



**D. Training
Spring 2012**

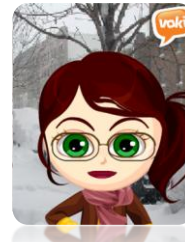
eStarkState welcomes you to ANGEL Training!



Keith



Linda



Mary Beth



Patti

**We just moved! Find eStarkState on the third floor of the 'M' Building
(Business and Entrepreneurial Center)**

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Spring 2012

Start-Up Week eStarkState schedule

January 9-13, 2012

Monday 9 th	Tuesday 10 th	Wednesday 11 th	Thursday 12 th	Friday 13 th
ROOM M201 1-3pm Start-Up Week Boot Camp Learn the basics of setting up your course for next semester. 4-6pm First Impressions Start your first week off strong by discussing examples of successful strategies that are designed to increase student engagement and interaction within your ANGEL course.	ROOM M201 1-3pm Gradebook Set up an authentic and complete ANGEL Gradebook. Learn how to manage an ANGEL gradebook by entering grades and linking content to the Gradebook. 4-6pm Assessments Learn how to create ANGEL assessments, how to set the proper tab settings and how to analyze student activity and results.	ROOM M208 All Day Open ANGEL Support I will be available from 8-4pm to assist with import/exporting, roster synchronizations, gradebook, and any other Start-Up Week issues.	ROOM M201 1-3pm Start-Up Week Boot Camp Learn the basics of setting up your course for next semester. 4-6pm Gradebook Set up an authentic and complete ANGEL Gradebook. Learn how to manage an ANGEL gradebook by entering grades and linking content to the Gradebook.	ROOM M201 8-10am First Impressions Start your first week off strong by discussing examples of successful strategies that are designed to increase student engagement and interaction within your ANGEL course.

ANGEL – eStarkState, Suggested eLearning Template

Start Here! folder



Start Here! Folder: Should contain at least a welcome statement, expectations document, a grading policy, eStarkState Netiquette statement, contact information and both the Master and Course Syllabi.

Muddy Points Discussion Forum



Muddy Points Discussion Forum Description Text: This forum will be here all semester. Please use this to post any general questions you may have about the course or an assignment. If you would normally raise your hand and ask a question, then that question should go here. If you see someone else's question and you know the answer, please consider helping out.

16 Week Folders



Week 1



Weekly Objectives

Materials folder

Assignments folder

Links

Podcasts

PPTs

Content

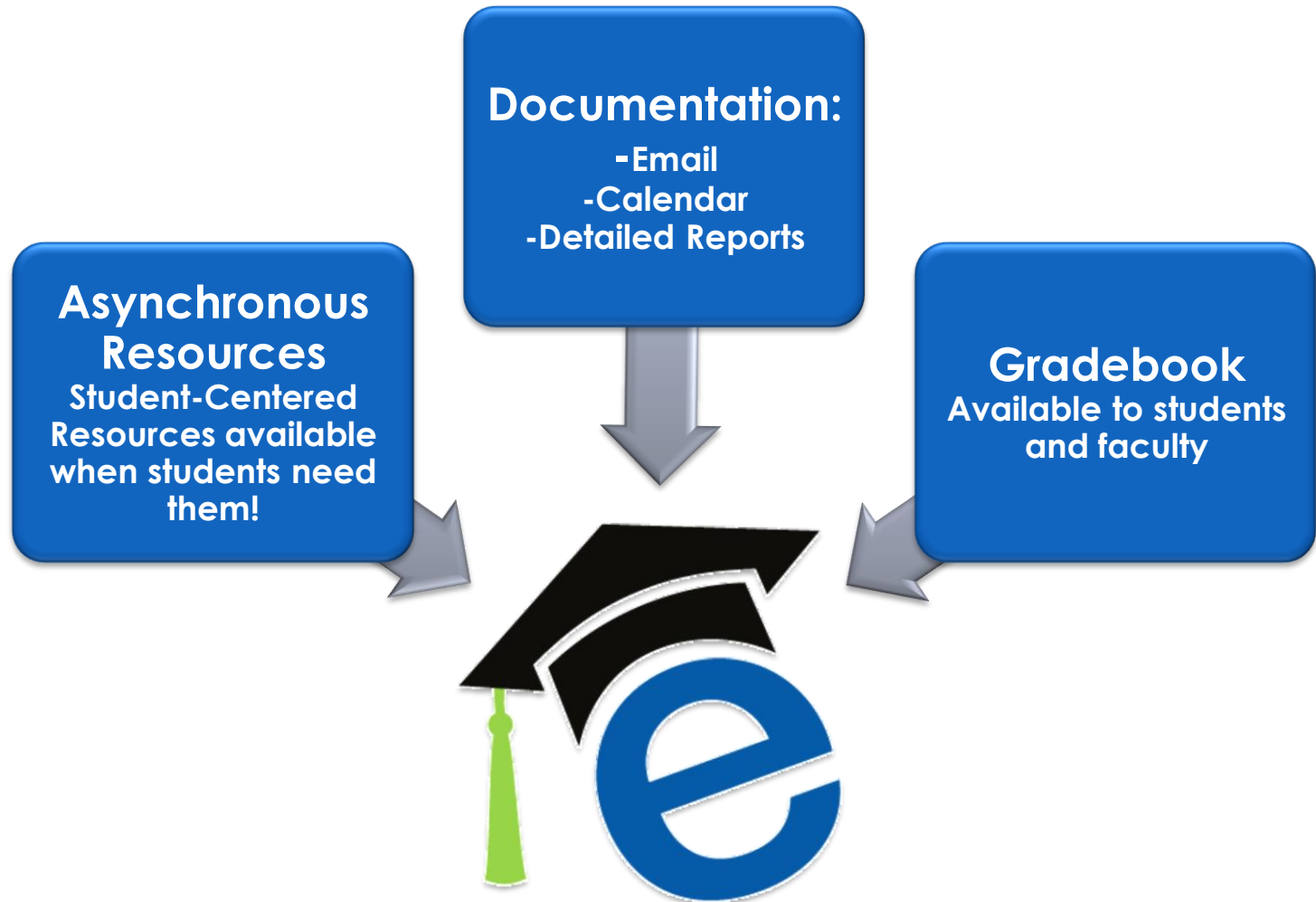
Discussion Forum

Quiz

Assessment

Drop Box

ANGEL - Benefits, The Big Three:



ANGEL – Gradebook

Using the Gradebook

The Gradebook section allows course editors to track and display grades for ANGEL content items (quizzes, drop boxes, discussion forums, SCORM assessments, and surveys) and for assignments handed in outside of the ANGEL environment. Assignments are organized by categories that can be weighted to compute an overall grade for each student.

In the ANGEL Gradebook, the term *assignment* refers to any graded item. Assignments can be added manually within the Gradebook as part of the setup process when a content item is added to lessons or through an automated agent. All assignments have to be associated with a category.

A *category* is a group of one or more assignments that are weighted together. In a points-based grading system, there may only be one category with all assignments linked to it. A percentage-based system may have several categories with a specific percentage-weight assigned to each category.

The four basic steps to create an ANGEL Gradebook:



Note: Only assignments can be graded; categories cannot.

ANGEL Gradebook (basic setup)

Gradebook

View

View All Grades
View all the grades in all the categories.

View Grades

All Categories All Users

Go

Print Grades
Create a printer-friendly PDF View of the gradebook.

Enter/Edit Grade

By Assignment
Enter grades on a per assignment basis.

By User
Enter grades on a per user basis.

Gradebook Setup

Preferences
Maintain overall preferences of the gradebook.

Import Grades
Import grades from an external file.

Export Grades
Export grades to a file.

Import Assignments
Import assignments from repositories.

Publish Course Grades
Your ANGEL administrator has not entered the list of valid grades.

Gradebook Management

1. Categories
Create and edit categories. A category is a "bucket" for assignments, for example "Quizzes" or "Homework" are categories.

2. Assignments
Create and edit assignments. An assignment is an object that has grades associated to it. Typically, it's something a student must accomplish.

3. Macros
Create and edit macros. A macro is a shortcut for turning letter grades into a score. For example, when a letter grade of B+ is entered the student gets an 88% for their score.

4. Grading Scale
Edit the grading scale. The grading scale can be modified to map a certain percentage back to a particular letter grade. For example, when the student receives an 88% on an assignment, when they view their grade a "B+" will show up.

Gradebook Tutorial

Overview
Learn about the gradebook setup wizard and other commonly used gradebook features.

Step 1

Preferences is the starting point for gradebook set up

Step 2

Step 3

Step 4

Once initial set up is complete (through Wizard or Preference) you can add, edit or delete entries in Categories, Assignments, & Grading Scale

Step 1: Gradebook-Preferences

Blog Posts:
Optimistic vs.
Pessimistic I & II

Please
always
enable this
option!

Gradebook Mode
allows the choice
between a Points
based or a
percentage based
gradebook. See
next page for
explanation of the
differences.

Preferences

To copy settings from another course, use the [Copy Gradebook Settings tool](#).

General

Default Display Format: Score (Percent) ▼

Options:

- ☐ [Treat Ungraded Items as Zero](#)
- ☐ [Limit Course Assistants by Team](#)
- ☒ [Exclude Instructors from Averages](#)
- ☐ [Show Grades for Dropped Students](#)

[Gradebook Mode](#) Percentage ▼

Average Settings

Options: ☒ [Display Overall Average](#)

Overall Display Format: Percent ▼

Save Cancel

WARNING: This tool will erase current settings and replace them with settings from the selected course. Use with caution! There is no way to get back your settings after replacing them. **But this is the tool you will utilize to copy an already established gradebook into a new course.**

Score (Letter Grade) ▼
Percent (Letter Grade)
Score (Percent)
Score (Letter Grade)
Score
Percent
Letter Grade

The Default Display Format determines how all your grades will be displayed (the course default).

The Average Settings allows you to display the overall course average, if enabled (checked). If enabled, you can decide how you want the overall course average to be displayed.

Step 1a: Gradebook-Preferences

Gradebook-Points Vs. Percentage

One of our top 10 issues surrounds the use of the ANGEL gradebook and setting it up. How are grades calculated in ANGEL and which method is correct for you? ANGEL gradebooks may be set up according to one of two modes: **points** or **percentage**.

In a **points**-based gradebook, every assignment is given a point value. The final grade is determined by adding up all the points awarded in the assignments and dividing that by the total points possible. "Weighted" grading of assignments is done purely through the point value of each assignment.

A **percentage**-based gradebook groups all assignments into "Categories" and then assigns a percentage-value to each category. The sum of all the categories will be 100%.

10 HW 10pts each = 100 pts.
10 Quizzes 25pts each = 250 pts.
10 Discussion Board 25pts each = 250 pts.
2 Tests 200pts each = 400 pts.
<hr/>
1000 pts.

HW	10%
Quizzes	25%
Discussion Board	25%
Tests	40%
<hr/>	
	100%

Using Extra Credit? Much depends on what gradebook you utilize!

Steps 1-4: Gradebook Blog Posts

Blog Address: estarkstate.wordpress.com

Key Word Search: **Gradebook**

Steps 1-4 Blog Posts:

Step 1: Gradebook-Preferences

- Gradebook Preferences: Points vs. Percentages
- Optimistic vs. Pessimistic Grading, Part One & Part Two

Step 2: Gradebook-Categories

- Create Gradebook Categories
- Extra, Extra! Read all about it

Step 3: Gradebook-Assignments

- Add an Assignment to the Gradebook

Step 4: Gradebook-Grading Scale

- Set the Grading Scale



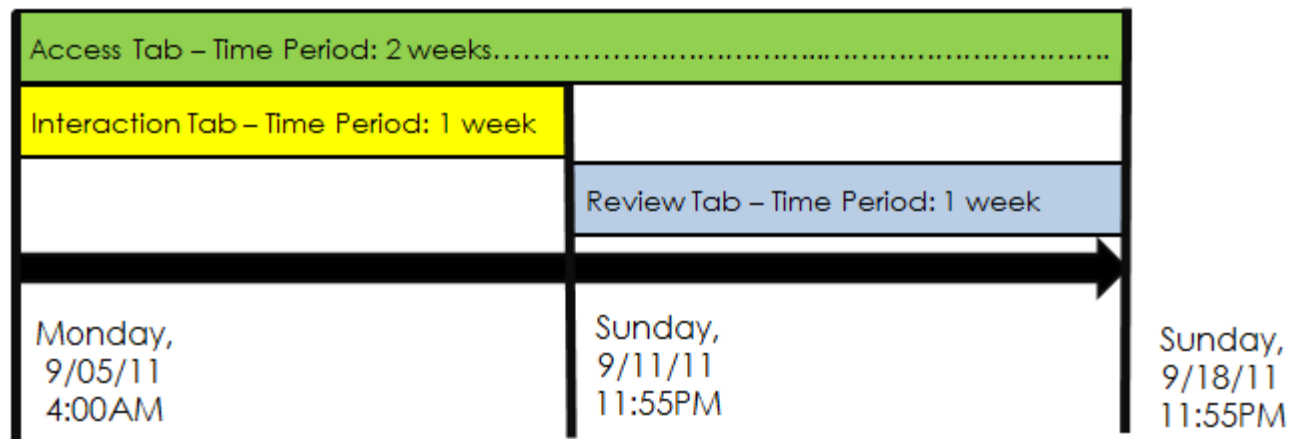
Assessment Tabs: Access/Interaction/Review

The **Access** tab provides settings for access, tracking and viewing content items. This editor allows instructors to control when students have access to an item, when they can view and decide if they want to track individual users access statistics for that content item.




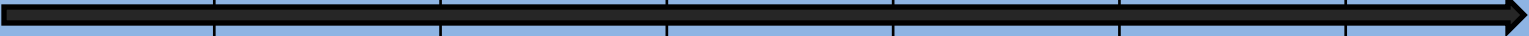
The **Interaction** tab is divided into five sections:

1. **Delivery Settings.** Bounds when students may attempt and submit the assessment.
2. **Display Settings.** Determines how the questions are displayed to the students
3. **Question Set Defaults.** Configures the default manner in which Question Sets will deliver questions.
4. **Submission Settings.** Configures the number of attempts, mastery and save options.
5. **Time Settings.** Allows you to set a time limit for the Assessment.


The **Review** tab determines how and when Assessment review information is available to students.





Assessment Tabs: Access/Interaction/Review

S	M	T	W	T	F	S
1	2	3	4	5	6	7
						
Access Opens 4:00AM						
						
Interaction Opens 4:00AM						Interaction Closes 11:55PM
8	9	10	11	12	13	14
						
						Access closes 11:55PM
						
Review begins after assessment 'disabled' 11:55PM						Review ends when Access closes 11:55PM

Key

Access Dates: 

Interaction Dates: 

Review Dates: 

eStarkState suggested
Review settings:

View Submission History:

Full review

Review Availability:

Review begins 1 day(s)
after Assessment disabled

Display Feedback:

Assessment Completion (default)

Feedback Options:

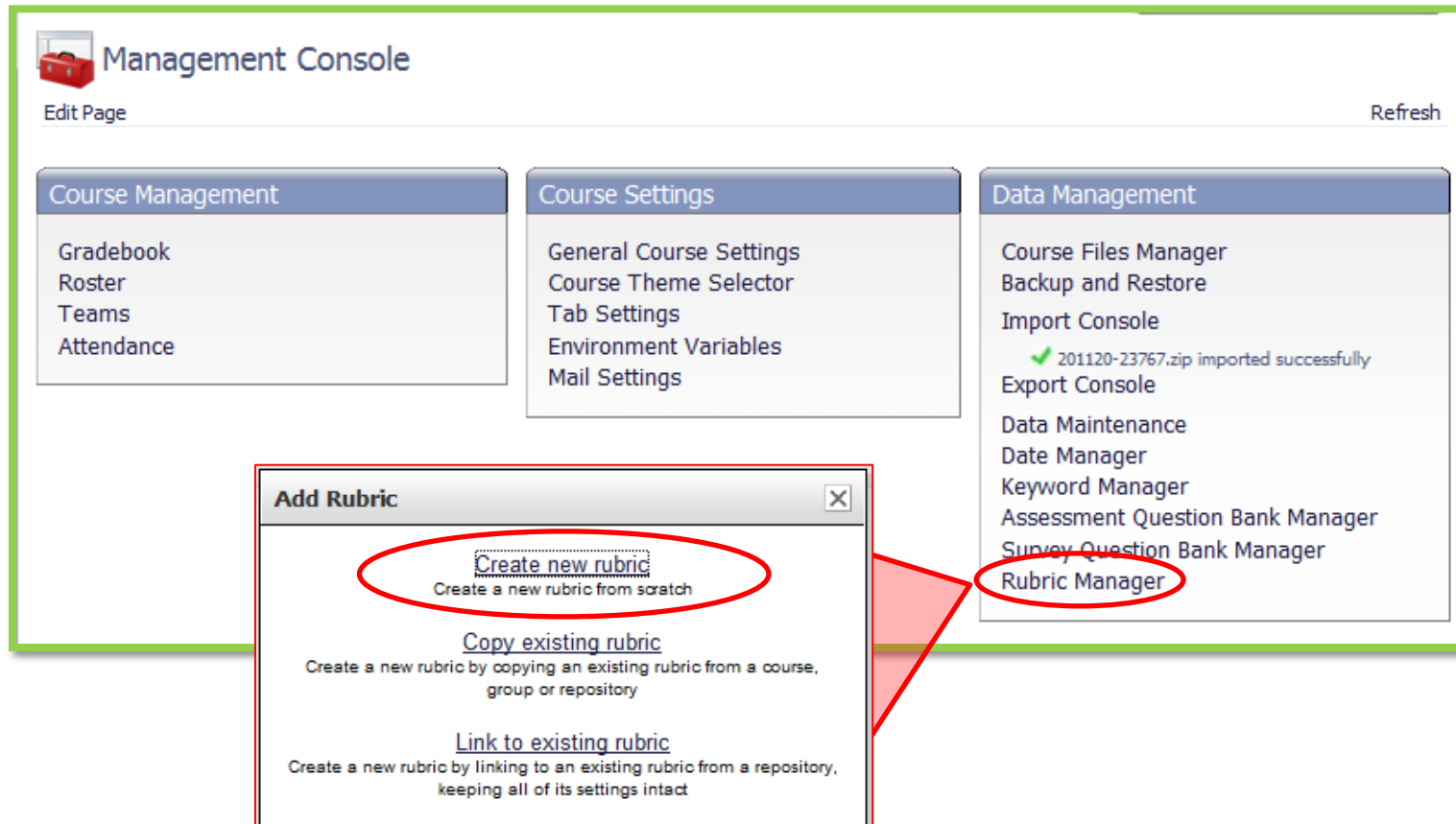
Enabled all except
'Answer key'

Assessments: Rubric Manager - Overview

The **Rubric Manager** is the area of an ANGEL course, group, or repository (hereafter collectively referred to as "course") in which grading rubrics are created, edited, and managed. Each course in ANGEL has its own Rubric Manager, which is located in the **Manage** tab, under the **Data Management** section.

Rubrics can be added to:

- **Essay Questions**
- **Short Answer Questions**
- **Discussion Forums**
- **Drop Boxes** *8.0 upgrade, they now have an Interaction tab



The screenshot shows the ANGEL Management Console interface. At the top, there's a "Management Console" header with an "Edit Page" link and a "Refresh" button. Below this, there are three main sections: "Course Management", "Course Settings", and "Data Management".

- Course Management** includes: Gradebook, Roster, Teams, Attendance.
- Course Settings** includes: General Course Settings, Course Theme Selector, Tab Settings, Environment Variables, Mail Settings.
- Data Management** includes: Course Files Manager, Backup and Restore, Import Console (with a success message: "201120-23767.zip imported successfully"), Export Console, Data Maintenance, Date Manager, Keyword Manager, Assessment Question Bank Manager, Survey Question Bank Manager, and **Rubric Manager** (highlighted with a red circle).

An "Add Rubric" dialog box is open in the foreground, showing three options:

- Create new rubric** (highlighted with a red circle): Create a new rubric from scratch.
- Copy existing rubric**: Create a new rubric by copying an existing rubric from a course, group or repository.
- Link to existing rubric**: Create a new rubric by linking to an existing rubric from a repository, keeping all of its settings intact.

A red arrow points from the "Rubric Manager" link in the Data Management section to the "Add Rubric" dialog box.

Assessments: Rubric Manager- Create

Just 3 steps to create an ANGEL rubric:

1. Name, Row & Columns
2. Achievement Levels and Criteria
3. Review

1.

Create Rubric Wizard (step 1 of 3): Name, Rows & Columns

Enter a rubric name and set up columns and rows for your rubric (you can change in step 2 if needed).

Rubric Settings

Rubric Name

Achievement Column Settings

Number of Columns

Column Ordering ☒ Order low to high ☐ Order high to low

Column Weighting
1 2 3 4
 % % % %

Column Label

Weights define the lowest score needed to attain an achievement level.

Criteria Row Settings

Enter Rows ☒ Create blank criteria rows

Row Label

Next Step

Cancel

3.

Create Rubric Wizard (Step 3 of 3): Review

Criteria	Achievement Level			
	Achievement Level 1 (0%)	Achievement Level 2 (33%)	Achievement Level 3 (67%)	Achievement Level 4 (100%)
Criteria 1 (25% Weighting)	0 percent	8 percent	16 percent	25 percent
Criteria 2 (25% Weighting)	0 percent	8 percent	16 percent	25 percent
Criteria 3 (25% Weighting)	0 percent	8 percent	16 percent	25 percent
Criteria 4 (25% Weighting)	0 percent	8 percent	16 percent	25 percent

Save

Previous

Cancel

2.

Create Rubric Wizard (Step 2 of 3): Achievement Levels and Criteria

To Edit Achievement and Criterion text, click within an appropriate cell. To Edit Criterion weighting, labels, or standard/objective alignment click within one of the Criteria cells. To Edit Achievement labels or Objective percentages click with one of the Achievement Label cells. To insert, delete, or move a row or a column select the arrow icon corresponding to a row or column.

Criteria	Achievement Level			
	Achievement Level 1 (0%)	Achievement Level 2 (33%)	Achievement Level 3 (67%)	Achievement Level 4 (100%)
Criteria 1 (25% Weighting)	0 percent	8.25 percent	16.75 percent	25 percent
Criteria 2 (25% Weighting)	0 percent	8.25 percent	16.75 percent	25 percent
Criteria 3 (25% Weighting)	0 percent	8.25 percent	16.75 percent	25 percent
Criteria 4 (25% Weighting)	0 percent	8.25 percent	16.75 percent	25 percent

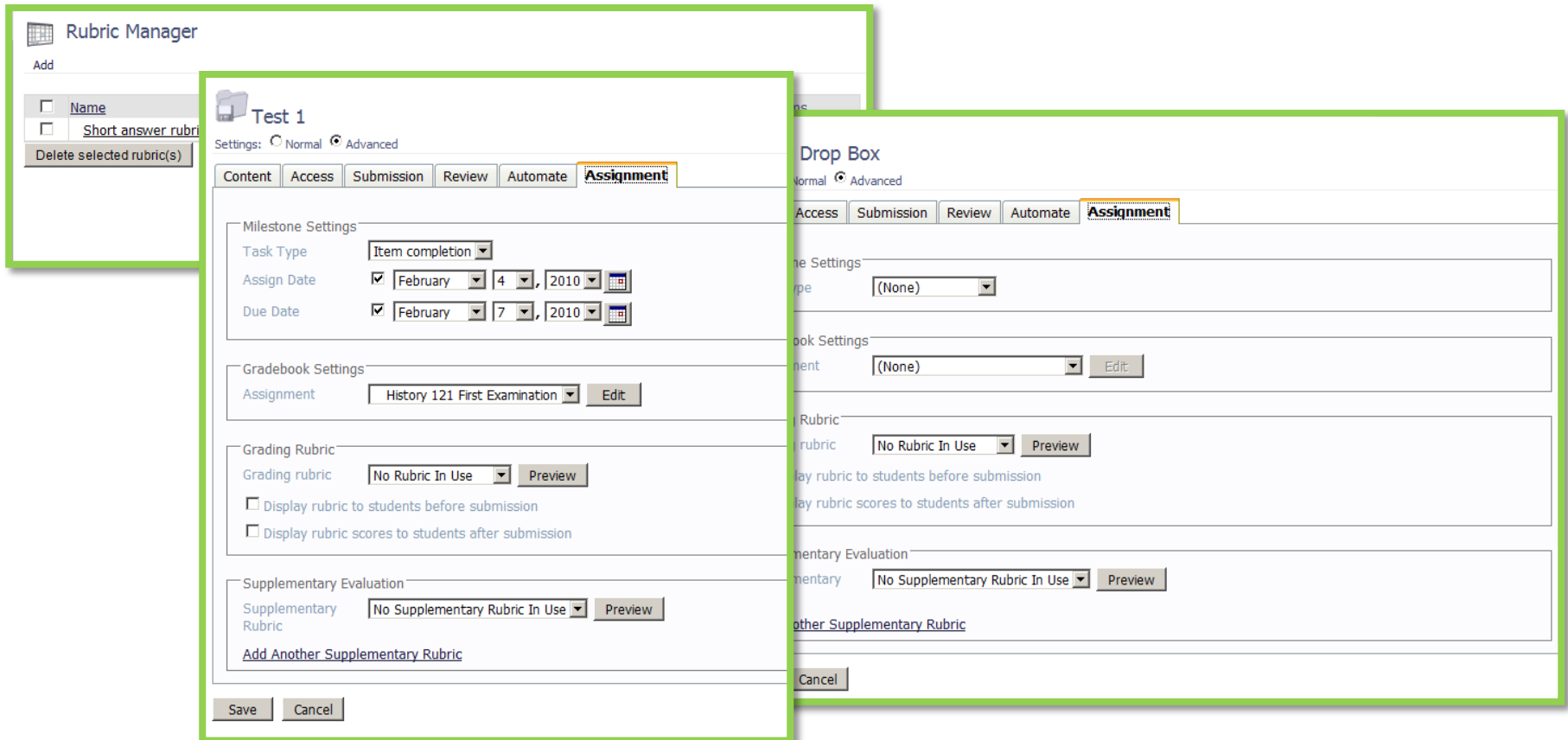
Previous Step

Next Step

Cancel

Assessments: Rubric Manager - Add to...

- Essay Questions
- Short Answer Questions
- Discussion Forums
- Drop Boxes *8.0 upgrade, they now have an Interaction tab



The screenshot displays two overlapping windows from the ANGEL system's Rubric Manager. The background window is the 'Drop Box' configuration page, and the foreground window is the 'Test 1' configuration page. Both windows have tabs for Content, Access, Submission, Review, Automate, and Assignment (which is currently selected). The 'Test 1' window shows settings for Milestone, Gradebook, Grading Rubric, and Supplementary Evaluation. The 'Drop Box' window shows settings for Item Settings, Book Settings, Rubric, and Supplementary Evaluation.

Rubric Manager

Add

☐ Name
☐ Short answer rubric
Delete selected rubric(s)

Test 1

Settings: ☐ Normal ☒ Advanced

Content Access Submission Review Automate **Assignment**

Milestone Settings

Task Type:

Assign Date: ☒ February , 2010

Due Date: ☒ February , 2010

Gradebook Settings

Assignment:

Grading Rubric

Grading rubric:

☐ Display rubric to students before submission
☐ Display rubric scores to students after submission

Supplementary Evaluation

Supplementary Rubric:

[Add Another Supplementary Rubric](#)

Drop Box

Normal ☒ Advanced

Access Submission Review Automate **Assignment**

Item Settings

Type:

Book Settings

Content:

Rubric

Rubric:

☐ Display rubric to students before submission
☐ Display rubric scores to students after submission

Supplementary Evaluation

Supplementary Rubric:

[Add Another Supplementary Rubric](#)

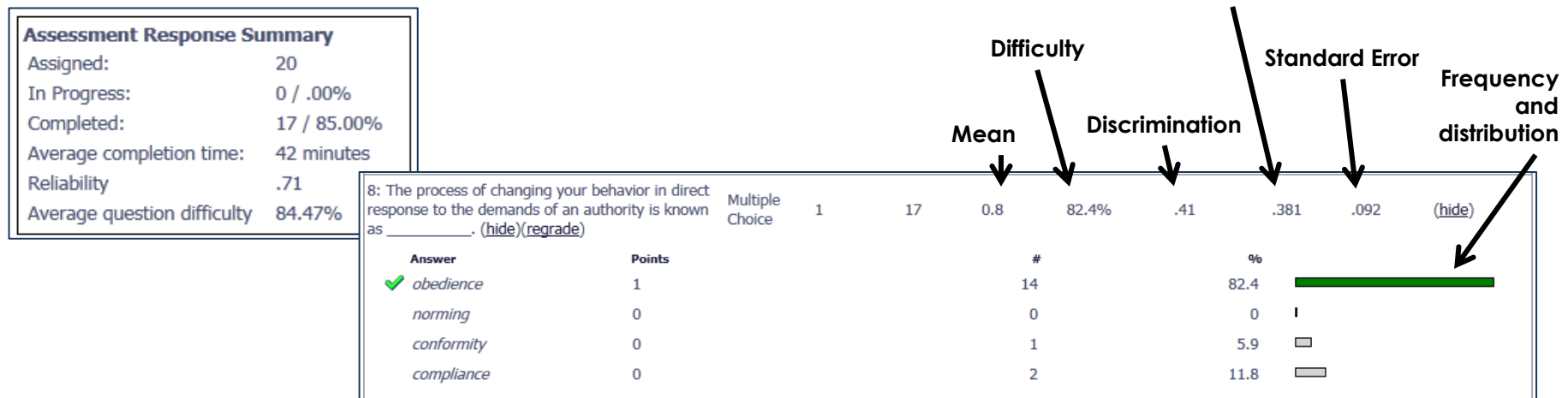
Assessments: Types of Questions & Item Analysis

The types of questions may include any of the following:

Multiple choice - Multiple select - Matching - Fill in the blank - Fill in multiple blanks - Drop-down list - ~~Short answer~~ (just use essay questions) & Essay

Item Analysis

The item analysis report helps instructors refine their Assessments by evaluating each question's ability to discriminate between students who understand the material and those who do not. This analysis helps weed out (or correct) questions that are poor discriminators. Ineffective or misleading question can easily be identified and either removed from the assessment—or corrected—with the updated assessment scores passing directly to the gradebook. By combining Item Analysis with effective Question Bank management, instructors and institutions can create high-value Question Banks of questions that are proven discriminators of student performance.



The 'Item Analysis' function can be found under the Reports or Submission settings for an Assessment

Item Analysis

When you add or edit a question be sure to add keywords and set the difficulty.

Print Print as PDF Close

Assessment Response Summary

Assigned: 19

In Progress: 0 / .00%

Completed: 14 / 73.68%

Average completion time: 41 minutes

Reliability .70

Average question difficulty 84.43%

Question Options

Keywords

Choose keywords

Difficulty ☐ Very easy ▼

Answer labels

Choose answer choice display style

Alpha list A ▼

Question ▲	Type	Points	Sample Size	Mean	Difficulty	Discrm.	Std. Dev.	Std. Error	Frequency / Distribution
1: With regard to the distributio... (view) (regrade)	Multiple Choice	1	14	0.9	92.9%	.4	.258	.069	(view)
2: The position one occupies with... (view) (regrade)	Multiple Choice	1	14	0.9	85.7%	-.36	.350	.094	(view)
3: The physical illness that foll... (view) (regrade)	Multiple Choice	1	14	0.9	92.9%	.4	.258	.069	(view)
4: _____ refers to the tenden... (view) (regrade)	Multiple Choice	1	14	0.9	85.7%	.26	.350	.094	(view)
5: One consequence of seeing aggr... (view) (regrade)	Multiple Choice	1	14	0.9	92.9%	.4	.258	.069	(view)
6: _____ pointed out that Koh... (view) (regrade)	Multiple Choice	1	14	0.6	64.3%	.59	.479	.128	(view)
7: A substance capable of alterin... (view) (regrade)	Multiple Choice	1	14	0.9	92.9%	.47	.258	.069	(view)
8: Th... (view)	Multiple Choice	1	14	0.9	85.7%	.21	.350	.094	(view)
	Multiple Choice	1	14	0.9	85.7%	.31	.350	.094	(view)
	Multiple Choice	1	14	0.9	85.7%	-.07	.350	.094	(view)
	Multiple Choice	1	14	0.9	92.9%	.47	.258	.069	(view)
	Multiple Choice	1	14	1	100%	?	?	?	(view)
	Multiple Choice	1	14	0.9	85.7%	-.22	.350	.094	(view)
	Multiple Choice	1	14	0.9	85.7%	-.07	.350	.094	(view)

You can access the **Item Analysis** from an assessment's **Reports** function or the **Submissions** function > View, Grade, Delete, > Grade

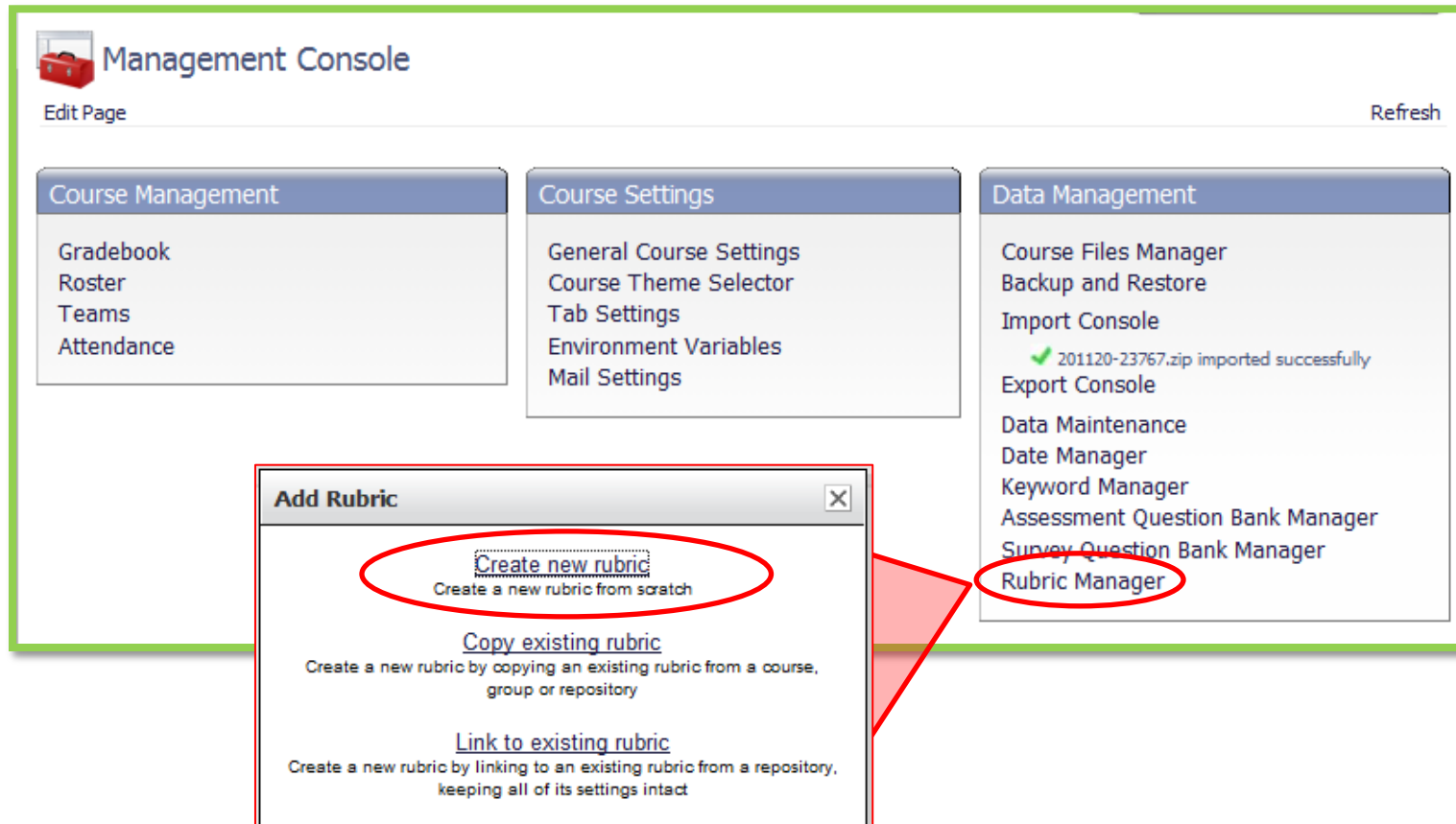
Through the **Item Analysis** feature, you can easily identify the questions that 70% did not pass, such as Question 6

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1.

Create Rubric Wizard (step 1 of 3): Name, Rows & Columns

Enter a rubric name and set up columns and rows for your rubric (you can change in step 2 if needed).

Rubric Settings

Rubric Name

Achievement Column Settings

Number of Columns

Column Ordering ☒ Order low to high ☐ Order high to low

Column Weighting
1 % 2 % 3 % 4 %

Column Label

Weights define the lowest score needed to attain an achievement level.

Criteria Row Settings

Enter Rows ☒ Create blank criteria rows

Row Label

3.

Create Rubric Wizard (Step 3 of 3): Review

Criteria	Achievement Level			
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2.

Create Rubric Wizard (Step 2 of 3): Achievement Levels and Criteria

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Assessments: Rubric Manager - Add to...

Essay Questions & Short Answer Questions

Discussion Forums

Drop Boxes *8.0 upgrade, they now have an Interaction tab

Essay Question Editor

Warning - At least one person has already viewed this question. If you make changes, assessment and item analysis reports related to this question will be affected.

Question Editor

Question Type Essay

Question Title
Enter an optional title for this question.

Field ID

Points 2 12.5 % of this assessment's 16 points

Question Text Footer Text

Science1. Imagine you have just been going downtown. You see opportunities for business. 2. Decide what your city could do to attract business.

Question Text
Enter question text and/or graphics for this question

Answer length
Enter the number of lines of text you want to allow.

Correct answer

Grading Rubric
Optionally select a grading rubric to evaluate student responses

No Rubric In Use Preview

☒ Display rubric to students before submission

☒ Display rubric scores to students after submission

New Discussion Forum

Settings: Normal Advanced

Content Access Post Permissions Interaction Automate **Assignment**

Milestone Settings
Task (None)

Grading Settings
Assessment (None) Edit

Grading Rubric
Grading rubric No Rubric In Use Preview

☐ Display rubric to students before submission

☐ Display rubric scores to students after submission

Supplementary Evaluation
Supplementary Rubric No Supplementary Rubric In Use Preview

[Add Another Supplementary Rubric](#)

Scoring Rubrics
☐ Enable scoring rubrics
Scoring rubrics automatically assign scores based upon student activity and scores given

New Drop Box

Settings: Normal Advanced

Content Access Submission Review Automate **Assignment**

Milestone Settings
Task (None)

Grading Settings
Assessment (None) Edit

Grading Rubric
Grading rubric No Rubric In Use Preview

☐ Display rubric to students before submission

☐ Display rubric scores to students after submission

Supplementary Evaluation
Supplementary Rubric No Supplementary Rubric In Use Preview

[Add Another Supplementary Rubric](#)

Save Cancel

Grading Rubric

Grading rubric No Rubric In Use Preview

☐ Display rubric to students before submission

☐ Display rubric scores to students after submission