the link for this feature.

SECTION_ATTENDANCE_ACCESS

The minimum course/group rights needed to access the Attendance Manager. Additionally, the user must have sufficient rights for the EDITOR_TOOLS_ACCESS in order to have access to the link for this feature.

SECTION_GRADES_ACCESS

The minimum course/group rights needed to access the Grade Book. Additionally, the user must have sufficient rights for the EDITOR_TOOLS_ACCESS in order to have access to the link for this feature.

SECTION_LEARNERPROFILE_ACCESS

The minimum course/group rights needed to access the Learner Profile information for all course/group members.

SECTION_MILESTONES_ACCESS

The minimum course/group rights needed to access the Milestones tool for all course/group members.

SECTION_NOTES_ACCESS

The minimum course/group rights needed to access the User Notes feature from the **Tools** page.

SECTION_ONLINE_ITEMS_ACCESS

The minimum course/group rights needed to access the course/group activity report. Additionally, the user must have sufficient rights for the EDITOR_REPORTS_ACCESS in order to have access to the link for this feature. This environment variable was deprecated in version 6.0

SECTION_WHATSNEW_ACCESS

The minimum course/group rights needed to access the What's New agent located on the **Tools** tab. This environment variable was deprecated in version 6.0

TOOLS_PAGE_courseRights

Specifies an alternate setting for the nugget list for the Tools page for users with the specified course/group rights.

TOOLS_PAGE

Specifies an alternate setting for the nugget list for the Tools page for users with the specified course/group rights.

Default = "1:M:08:O:EditorReports, 1:M:08:O:EditorTools, 1:M:08:O:SectionTools, 2:M:08:O:SectionManagement, 2:M:08:O:SectionSettings, 2:M:08:O:ToolLinks"

Course/Group Tabs

For the following items, any reference to "tabid" can be replaced with any of the following to affect the respective standard tab: ABOUT, CALENDAR, CONTENT, INTOUCH, PEOPLE, SYLLABUS and TOOLS. Likewise, if custom tabs are added, the appropriate tabid for a custom tab can be specified to affect its properties.

NOTAB_tabid

Disables the display of the specified tab. For example, NOTAB_TOOLS would prevent the display of the tools tab. This setting is being deprecated and replaced by the TAB_ACCESS_id setting that offers finer control.

START_TAB

The ID of the tab to be selected upon entering the course or group.

START_URL

The URL of the page to be displayed upon entering the course or group (after the Welcome Page). If START_URL is not specified, the URL associated with the specified Start Tab is used.

TAB_ACCESS_tabid

Defines minimum course/group rights to access the specified tab.

TAB_TEXT_tabid

Defines the label text to use for the specified tab.

TAB_URL_tabid

Defines the URL of the page to display when the specified tab is selected. If this settings ID not defined for a tab, the URL points to the default document of the subdirectory of the section folder with the same name as the tab ID ("/ApplicationPath/section/tabid/"). For example, for the tab with an ID of "TOOLS" the default tab URL would point to the relative path "section/tools/".

TABS

A comma separated list of tabids indicating the tabs to display for the course or group.

TABS_courseType

A comma separated list of id=label pairs indicating the tabs to display for the group type as defined to the groups COURSE_TYPE field.

Themes (Style Sheets)**OVERRIDE_SECTION_STYLESHEET**

Setting this variable to 1 or any positive number causes the default stylesheet, or the value of the STYLESHEET variable if specified, to be used in favor of a custom style sheet that is specified for a course or group. This is useful if a user wants or needs to use a consistent style sheet. For example, a visually impaired user may always want to use a high contrast style sheet with large fonts.

STYLESHEET

The URL of the CSS style sheet to use in place of the default style sheet. This does not affect courses or groups that have specified a custom style sheet, unless the OVERRIDE_SECTION_STYLESHEET variable is also set.

System Settings**BREADCRUMBS**

This variable controls the viewing of breadcrumbs. Set to 0 disables, 1 enables. This can be set as Course Override to allow for instructors to change at the course level, or set to System Override sets the value for the entire system.

CONFIRM_ABANDON

Set to 0 to disable confirmation messages when leaving a form page.

CONTEXT_HELP

Set to 1 to activate context sensitive help mode for course and group content. When activated, users are taken to a search page based on the active tab. Appropriate content items must be created in Help for results to be found.

DF_MODERATOR_RIGHTS

Defines the course rights level for moderators of Discussion Forums (default is 16 - Manager)

NOTABS

Set to 1 to disable the tabs in a course or group.

SECTION_TIMEOUT

This variable is checked only upon entry into a course or group and supersedes the SESSION_TIMEOUT variable (if any).

SESSION_TIMEOUT

This variable is checked on log in and on entry into any course or group (value in minutes). It only increases the session timeout period – for example, if the timeout is already greater than the timeout specified in this variable then no change is made.

SIDEBAR

This variable controls the side bar display in a course or group. Set to 'NONE' to disable, 'INDEX' to display map view, or 'NEW' to display the What's New view.

SIDEBAR_ICONS

Set to 1 to use item icons instead of bullets in the map view.

NETMAP

Set to 0 to revert to old version 6.0 course map.

ENFORCE_START_DATE

Course/Group Rights

ENFORCE_END_DATE

Course/Group Rights

WHATS_NEW_HIDDEN_PARENT

Inhibits display of items in what's new if parent item is not visible.

\$NOSAVE\$

Set to 1 to globally disable the Save Answers feature on quizzes and surveys unless explicitly overridden for a quiz or survey

\$EXACTMATCH\$

Set to 1 to globally require an exact match for fill-in-the-blank questions unless explicitly overridden at the quiz or question level.

\$NOROUNDING\$

Set to 1 to globally disable significant digit rounding comparisons for fill-in-the-blank questions unless explicitly overridden at the quiz or question level.

\$NOSOUNDSLIKE\$

Set to 1 to globally disable sounds-like comparisons for fill-in-the-blank questions unless explicitly overridden at the quiz or question level.

\$ONCLICK\$

Specify an alternate device-independent JavaScript event to use in place of ONCLICK events throughout the environment. Generally, this would be set to the ONSELECT event on a browser that supports such device-independent events.

LISTICON_CLOSED

The URL of the icon to display for closed nodes.

LISTICON_OPENED

The URL of the icon to display for open nodes.

LISTICON_LEAF

The URL of the icon to display for a bullet on each list item.

NUGICON_nuggetID

The URL of the icon to display in the title bar of the nugget specified by “nuggetID”.

NUGBULLET_nuggetID

The URL of the icon to display next to each list item in the nugget specified by “nuggetID”. Applies to the MYBOOKMARKS, MYCOURSES and MYGROUPS nuggets.

PLACEHOLDER

Placeholder text to use as a default value for form fields that are initially blank. This setting is only used in some areas of the environment. If set, it can help make the site more accessible to users of older accessibility software that has problems identifying empty form fields.