

ANGEL® 7.1 Instructor Quickstart Guide



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Introduction

Welcome to the ANGEL 7.1 Instructor Quickstart Guide. This guide is designed to provide instructors with a basic understanding of ANGEL and its primary tools.

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

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

A significant portion of ANGEL's power lies in its ability to be tailored to specific institutional needs. Please note that because your institution determines which tools are made accessible, some segments of this guide may not apply to your use of ANGEL®. If you have any questions, please feel free to contact the OCU's Help Desk (helpdesk@ohiochristian.edu).

New to ANGEL

ANGEL's powerful new features have been enhanced with a streamlined user interface that simplifies navigation, as well as rich, new tools. The Learning Object Repository (LOR) incorporates resource library management into an individual, flexible repository allowing access to cross-discipline libraries.

Activity at a Glance presents information for immediate analysis and action, increasing efficiency, pro-activity and personal communications. Games engage students with interactive learning opportunities such as the Crossword Puzzle and Quiz Show game options.

Office Hours promotes student interaction without the need for a physical office space, enhancing student communication, increasing flexibility and improving efficiency. Desktop sharing allows a convenient and personalized learning opportunity for students. Instant Messaging (IM) provides personalized interaction and collaboration for today's student communication style.

The Report Console harnesses powerful data-mining capabilities that anticipate information needs and delivers options for immediate action. These tools give educators greater insight into student performance and enhance workflow while increasing student interaction.

The Automate Console features unique Agent technology that provides unmatched performance criteria and immediate, personalized response opportunities. Creating custom learning paths, enabling specific teaching styles or personalizing information flow is easy and efficient.

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.angellearning.com>.

Conventions Used in This Manual

Document Icons	
Icon	Icon Meaning
	Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the text 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.

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

The screenshot displays the ANGEL Learning Management System Public Home interface. At the top, the logo for ANGEL Learning Management Suite is visible. Below the logo, the page is titled "Home" and shows a user logged in as "guest".




On the left side, there is a vertical navigation menu with icons for Home, Power, and Help. The main content area is divided into several sections:

- Log On:** A section with input fields for Username and Password, a "Log On" button, and a checkbox for "Save my password". Below this are links for "I forgot my password" and "Request an account".
- Public Information:** A section containing links for "Library Resources", "Event Calendar", "In the News", "Public Surveys", and "Public Forums".
- Search and Help:** A section containing links for "Course Search", "Community Search", "People Search", "Help" (with an external link icon), and "Guided Tour" (with an external link icon).
- Public Announcements:** A section with a "View: Past Present All" and "Sort: Descending" filter. It displays "There are no new announcements."
- Today's Calendar:** A section displaying two events:
 - 2:00 PM - Add/Drop period continues** (Category: General)
 - 7:00 PM - Sectional Game is 2/2/06** (Category: GeneralClass)

At the bottom left, there are small icons for "508" and "PDA". At the bottom center, the copyright notice reads: "ANGEL Learning Management System © Copyright © 2000-2006, ANGEL Learning, Inc., All rights reserved."

System Navigation

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

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

Public Information

Public home offers a variety of public resources for instructors and students.



Currently, OCU is only utilizing the Public Announcements and Help resources.

Public Announcements

These are important announcements from the System Administrator. They might include ANGEL downtime for maintenance and other important information.

Help







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

Personal Home

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

Navigation

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

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

Courses and Community Groups

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

New Mail

New Mail displays any unread mail in courses or groups. The number of mail messages displays next to the name of the course or group that contains the new mail message.

Daily Scripture Verse/Daily Quote

We are certainly all aware that OCU is a religious institution of higher education. Because of this, a custom area has been created within the ANGEL environment that provides a daily scripture verse and quote of the day. We pray these will be encouraging to both you and your students.


How to Forward Course Mail

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



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


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

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


Course Overview

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

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

 Click the **Start course from the beginning** sticky note next to the user's name to go directly to the **Lessons** tab and the course/group content.


Course Navigation

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

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

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

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

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

Course Tab

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

Course Guide: 1 click navigation to expand or hide

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

What's New: Immediate updates on log in

Logons: See class activity immediately!

Tasks: Personal list increases efficiency


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

The screenshot shows the ANGEL Course Tab interface for a course titled "Pharmacology with Karen". The main area displays "Activity at a Glance" with four bar charts: Logons, Mail Messages, Discussion Posts, and Submissions. A "What's New" sidebar on the left lists items like Calendar (32767), Content (8), Discussion Forums (9), Mail (27), and Submissions (40). A "Tasks" sidebar lists Milestones (19), Personal Tasks (0), Unread Mail (9), and Ungraded Items (2). A "Grades" section shows a visual representation of student performance for categories like Uncategorized (0%), Chapter Exams (88%), Research Project (%), Participation (%), and Homework (%). A "Logons" graph shows activity over a week (Tu, We, Th, Fr, Sa, Su, Mo).

How to use Edit Page

To edit elements on the course tab:

1. Log into your ANGEL course and click the **Course** tab.
2. Click the **Edit Page** hyperlink (located on the upper left corner underneath the name of the course). The Page Layout page appears.
3. Select item(s) from the **Available Components** list.
4. From the **Component Layout**, select the location and state for the component you are adding (optional).
5. Click the **Add Component >>** button to add the item.
6. Once the component has been added, you can drag-n-drop the selected component to the desired area between Header, Column 1, Column 2, Column 3 or Footer.
7. Click the **Save** button when finished.

 The **Edit Page** option might not be available on some pages. Additionally, there are some system overrides that would take precedence over any changes you make.

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: RecentActivity

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

Column 3: Grade Report

Footer

Save Cancel Use Defaults

Activity at a Glance

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

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

Calendar Tab

OCU is not currently utilizing this feature.

Lessons Tab

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

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

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

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

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

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

Common Settings

Content items have common settings tabs that determine content, access, assignment and metadata. The **Content** tab determines the page settings such as Title and Subtitle of the content item. Access is determined on the **Access** tab which sets tracking of the item and viewing restrictions. Adding milestone and gradebook settings are done on the **Assignment** tab. **MetaData** provides the ability to add data according to the Dublin Core Metadata Initiative. Additional information on MetaData is available at <http://dublincore.org/documents/usageguide/>.

Common Quiz and Survey Settings

In addition to the Content, Access, Assignment and MetaData tabs, quizzes and surveys have additional settings tabs. Delivery determines if the quiz or survey is enabled. It also determines the display mode of the quiz or survey. Submission determines the maximum attempts allowed and validation of questions. Review determines what is reviewed by the user upon submitting the quiz or survey.

How to Create and Manage Folders

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

To add a folder to the Lessons page:

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

On the Content tab:

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

On the Access tab:

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

On the Assignment tab:

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

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



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

How to Create a Quiz

ANGEL offers online quiz and survey tools that auto-grade and auto-tabulate most items. Quiz grades are automatically imported into the Gradebook.



For more information on creating and administering quizzes, see the *ANGEL 7.1 Instructor Reference Manual*.

To create a quiz:

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

On the Content tab:

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



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

On the Access tab:

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

On the Delivery tab:

1. Select the **Take Quiz** delivery setting. This setting is enabled by default.
2. Select the **Display Mode**. The default setting is **All Questions**.
3. Select the scramble option for questions. This is an optional setting.
4. Select the scramble option for choices. This is an optional setting.
5. Select a **Time Limit** in minutes. This is an optional setting.
6. Select **Automatically submit when time limit expires**. This is an optional setting.

On the Submission tab:

1. Select the **Max Attempts**. The default value is one (1) attempt
2. Select the **Validation**. The default value is **Warn about incomplete items**.

On the Review tab:

1. Select the **User Review** option. The default value is **Full review**.
2. Select the **Full Review Options**. All options are selected by default. Clearing the checkboxes removes the item from review.

On the Assignment tab:

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

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



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

For more information on common and advanced settings, see the sections of this document titled *Common Editor Tabs* and *Quiz and Survey Editor Tabs*.

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.

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 ().
3. Type or paste the question text in the **Text** field.
4. Type the user choices in the **Choices** field. The HTML Editor can be used for the choice by selecting the HTML Editor icon ().
5. Type a point value to the correct choice.
6. Type or paste the general feedback in the **General Feedback** field.
7. 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.

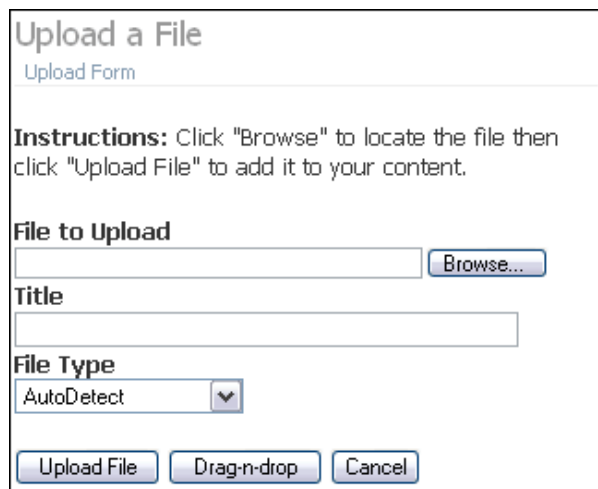
How to Upload a Lesson File

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


 Uploading a file allows the upload of a single file to share with students. Multiple file uploads are done using the Associated File Manager. For additional information on the Associated File Manager, see the *ANGEL 7.1 Instructor Reference Manual*.

To upload a file to Lessons:


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



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

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


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

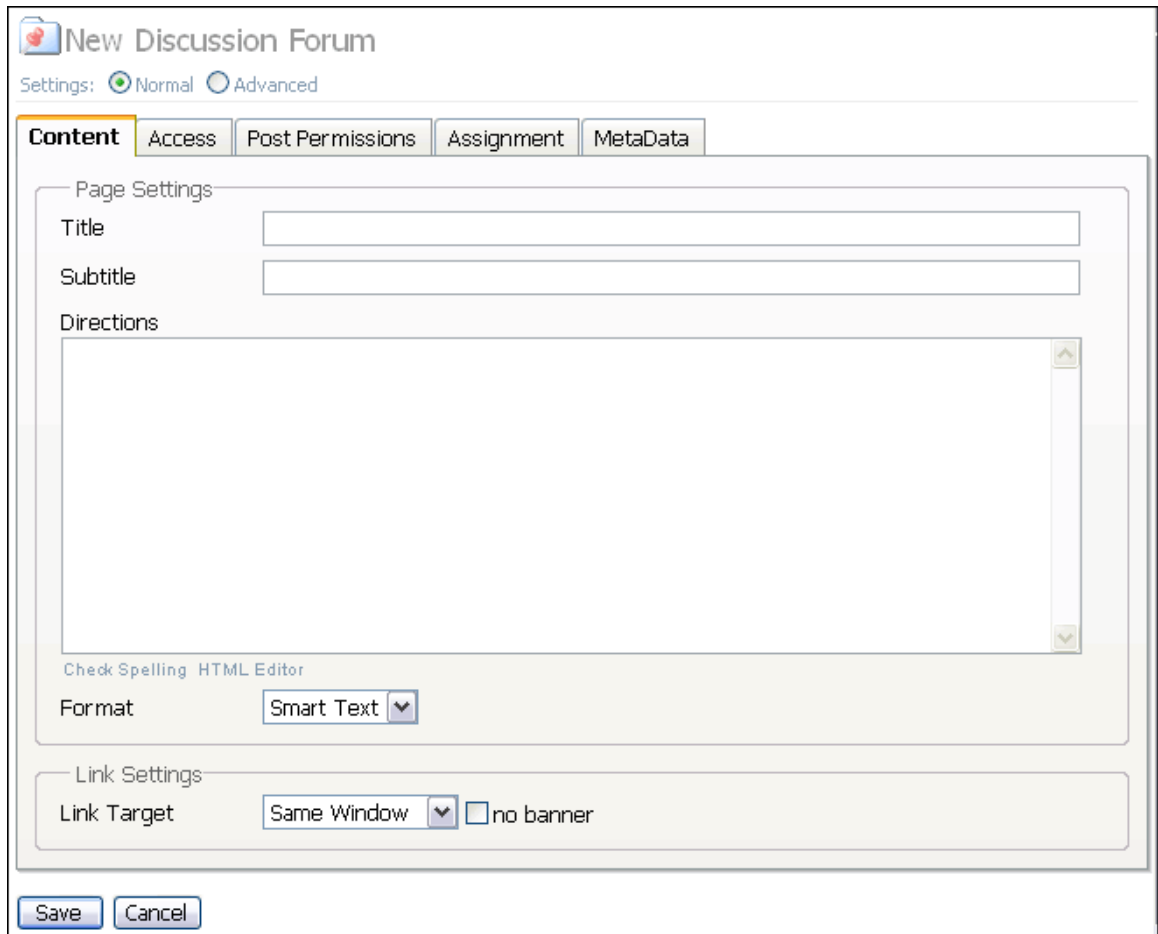
 To modify the file settings (such as title and subtitle), click the **Settings** hyperlink (located below the uploaded file). To delete the file, click the **Delete** hyperlink.

How to Create a Discussion Forum

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

To create a discussion forum

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



New Discussion Forum

Settings: Normal Advanced

Content Access Post Permissions Assignment MetaData

Page Settings

Title

Subtitle

Directions

Check Spelling HTML Editor

Format

Link Settings

Link Target no banner

On the Content tab:

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



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

On the Access tab:

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

On the Post Permissions tab:

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

On the Assignment tab:

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


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

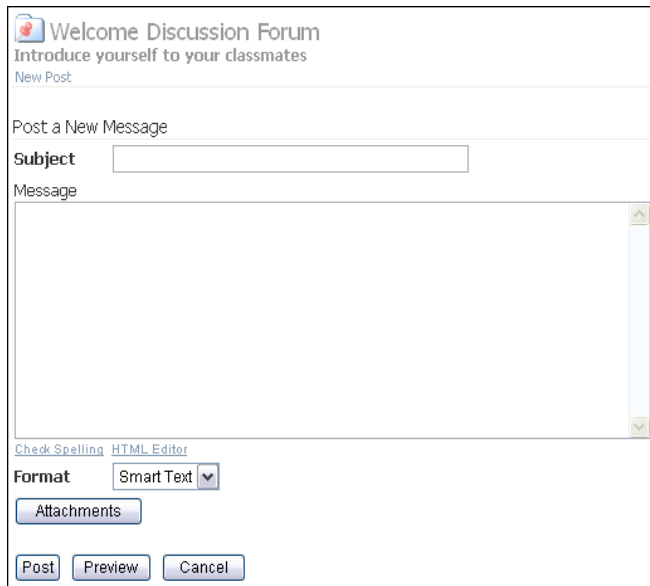


For more information on common and advanced settings, see the *ANGEL 7.1 Instructor Reference Manual* section titled *Common Editor Tabs*.

How to Post to a Discussion Forum

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Click the name of the discussion forum or icon () for the discussion forum you wish to post a message.
3. Click the **New Post** hyperlink (located on the upper right of the toolbar). The Post a New Message window appears.



The screenshot shows the 'Welcome Discussion Forum' interface. At the top, it says 'Introduce yourself to your classmates' and 'New Post'. Below this is a section titled 'Post a New Message'. It contains a 'Subject' text input field, a larger 'Message' text area with a vertical scrollbar, and a 'Format' dropdown menu set to 'Smart Text'. There are also links for 'Check Spelling' and 'HTML Editor', an 'Attachments' button, and 'Post', 'Preview', and 'Cancel' buttons at the bottom.

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




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

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

How to Create a Drop Box

To create a drop box:

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

On the Content tab:

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



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

On the Access tab:

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

On the Submission tab:

1. Select the **Max Submissions**. By default, the setting is **Unlimited**.

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

On the Review tab:

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

On the Assignment tab:

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

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



For more information on common and advanced settings, see the *ANGEL 7.1 Instructor Reference Manual* section titled *Common Editor Tabs*.

How to Review and Grade a Drop Box Submission

To review and grade a drop box submission:

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

Introduction Drop Box
 Settings Reports Utilities Delete Print My Notes | Previous Next

Review: User Review, Anonymous: No

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

Title

Message

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

Format: Smart Text

Submissions

Subject / Submitted	User ID	Grade (100 pts)
Test Drop Box submitted 2/15/2006 2:44:55 PM	Swenby-Student, Samantha (pumpkin)	87
Sample Assignment submitted 2/15/2006 2:41:33 PM	Longardner-Instructor, Hailey (peanut)	98

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

Introduction Drop Box
 Utilities > Submissions > Grade submission by Swenby-Student, Samantha (pumpkin) on 2/15/2006 2:44:55 PM

Grade
 points(100 max.)

Remarks


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

Send as mail message to user


Test Drop Box
 Submitted by Swenby-Student, Samantha (pumpkin) on 2/15/2006 2:44:55 PM

Testing

Submitted Files

 [syllabus.txt](#) (2967 bytes)

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

 Try typing your feedback directly into the student's file using an alternative color font. Then save the file under a new name to your computer. When you

enter the student's grade and remarks, you can upload the amended document as a feedback file for your student's review.

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

How to edit a content item

To edit a content item after creation:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Briefly hold your mouse pointer on the title of the content item you wish to edit. The settings, reports, utilities and delete hyperlinks appear.
3. Click on the **Settings** hyperlink. The content editor appears.
4. Edit the content item as necessary.
5. Click the **Save** button when finished.

Syllabus Tab

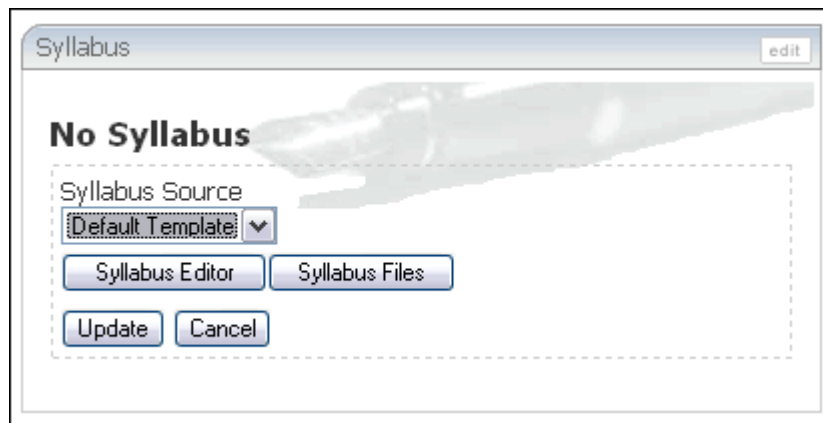
The Syllabus tab lets the instructor either upload an already completed syllabus to the course, or use ANGEL to build a custom course syllabus.

Syllabus

How to Create a Syllabus

To add a syllabus:

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



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

In the General Information section:

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

In the Faculty Information section:

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

In the Course Information section:

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

How to Upload a Syllabus



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

To upload your syllabus to the Syllabus tab:

1. Log into your ANGEL course and click the **Resources** tab.
2. Click the **Edit** button on the Syllabus toolbar.
3. 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 browser 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.

Resources Tab

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

The screenshot shows the 'Resources' tab interface. At the top, there is a title 'Resources' with 'Edit Page' on the left and 'Refresh' on the right. Below this, there are several sections:

- Syllabus:** A section with a header 'Syllabus' and an 'edit' button. The content area displays 'No Syllabus' with a pencil icon.
- Course Resources:** A section with a header 'Course Resources' and an 'edit' button. It contains a 'Useful Links' section.
- Wikipedia:** A section with a header 'Wikipedia' and a search interface. It includes radio buttons for 'Wikipedia' (selected), 'Wiktionary', and 'Wikibooks'. There is a search input field, a 'Search' button, and a 'Full-text Search' button.
- Google:** A section with a header 'Google' and a search interface. It features the Google logo, a search input field, and a 'Search' button.
- Institutional Resources:** A section with a header 'Institutional Resources' and a text area containing the URL <http://www.nps.edu/>.

OCU's Resources Tab includes the following:

- A Google Web Search
- Institutional Resources (links to SONISWeb, the Library, Email, etc)

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 **Send Course Mail** and **Read Course Mail** tools to communicate with your students. The **Sent Mail Folder** hyperlink provides an archive of all course mail messages you sent during the course. To change the **Course Mail** settings click the edit hyperlink on the **Course Mail** title bar.

Roster provides a list of people in the course. **Team Files** provides a space for student teams to share project files and other documents.

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

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

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

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

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

Course Mail

How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an internet email account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **Communicate** tab.
2. Click the **Send Course Mail** hyperlink. The Compose Message interface appears.
3. Select the intended recipient(s) from the **Recipients** list and click the **To** button. The recipient name appears in the **To** field.



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

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

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



Click the **Attachments** button if you want to add an attachment to your message. Select the **Do not disclose recipients** checkbox if you want to blind carbon copy (bcc) or hide the identities of the recipients. Select the **Send a copy of this message to recipient's Internet email account** checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address.

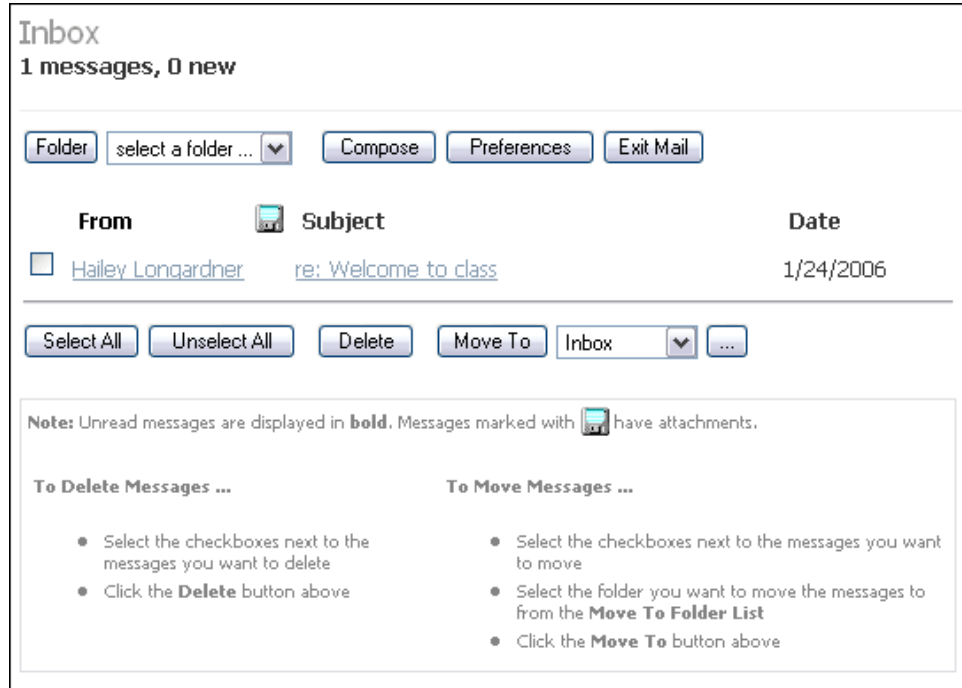
You may preview your mail message by clicking on the **Preview** button. If you have not completed your mail message but want to save what you have completed, click the **Save as Draft** button.

6. Click the **Send** button. A message appears stating that the message was successfully sent.
7. Click the **OK** button.

How to Read Course Mail

To view a course mail message:

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



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

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

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

To select all of the messages listed, click the **Select All** button. To deselect all of the messages listed, click the **Unselect All** button.

To move a message to another folder, select the checkbox located next to the message, select a folder from the **Move To** drop-down menu and click the **Move To** button. You can optionally create a new folder before moving the message by clicking the ... (new folder) button.

To view a different folder, select a folder from the **Select a Folder** drop-down menu and click the **Folder** button. Click the **Compose** button to send a new course mail message. Click the **Exit Mail** button to exit **Course Mail** and return to the **Communicate** page.

Click the **Preferences** button to configure your ANGEL account to forward all course mail messages (for all courses and groups in which you are enrolled) to an Internet email account.

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



To view a list of who has and has not read the message, click the **see who has read this message** hyperlink located in the header of the message. Messages sent using the **Do not disclose recipients** option does not display the names of recipients who have and have not read the message.

To view a message attachment (if applicable), click the **hyperlinked filename** of the attachment displayed at the bottom of the message under the **Attachments** section.

Click the appropriate button to reply, reply to all, or forward the course mail message. Click the **Delete** button to delete the current message or click the **Message List** button to return to the **Inbox**. Deleted messages are moved to the **Trash** folder. To completely delete a message, you must delete the message from the **Trash** folder view.

To move the message to another folder, select a folder from the **Move To** drop-down menu and click the **Move To** button. You can optionally create a new folder before moving the message by clicking the ... (new folder) button.

Announcements


How to Create Course Announcements

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

To create a course announcement:

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

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

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

8. Click the **Save** button.

How to Modify or Delete Course Announcements

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

Report Tab

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

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

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

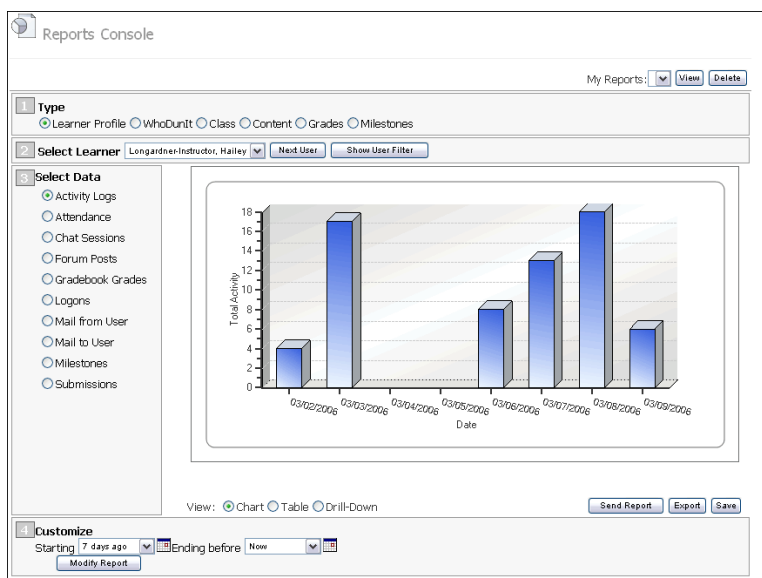
Class provides reports on user activity in the course. Items such as the activity logs, attendance, submissions, etc. provide a quick view of student progress in a course allowing an instructor to take action, if needed, at the touch of a button.

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

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

Reports Console

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



Automate Tab

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

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

Content Agent

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

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

How to use the Content Agent

To set up a content agent:

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

The screenshot shows the 'Agents Console' interface. At the top left, it says 'Agents Console'. To the right, there is a 'Display:' dropdown menu currently set to 'Active agents' and a 'View' button. Below this is a table with the following columns: 'Add', 'Title', 'Category', 'Type', 'Last Status', 'Last Run', and 'Next Run'. Underneath the table, there are three buttons: 'Check All', 'Uncheck All', and 'Delete Selected'.

1. Click the **Add** button.
2. Click the **Content Agent** hyperlink. The Content Agent page appears.

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

Title

Event
 View

Content Items
 Selected Items

User Filter
 Filter Description

Actions
 Action Description

3. Enter a title for the agent in the **Title** field.
4. From the **Event** drop-down list, select **Submit**.
5. Click the **Add** button under **Content Items**. The Content Filter page appears.


Content Filter

Content Type:
 Folder

Folder
 Any Folder Specific Folder

Lesson 1

6. Select the content type from the **Content Type** drop-down list.

 In our scenario we are unlocking a specific folder based on a quiz grade so the content type is Folder and the Folder is Specific Folder with a selection of Lesson 1 as the folder name.

7. Click the **Save Filter** button.
8. Click the **Add** button under the **User Filter** section. The User Filter page appears.

User Filter

Name
All Users

User Filter
 Any User Specific Users


Rights Filter
 Any Rights Specific Rights

Team Filter
 Any Teams Specific Teams

Condition Filter
 Condition: Submissions
 List users that scored at least % on
 Include users who have not submitted

Filter Rule
All users

9. In the **Condition Filter** section, select **Submissions** from the drop-down list.
10. Add a percentage score that the user must meet to unlock the folder and select the quiz name from the drop-down list of content items.



In this scenario we want users that have scored at least 80% on Quizzes: Binary Numbers

11. Click the **Save Filter** button.
12. Click the **Add button** on the **Actions** section. The Add an Action page appears.

Add an Action

What type of action would you like to add?

<p>Add Variable Add the specified value to an existing variable.</p> <p>Alert Add a JavaScript pop-up message.</p> <p>Announcement Add an announcement to a user's course announcements.</p> <p>Calendar Add an event to a user's calendar.</p> <p>Email (External) Send a message to an Internet email recipient.</p> <p>Go To Redirect the user to another content item in this course or group.</p> <p>Grade Assignment Post a grade to the gradebook.</p> <p>Grade Submission Post a grade for a user submission.</p> <p>Lock Lock content that may have been previously released.</p> <p>Mail (Internal) Send a course/group mail message to a user.</p> <p>Message Add an HTML formatted message to the page.</p>	<p>Milestone Completion Mark a manually marked milestone as complete.</p> <p>Redirect Redirect the user to another Web page.</p> <p>Replace Variable Text Replaces Find text with Replace text in specified variable.</p> <p>Set Variable Sets a course environment variable.</p> <p>Task Create a personal task.</p> <p>Task Completion Mark a personal task item as complete.</p> <p>Team Enroll Enroll the user in one or more teams.</p> <p>Team Unenroll Unenroll the user in one or more teams.</p> <p>Unlock Release password-protected content to the user.</p> <p>Mail Report Send a report to a user.</p>
--	---

13. Click the **Unlock** action hyperlink. The Unlock editor appears.


Unlock

Release password-protected content to the user.

Password(s)

Criteria (optional)

14. Type the password in the first field.

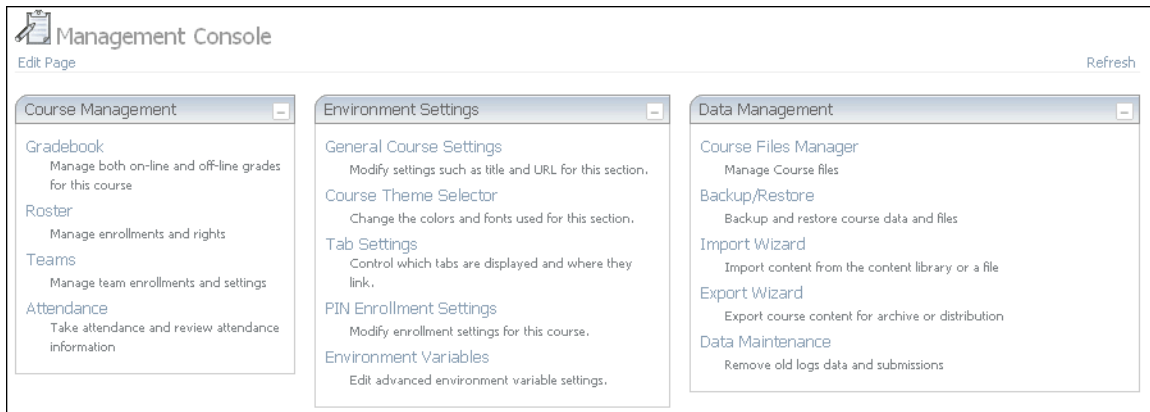
 Typing an exclamation point in front of the password hides the content from the students until the criterion is met for unlocking the item.

15. Click the **Save Action** button.

16. Click the **Save** button to save the Content Agent.

Manage Tab

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



Course Management

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

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

The **Roster** manages the course roster allowing the instructor to add a user, batch enroll students and export. Additionally, instructors can edit user rights and team membership from within the roster editor. **(NOT AVAILABLE TO FACULTY MEMBERS at OCU.)**

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

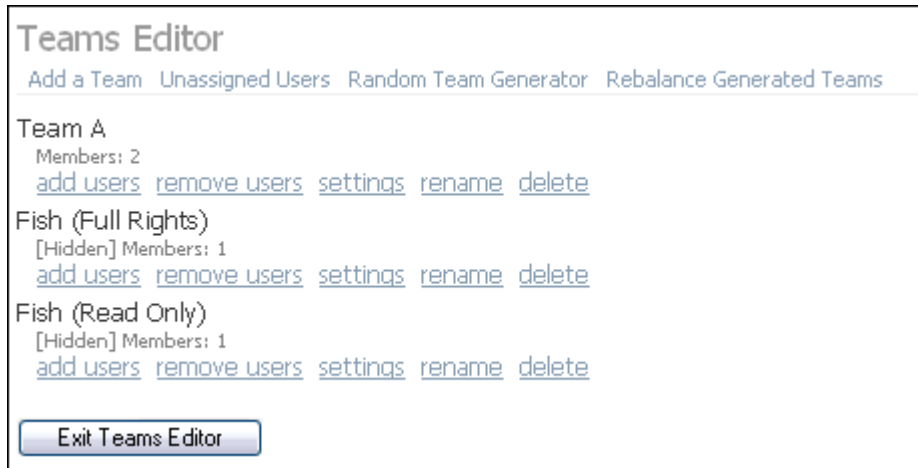
Attendance allows instructors and course assistants to track student attendance for classroom and online sessions.

Teams

How to Add a Team

To add a team:

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



3. Click the **Add a Team** hyperlink (located on the Teams Editor toolbar). The New Teams editor appears.
4. Enter a team name and description of the team. Complete the homepage (if applicable), project URL, hidden and disabled areas.



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

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

Environment Settings

Not available at OCU

Data Management

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

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

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

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

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

In order to save your content after a semester is complete, you will need to perform this operation. Here's how:

Under Manage: EXPORT WIZARD
Select ANGEL Archive
Leave the Default Settings and click EXPORT


You have now saved your course in the ANGEL Archive

After the EXPORT, you can SAVE the file to your computer:
Click on DOWNLOAD and save the file to your machine (G_Drive)

You will now be able to IMPORT this file to your course the next time you teach.

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.

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

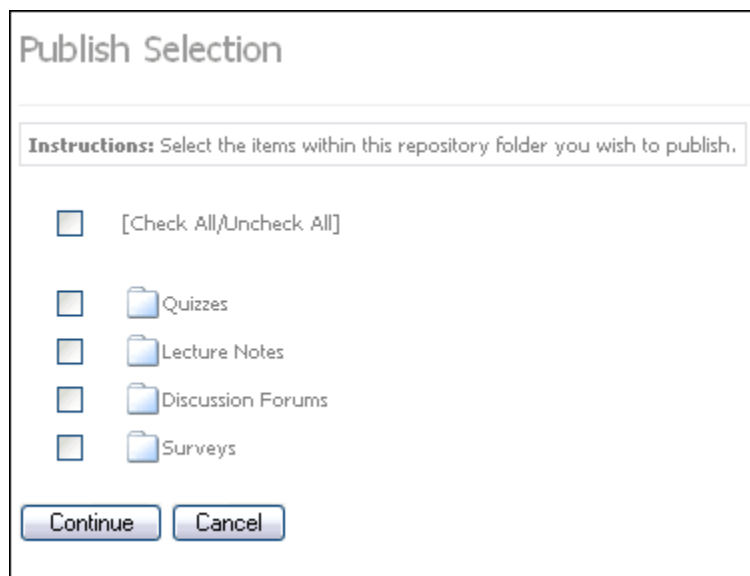
The **Repository** tab is designed to house the majority of your instructional content. The Repository tab is similar to the Lessons tab in a course. You can create the same type of content in a repository as in a course or group. For additional information concerning content creation, refer to the section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

Publish

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

To publish content:

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



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

Publish Content

Keyword Search


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

▼ ▼ ▼ ▼

Fundamentals of Web Management

Category: test **Instructor:** Hailey Longardner

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

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

LOR Manage Tab

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

Appendix

How to Use the Fast!page HTML Editor

The Fast!page HTML Editor is a WYSIWYG (What you see is what you get) editor that allows users to quickly create or edit formatted online content without knowledge of HTML (Hypertext Markup Language).


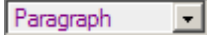
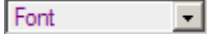
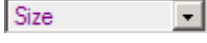


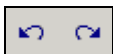
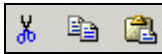
The Fast!page HTML Editor is available wherever a text area is found within ANGEL. For example, to access the Fast!page Editor click the **Files** hyperlink in your profile, click the **Add Content** hyperlink (located in the toolbar), click the **Create a File** hyperlink or icon, and click the **HTML Editor** hyperlink (located under the File Contents text area).








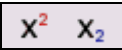





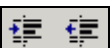




The Fast!page HTML Editor supports Windows and Macintosh operating systems using Internet Explorer 6, Netscape 7.1, and Mozilla 1.4. The HTML Editor hyperlink does not display on unsupported browsers.

When you have finished editing your document using the Fast!page Editor, click the **Accept Changes** button to return to the ANGEL editor page. Notice the Fast!page Editor has placed HTML code in the content text area.

With the Fast!page HTML Editor, you can perform common word processing tasks including the following:

Setting	Icon	Description
Style		Use the Style drop-down menu to apply a predefined cascading style (based on your ANGEL theme) to an element on your page.
Paragraph		Use the Paragraph drop-down menu to apply a paragraph style to selected paragraphs.
Font		Use the Font drop-down menu to apply a font to selected text.
Size		Use the Size drop-down menu to adjust the size of selected text.
SpellChecker		Use the SpellChecker tool to easily identify and replace misspelled words.
Clean HTML Content		Use the Clean HTML Content tool to remove unneeded hypertext markup created when pasting content from Microsoft Office products.
Undo/Redo		Use the Undo tool to “undo” one or more of the last performed edits. Use the Redo tool to “redo” one or more “undone” edits.
Clipboard		Use the Clipboard tools to cut, copy, or paste text in your document. You can easily copy/paste text from an existing word processing document into the Fast!page Editor.


Setting	Icon	Description
Macro Manager		The Macro Manager allows you to save and insert commonly used story problems, equations, images, form letter templates, etc.
Font Styles		Use the Font Styles tools to add bold, italic, or underline formatting to selected text.
Horizontal Rule		The Horizontal Rule option allows you to insert horizontal lines into the web page, in order to visually separate elements.
Insert Table		The Insert Table option allows you to insert a table.
Insert Link		The Insert Link tool allows you to create hyperlinks within your document.
Insert Image		The Insert Image tool allows you to insert images into your document.
Apply Colors		Use the Apply Colors tools to apply text color to selected text or to apply a highlight color to selected text.
Superscript/ Subscript		The Superscript/Subscript options allow you to add superscript and subscript characters to equations or text.
Math Element		The Math Element tool allows you to create many different types of equations.
Special Character		The Special Character tools allow you to insert Math, Greek, Latin, and Hebrew special characters and symbols.
Paragraph		Use the Paragraph Alignment tools to select right, center, left, or justify alignment for selected text.
Bullet List		Use the Bulleted List option to create a bulleted list.
Numbered List		Use the Numbered List option to create a numbered list.
Indent/Outdent		Use the Indent Paragraph tools to decrease or increase the indentation of selected paragraphs.
Show/Hide Table Border		Use the Show/Hide Table Border to show or hide zero pixel table borders (editing mode only).
Help		Click the Help option, then click the icon for any HTML Editor tool to view pop-up context-sensitive help.
View Source	<input type="checkbox"/> View Source	Select the View Source checkbox to view the HTML source code for the current page.

To Create a Hyperlink Within Your Document:


1. Select the text or image you wish to become a hyperlink and click the **Create Hyperlink** icon.

The **Link Inspector** appears at the bottom of the **HTML Editor** window.

2. Type a fully qualified web address in the **URL** textbox.

 Optionally click the **Browse** icon to link to an uploaded file or click the **Course/Group Content** icon (only available when accessing the HTML Editor from within a course or group) to link to an existing tab, lesson item, or tool within a course or group.


3. Select a setting from the **Target** drop-down menu if you prefer the linked page to be displayed in a non-standard manner.

 Selecting new window causes the linked document to open in a new browser window.

Selecting parent frame causes the linked document to open in the parent frame (one step up in the frame hierarchy), replacing the ANGEL course navigation bar.

Current frame is the default target for all hyperlinks. Selecting current frame causes the linked document to open in the same browser window or frame as the source document.

Selecting current window causes the linked document to open at the top level of the browser window, replacing the ANGEL environment.

 Type a frame/window target name if you prefer the linked document to open in a specific window or frame.

4. Click the **OK** button to save.

To Insert an Image Within Your Document:

1. Place your cursor in the location you want to insert the image and click the **Insert Image** icon. The Image Settings window appears.
2. Click the **Upload Image** button (located at the bottom of the Images Settings screen). The Upload Image window appears.
3. Click the **Browse** button. A **Choose file** dialog box appears on the screen.
4. Locate and select the image you want to insert and click the **Open** button.
5. Click the **Upload** button.
6. Select the uploaded image from the image preview frame.
7. Type an alternate text-based description in the **Alternative Text** textbox.
8. Select a setting from the **Alignment** drop-down menu to adjust how the picture is viewed within a body of text. By default, the image displays on its own line, without text wrapping around it.

9. Type a numerical value in the **Border** field to add a black border around the image and specify the thickness of the border. The borders of hyperlinked images appear in the browser's default hyperlink color (often blue or purple for visited links).
10. Type a numerical value in the **Horizontal** and **Vertical** textboxes to add space between the image and any surrounding text. This feature is very useful when used with the **Alignment** options.
11. Click the **OK** button.