

BLACKBOARD VOCABULARY	ANGEL VOCABULARY	WHERE TYPICALLY FOUND
Welcome page (My NNU tab)	Home page	Home icon or Home link in breadcrumbs
Course Menu	Tabs (also Course Guide)	Tabs are always along the top of the course, whereas the Course Guide is at left and can be expanded or collapsed
Item	Page	Content (Lessons) Tab
Item	File	Content (Lessons) Tab
External Link	Link	Content (Lessons) Tab
“Trackable” Assignment	Drop Box	Content (Lessons) Tab
Group	Team	Manage Tab to create Teams, then any content can be assigned to Teams via the Access tab in the settings
Staff Information	Personal Information/ Roster	Personal Info found via Preferences icon (human head) in the Power Strip, and Roster found via Roster component in Resources Tab
Student Homepages	Personal Information / Roster	Personal Info found via Preferences icon (human head) in the Power Strip, and Roster found via Roster component in Resources Tab
E-mail	Course Mail	Communicate Tab (can add component to course Home page)
Messages	Course Mail	Communicate Tab (can add component to course Home page)
Discussion Board	Discussion Forums	Content (Lessons) Tab (can add component to Communicate Tab)
Test Manager	Does not exist – just create Assessments where needed	Content (Lessons) Tab, in desired folder
Pool Manager	Assessment Question Bank Manager	Manage Tab
Course Statistics	Reports	Report Tab
Adaptive Release	Agents	Automate Tab
Early Warning System	Agents	Automate Tab
Control Panel	Manage Tab	Manage Tab
“Modify”	“Settings”	Content (Lessons) Tab

Consult us at elearning@nnu.edu if you have questions.

Feature	ANGEL 7.4 Details
Hardware/Software	
Browsers	PCs: Firefox 3 or above; Internet Explorer 7 or above Macs: Firefox 3 (Safari and IE not supported for Macs)
Gateway Page	
Navigation /Resources	Public Information “component” offers links to library, calendar, surveys and forums University can display system announcements and add additional resources Language choices are English, Spanish “Power Strip” of icons at left with the following: Home icon to go back to ANGEL main page Question-mark Help icon with links to online guide and fully illustrated documentation in multiple formats Power icon to log out 508 icon for creating a profile with accessibility in mind (refers to Section 508, a law to assist the disabled) PDA icon to see ANGEL with a PDA, such as a BlackBerry
Search	Search looks for courses, community groups and user profiles
Home/Welcome Page	
Navigation /Resources	Customizable content – can add “components” such as calendar, announcements from all courses, who’s online, Google link, RSS feeds, more Customizable layout – uses drag –n-drop “Power Strip” of icons at left with the following: <ul style="list-style-type: none"> • Home icon to go back to ANGEL main page • Question-mark Help icon with links to online guide and fully illustrated documentation in several formats: QuickStart, Step-by-Step Guide, Full Manual • Power icon to log out • Key-and folder icon for storing files and test questions (“Learning Object Repository”) • Person icon for personal preference settings • Conversation bubble icon (think of comic strips) for instant message tool • 508 icon for creating a profile with accessibility in mind (refers to Section 508, a law to assist the disabled) • PDA icon to see ANGEL with a PDA, such as a BlackBerry
Global Features within Courses	
Course Navigation	Full power strip at left Pre-set tabs along the top (Course, Calendar, Content (Lessons), Resources, Communicate, Report, Automate, Manage); labels may be renamed but will likely follow a university standard (to be determined by E-Learning Committee) Ability to add additional tab for a single html page Breadcrumbs directly beneath tabs Left-side “Course Guide” offers expandable course Map; guide (dis)appears with a set of arrows in right corner that acts as a toggle Hovering over most course elements (boxes are called “components”) produces editing functions; not all of these options are available for every component

	<ul style="list-style-type: none"> • Click the "pencil" to edit settings for the component • Click the "arrow" to refresh the component • Click the "_" to collapse (minimize) the component. It will then become a + that you can click to expand it again • Click the "windows" button to change the component into a "pop-up" window so that the component can be accessed from anywhere within ANGEL
Resources	<p>Left-side Course Guide offers What's New, Tasks (links to Milestones [homework due dates], unread mail and discussion posts, & ungraded items), Search, and Design Help (for instructors)</p> <p>Right-side glasses icon allows instructor to change roles for easy viewing from student perspective, even in courses that are still unavailable to registered users</p> <p>Dropdown next to glasses icon allows instructors to change courses or access the Learning Object Repository (LOR)</p>
Search	Search examines course content, mail, roster or calendar
Help	Links to online guide and fully illustrated documentation in several formats, including QuickStart and full Manual

Content/Coursebuilding	
Course entry point	Courses tab, customizable to add a banner and variety of components such as announcements, discussion board, activity reports, grades, the syllabus and more
Content placement	Content (Lessons) tab, which calls for instructors to create course content using a folder structure [Note: Section Headings are also available for the instructor to add text to a Lesson page (or inside a folder) that is not associated with a content item.]
Content types	Folder, Page, Link, File, Drop Box (assignment), Game (crossword or quiz show), IMS/SCORM package, Blog, Wiki, Assessment, Survey, Course Syndication Folder (RSS), Section Heading, and content from MERLOT
WYSIWYG text editor	Ability to maximize editing window, paste from MS Word, create embedded links to other course areas, create anchor tags, insert special characters, insert hard rules, insert and manage tables, create forms, specify background color, use styles, and add icons
Scheduled display of content	Automate tab allows instructor to create Agents that run when users view, take, submit or review a content item, or that run when users access specific areas (similar to Bb's Adaptive Release / Review Status / Early Warning System)
Content options	Features for each content item include Settings, Reports, Utilities, Submissions, Delete; available by hovering over content item. Ability to restrict access according to course role, create password protection, restrict editing rights, map content to standards, map to objectives, identify metadata, set Milestones to be reached (e.g. a due date, which will automatically become part of the Calendar) that can be marked as complete manually or automatically upon submission, and associate items with the Gradebook
Ability to move / copy content	<p>Rearrange link allows instructor to move items within a folder.</p> <p>Utilities > Move Item allows instructor to move content to another folder.</p> <p>Copy Items on Add Content page calls for instructor to choose the new location first, then select the item to be copied there from a list of all course content.</p>

	<p>Manage tab > Export Wizard > ANGEL Archive allows instructor to select desired content and user data for exporting. Ability to copy (import) content from one course to another is searchable (can search for keywords of desired content in other course and bring that content over)</p>
Other related to content (please specify)	<p>My Notes allows for organized note-taking anywhere within Content (Lessons) tab Previous-Next navigation throughout content area In Manage tab, Date Manager allows instructor to set a schedule for the course and view due dates for all content</p>
Assignment feature - settings	<p>Drop Box allows instructors to choose whether students submit via the Message Box, by File Upload, or both Instructors can set an assignment for multiple submissions Instructor can choose to allow students to see their own submissions or peer review other submissions Instructor can set Milestones (Assign and Due Dates), which will automatically be added to the Calendar In Reports for an assignment, instructor can see how many times a student has accessed the item</p>
Assignment feature - grading	<p>Instructor can choose whether to associate item with the Gradebook, and if so, calculate by average score, maximum, first submission, last, or manual grade Instructor can choose percent, score or letter grade Instructor can hide the gradebook item from students Instructor can grade within the Drop Box and grade will automatically go into Gradebook Instructor can upload graded attachments and/or make comments, which can be e-mailed to the student In Utilities for an assignment, instructor can view, grade or delete submissions; export submission and grade data to a text file; download all papers at once or just those ungraded so far; and move or export the assignment Preview assignments done by the instructor will appear in the Gradebook, unless instructor chooses to exclude In Manage tab, instructor can use Rubric Manager to create a grading rubric for an assignment; can give students the option of viewing the rubric both before they submit their work and after it has been graded; the rubric they access after it has been graded will show the points they were awarded.</p>

Assessment	
Tests and surveys - settings	<p>Browser Security option disables the students' ability to right-click and print, copy, or Back button; can also use the Secure ANGEL Browser in lab settings IP Filter limits students to take tests only on certain computers Question Sets within a single assessment can have different settings, such as different time limits, titles, and randomization options Display can be all at once, one at a time, or one Question Set at a time; can prohibit backtracking; can mandate that correct answer must be selected before next question appears Submission Settings include Mastery (students may take as many times as necessary to reach a certain grade) and Multiple Attempts Validation options let instructor choose whether students can leave questions unanswered, or receive a warning before moving on Save Option means students can leave and return; also works with timer Anonymous option means scores don't go into Gradebook Time Warning and Automatically Submit When Time Expires available with timer Review settings range from no feedback at all to score, right/wrong, answer key, grader remarks and more Review Availability lets instructor determine when feedback is available, such as upon submission, a given day after the test window is over, after manual grading is completed, etc. Feedback may also be set to appear after each Question Set. Milestone dates automatically go into Calendar; Item Completion will automatically grade objective questions</p>

	<p>Instructor can choose whether to associate item with the Gradebook, and if so, calculate by average score, maximum, first submission, last, or manual grade</p> <p>A Preview link shows the assessment as students see it</p> <p>Surveys have their own appropriate question types, including Likert, and can be identified or anonymous</p>
<p>Tests and surveys - questions</p>	<p>Question types include multiple choice, multiple select, true/false, matching, ordering, fill-in-the-blank(s), short answer, essay, offline (like File Response) and algorithmic (like Calculated). [Does NOT include Hot Spot, Jumbled Sentence, Quiz Bowl]</p> <p>Questions may also be created by copying from other assessments or copying and pasting from a text file</p> <p>Questions may be managed via drag-n-drop, deletion, and changing the point value</p> <p>Question Bank is a searchable database of questions sharable between courses, Learning Object Repositories and Master Courses; may be created in the Content (Lessons) tab or the Manage tab > Question Bank Manager; can configure questions to change if the master source ever changes</p> <p>Options to add keywords and difficulty level may be used to limit questions pulled from a Question Bank; can also filter questions by standards or objectives or search for specific text</p> <p>Question Pool is a group of questions selected from one or more Question Banks using specific criteria but randomly displayed [Like Random Block]</p> <p>After deployment, can Regrade a question by changing the points possible or the correct answer, dropping the question or giving full credit for it</p> <p>In Manage tab, instructor can use Rubric Manager to create a grading rubric for an essay question</p>
<p>Gradebook</p>	<p>Drag-n-drop layout</p> <p>Grading Tasks component can be added to course home page, so instructor can handle all grading there</p> <p>Gradebook Mode is a simple point system or percentage (weighted) system, independent of Display Format</p> <p>In Preferences, can select Treat Ungraded Items as Zero, limit TAs to only grade certain students, exclude instructor scores from class average, set up the grading scale (including pass/fail)</p> <p>Assignments, which refer to any ungraded item, may be added manually in Gradebook, as part of setup for content items, or through automated Agents</p> <p>Categories, usually used for weighting, may be created in the Gradebook, via the Gradebook Wizard, or when creating Assignments; may be set for viewing by students at a later date and time</p> <p>Items may only be rearranged within their own Categories (but points-based system could be set up with only one Category if desired)</p> <p>Extra Credit possible via either an EC Category or EC Assignments</p> <p>Can print grades to PDF</p> <p>Can export/import grades to spreadsheet; Import does NOT add new Assignments, but instructor can import newly added grades for existing Assignments</p> <p>View shows 25 students at once, but instructor can change this so all students are visible on a page</p> <p>Can enter grades by User or for an Assignment all at once, and write Comments</p> <p>Submission Manager allows instructor to grade all assignments that have been submitted through Drop Boxes, to use the "Grade by question" option for any essay questions from Assessments, and to access the "Grade Forum" utility for Discussion Forums. "Display Filters" confines the assignments to those within a specific date range.</p> <p>Batch Update allows instructor to enter a common grade for everyone or all members of a team</p> <p>Grading Scale allows instructor to set values for Letter Grades</p> <p>Grade Labels can be used to assign a specific percentage grade to a "label" - for example, if instructor wanted a particular assignment to be a "Pass/Fail," s/he could assign "P" to a grade of 100% for that Assignment and assign "F" to a grade of 0%</p>

Communication and Tools	
E-mail to individuals and groups	Course Mail, an internal messaging system, viewable on Home page or Communicate tab Course Mail will be forwarded to Internet e-mail (GroupWise, except for non-degree-seeking students will go to personal e-mail)
Course announcements	In Communicate tab, instructor may create Announcements and choose whether they are viewable by all users, teams or individuals Display order is based on date Instructor does NOT have ability to e-mail announcements
Discussion Board	Discussion Forums appear in the Content (Lessons) tab wherever the instructor places them and on the Communicate tab, collected. [Collected forums are simply listed, without columns for Unread Posts, etc.] Modes: Normal (everyone), Private User Journal (individual), Private Team Journal, Fishbowl (some students discuss, others only view), Hot Seat (students read and reply and cannot post new topics themselves), and Post First (students must post original thought before replying); mode cannot be changed once students have begun replying Three views: Threaded (expandable list), Nested (can show all text or hide it) and Search (allows for collection of posts by author or team and filtering, marking posts as read, more) Features: Attachments, Anonymous posts, Peer Rating, Flags (may change colors), Points possible, Moderating, different color for instructor's posts, blank subject lines for replies, Scoring Rubrics, mapping to standards and objectives Grading: Inline grading of posts with quick replies to student, batch grading via Search > Unscored function, batch grading of forums via Utilities At-a-Glance View for instructors consolidates discussion participation, settings and performance metrics Bolded items are unread May sort by title, flag status, score, author, date posted, number of replies, rating Can make a post Sticky (sorted first and appears at the top of the forum) Can choose to send a copy of all replies to Course Mail Instructor can hide posts as draft until or after a certain date May reply by e-mailing author to Course Mail
Group areas	In Manage tab, may create specific and randomly generated Teams and Rebalance Generated Teams All content may be set for viewing according to Team In Communicate tab, Team Files provides a space for sharing files Roster Synchronization automatically creates Teams based on enrollments Can create a single discussion Forum and assign to Teams, viewable only to team members; instructor can view the posts from each team separately
Synchronous tool (chatroom)	In Communicate tab, Live Office Hours or Live Chat available; instructor can set the former as a recurring event Features: Text chat, desktop sharing (requires .NET 1.1 on presenter's computer), whiteboard, ability to set font color, ability to record (Tracking) Requires instructor setup (students cannot do this themselves)
Web 2.0	Blogs and Wikis are available. (Note that NNU licenses more robust blog and wiki tools called Learning Objects Campus Pack). Course Syndication Folder is an RSS Feeder to which students can subscribe; any new content (such as podcasts) will appear in the RSS Reader set up by the student elsewhere, such as in iTunes.

Calendar	<p>Ability to add entries for self, for course, or for selected students</p> <p>List or grid view</p> <p>Ability to set categories</p> <p>Ability to set recurring events</p> <p>Adding assignments (using “Drop Box” tool) gives ability to create calendar items via the Milestones option. The calendar then creates a link to the assignment for students to be able to open the calendar, see a due date, and submit their work right there.</p>
Grade views	<p>On Course tab, Grades component shows graph of student’s grade per Category as compared to class average; instructor sees all students</p> <p>Clicking on a Category allows student to see individual Assignment grades via the Reports Console, or students can go directly to the Reports tab</p> <p>Alternately, Course Tools component allows student to see his grades, attendance record, notes, course activity, milestones, and more</p>

Course Management	
Performance monitoring	<p>Agents may be scheduled to contact students when certain criteria have been met (e.g. 5 days since login);</p> <p>Agents may be customized with Tokens to show students’ first names [{\$FIRST_NAME\$}]</p>
Attendance	<p>In Manage tab, Attendance Manager lets instructor record who is present, absent, tardy, etc.</p> <p>Instructor can also set up use of a PIN, randomly generated each day, so that students may mark themselves present</p>
Reporting	<p>In Report tab, instructor can run variety of detailed reports such as class activity, much more</p> <p>Item Analysis report available for Assessments and Surveys; ineffective or misleading questions can be identified and either removed from the assessment—or corrected—with the updated assessment scores passing directly to the gradebook</p>