eStarkState welcomes you to ANGEL Training!

ANGEL Introduction – *1.5 hours*

Provides an overview of the basic ANGEL features that most instructors will use in any class, including:

- navigation
- personal areas
- course settings
- the guide
- adding a syllabus
- adding calendar entries
- roster
- team management

http://estarkstate.wordpress.com

The eStarkState Blog

- The eStarkState blog has been updated to reflect changes from the upgrade to 7.4

Blog Post: Counting Down to Fall 2011 Start-up

Accessing ANGEL

ANGEL is tested with and fully supports the following browsers: Windows OS: Internet Explorer 7.0 and above, or FireFox 3.0 or higher Macintosh OS: Mozilla 1.4 and above (which uses the same engine as Netscape 7.1). For Mac's, ANGEL requires that the OS be at least OS X. The only other requirements ANGEL has is browser related. ANGEL's browser support is for IE7 and Firefox 2.x. ANGEL will support any major release of these two browsers within 6 weeks of their release.

ANGEL supports:

BROWSER CHECK

Mozilla Firefox   Internet Explorer

NOTE: Other browsers, including Safari and Chrome, are *not* supported by ANGEL.

Google Chrome

Two best ways to Login to ANGEL:

https://angel.starkstate.edu

eStarkState

1. Login to ANGEL -Instructor

Login to ANGEL:
Start at Stark State College site.
Click E-Learning.
Click ANGEL login.
Your Login and Password:
Your login is the same login you use to access the Stark State College administrative network and should be composed of your first initial followed by your last name. Please notice that you enter this in all lowercase.
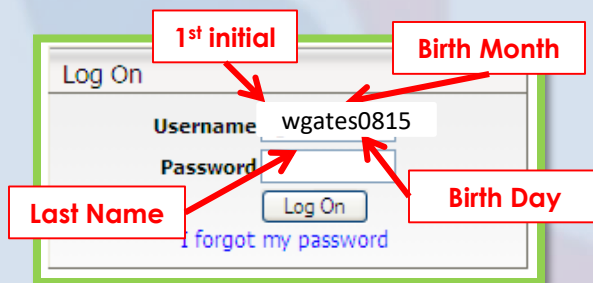**Example: mlincoln1213**
Your Default Password is the last 4 digits of your SSN followed by a period followed by your 3 initials and then another period.
Example: William H. Gates III with an SSN of 123-45-6789 would have the following password:
Example: 6789.whg.

1. Enter your username:
First initial of first name, last name, birth month, birth day.

1st initial

Birth Month

Last Name

Birth Day

Log On
Username: wgates0815
Password:
Log On
I forgot my password

2. Password:
First six of your SS#

Or
last four digits of your SS#, followed by a period, your three initials and another period.
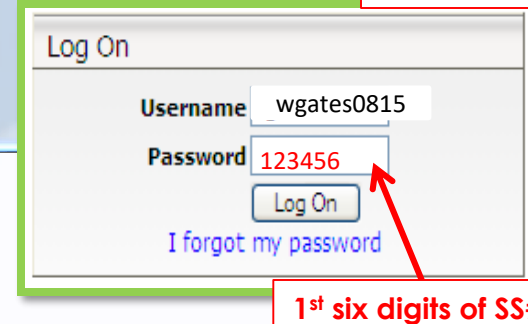
Log On
Username: wgates0815
Password: 6789.whg.
Log On
I forgot my password

2 periods

Log On
Username: wgates0815
Password: 123456
Log On
I forgot my password

1st six digits of SS#
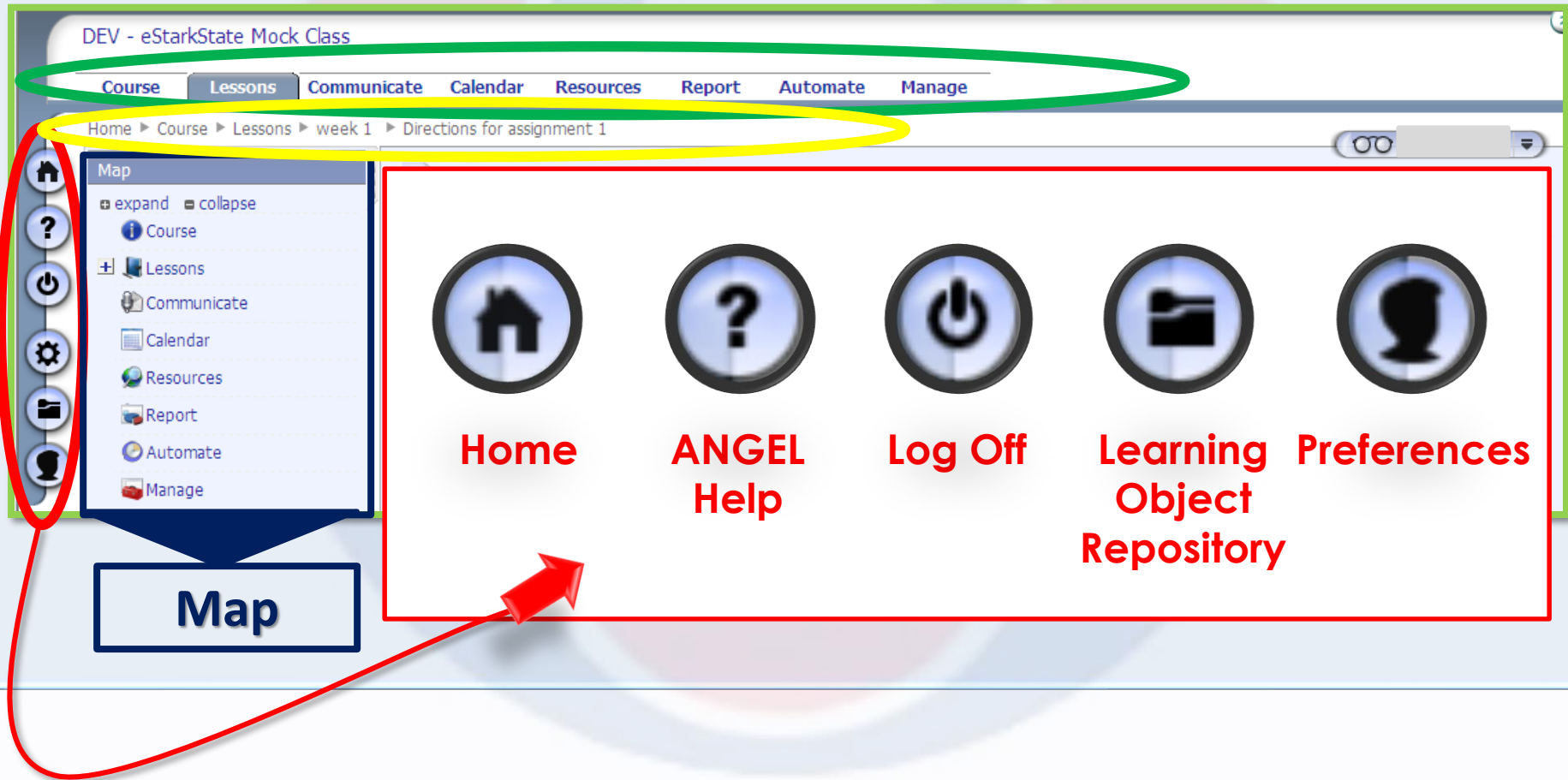
Help Desk:
Phone: 330-494-6170, Ext. 4357 (HELP)
Email: helpdesk@starkstate.net

2. Navigation:

Tabs - breadcrumbs - side navigation - Map

DEV - eStarkState Mock Class

Course | Lessons | Communicate | Calendar | Resources | Report | Automate | Manage

Home ▶ Course ▶ Lessons ▶ week 1 ▶ Directions for assignment 1

Map

⊞ expand ⊟ collapse
ⓘ Course
⊞ 📗 Lessons
📋 Communicate
📅 Calendar
📑 Resources
📄 Report
⚙ Automate
📋 Manage

Map

Home   **ANGEL Help**   **Log Off**   **Learning Object Repository**   **Preferences**
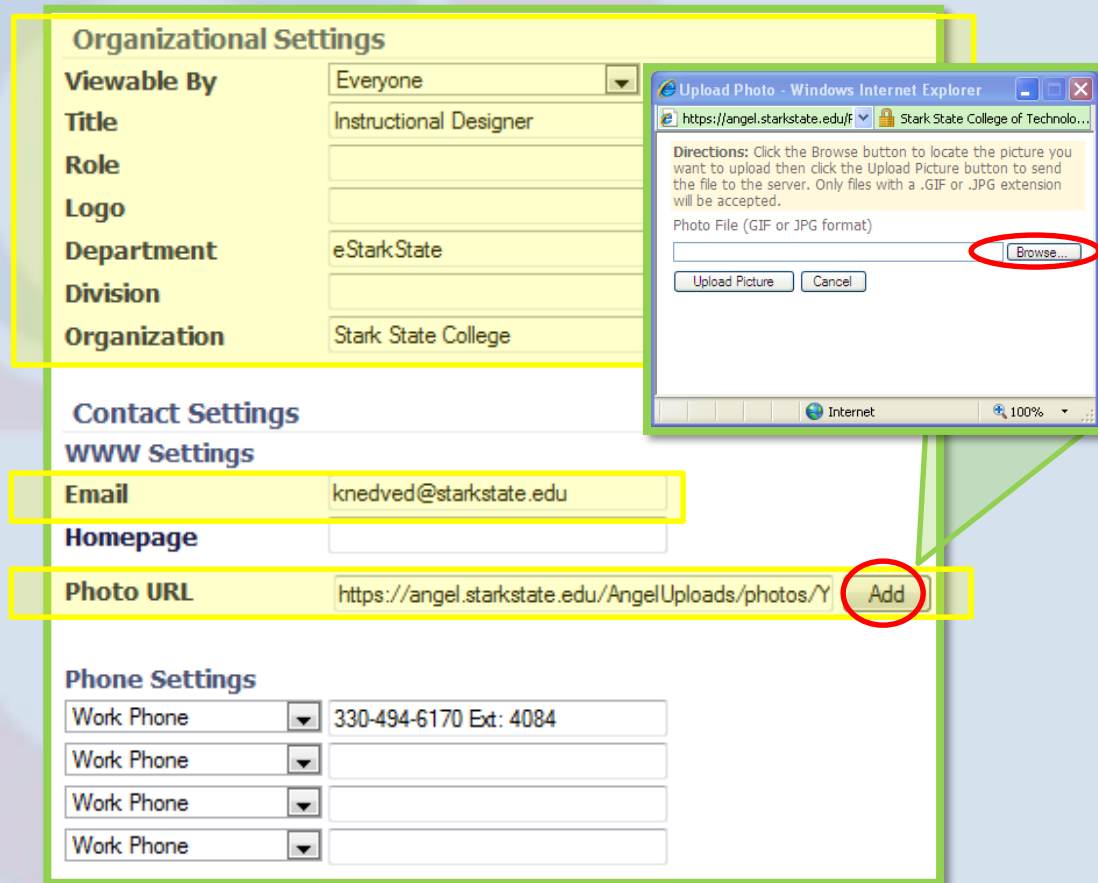
3. Preferences

a. Personal Information

i. Email address

ii. Photo URL

    1. Click **Add**.

    2. Click **Browse**.

    3. Locate a picture.

    4. Click **Upload Picture.**

    5. Click **Use Photo.**

    6. Click **Save.**

iii. Organizational settings

    -enter as desired

Organizational Settings

Viewable By	Everyone
Title	Instructional Designer
Role	
Logo	
Department	eStarkState
Division	
Organization	Stark State College

Upload Photo - Windows Internet Explorer

https://angel.starkstate.edu/F | Stark State College of Technolo...

Directions: Click the Browse button to locate the picture you want to upload then click the Upload Picture button to send the file to the server. Only files with a .GIF or .JPG extension will be accepted.

Photo File (GIF or JPG format)

[ ] Browse...

[Upload Picture] [Cancel]

Internet   100%

Contact Settings

WWW Settings

Email	knedved@starkstate.edu
Homepage	
Photo URL	https://angel.starkstate.edu/AngelUploads/photos/Y [Add]

Phone Settings

Work Phone	330-494-6170 Ext: 4084
Work Phone	
Work Phone	
Work Phone	
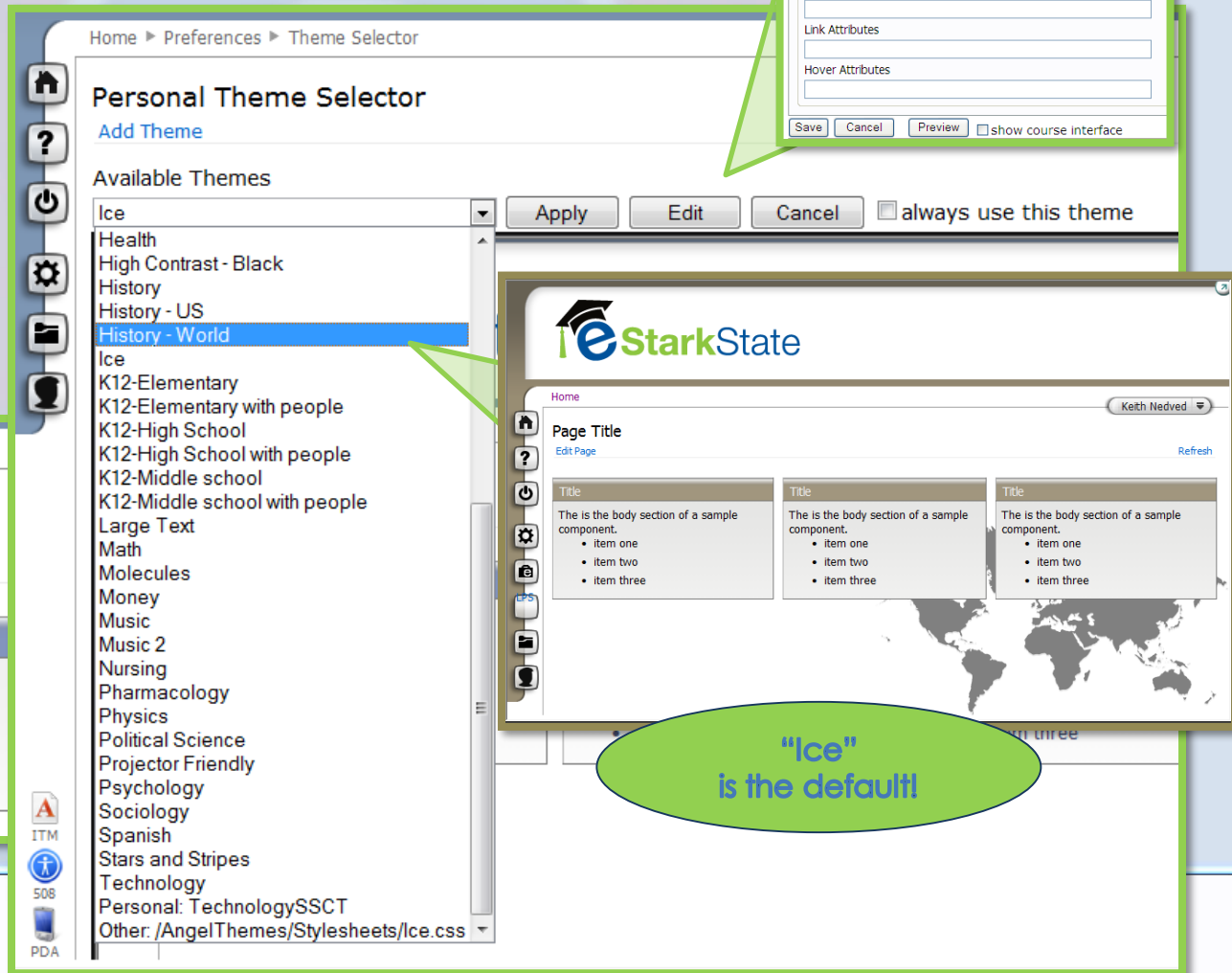
Help Desk:

Phone: 330-494-6170, Ext. 4357 (HELP)

Email: helpdesk@starkstate.net

Home Page

3b. 👤 Preferences

b. Theme selector

i. View on Home Page
ii. View in Course
iii. Optionally select "Always Use This Theme"
iiii. Click Apply or Cancel

Theme Editor
Settings: ○ Normal ⦿ Advanced

General | Colors | Icons | Styles | Other

Theme Settings
Theme Name
History - WorldSSCT   ☑ overwrite if exists
Portal Theme   Subject Theme
Blue   History World

Font Settings
Face   Size
Tahoma   small
Text Attributes

Link Attributes

Hover Attributes

Save | Cancel | Preview   ☐ show course interface
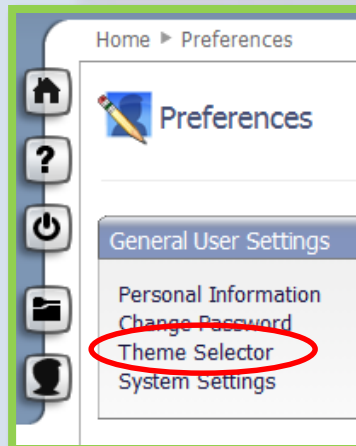
Home ▸ Preferences ▸ Theme Selector

Personal Theme Selector
Add Theme

Available Themes

Ice

Apply   Edit   Cancel   ☐ always use this theme

- Health
- High Contrast - Black
- History
- History - US
- History - World
- Ice
- K12-Elementary
- K12-Elementary with people
- K12-High School
- K12-High School with people
- K12-Middle school
- K12-Middle school with people
- Large Text
- Math
- Molecules
- Money
- Music
- Music 2
- Nursing
- Pharmacology
- Physics
- Political Science
- Projector Friendly
- Psychology
- Sociology
- Spanish
- Stars and Stripes
- Technology
- Personal: TechnologySSCT
- Other: /AngelThemes/Stylesheets/Ice.css

Home ▸ Preferences

Preferences

General User Settings

Personal Information
Change Password
Theme Selector
System Settings

ITM
508
PDA

eStarkState

Home

Keith Nedved

Page Title
Edit Page   Refresh

Title
The is the body section of a sample component.
- item one
- item two
- item three

Title
The is the body section of a sample component.
- item one
- item two
- item three

Title
The is the body section of a sample component.
- item one
- item two
- item three

"Ice" is the default!

3c. Preferences

c. System Settings

i. Advanced Level
ii. Forwarding Address
iii. Forwarding Mode

To forward your ANGEL course mail to an Internet email account:
1. Click the **Preferences** icon in the Power Strip.
2. Click **System Settings** in the **General User Settings** area.
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**.
5. Click the **Save** button.

Preferences

General User Settings

Tip: You can use the Personal Information Editor to enter

Personal Information
Update your personal contact information and set who ca

Change Password
Change your password often to ensure your privacy.

Theme Selector
Select a personal theme that suits your taste.

System Settings
Update system settings such as local drives.

System Settings

User Level

Directions: Select the option below

○ Unspecified
You have not specified a u

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

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

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

Local Drive Settings

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

CD ROM   [default ▼] [   ]
DVD ROM   [default ▼] [   ]
Floppy Drive [default ▼] [   ]
Hard Drive [default ▼] [   ]

Mail Settings

Directions: You can have a copy of mail that you receive in your courses and groups fo   nd specify a forwardi

Forwarding Address
[   ]

Forwarding Mode
[Do not forward my mail   ▼]

[Save] [Cancel]

You can have your ANGEL email forwarded to your Stark State email, gmail, etc.

Forwarding Mode

[Do not forward my mail   ▼]

Do not forward my mail ✓
Forward my mail and keep as new ✓
Forward my mail and mark as read
Forward my mail and delete

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4. Adding Components

Home

Home

Edit Page

[Edit Page Banner]

ANGEL TRAINING
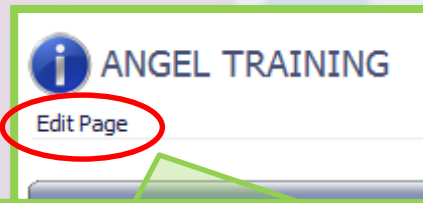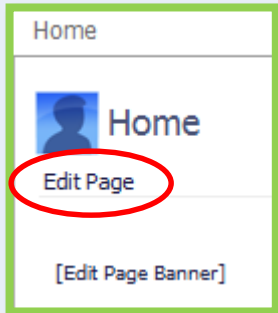
Edit Page

To edit elements on the home page:
   a. Click the **Edit Page** hyperlink (located on the upper left corner underneath **Home**).
   b. Select item(s) from the **Available Components** list.
   c. Click the **Add Component >>** button to add the item.
   d. Once the component has been added, you can drag-n-drop the selected component to the desired area.
   e. Click the **Save** button when finished.

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Add Components   Use Defaults   Save   Cancel

☐ use as default ☐ apply default layout to everyone

Course Announcements

View: Past Present All | Sort: Descending

There are no new ann...

Grades

Quizzes   9

Quizzes   9

Available Components

☐ About This Course
☐ Activity at a Glance
☐ Attendance
☐ Calculator

Location [Default ▾] State [Default ▾]

Add Selected   Cancel

☐ Page Banner
☑ Page Footer
☑ Course Announcements
☐ Course Banner

Discussion

How do I...
Questions? Ans
them here!
📁 Lessons

The **Edit Page** option is available on several pages.

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5. Open your DEV "Practice as Instructor" course.

6. Load the default course template

zcourse template (W3)
zlcourse template (W2)

Data Management

Course Files Manager
    Manage Course files

b. Backup/Restore
    Backup and restore course data and files

Import Wizard
    Import content from the content library or a file

Export Wizard
    Export course content for archive or distribution

Data Maintenance
    Remove old logs data and submissions

Date Manager
    Change the date settings for all content associated w

Keyword Manager
    Change the keywords for all content associated with

Question Bank Manager
    Create, edit and manage assessment items

Content Import Wizard

What do you want to imp
Directions: Select the source from w

Content Package
    Import content from an ANGEL a

Calendar and Announcem
    Import calendar entries fro

c. **Master Course**
    Initialize course based on a m

Copy Course
    Initialize the course based on

Ext Import Wizard

Master Course Import

Directions: Select a master course from below or enter a master course P

d. Available Master Courses

zW3 Course Template
select a master course
zW3 Course Template

Select the Master Course

Check this box

☑ Migrate Quizzes to Assessments

e. Details

Uncheck this box

☑ backup course before import

f. ☐ replace all existing content

Import   Cancel

Ext Import Wizard

Master Course Import

Import Progress

✔ Backing Up Course
✔ Importing Data and Files

OK

Start here!
Important things to k

Muddy Point
Something in the cou

Week 1
settings   reports   ut

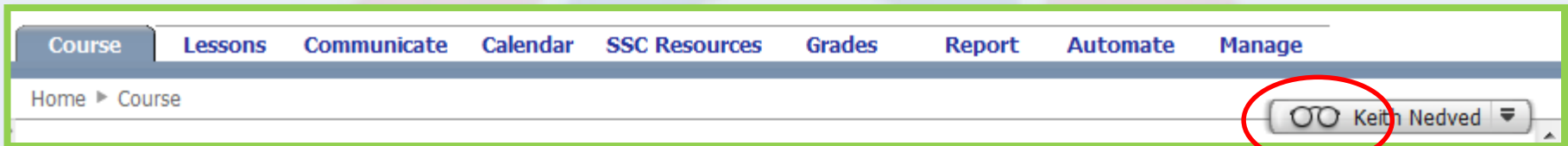**Week 2**

Week 3

Week 4

Week 5

Week 6

Does your course have a Master?
– Ask your Department Head!
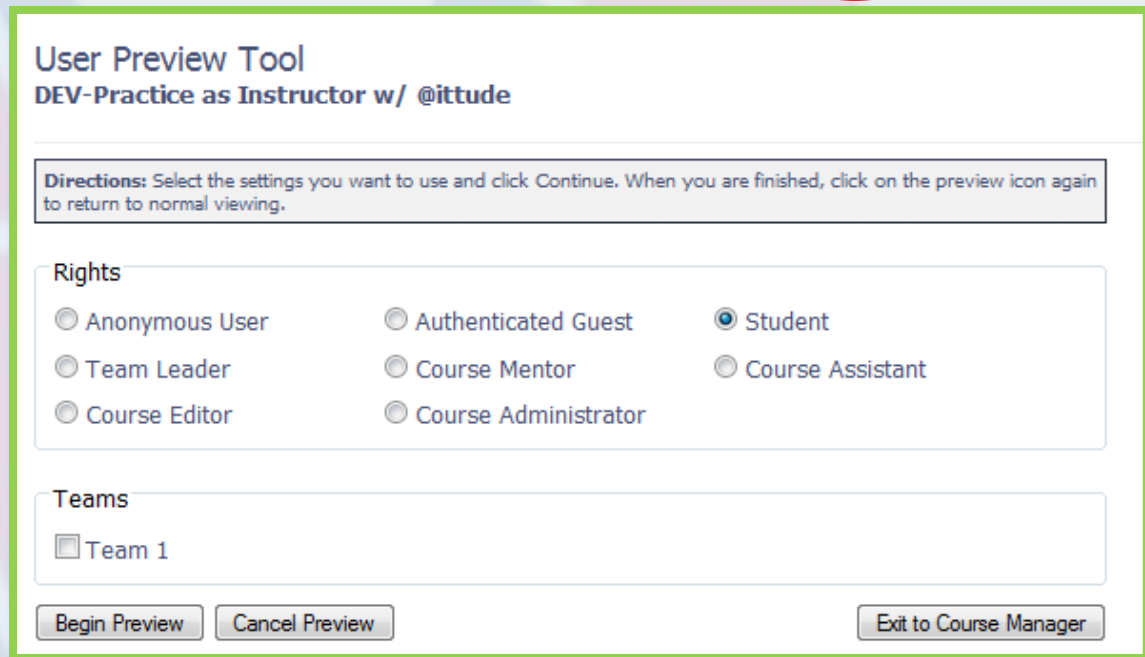
7. Student View

Switch to student view and back
  i. Locate the Preview icon (👓 |Name – Role) in upper right corner.
  ii. Choose the role (student is default).
  iii. Click **Continue**.
  iv. When finished, click the Preview icon (👓 |Student) again.
  v. Click **Ok** to Exit Preview mode.

User Preview Tool
DEV-Practice as Instructor w/ @ittude

Directions: Select the settings you want to use and click Continue. When you are finished, click on the preview icon again to return to normal viewing.

Rights
- ○ Anonymous User
- ○ Authenticated Guest
- ⦿ Student
- ○ Team Leader
- ○ Course Mentor
- ○ Course Assistant
- ○ Course Editor
- ○ Course Administrator

Teams
- ☐ Team 1

[Begin Preview] [Cancel Preview]　　　　　[Exit to Course Manager]

8a. Map

Show/hide guide

Advanced Functions:
Customize interface text
Accessibility Menu
PDA display Mode

ITM
508
PDA

Map
What's New
Tasks
Search
Design Help
About

eStarkState

8b. Course Nugget - Finding your Courses

1. Click the Edit Icon

Home
Edit Page

Courses
Find a Course
☐ DEV - eStarkState Mock Class
   Role: Student
☐ My Test Course
   Role: Student

Under the Advanced Settings choose Yes for Show Disabled and then Save.

3.

Courses Settings

Display Filter

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

2072 - Dev
☐ ANGEL Learning Test Course

ALL - ZTraining
☐ Banner Training

Dev - Dev
☐ DEV - Internet, Intranet, Extranet Technologies

DEV - ZTraining
☑ DEMO for Training Classes Only
☐ E-Learning Course Delivery and Development Summer06
☐ Practice as Instructor

Na - Dev
☐ DEV - Flash Web Programming [Disabled]

NA - Test
☐ TEST IMPORTING PACKAGE

NA - ZTraining
☑ ANGEL HOW TO'S AND TIPS
☐ E-Learning Course Delivery and Development - SPRING 2007

Advanced Settings

Group By	☑ Semester ☑ Category
Also Display	☑ Role ☐ Category ☐ Instructor ☐ Semester
Tasks	☑ Ungraded ☑ Mail ☑ Posts ☑ Milestones ☑ Tasks
Show Disabled	⦿ Yes ○ No

[Save] [Use Defaults] [Cancel]

2. Click the checkbox next to the course(s) you wish to view and uncheck those you do not want to view.

Show Disabled ⦿ Yes ○ No

4.

[Save] [Use Defaults] [Cancel]

Blog Posts:

- **Seeing Too Many Courses in ANGEL?**
- **I Can't Find My Class in ANGEL (View Disabled Course)**

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9. Calendar Entries

Calendar

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

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6					
12	13					
19	20					
26	27					

Click on desired day

All Entries
Public Entries
Team Entries
Personal Entries

Calendar

Event Settings

Title
User   Everyone
Section   DEV-Practice as Instructor w/ @i...
Category   Appointment   Other
     Appointment
     Assignment
Contact   Exam
     Field Trip
Location   Lab
     Lecture
Notes   Meeting
     Reminder

B *I* U

Password   Confirm

Date and Time Settings

Date   September   14 , 2010
Time   AM 12 : 00   EST/EDT
Duration   0 hr   00 min

Save   Cancel   Recurrence

Calendar

Date and Time Settings

Beginning   September   14 , 2010
Ending   September   14 , 2010
Time   AM 12 : 00   EST/EDT
Duration   0 hr   00 min

Interval Settings

◉ Recurs every ...
   1   Day(s)

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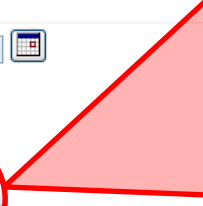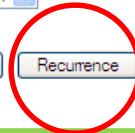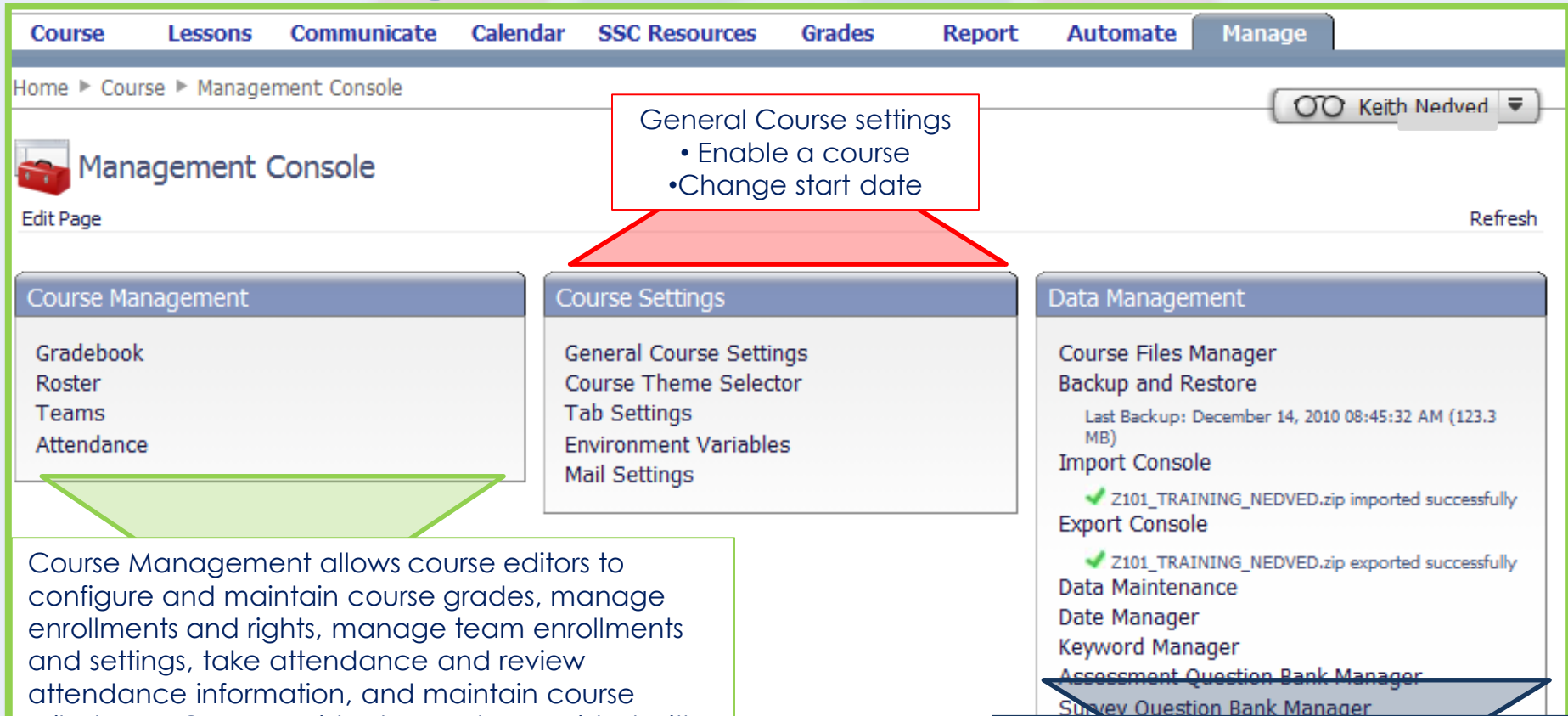   every 1 week(s)

○ Monthly ...
   on the Second Tuesday
   every 1 month(s)

Save   Cancel

Manage Tab

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10. Management Console

Home ▸ Course ▸ Management Console

Management Console

Edit Page   Refresh

General Course settings
• Enable a course
• Change start date

Keith Nedved

Course Management

Gradebook
Roster
Teams
Attendance

Course Settings

General Course Settings
Course Theme Selector
Tab Settings
Environment Variables
Mail Settings

Data Management

Course Files Manager
Backup and Restore
  Last Backup: December 14, 2010 08:45:32 AM (123.3 MB)
Import Console
  ✔ Z101_TRAINING_NEDVED.zip imported successfully
Export Console
  ✔ Z101_TRAINING_NEDVED.zip exported successfully
Data Maintenance
Date Manager
Keyword Manager
Assessment Question Bank Manager
Survey Question Bank Manager

Course Management allows course editors to configure and maintain course grades, manage enrollments and rights, manage team enrollments and settings, take attendance and review attendance information, and maintain course milestones. Course assistants are also provided with access to Course Management to allow them to assist course editors (e.g. maintaining course grades and attendance, etc.). Course assistants are not allowed to edit the configuration of Course Management.

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

10a. Roster

Roster Editor

Add a User   Batch Enroll   Export   Print   Roster Synchronization

Roster Search

[ ]   Search   Exit Roster Editor

Page **1** of **2**
Previous | Next | 1 2

There are currently 34 enrolled users.

Name	Rights	Title	Section	Teams
Edit Delete [ ] Albrecht, Elizabeth (ealbrecht102E)	Student	Student		

Blog Post:

- **How do I add other instructors or department chair to my classes? – ANGEL 7.4**

10b. General Course Settings

Specify Start and End Dates

1.

Course Settings

General Course Settings
Course Theme Selector
Tab Settings
Environment Variables
Mail Settings

2.

Course Settings
DEV-Practice as Instructor w/ @ittude

Course Access Enrollment Standards Objectives Advanced

General Information

ID*   Z101_TRAINING_NEDVED

Primary Key: Alpha-numeric, dash and underscore characters only for ID

Title*   DEV-Practice as Instructor w/ @ittude

Category*   zTraining   [Other]

Instructor Login Name   knedved0126

Instructor Name   KMNedved

Keywords

Description

Change the **Course Begins** date on the **Course** tab to the date of your choosing.

3.

Course Begins   ☐ August 20 2010 🗓   05 00

Course Ends   ☐ December 31 2010 🗓   23 55

Stylesheet

Redirect URL

Redirect Target

Language   Default

4.

[Save] [Cancel]

Blog Post:

- [How do I open my Web class early? (Change Start Date)](#)

Course   Lessons   Communicate   Calendar   SSC Resources   Report   Automate   Manage

eStarkState

10c. Backup Course

c. Backup Course
    i. Click the **Manage** tab.
    ii. Click **Backup/Restore**.
    iii. Click **Backup Now**.
    iv. Click **OK**.
    v. Click **Download Backup.**
    vi. Click **Save.**
    vii. Choose a location and click **Save**.
    viii. Click **Done**.

Backup and Restore
Manage backups, create a new backup or restore courses from either course backups or Automatic Backups

Your Backups
    There is a previously created backup; you can restore this course from the backup or download the backup to your local computer
    Click here to create a new backup

Automatic Backups

    There are no automatic backups scheduled

Restore any Backup
    This Restore process does not delete the existing data, nor the current course

    [ ] [Browse...] [Upload File]

[Done]

Blog Post:
• **Back It Up – ANGEL 7.4**

11. Activity at a Glance

Reports Console

The Report tab provides a deeper insight into student activities and progress. It provides simple options to gather, view, share, save, or take action on the wealth of course, team, or student information at your fingertips.

Report Settings   Saved Reports

Choose Report

Category: Class

Report: Activity Logs

User(s): All Users

Configure Report   [-] Collapse

Starting: Yesterday   Ending before: Now

Select report view: Chart

Chart
Chart
Drill Down
Table

Run   Print Preview   Send Report   Export   Save

Suggestion: Save reports & Export as PDF

Field	Definition
Category	Allows the user to choose from seven categories:
	• Learner Profile
	• WhoDunIt
	• Class
	• Content
	• Grades
	• Milestones
	• Learning Outcomes

Activity Logs
Attendance
Chat Sessions
Forum Posts
Gradebook Grades
Instructor Notes
Logons
Mail from User
Mail to User
Milestones
Performance against objectives
Performance against standards
Submissions

Export report

Export report to: PDF

Cancel   Export

Most common report:
Learner Profile/Activity Logs/Drill Drown