



ANGEL Overview for Instructors

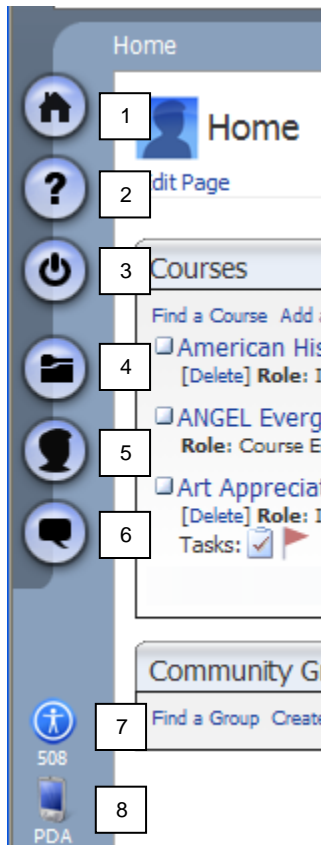
ANGEL Home Page.....	http://online.nnu.edu
Instructor Tutorials and Resources.....	www.nnu.edu/angel
Student Tutorials and Resources.....	www.nnu.edu/e-students
Frequently Asked Questions (FAQs).....	www.nnu.edu/angel-faqs
How To? Questions.....	elarning@nnu.edu or (208) 467-8034
How Come? Questions.....	help@nnu.edu or (208) 467-8111

Access – Log in using Firefox 3 or above, or Internet Explorer 7 or above. Look at the System Check to make sure you have all the hardware and software requirements. If not, please visit the ANGEL FAQs page.

Personal Home Page – Upon logging in, you see your portal into ANGEL. This page is customizable; click Edit Page to add additional “components” (boxes) or rearrange the layout using a drag-n-drop method.

Courses – Organized by semester and initially disabled for student access. Use the pencil icon to edit list.

Community Groups – Used for clubs, programs, committees etc. – uses other than an Official course



Power Strip

- 1 – **Home** - to return to your personal home page
- 2 – **Help** - shows online manual appropriate to a person’s role, plus links to downloadable manuals
- 3 – **Logoff**
- 4 – **Learning Object Repository (LOR)** – container for content; may be institution-level, program-level, or course-level (e.g., those teaching multiple sections might upload content to the LOR, then link to it in each section)
- 5 – **Preferences**
 - Personal Information* – Equivalent to Blackboard’s Staff Information/ instructor profile or the Student Homepage; viewable via the Roster
 - System Settings* – Use Beginner setting to receive extra help; ignore drive settings and mail settings
- 6 – **Instant Messenger** – to chat in real time with other users
- 7 – **508** – provides accessibility options, such as large font size or avoidance of certain colors if you are color blind
- 8 – **PDA mode** – for using ANGEL with a Blackberry or other such device

Course Tabs – The main navigation

- Calendar** – Automatically adds *Milestone* due dates; can create calendar items for teams or individuals
- Content** – Single place for ALL content -- folder structure desirable
- Resources** – Place for components such as Google Scholar search, dictionary, library link etc.
- Communicate** – Place for components such as announcements, live chat, course mail, course polls
- Report** – Place to generate a variety of aggregate and individual statistics
- Automate** – Lets you set up *If-Then* statements to automate the release of content or communication to students (e.g., *If* students look at Unit 1, *then* they can see Unit 2)
- Manage** – Instructor controls for gradebook, roster, teams, attendance, course availability, etc.

Continued

A Few Highlights

Immediate help – When you hover over anything and see a question mark, click it to get a description popup

Breadcrumbs – Shown just below the course tabs, these are great for navigating!

User Preview – Glasses icon at top right of a course for temporarily changing role to Student or student on a certain Team – only available to faculty and administrative support

Course Guide – This left-side menu area within a course can be expanded or collapsed using the small triangles next to the Home icon. The guide is a quick and easy way to locate new content, unread discussion posts, etc. Its sections are Map, What's New, Tasks, Search, and About.

CONTENT TAB (Called *Lessons* tab in ANGEL manual and some instructions on ANGEL itself)

Textbox editor – Seen throughout ANGEL to create content, post discussions, etc.

Blue square – Make textbox editor bigger, then click it again to get back to regular view

Dropdown triangles – Allow you to see additional options

Paste from Word – Found under first dropdown, use this to clear hidden coding when pasting from Word

Content link icon – Manila folder with chain link. To create hyperlinks to files, highlight desired text to make a link > click content link icon > upload file > highlight name of file. To create hyperlink to another part of the course, highlight desired text to make a link > click content link icon > click Map > highlight desired location in course

Link icon – Globe with chain link – use to create hyperlinks to web sites; helpful to click Target tab and choose New Window

Page – Lets you create a web page with an easy-to-use textbox editor

File – Can upload one-by-one or use Drag-n-Drop from computer

Drop Box – Set assignments to have multiple submissions, use a message box for short notes and/or attachments, and enable peer review. Students get instructions, submit their assignments and can get their grades and feedback all in the same location.

Discussion Forums – Choose a mode, such as one that requires each student to respond to the question before being able to see other students' posts. The screen shows best with 1024 x 768 resolution or better. The plus/minus sign next to the Post Title allows you to see the posts indented for easier viewing.

Assessments – You create the test shell and options first, then add questions. On Access tab, Advanced setting allows you to choose security features such as disabling students' ability to right-click and print, or use ANGEL's Secure Browser. On Interaction tab, set options such as forcing the test to be submitted when time is up. On Review tab, set Review dates and feedback options. Item Analysis reports are informative.

MANAGE Tab

Gradebook – Preferences let you choose between Points-based (normal) or Percentage-based (weighted).

Assignments and tests are not tied to the Gradebook until you choose to associate them with the Gradebook.

Teams – Place to create groups. Random Team Generator automatically assigns teams with a number (e.g., Sample-01, Sample-02)

Attendance – Click Preferences to select the days your class meets, then click date to enter attendance

Import/Export – Bring in content from another course

Date Manager – Brings up a course outline showing Visibility of all content, plus due dates for assignments & tests, that can be edited in that one location rather than modifying individual content

Rubric Manager – Create a grid that shows students what you expect from an assignment, then use that grid (rubric) to grade the homework