Version 02/07/2010

Getting Started with ANGEL 7.3

Delivered by ITS Training Services for Penn State

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Alternative Format Statement

This publication is available in alternative media upon request.

Statement of Non-Discrimination

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Objectives

This seminar is geared toward faculty members who want to start using ANGEL, but are not sure where to start. In this seminar you will learn how to:

- Add content to your course in ANGEL
- Preview your ANGEL course as your students see it
- Manage and grade student work in ANGEL
- Communicate with your students through ANGEL

Overview of the Course Management System

Penn state's Course Management System, A New Global Environment for Learning (ANGEL), is a Web-based tool available to all Penn State instructors. The course's class roster is automatically linked to the Penn State registrars database, ISIS, and is updated regularly.

- Under the Course Management System, instructors can, without using HTML:
- Post an online syllabus
- Create and edit a course calendar
- Add links to other Web sites
- Create robust Web pages
- Upload files for student use
- Develop online quizzes and surveys
- Communicate with students
- Create teams
- Automate methods for students to share files and communicate with instructors and each other
- Create lessons by combining lesson elements into a logical order
- Track students progress

By default, all courses are initially disabled. If you are listed as an instructor in the course, you can see, enter, and edit the course to prepare it for student use. Students cannot see or enter a course until you activate it, which you can do at any time.

ANGEL Help & Information Guide

At any point when you are working in your ANGEL class section you can click on the question mark icon located on the left side of your class section screen and it will bring up the help form menu for you to get quick answers to your problems.

About the Syllabus Tab

The **Syllabus** tab lists course and instructor information including meeting times, how to contact the instructor, course materials, course policies, and other information. Students can refer to the syllabus as a central document about the course that can be quickly updated if any information changes during the semester.

You have three options for including a syllabus in ANGEL. Only one of them can be used at a time:

- Use a template-based syllabus form to fill in your course information.
- Link to a syllabus posted on a Web page outside ANGEL.
- Upload a syllabus file. The file can be in Word, HTML, text (.txt), RTF, PDF, PowerPoint, or Excel format.

Note: You can also hide the **Syllabus** tab from student view using the **Tab Settings** tool on the **Manage** tab and upload your syllabus directly to the **Lessons** tab.

Link to a Syllabus on a Web Page outside ANGEL

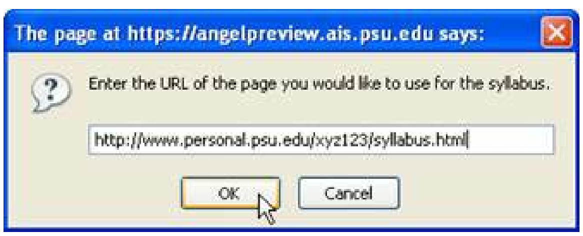
To link to a syllabus posted on a Web site outside of ANGEL, do the following:

1. Within the course, select the **Syllabus** tab.

2. Near the top of the screen, click the **External Link** button next to the **Syllabus** pull-down menu.

Click the External Link button.

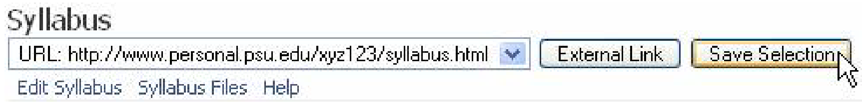
3. In the dialogue box, fill in the URL to your syllabus on the Web, including the http:// prefix, (e.g., http://www.personal.psu.edu/xyz123/syllabus.html).



Fill in the URL to your syllabus on the Web.

4. Click the **OK** button.

5. On the **Syllabus** tab, click the **Save Selection** button near the top of the screen.



Click the Save Selection button.

When students select the **Syllabus** tab, they will be redirected to the external URL.

Required Syllabus Fields

As of February 2002, the following fields are required in the syllabus (Faculty Senate Policy 43-00):

- Course Examination Policy (including non-final evening exams)
- Grading Policy
- Statement of Academic Integrity

Academic Honesty Template Statements

The **Senate Policy 43-00 (Syllabus)** (http://www.psu.edu/ufs/policies/43-00.html) requires instructors to provide a statement on academic integrity within a syllabus. Your college or department may have a statement they want instructors to use. Links to some statements recommended by different colleges and campuses are available at http://tlt.its.psu.edu/plagiarism/links/policy.

The purpose of the academic integrity statement is both to educate your students and to protect yourself should incidents arise later in the semester. A written statement is one way to ensure that students are made aware of Penn State policy so they cannot claim ignorance later. In addition, some students are naive about plagiarism, associating it merely with copying and not with the use of ideas which they have paraphrased without proper citation. Statements should be tailored to meet the specific circumstances of your course, so that students can avoid unintentional plagiarism.

Information about strategies for avoiding student plagiarism and the academic integrity policy at Penn State is available at http://tlt.its.psu.edu/plagiarism/facguide.

Disability Statement

Although not officially required, a statement of accommodation will allow the many students at Penn State who have learning, physical, or other disabilities to feel more comfortable approaching you and informing you of problems early in the semester.

Many colleges or departments may have a recommended statement available for you to use. If no statement is available from your college or department, then the Penn State Office for Disability Services recommends the following statement:

> **Note to students with disabilities:** Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services, ODS located in room 116 Boucke Building at 814-863-1807(V/TTY). For further information regarding ODS, please visit their Web site at www.equity.psu.edu/ods/ Instructors should be notified as early in the semester as possible regarding the need for reasonable academic adjustments.

Upload a Syllabus File

If the ANGEL syllabus template does not suit your needs, you can upload an existing syllabus file to the **Syllabus** tab of an ANGEL course. The file format can be PDF, rich text format (.rtf), plain text (.txt), HTML, Word, PowerPoint, or Excel. To upload an existing syllabus file:

1. Within the course, select the **Syllabus** tab.

2. Select the **Syllabus Files** link in the toolbar.

Select the Syllabus Files link.

3. Select the **Add Content** link in the subsequent toolbar.

Select the Add Content link.

4. Select **Upload Files**.

Select Upload Files.

5. Click the **Browse** button to search for and select the syllabus file from your local drive. Double-click the file name or single-click the file name, then click the **Open** button in the dialogue box.

Browse for the syllabus file.

6. On the **Upload a File** screen, click the **Upload File** button.

7. An **Upload Successful** message should appear. Click the **Done** button.

8. Click the **Exit Syllabus Files** button.

9. From the **Syllabus** pull-down list, select the name of your uploaded syllabus file.

10. Click the **Save Selection** button.

Select the name of your syllabus file, then click Save Selection.

Use the Syllabus Editor Form

You may post a course syllabus by filling in information in ANGEL's built-in **Syllabus Editor** form. To access the **Syllabus Editor**:

1. Within the course, select the **Syllabus** tab.

2. Select the **Edit Syllabus** link in the toolbar. You will be taken to the **Syllabus Editor**.

Select the Edit Syllabus link.

3. Fill in the fields as applicable (see details below).

   Note: Fields left blank will not appear to the students.

4. When finished, click the **Save** button.

General Information Fields

1. Under the **General Information** subheading, enter a descriptive title for the **Heading** (e.g., Introduction to Linguistics).

2. Enter some **Keywords** which describe the content of your course. These will aid the course search engine when users search for your course.

Faculty Information Fields

Under the **Faculty Information** subheading, enter any contact information your students will need into the appropriate fields.

The **E-mail** address (e.g., xyz123@psu.edu) you enter will be converted to an e-mail link.

The **Homepage** field is intended to be used for an instructor's personal home page on the Web. If you wish to create a link to one, enter a full URL, including the http:// prefix (e.g., http://www.personal.psu.edu/xyz123).

The **Photograph URL** field allows you to include images on your syllabus.

Notes: The photo file must not be larger than 100,000 bytes (about 100 KB). If you upload file larger than that, a message will display saying "File exceeds maximum allowed size of 100000 bytes." For best results, use a photo no more than 1,000 pixels in height or width.

To add or upload an image:

1. Click the **Add** button to the right of the field to open the upload window.

Click Add to the right of Photograph URL to upload a new image.

2. In the dialogue box that appears, click the **Browse** button to search for the image file on your local drive.

Note: Avoid using GIF images, because they may be resized and become distorted. JPEG is the safest format.

Click Browse to locate the picture on your local drive.

3. Double-click the file name or single-click the file name, then click the **Open** button.
4. Click the **Upload Picture** button.

5. A message will indicate whether the file upload was successful. Click the **Use Photo** button to upload the photo or **Try Again** to choose a different file.
6. Click the **Close** button to close the upload window.
7. Click the **Save** button if you are finished entering information in the **Syllabus Editor**.

Course Information Fields

1. Fill in information for each field as appropriate. Fields left empty do not appear in student view except for required elements of a Penn State syllabus, which are marked with an asterisk in the **Syllabus Editor**.

   Note: Required elements for a Penn State syllabus are listed at http://www.psu.edu/ufs/policies/43-00.html.

   Required fields are marked with an asterisk and the word "Required" in the Syllabus Editor.

   If required fields are left blank in the **Syllabus Editor**, then students will see the message, "To be determined. Please consult your instructor."

   Blank required fields, student view

   For more information about a specific field (e.g., **Grading Policy**), click the name of that field to view online help information.

To enter text in longer fields, use the built-in HTML Editor. Select the **HTML Editor** link beneath any multi-line text box. For details, reference the Use the HTML Editor help topic. HTML tags can also be directly typed in a field or copied and pasted from an HTML editor like Dreamweaver.

2. When you have filled in the appropriate information, click the **Save** button at the top or bottom of the page.

The syllabus will appear again with the changes you have made. You can use the **Syllabus Editor** as often as needed to add or edit information throughout the course.

About the Calendar Tab

The **Calendar** tab allows you as a course editor to schedule course events for yourself, for select students in your course, for a team, and/or for your entire class.

In addition to being displayed on the course **Calendar** tab, course calendar entries also appear on your students' **My Calendar** on their **My Profile** page.

Sample course calendar

Add a Calendar Event

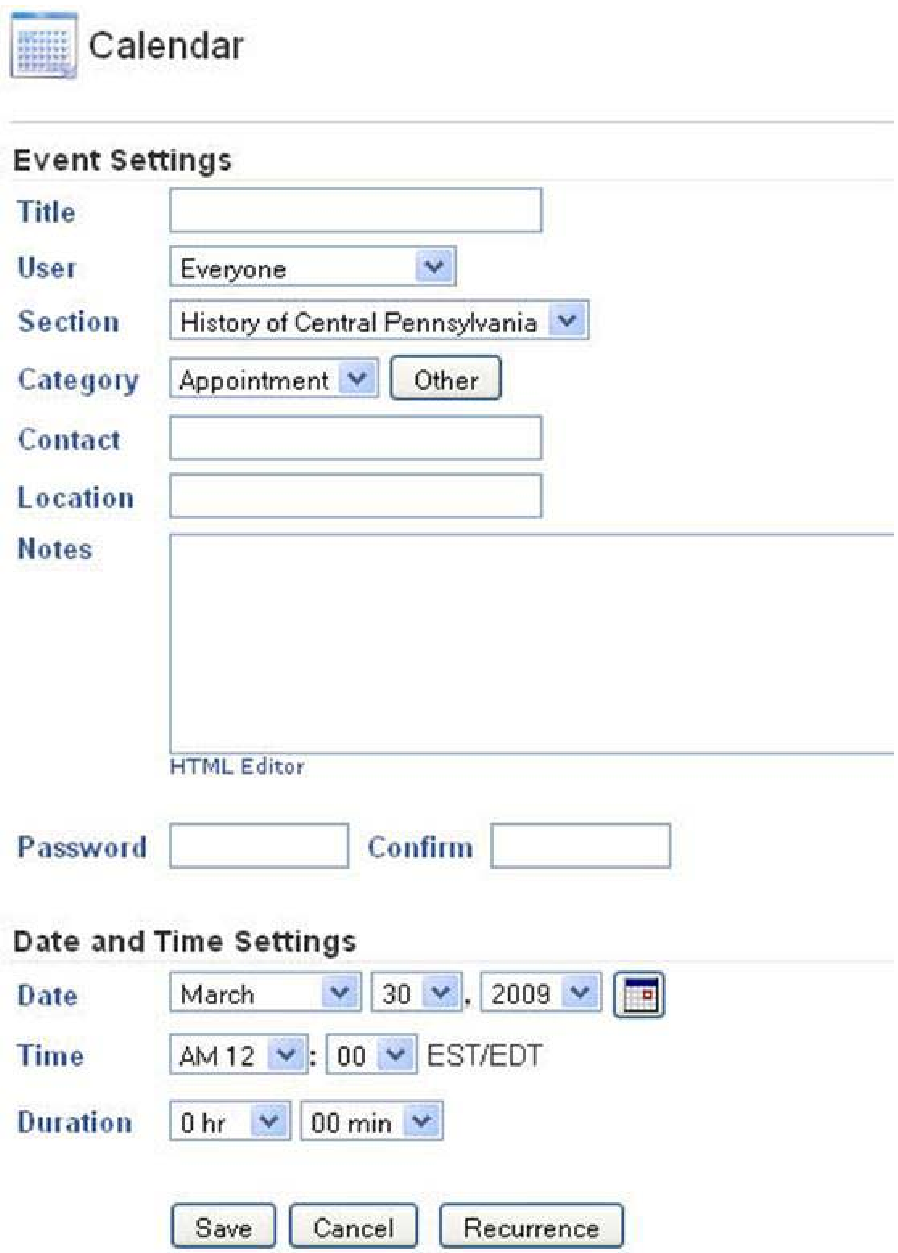
On the course **Calendar** tab, if you are a course editor, you can add a calendar item for the entire class, for a specific team, or for a particular student.

You can also create recurring calendar events for events which repeat on a regular basis (e.g., weekly assignment due dates).

To add a course calendar event:

1. Within the course, select the **Calendar** tab.

2. Select the **Add** link in the toolbar. The **Event Settings** screen appears.



Event Settings screen

3. Enter the title of the event into the **Title** field.

4. Select the user(s) from the **User** pull-down menu, as follows:

- **Everyone** (Public Event)
- An individual user (Personal Event)

- A specific team (Personal Event)

5. Select the event category from the **Category** pull-down menu.

   Note: If you wish to create a custom category, click the **Other** button. In the pop-up box that appears, enter the new category, then click **OK**.

6. The optional **Contact** and **Location** fields may be used to provide additional information for the event. Use the optional **Notes** text box to enter any information that you would like to appear with the calendar entry.

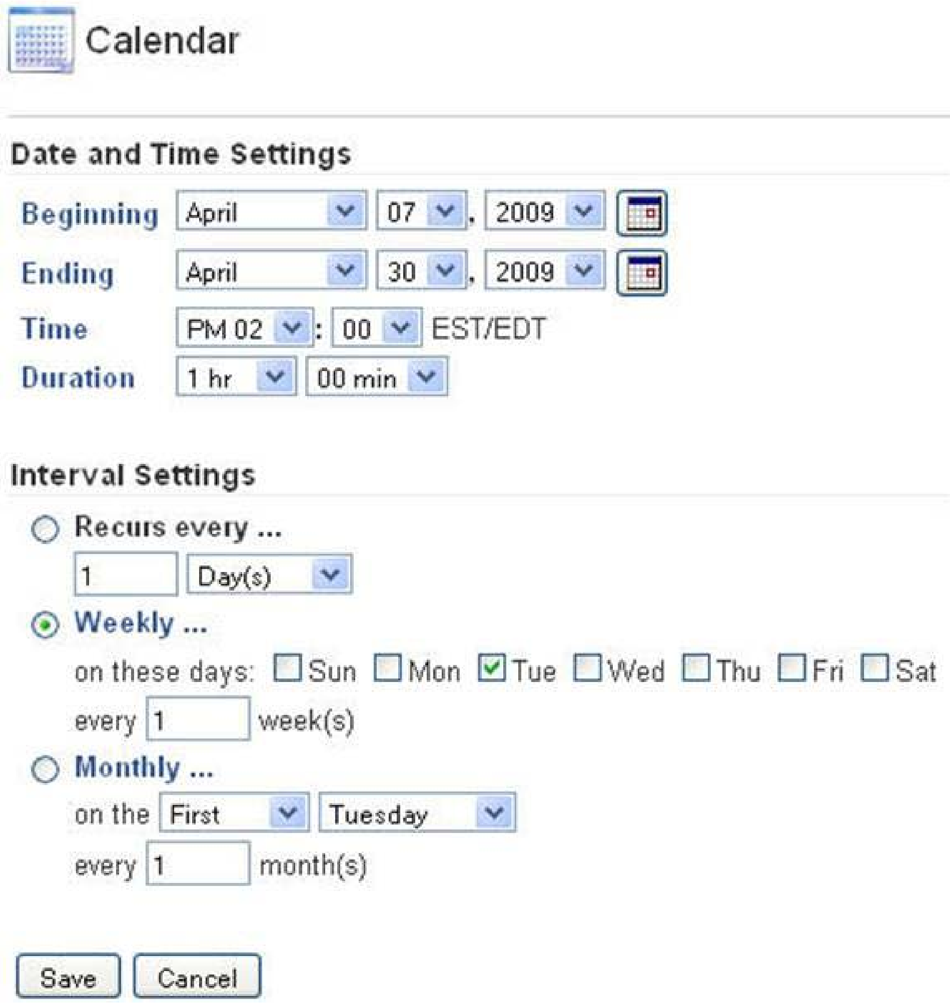
   Note: To add formatting to the notes, select the **HTML Editor** link beneath the **Notes** text box. For details on using the HTML Editor to format text, reference the Use the HTML Editor help topic.

7. Select the **Date**, **Time**, and **Duration** from the appropriate pull-down menus.

   Note: You can click the calendar icon to the right to select a date or set it using the pull-down menus.

8. If this is not a recurring event, click the **Save** button. The calendar screen appears, with your calendar entry listed.

9. To set up a repeating event, click the **Recurrence** button.



Interval settings for a recurring event

10. Make the appropriate selections and click the **Save** button. The calendar screen appears, with your recurring calendar entries listed.

Note: For details on adding a recurring event, reference the Add a Recurring Calendar Event help topic.

Add a Recurring Calendar Event

A course editor can create **Recurring** or repeating course calendar events for events which occur on a regular basis (e.g., weekly assignment due dates).

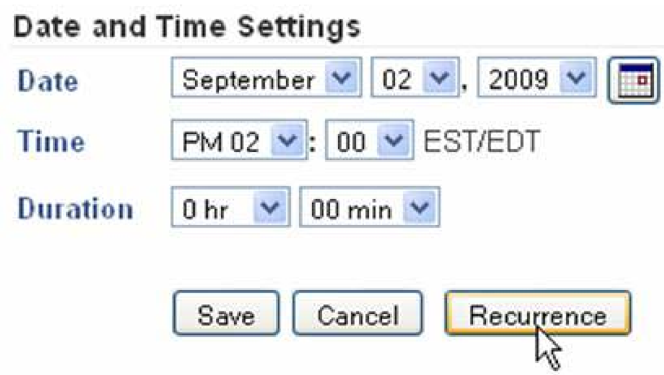
To add a recurring event:

1. Within the course, select the **Calendar** tab.

2. Select the **Add** link in the toolbar.

3. Fill in the event details for the first date.

4. Click the **Recurrence** button.



The Recurrence button is located below the Date and Time Settings.

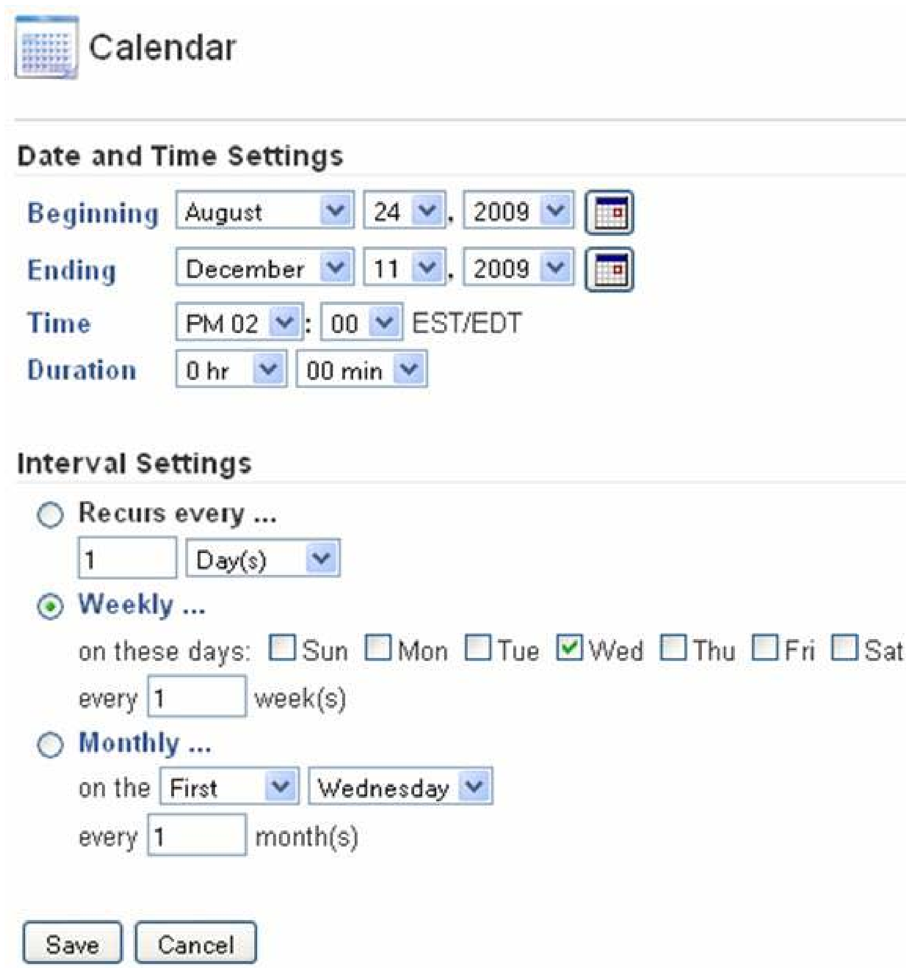
5. Select a **Beginning** and **Ending** date for the event to appear. For instance, if you have a quiz due every week in the fall semester, you could select the first and last days of class as the beginning and ending dates.

   Note: You can click the calendar icon to the right to select a date or set it using the pull-down menus.

6. Beneath the **Interval Settings** subheading, select one of the following options:

   - **Recurs every:** For simple repeating events. You can select **Day(s), Month(s),** or **Year(s)** from the pull-down list, then a number.
   - For instance, “every 1 day” means the event repeats every day; “every 2 months” would mean the event repeats every other month.
   - **Weekly:** To select specific days of the week and how many weeks an event repeats.
   - **Monthly:** To select which week and day of the month an event occurs, such as first Friday of the month.

7. Click the **Save** button.



Options for setting up Recurrence intervals

About the Lessons Tab

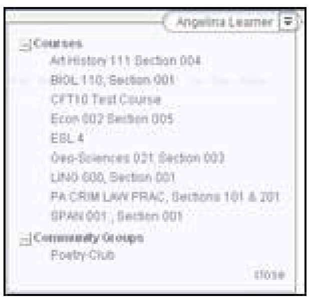
The Lessons tab is designed to house the majority of your instructional content. Here, you can create lecture notes, hyperlinks, quizzes, discussion forums, drop boxes for assignments, and more. Lesson content can be accessed directly on the **Lessons** page or nested within folders or subfolders.

Lessons Tab at a Glance

Lessons tab overview

Select the **Lessons** tab to view your instructional content.

Student preview: Click on the sunglasses icon to view the course as if you are a student. The down arrow will display a list of courses and groups that you are enrolled in.



Click down arrow to display your courses and groups.

Common Instructor Tools Available Via the Toolbar

Add Content: Add a folder, page, link, quiz, survey, uploaded file, drop box, game, or discussion forum. Also, use this tool to copy and import items to the **Lessons** tab.

Rearrange: Allows you to change the lesson content order on the page.

Reports: View reports on student use of the instructional content.

Utilities: View and export student submissions. Move or export individual items. Access the **Associated File Manager**. Add a SCORM assignment to the gradebook.

Preferences: Change the default **Lessons** tab interface.

Student Tools Available Via the Toolbar

Print: Print the current page.

My Notes: Keep private notes about the course content.

Previous, Next: View the next/previous **Lessons** tab item.

Top, Index: Toggles between a text listing of the lesson content items and the default view with graphics and other formatting.

Upload a File to Lessons

Supported File Types

You can upload a wide variety of file types into ANGEL for students to download, including Web pages, text documents, spreadsheets, slide presentations, audio files, and more. Almost all file types are supported within ANGEL, although it is important to make sure students have access to the appropriate software or plug-in for each file type.

Maximum File Size

As a general rule, bear in mind that large files open more slowly, particularly for students with low-bandwidth Internet connections. Additionally, the overall space allocation for a course in ANGEL is 1 GB and for a group is 300 MB. Before uploading a large file, evaluate whether a smaller file will suffice and/or whether the file size can be reduced. For example, you might be able to reduce the resolution, and thus the file size, of an image without a significant loss in quality.

To upload a file to **Lessons**:

1. Within the course, select the Lessons tab.
2. Select the Add Content link in the toolbar.
3. Select the **File** link.
4. Click the Browse button and browse your local drive for your file.

Upload a File form

5. A file upload dialogue box appears allowing you to select the file from your computer. Once you have located your file, select the file name and click the **Open** button. The file name appears in the form.

6. Enter a title for the file in the Title field.

   Note: The title entered into the Title field does not need to match the actual file name. The title you enter appears next to the file icon for your uploaded file. It is often a good idea to include a file type in the title, e.g., **Some Data (Excel)** so students know what kind of file they are about to download.

   The File Type pull-down list is set to auto-detect your file type by default. You may optionally use this pull-down list to select the type of file that you are uploading.

7. Click the Upload File button. Once the upload process is complete, a File Upload Successful message displays on the screen.

   Note: The upload process may take a few seconds to several minutes depending on your connection speed and the size of your file.

8. Click the **OK** button to return to the location in **Lessons** to which you added the file. A link to the uploaded file should be visible.

Note: If you have problems uploading a file, try manually setting the **File Type** to one that matches your file type.

To modify the file settings (such as title and subtitle) or access settings (such as tracking or hiding), mouse-over the title of the item on the **Lessons** tab. A context-menu appears below the title including a **settings** link and the option to **delete** the file.

Surveys: General Information

On the course **Lessons** tab, a survey item provides the opportunity to assess the progress of the student. A survey item can contain several different question types. The mechanisms for creating a survey are very similar to those for a quiz.

Surveys can be useful to collect student input about the progress of a class, assess student attitudes on a relevant issue, or assess what the students know about a particular topic.

It is possible to assign grades for survey submissions and you can include a survey as an assignment in the course gradebook. Because there are no right or wrong answers to survey questions, the individual questions themselves are not graded; the instructor must manually enter an overall grade for the submission.

Quizzes: General Information

On the course **Lessons** tab, a quiz item provides the opportunity to assess the progress of the student. A quiz item can contain several different question types.

Basic Uses

- Quizzes can give students practice on basic terms, concepts, and principles.
- To get students to do homework problems, read the chapter, or consider expectations, have them respond to quiz questions with a deadline a couple hours before class time.
- Auto-select the highest quiz score for grading. Alternatively, just give credit for taking the quiz and scoring above a specified percentage.
- Provide a few critical thinking questions. View submissions to see what students have learned and determine deficiencies.
- Use a “Wake Up Brain” quiz to test preconceptions before students read the chapter.
- Inform students that a specified number of the quiz questions will appear on a test or in-class quiz.

Following are some examples from the Schreyer Institute for Teaching Excellence’s “Large Class FAQ,” each followed by an ANGEL solution.

- Provide a set of questions to guide students in their reading. The kinds of questions you ask can show students the difference between reading to locate specific information, skimming for main ideas, and doing a close reading for the purpose of textual analysis.

ANGEL: Put these questions into a quiz that must be completed prior to class. Use the **Advanced** mode when creating the quiz to set a start and end date and time. As time permits, develop a large pool of questions by having students suggest questions.

- Have students take quizzes as a means of helping students do readings and other homework, assess their own understanding of key concepts, and practice for hard-copy exams. Another alternative is to give small group quizzes.

ANGEL: Assign quizzes to ANGEL teams. Have one student submit for the team.

- One instructor administers open-book, out-of-class quizzes that target the things she wants her students to get out of the assigned reading. She makes these available online for a given time prior to class and takes them down just before class begins. You can limit students to one try or let them take the quiz several times, counting only the last score.

ANGEL: Use the **Advanced** mode when creating quizzes to set a start and end date and time. You may also specify how many times students may take the quiz using the **Max Attempts** setting.

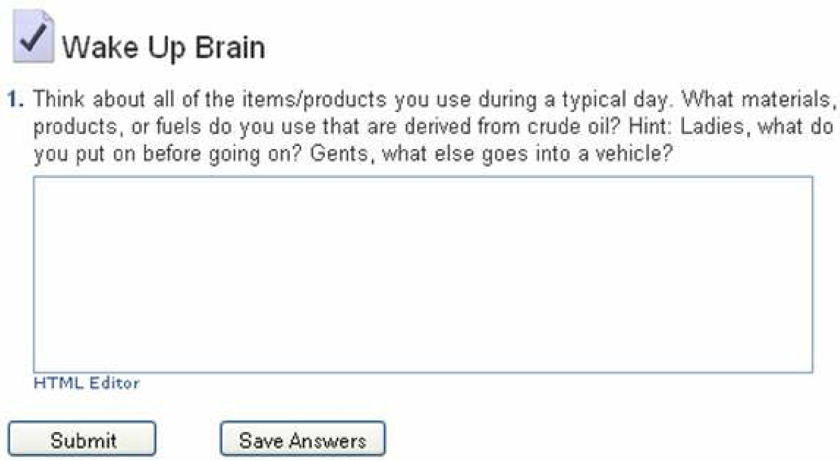
Advanced Uses

(The following methods are termed "advanced" only because they may be more time-consuming.)

- Have students contribute quiz questions. Give credit to students whose questions are good enough to use in course quizzes. (This is a good way to increase your question pools.)
- Require that students take the quiz and get 90 percent before a specified deadline or no credit is given.
- Share questions and quizzes among colleagues in groups or libraries.

Wake Up Brain Quiz

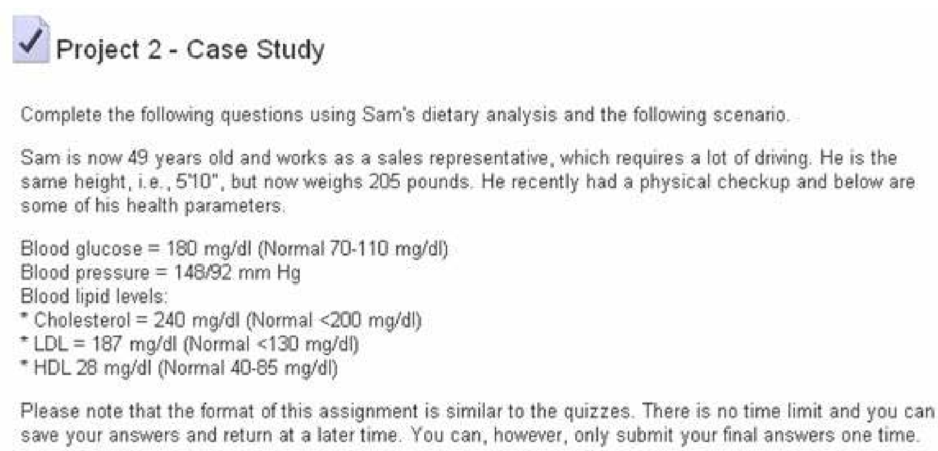
This question from an Energy and the Environment course asks what petroleum products are used on a daily basis. Answers can include fuels, plastics, cosmetics and other chemicals.



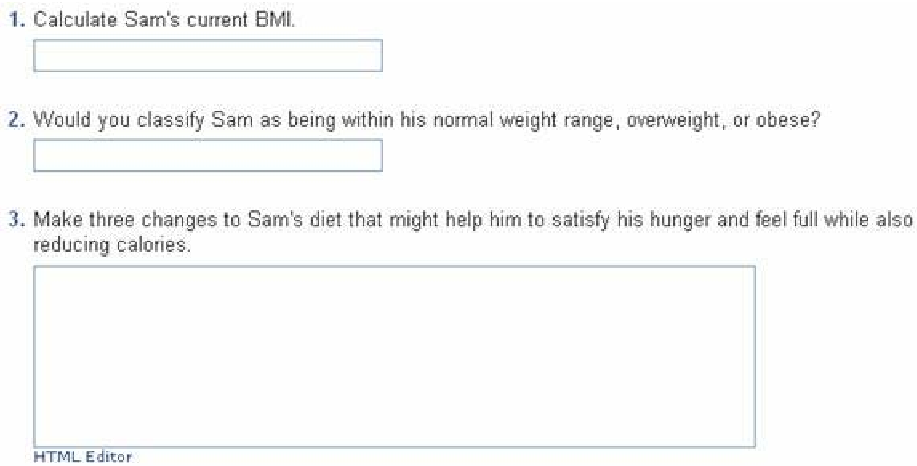
Example of a “wake up the brain” quiz question to encourage students to think more deeply about course content

Nutrition Diet Analysis for Chronic Disease

Students look at a typical American male’s diet and activity level and analyze his risk for diseases. The answers are submitted in a ANGEL quiz as essay questions.



Quiz instructions with data about “Sam”



Exercise questions about Sam to be entered into the quiz

Drop Boxes: General Information

On the course **Lessons** tab, a drop box provides an area for students to submit assignments electronically. These assignments can then be reviewed and graded. Students upload the assignment to the drop box, and instructors are able to view which student uploaded each submission as well as the times when items were submitted.

Instructors can place drop boxes in any folder within the **Lessons** area. They should make it clear to students what the expectations are for the assignments and be clear which folder each drop box is in.

Instructors can determine which category of users or which team can use a drop box. Instructors can also restrict availability of a drop box to a range of specific dates and times.

By default, students cannot see what other students place into a drop box. However, you may choose to permit peer review on the **Review** tab of the drop box settings.

Course editors can set the maximum number of times a student can submit a file to a drop box as well as disable the ability for students to upload attachments or use the message box. These options are available on the **Submission** tab of the drop box settings.

Discussion Forums: General Information

Discussion forums are completely new in ANGEL 7.3. There are dozens of new features that are designed to better facilitate teaching and learning as well as reducing the amount of time required for instructors to manage discussion forums.

Some quick highlights:

· **Flexibility:** Discussion setup is more flexible. There are several view modes: Threaded, Nested, At a Glance, and Search. Discussions can be configured to meet a much wider range of use cases, including housing all course-related discussions within a single discussion forum.

· **Usability:** New view and navigation filters allow users to quickly view and navigate between messages.

· **Management Ease:** New inline grading (including quick replies), batch grading, and Search Mode make it much easier to efficiently find and act on messages. At-a-Glance gives the instructor immediate perspective on the activity within a discussion.

· **Grading Power:** Scoring rubrics allow instructors to create a score for a user based on his or her discussion participation and/or the scores achieved on individual posts.

A discussion forum is added on the **Lessons** tab. It also appears in the **Discussion Forums** component on the **Communicate** tab by default.

Discussion forum screen controls are located across the top of the discussion forum view. Navigation items in the bottom left of the forum changes based on your location within the forum.

Navigation menu above the discussion forum area

Navigation on the upper right toolbar consists of the following:

- **New Post** takes you to a new page where you can create a new top-level post in the forum.
- **View Modes** let you switch between the four different discussion views.
- **Navigation Controls** allow you to move between messages either one reply at a time (>) or one top-level post at a time (>|). Use the pull-down list to choose which type of messages to navigate.
- **Save Navigation Settings** saves a default navigation setting.
- **Print** prints the exact view you have set within the post list area.
- **Refresh** refreshes the message list to include any new messages that have been posted since you opened the discussion.
- **Directions** displays the student instructions as entered by the instructor. The instructions may be collapsed or loaded in a new window to save space on the page.
- **Post List Controls** let you manage the posts in the post list. They include:

- **[+] and [-]** expand and collapse all threads within the discussion, respectively.
- **Post Title** sorts posts by title. Sorts alphabetically by post; replies to each post are also sorted at each level of reply.
- **Flag** sorts posts by flag value. Each flag color has a value of 0-9.
- **Score** sorts posts and replies by instructor score.
- **Author** sorts posts and replies by author.
- **Date Posted** sorts posts and replies by the date they were posted.
- **Rating** sorts posts and replies by their average peer rating.

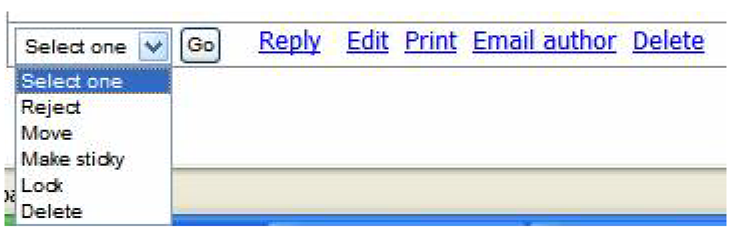
Each message has a consistent set of options, no matter which view you choose. When you open a message, there are two main message option areas at the bottom of the area: an instructor only drop-down list and a series of links for all users.

Instructor Options: The instructor's options appear in a pull-down list at the bottom left of every message.

- **Reject:** Rejects the current message, setting its status to "rejected." This feature is available even in forums where moderation is turned off. Rejected messages can be viewed and their status changed via the Search view.
- **Move:** Allows you to move a message to another location within the current forum.
- **Make Sticky:** Marks a message as being "sticky." Sticky posts are sorted first and appear at the top of the forum; replies made sticky are listed first underneath their respective posts.
- **Lock:** Prevents further replies from being added to the thread from that point forward.
- **Delete:** Deletes the post. This delete command is a "soft delete." Instructors can view all deleted posts in Search View, and can undelete a post.

Options for all users:

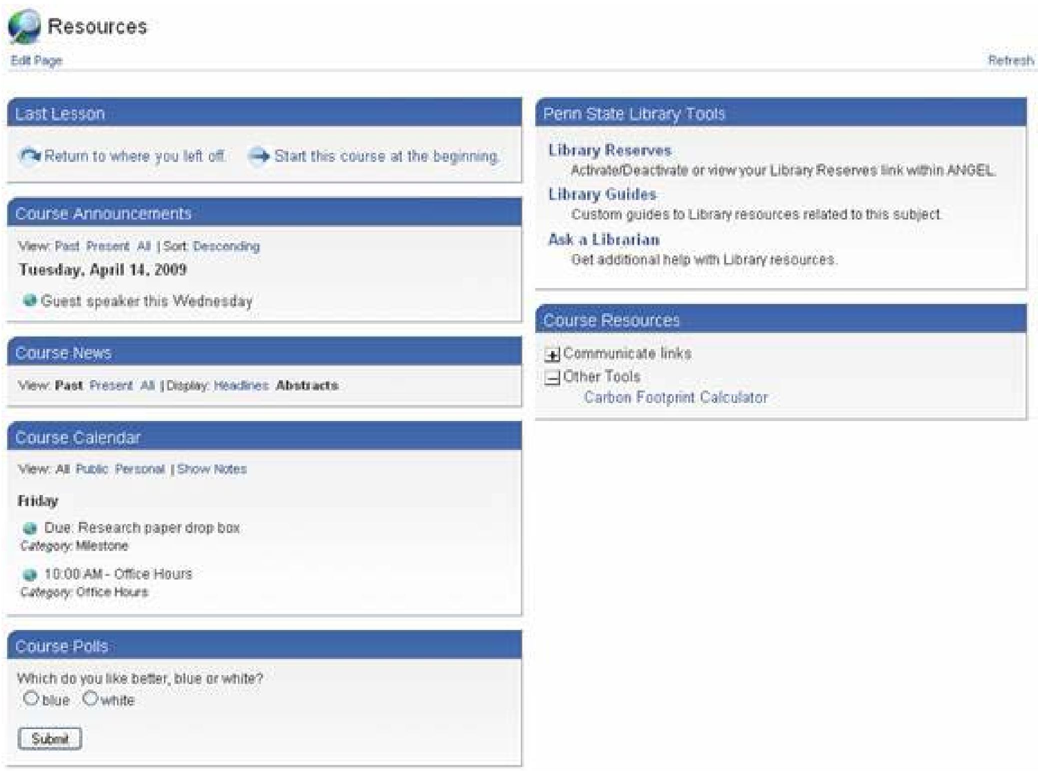
- **Reply:** Loads the reply screen so you can reply to the post.
- **Edit:** If enabled, allows users to edit their posts.
- **Print:** Prints the message.
- **Email author:** Loads the mail interface so you can send mail to the post's author.
- **Delete:** If enabled, allows users to delete their posts. Students cannot delete messages that have replies associated with them.



Discussion forum instructor options and options for all users in lower left corner

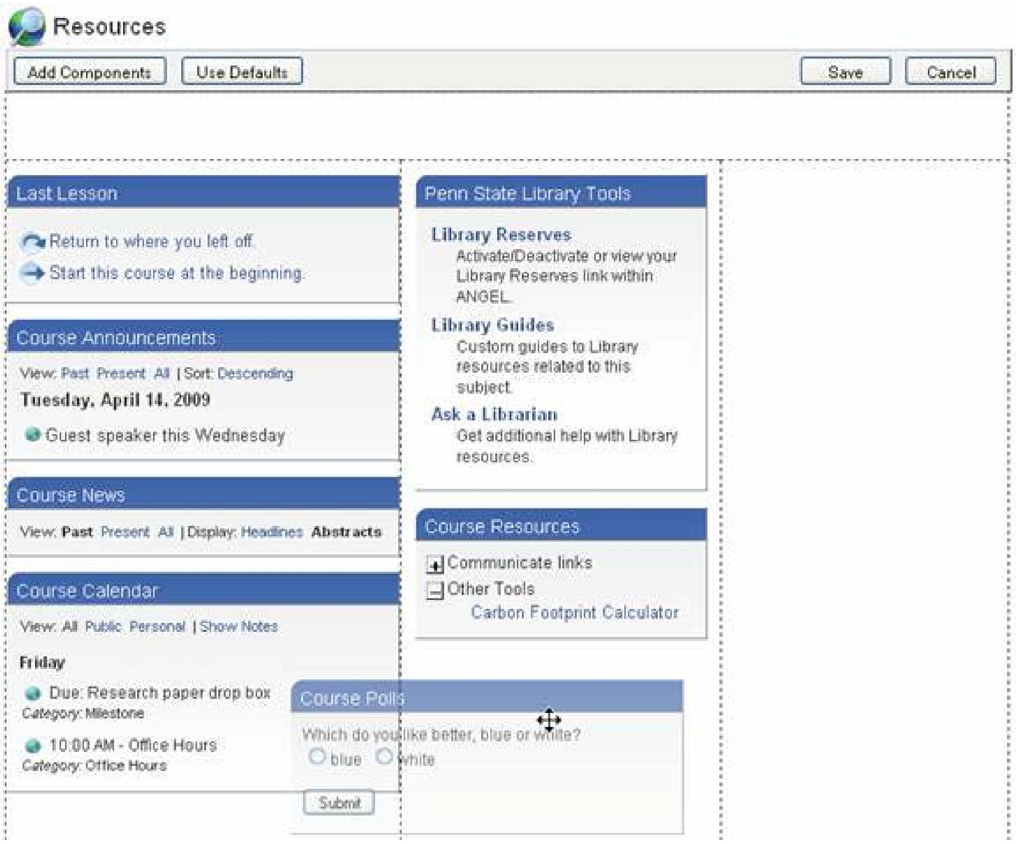
About the Resources Tab

The course **Resources** tab is the central location for information concerning the course. It combines the functionality of the course welcome page available in previous versions of ANGEL with other course resource tools, such as the Penn State Library Tools.



The Resources tab

Instructors can customize the **Resources** tab to best meet the needs of the course by selecting the **Edit Page** link in the toolbar. The **Edit Page** section allows you to change the layout via drag and drop and also shows you the layout as the page will actually look.



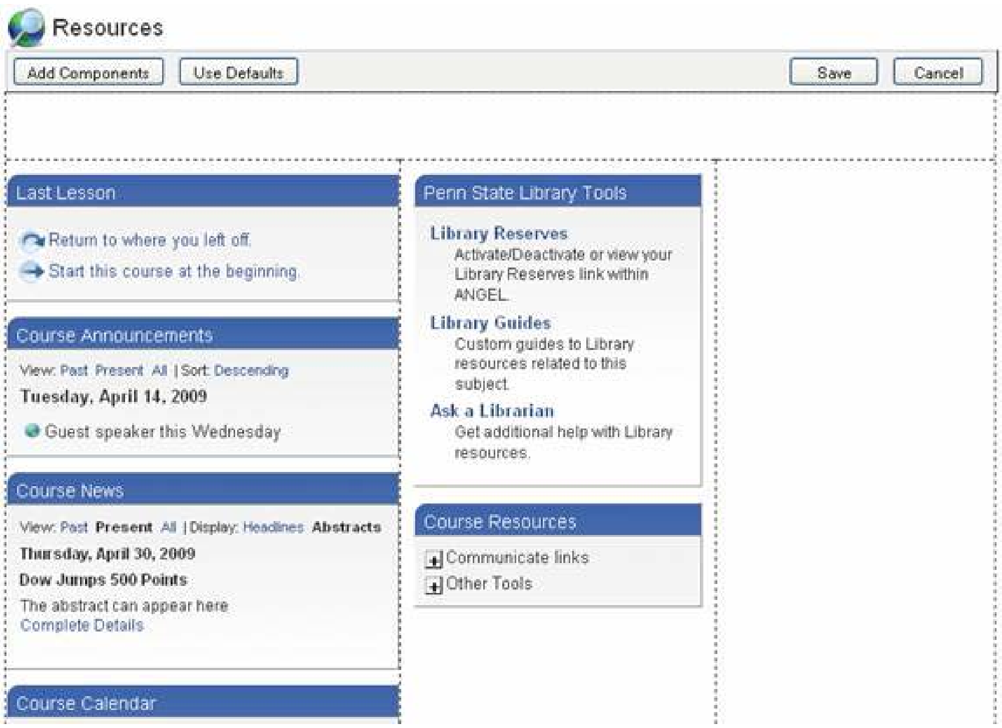
Edit Page section allows you to move sections via drag and drop and see what the layout will actually look like.

Edit the Resources Tab

On the course **Resources** tab, the Edit Page link in the toolbar allows the course editor to change what is shown on the **Resources** tab by opening up the **Course Resources Layout** screen. From here instructors can add and remove items from the **Resources** tab as well as rearrange how they will appear on the page.

Customize the Resources tab by selecting the Edit Page link in the toolbar.

The **Course Resources Layout** screen shows the layout as the page will actually look like. You can drag and drop components. To add a component, click the **Add Components** button.



The Course Resources Layout screen opens when you select the Edit Page link.

Add a Component

To add a component to the **Resources** tab:

1. Click the **Add Component** button.
2. In the **Available Components** pop-up window, select one or more components to add.
3. Select the **Location** where you want the components to appear.
4. Select the **State** of the component. The options are opened (default), closed, fixed, or inline.
5. Click the **Add Selected** button.

Delete a Component

In the area displaying the layout of the page, move the cursor over the the component title bar and click the **X** button.

To delete a component, click the X button in the title bar.

Rearrange Components

To move components from one column to another:

1. In the area displaying the layout of the page, click the component and drag it to the column and location where you want it displayed.

2. Click the **Save** button when finished rearranging.

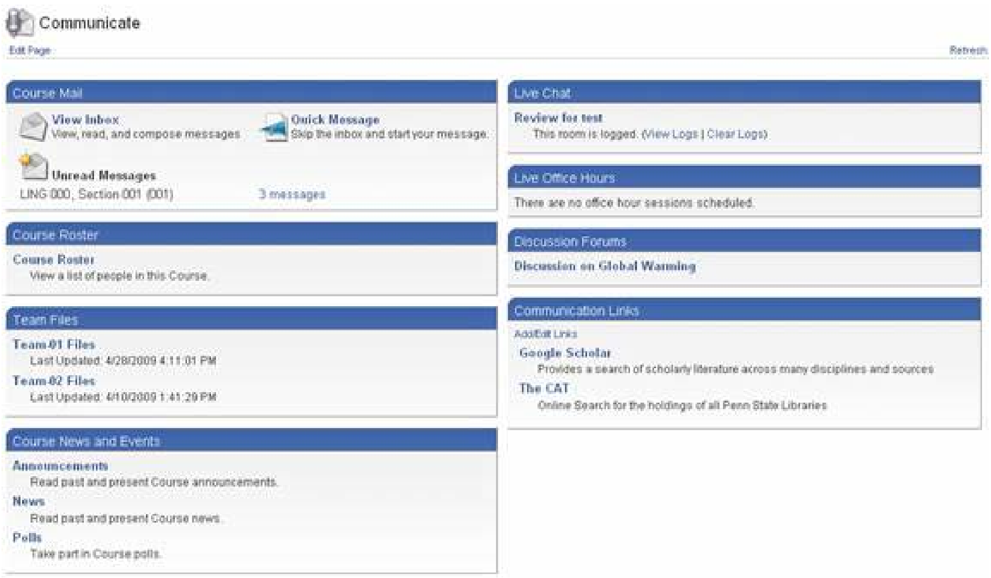
Restore Default Components

Click the **Use Defaults** button to restore the **Resources** tab to its original state.

About the Communicate Tab

The course **Communicate** tab provides access to all course communication tools. Online course communication tools enable students to interact with course content, the instructor, and their peers outside of the classroom. Students are given the opportunity to work more with the course content through these interactions, creating the potential for deeper and longer lasting learning.

Course communication can also encourage students to share information with and support each other, creating a supportive learning community. Many students benefit from being able to rely on their peers to help with learning.



Communicate tab

The **Edit Page** link in the toolbar permits you to choose which communication features to make available to your students.

Use the **View Inbox** tools to communicate with your students in any course. The **Quick Message** link allows you to skip your inbox and start your message to students in any course you are teaching. ANGEL mail includes features like folders and multiple attachments.

The **Course Roster** link allows you to view and search the members of the course.

Team Files provides a space for student teams to share project files and other documents. This feature is not visible until you have set up teams within your course.

The **Course News and Events** area allows you to post course announcements, class news, and polls for your students. In contrast to a calendar event, an announcement need not be tied to a particular date and time and can be posted for a range of dates.

Live Chat opens in a separate window and allows students to "talk" with each other in real time. ANGEL's built-in chat engine makes it easy for instructors to add chat rooms to their courses. Chat rooms can be logged so that instructors can review chat logs when conducting student assessments. ANGEL chat rooms refresh immediately so there is no need to set refresh frequencies for the page.

Live Office Hours works as a live chat room but also includes scheduling capabilities and a queue manager to control student access. Students stay in a visual waiting room until their appointment time, with options to sound an alert and to bring the **Live Office Hours** screen to the forefront to notify them that the instructor is ready.

Discussion Forums allow students to read and post messages on specific topics at any time they choose. ANGEL lets instructors set up an unlimited number of threaded discussions. By default, each discussion forum appears both in the appropriate folder on the **Lessons** tab and on the **Communicate** tab under the **Discussion Forums** subheading.

Select the **Add/Edit Links** link to include links to specific Web pages in the **Communication Links** area.

Announcements

The **Announcements** tool allows course editors to create course announcements that are displayed on the **Resources** tab and the student's **My Profile** page. Use this tool to communicate general announcements to your students.

Note: Students can choose not to display the **My Announcements** component on their **My Profile** page.

An announcement need not be tied to a particular date and time and can be posted for a range of dates.

To access the **Announcement Editor**, select the **Announcements** link beneath the **Course News and Events** subheading on the **Communicate** tab.

Announcement Editor

The **Announcements Editor** provides the following options:

Field Name	Definition
Add Announcement	The **Add Announcement** link allows you to add an announcement.
User	The **User** pull-down list allows you to view announcements for the user type you select.

Field Name	Definition
View: Past Present Future All	The **View** links allow you to select which announcements to view.
Sort: Ascending Descending	The **Sort** link allows you to select the order in which the announcements are viewed.

Add a News Article

If you are a course editor, to add a news article:

1. Within the course, select the **Communicate** tab.
2. Beneath the **Course News and Events** subheading, select the **News** link.

Select the News link.

3. Select the **Add Article** link in the toolbar.

Select the Add Article link.

4. Enter a **Headline** for the article.

News Editor screen

5. Enter the **Story** in the text box provided. You can select the **HTML Editor** link beneath the **Story** field to add formatting.
6. The **Abstract** text box is intended for a brief summary of the story that will appear just below the headline.
7. Enter **Author**, **Source**, and **Copyright** information, as necessary.

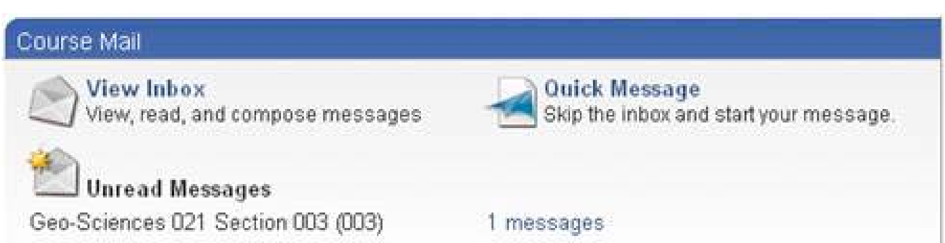
   Note: If you enter anything into the **Copyright** text field, the copyright symbol (©) will appear inline with your copyright information.

   You can optionally enter **®** to display a registered symbol (®) or **™** to display a trademark symbol (™).
8. Select start and end dates for the article to be displayed (as a present item) from the pull-down menus.
9. Select **Yes** from the **Top Story** pull-down menu to designate the news article as a top story. Top story news articles appear in the **News** component (if enabled) of the student's **My Profile** page.
10. From the **User** pull-down menu, select which audience will be able to view the article. You can choose from Everyone, meaning everyone in the class, a team, or an individual.
11. Click the **Save** button.

The article will be listed in the **Course News** component, which appears on the **Resources** tab by default. Students can also access articles by selecting the **News** link in the **Course News and Events** component on the **Communicate** tab. Students can view an article on their **My Profile** page in the optional **My News** component, but only if you set **Top Story** to **Yes** in step 9.

Course Mail

The **Course Mail** tool on the course **Communicate** tab allows students and instructors to correspond with each other without requiring the use of Internet e-mail accounts. It provides access to the HTML Editor (which includes a Check Spelling tool), supports adding attachments and forwarding to Internet e-mail addresses, and allows the sender and recipients to monitor who has and has not read a message.



Within the **Course Mail** component, you have three options, **View Inbox**, **Unread Messages**, and **Quick Message**.

- **View Inbox:** Allows users to view, read, and compose mail messages
- **Unread Messages:** Alerts users to potentially unread messages
- **Quick Message:** Allows users to skip the inbox and go directly to the **Compose Message** form

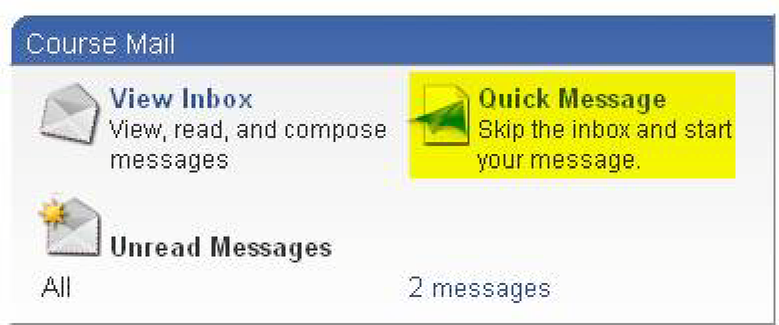
Note: The mail available within ANGEL is not the same as a Penn State e-mail account (Access Account) or any other Internet e-mail account. Mail sent within the ANGEL mail system resides in ANGEL only unless it has been forwarded. To reply to an ANGEL mail message, you must log on to ANGEL.

The main benefit of ANGEL mail is that messages are grouped by course and identified by student names. If you have a large course or multiple ANGEL courses, this may be an ideal way to track student communication and to easily send a message to the entire class, but you must remember to log on to ANGEL regularly.

Send Course Mail

The **Course Mail** tool is on the course **Communicate** tab or on your **My Profile** page. It allows you to send a new message to members of any course or group in which you are a member.

Select the **Quick Message** link to skip the inbox and start using the **Compose Message** tool.



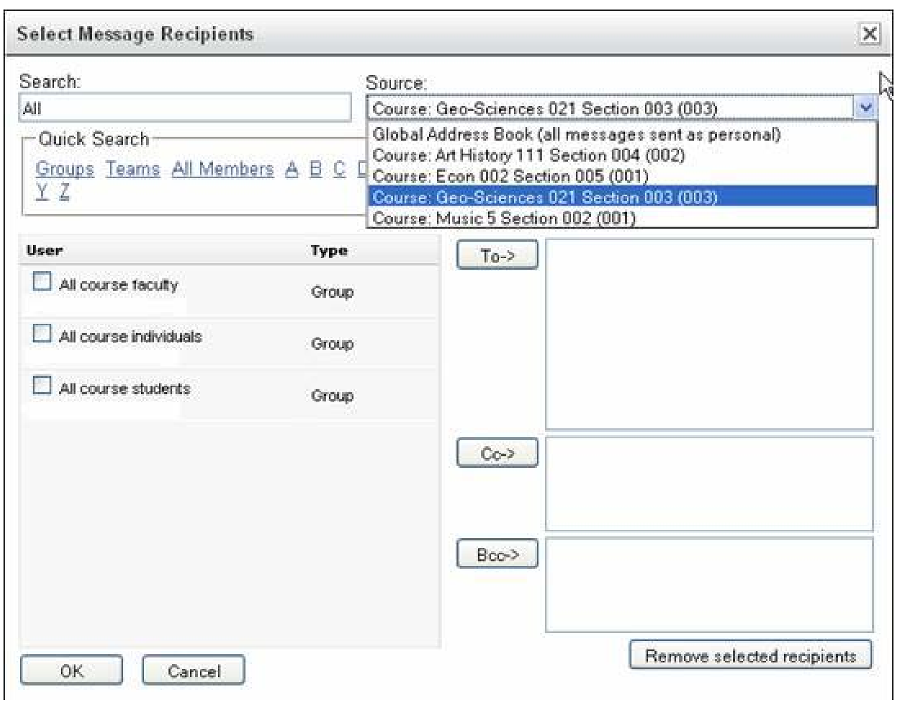
Quick Message link

To send a course mail message:

1. Select the **Quick Message** link in the **Course Mail** component. Alternatively, if you are already on the **Course Mail** screen, click the **Compose Message** button.

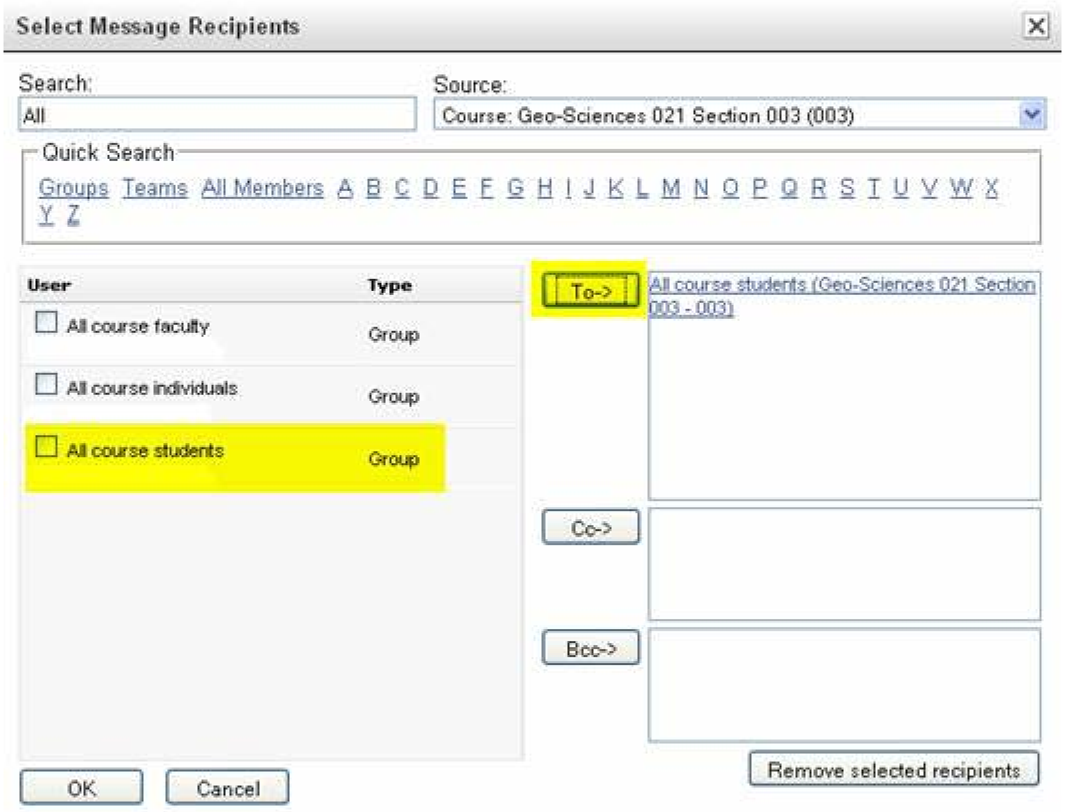
Compose Message button

2. On the **Compose Message** screen, click the **To** button. The **Select Message Recipients** window will open.
3. From the **Source** pull-down menu you can select any course or group in which you are a member. You can also use the **Quick Search** options to select recipients from the **Groups, Teams, All Members**, or alphabetical selections (**A-Z**) by first or last name.



Course/group Source pull-down menu

3. Select the check box next to each intended recipient, then click the **To**, **Cc**, or **Bcc** button. Repeat the steps as needed. Click **OK** when you have finished adding recipients.



All course students added as recipients

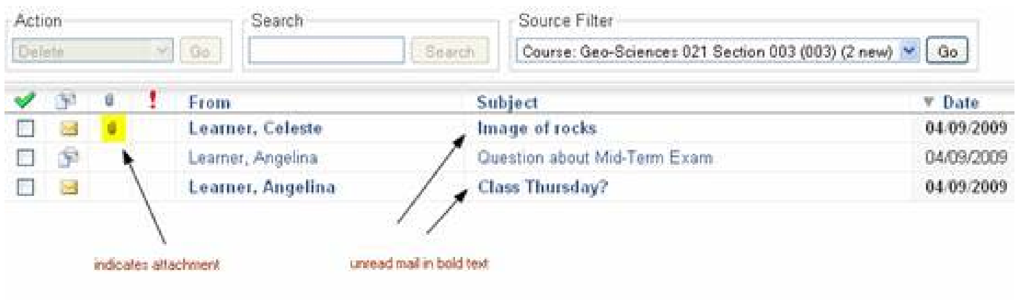
4. Enter the subject of the message in the **Subject** text box.
5. Enter your message in the text area below.

   Note: If you wish to add formatting to the message, select the **HTML Editor** link to open a WYSIWYG editor. Also be aware that you must select the **HTML Editor** link in order to preserve any line breaks, as well as to use the **Check Spelling** tool. (For details, reference the Use the HTML Editor help topic.)

6. To add an attachment, see the instructions in the Course Mail Attachments help topic.
7. To send the message, click the **Send** button. (Click the **Save as Draft** button to save the message without sending or **Cancel** button to cancel a message.)

Read Course Mail

The **Course Mail** tool on the course **Communicate** tab allows you to read messages received in a course.



Read messages you have received in this course.

New/unread messages appear in bold. Once the message has been opened, it is no longer bold.

Messages with attachments display with a paper clip icon located to the left of the message subject.

Read a Message

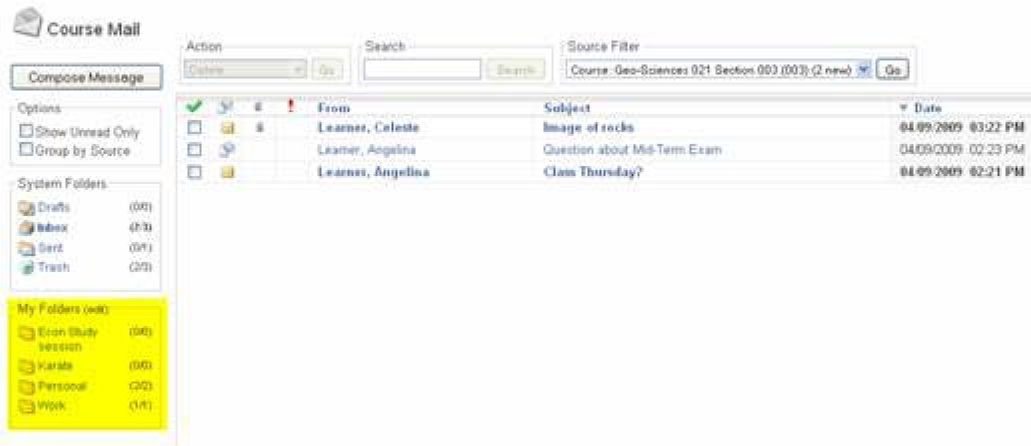
To read a course mail message:

1. Within the course, select the **Communicate** tab.

2. Select the **View Inbox** link beneath the **Course Mail** subheading. You will be taken to the **Inbox** screen.

3. Select either the sender's name or the subject to open a message.

Note: To view messages in a folder other than your **Inbox**, select a folder from the list on the left sidebar of the **Course Mail** tool. The selected folder will then open.



Inbox screen

Message Options

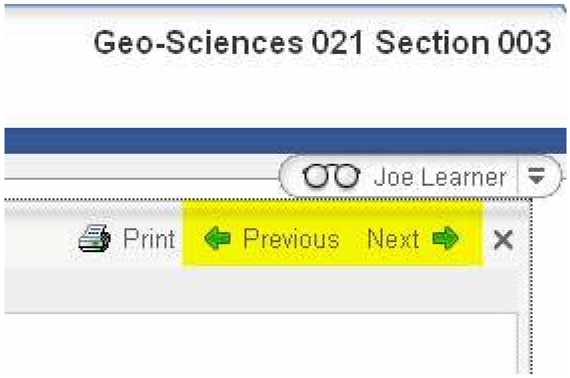
Reply: Click the **Reply** button to reply to the sender of the message.

Reply All: Click the **Reply All** button to reply to the sender plus all recipients.

Forward: Click the **Forward** button to forward the message to a new recipient.

Delete: From the **Action** pull-down menu, select **Delete**, then click the **Go** button to remove a message.

Previous: Click the **Previous** button to read the previous message.

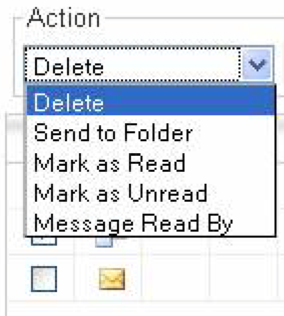


Previous and next email buttons

Next: Click the **Next** button to read the next message.

Print: Click the **Print** option to print the message.

Other Actions: Click on the **Actions** pull-down menu to select from the following mail actions. Click **Go** to perform the selected action.



Action menu pull-down

Delete: Delete is the default choice.

Create a Task: Create a task based on the message that will be added to the **Tasks** panel of the course guide.

Send to Folder: This option allows you to move the message to another folder. Check the message to be moved and click on the **Go** button. Select the folder you want to deposit the message in. You have the options to **Move to Folder** or **Copy to Folder**.

Send to Folder options

Mark as Unread: Select Mark as Unread to return the message to the appearance of being unread. **Note:** Selecting this option will also cause the message to appear as unread to the sender if he/she selects the **Message Read By** link (see below).

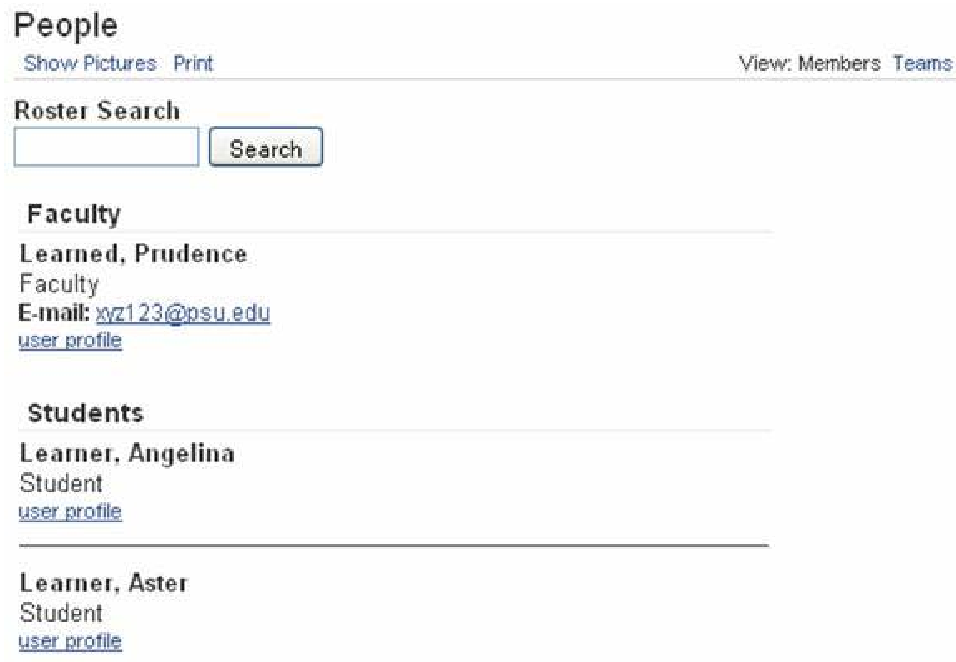
Message Read By link: The sender of a message can select this link to view a list of recipients who have read the message. If a recipient has marked a message as unread, it will appear as unread in this report.

View the Course Roster

To view a course roster:

1. Within the course, select the **Communicate** tab.

2. Beneath the **Course Roster** subheading, select the **Course Roster** link.



Course roster

You will see entries for faculty, then for students, listed alphabetically by last name.

Each entry shows the following:

- Name
- Title, or role, in the course, e.g., **Instructor**, **Teaching Assistant**, or **Student**
- E-mail address and/or home page URL of the individual if he or she has made each viewable
- Link to the user profile for that individual

Rosters are pulled from the University Registrar database, ISIS, and show students who are officially enrolled in the course. Student adds and drops are automatically updated by the system. A delay of twenty-four hours (or one business day) can be expected between when the student is added or dropped and when the roster is altered in ANGEL.

Photos are manually added by users themselves, not by the Registrar. If you want to see online photos of course members, select the **Show Pictures** link in the toolbar. You will only see photos of course members who have provided a photo and granted permission for viewing it. Select **Hide Pictures** to return to the original view.

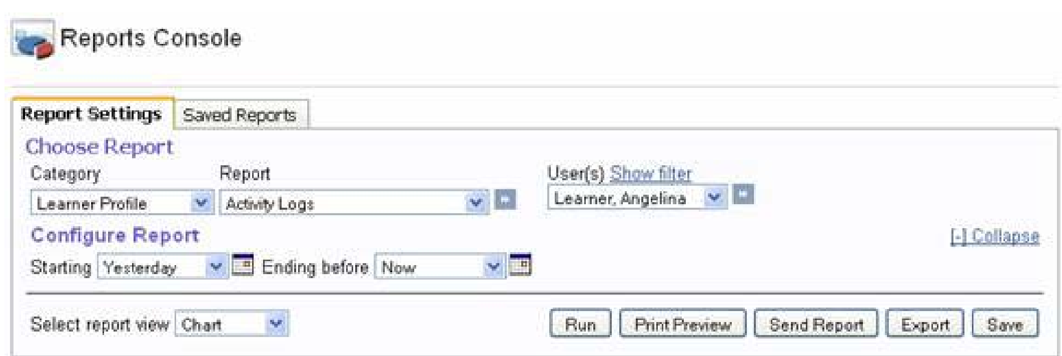
To return to original view, select Hide Pictures.

To view a list of teams, select the **Teams** link on the right side of the toolbar. Select the **Members** link beneath a team name to see who is on that team. To reset the roster to an alphabetical listing, select the **Members** link in the toolbar.

About the Report Tab

The course **Report** tab provides a deeper insight into student activities and progress. It provides one central location in which to gather, view, share, save, or take action on a wealth of course, team, or student information.

The **Reports Console**'s simple interface makes it easy for instructors to select a full range of report options. You can track all aspects of an individual learner, class, milestone, or specific content.



Reports Console under the Report tab

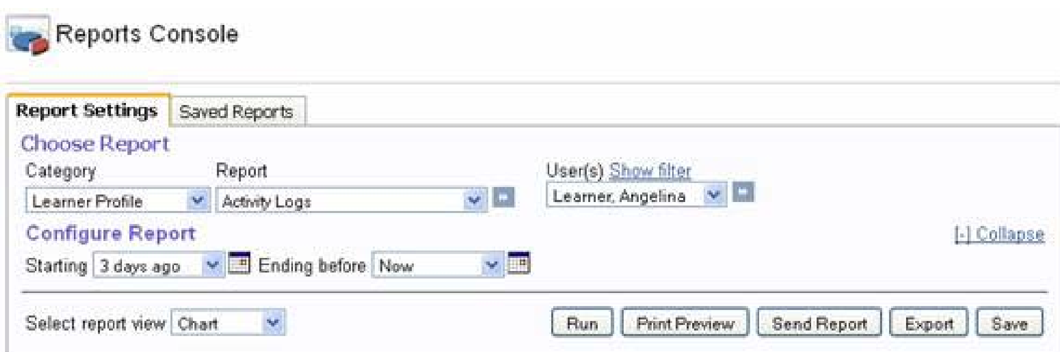
For details regarding the **Reports Console** and explanation of the Console interface see the Understanding the Reports Console help topic.

Understanding the Reports Console

The **Reports Console**, accessed by selecting the course **Report** tab, allows you to view a full range of reports related to your course and your students. You can configure various parameters to generate particular reports.

- **Learner Profile** reports can compile all of an individual's course activities to provide a complete picture of their performance.
- **WhoDunIt** reports can identify students' use based on their progress and activity in the course.
- **Class** reports can give you insight into the overall performance of your class. You may notice trends that cause you to change the course's direction.
- **Content** reports analyze which items are most used by students, including the number of visits and specific times when content was accessed.

Below is an image of the **Reports Console**. Descriptions of all the screen elements follow.



Reports Console

Report Settings Tab

On the **Report Settings** tab are three main areas:

- Choose Report
- Configure Report
- Command toolbar

Choose Report

- **Category:** Allows you to choose from six categories of reports: Learner Profile, WhoDunit, Class, Content, Grades, and Milestones

- **Report:** Allows you to choose from up to thirteen types of reports, depending on the category that is selected
- **User(s):** Defines the chosen user(s) for the category and report data.

Note: The arrow icon allows you to move to the next report and/or the next user.

Arrow icon

Configure Report

Configure Report

- **Starting:** This allows you to choose the start date of the report. You can do this from the pull-down menu or the calendar icon next to it.
- **Ending before:** Allows you to choose the ending date of the report. You can do this from the pull-down menu or the calendar icon next to it.
- **Select report view:** Choose one of three views, Chart, Drill Down, or Table.

Note: Select **[-] Collapse** at the right to collapse the **Starting** and **Ending before** fields to provide more room in the **Report Settings**.

Command Tool Bar

Command toolbar

- **Run:** To generate a report after choosing and configuring your report, click the **Run** button.
- **Print Preview:** Click **Print Preview** to generate a PDF preview of the report.

- **Send Report:** Attaches the report to course mail in the form of a PDF file.
- **Export:** Allows you to save a report as either an HTML, CSV, or PDF file.
- **Save:** Allows you to save the report to the **Saved Reports** tab.

Saved Reports Tab

The **Saved Reports** tab allows you to:

- View saved reports
- Run the previously saved report
- Run the next saved report

About the Manage Tab

Within a course, the **Manage** tab provides a wide array of management tools, including common course management tools to help you manage students, grades and attendance; data management tools that allow you to import, export, and manage files; and course settings tools that enable you to alter a variety of environment settings.

Select the **Manage** tab to display the **Management Console**.

Note: The **Manage** tab is only available to course editors.

Management Console

Note: For details regarding any of the management tools pictured above, reference that tool's help topic.

About the Gradebook

The gradebook allows course editors to track and display grades for ANGEL lesson content items (quizzes, drop boxes, etc.) and for assignments handed in outside of the ANGEL environment (presentations, speeches, etc.). Assignments are organized by categories that can be weighted to calculate an overall grade for each student.

To access the gradebook:

1. Within the course, select the **Manage** tab.

2. Select the **Gradebook** link beneath the **Course Management** subheading.

Accessing the Gradebook under the Manage tab

About the Roster Editor

The **Roster Editor** allows course editors to manage enrollments and rights. Each ANGEL "course" consists of only one section. Therefore, you will need to view rosters for a multi-section Penn State course section-by-section in ANGEL. (For information on merging sections in ANGEL, refer to the Merge Multiple Course Sections or Cross-Listed Courses help topic.)

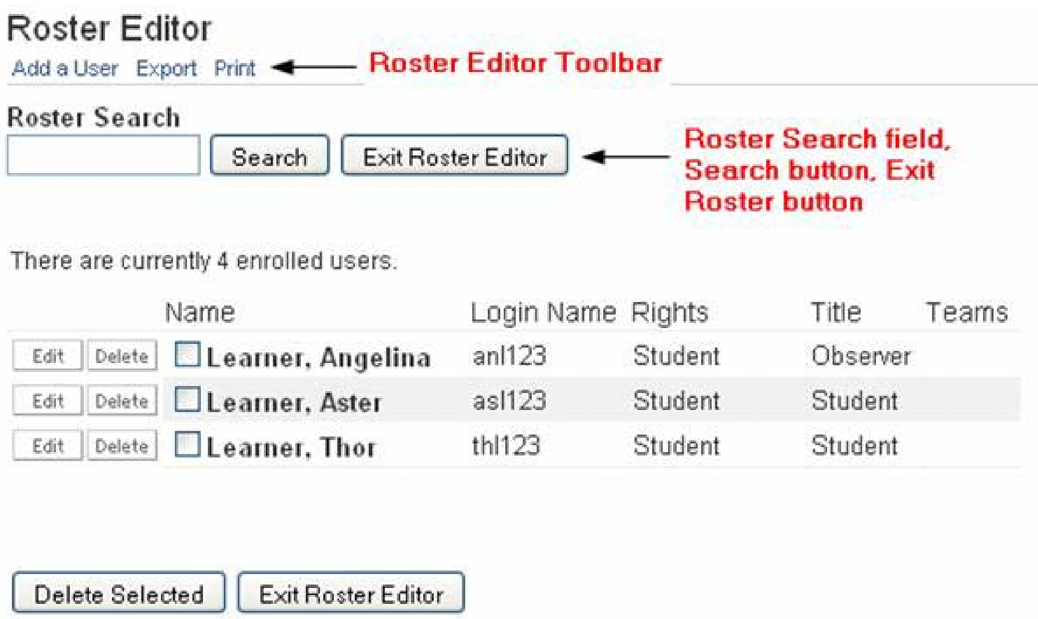
Access the Roster Editor

To access the **Roster Editor**:

1. Within the course, select the **Manage** tab.

2. Select the **Roster** link.

The **Roster Editor** displays.



Roster Editor

Roster Editor Features

Roster Editor toolbar: allows you to add users, export the roster or print the roster.

- **Add a User** allows you to search for a user to add to the roster. Selecting the **Create a Guest Account** link displays instructions for adding a non-Penn State individual.

- **Export** allows you to export your entire roster in a .tsv (tab-separated) format.

- **Print** allows you to print the entire roster.

Roster Search field/**Search** button/**Exit Roster** button:

- **Roster Search** allows you to input a name or Access Account user ID to locate that individual in the current course.

- **Search** will scan the course for the user identified in the **Roster Search** field.

- **Exit Roster Editor** will close the roster editor and bring you back to the **Manage** tab menu.

Listing of enrolled users:

- At the top of the roster listing, you are alerted to how many users are enrolled in the course.

- The enrollment list is sorted alphabetically from A-Z by last name and includes the person's login name, rights assigned in the course, and title in the course, and indicates the team(s) to which the person belongs.

- The **Edit** and **Delete** buttons allow you to edit or delete the roster entry.

- The check box next to the name allows you to edit, delete, or export your selection.

The **Delete Selected** button allows you to delete multiple names.

The **Exit Roster Editor** button will close the roster editor and bring you back to the **Manage** tab menu.

(For more information, refer to the Things to Know about the Roster Editor help topic.)

Teams Editor

The **Teams Editor** screen allows a course editor to create teams, assign users, check for unassigned users, randomly generate teams and rebalance generated teams.

The **Teams Editor** toolbar allows you to control the functions related to teams on a "macro" level.

To navigate to the **Teams Editor**:

1. In the appropriate course, select the **Manage** tab.

2. Select the **Teams** link beneath the **Course Management** subheading.

Select Teams.

The **Teams Editor** toolbar options are: **Add a Team**, **Unassigned Users**, **Random Team Generator**, and **Rebalance Generated Teams**.

Teams Editor toolbar

Course Theme Selector Tool

The **Course Theme Selector** tool allows course editors to select, edit, or create a custom theme for a course. A "theme" is a set of colors and fonts used for a course.

Access the Course Theme Selector Tool

To access the **Course Theme Selector**:

1. Within the course, select the **Manage** tab.
2. Select the **Course Theme Selector** link beneath the **PSU Course Settings** subheading.

Course Theme Selector screen

There are many preset themes you can apply to a course. It is also possible to edit any of these choices or create your own.

Note: Applying a theme (customized or not) to a course does not guarantee that this will definitely be the theme a student sees when viewing the course. Users will initially see your applied theme as the default, but can apply a theme to their personal view of ANGEL to override the theme you have applied.

Apply a Theme

To apply a theme to the course:

1. On the **Course Theme Selector** screen, select a theme from the **Available Themes** pull-down list.

   Note: A preview of the selected theme will be displayed.

2. Click the **Apply** button.

Applying a course theme

Changing from the default theme may help students remember whether they are viewing the **My Profile** section of ANGEL or viewing a specific course.

Edit a Theme

It is also possible to edit a theme. To edit a theme:

1. On the **Course Theme Selector** screen, select the theme you wish to edit from the **Available Themes** list.

2. Click the **Edit** button. The **Theme Editor** screen appears.

Theme Editor in Advanced mode

The **Theme Editor** provides many options to edit fonts, colors, and styles. Editing and troubleshooting a theme can be time-consuming. Keep in mind that students (and others) can change the theme you apply to a course for their own personal viewing.

Create a Theme

It is also possible to create theme from scratch. To create a theme:

1. On the **Course Theme Selector** screen, select the **Add a Theme** link in the toolbar.

Select the Add Theme link.

2. The **Theme Editor** is displayed. Within this editor, you can totally customize an ANGEL theme. Remember, however, that this can be a time-consuming effort with limited return on investment, as users can customize their personal view of ANGEL.

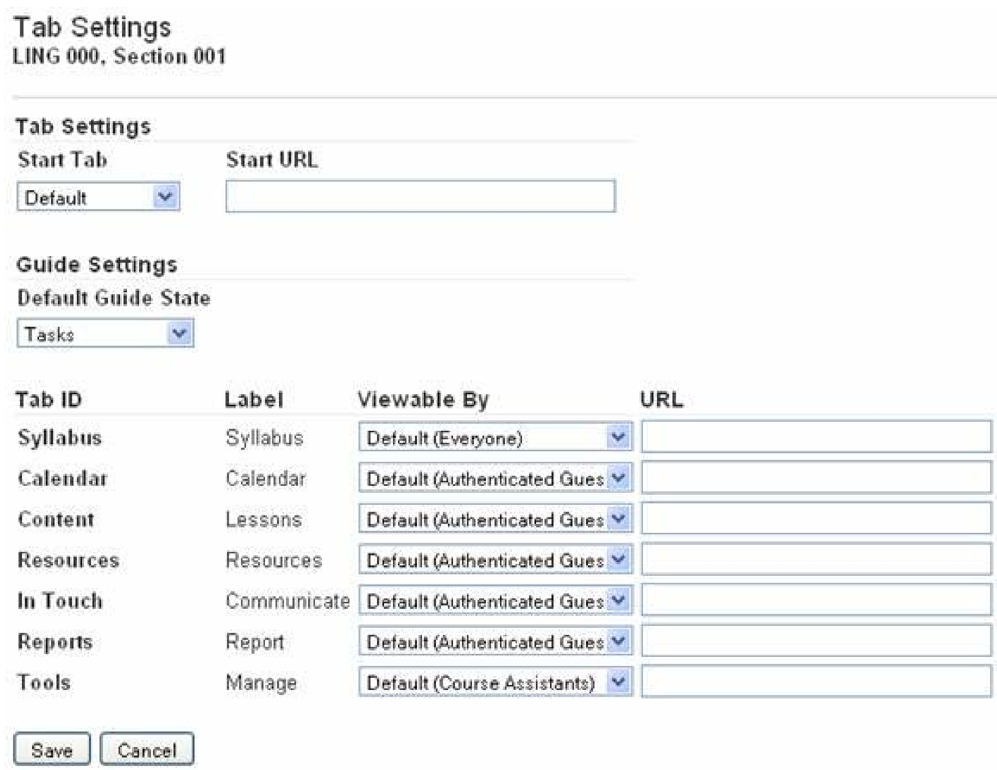
About the Tab Settings Tool

The **Tab Settings** utility allows course editors to disable and/or redirect course tabs to another Web page.

Tip: This feature is useful if you have items already on the Web that you have created or developed. For example, you may already have your syllabus posted and maintained on the Web, or you may have developed a shared calendar space. This feature allows you to incorporate those items within the ANGEL course so students do not need to know any other URL to access any Web information you might have.

To access the **Tab Settings**:

1. Within the course, select the **Manage** tab.
2. Select the **Tab Settings** link beneath the **PSU Course Settings** subheading.



Tab Settings screen

Start Tab: Specifies which course tab the user views upon entering the course. The default start tab for a course is the **Lessons** tab.

Start URL: Enter a fully qualified Web address in the **Start URL** field to display an external Web page instead of the default start tab.

Guide Settings: Set the default state of the course guide.

Syllabus: **Syllabus tab. Contains the syllabus for the course.**

Calendar: **Calendar tab. Contains the course calendar.**

Lessons: **Lessons tab. Contains all the course content items.**

Resources: **Resources tab containing course announcements and news, Penn State Library tools, and course resources.**

Communicate: **Communicate tab. All course communication items are contained on this tab.**

Report: **Reports tab. All course reports are available on this tab.**

Manage: **Manage tab. This tab contains tools to manage your course.**

About the Import Wizard

The **Import Wizard** utility allows course editors to import different types of content including another of their ANGEL courses, a master course, ANGEL course archives, WebCT and Blackboard course exports, calendar events and announcements, WebCT question banks, standard zip files, and iStudy for Success! modules.

To access the **Import Wizard**:

1. Within the course, select the **Manage** tab.
2. Select the **Import Wizard** link beneath the **PSU Data Management** subheading. The **Content Import Wizard** menu appears.

Content Import Wizard menu

About the Export Wizard

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.

To access the **Export Wizard**:

1. Within the course, select the **Manage** tab.
2. Select the **Export Wizard** link. The **Content Export Wizard** menu appears.

Content Export Wizard

Note: The ANGEL Archive export utility should be used when exporting course content that is intended to be imported into ANGEL.

User Preview Tool

If you are a course editor, you can preview a course as a user with particular rights, such as a student. You can also preview a course as a member of a particular team.

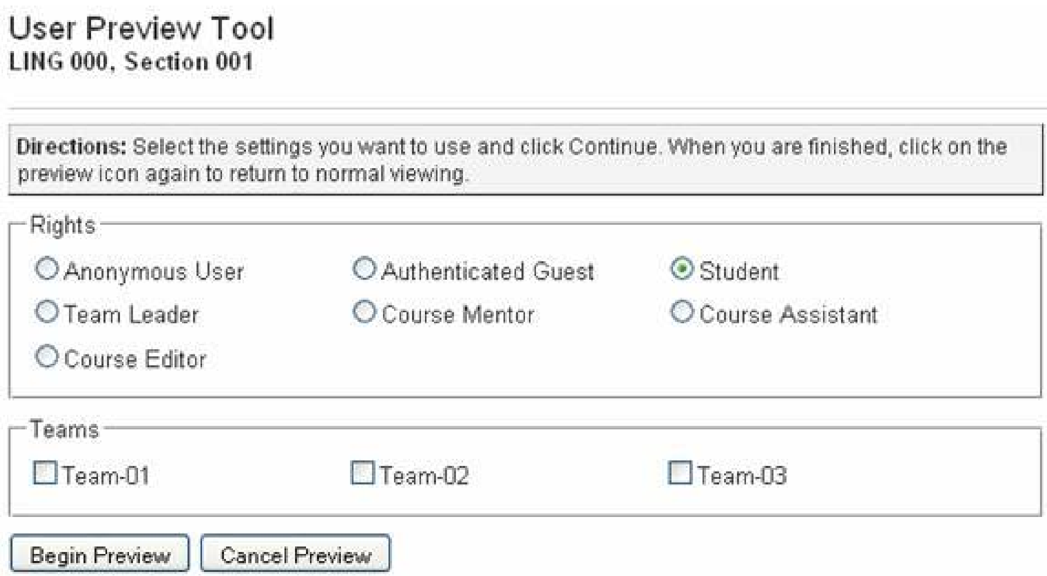
To use the **User Preview Tool**:

1. From any location within the course, click the sunglasses icon in the upper right.

Click the sunglasses icon.

2. On the **User Preview Tool** screen, within the **Rights** area, select whether to preview the course as a student (default) or as a user with other rights within the course.

3. If you have created course teams, within the **Teams** area you can optionally select a team in order to preview the course as a member of that team.



User Preview Tool screen

4. Click the **Begin Preview** button. You will be in preview mode.

   Note: When you are in preview mode, the sunglasses are blue.

   Preview mode indicated by blue sunglasses

5. When finished previewing the course, click the sunglasses and click the **Cancel Preview** button to exit preview mode.

Course Guide

The **Guide** is another way to navigate through a course.

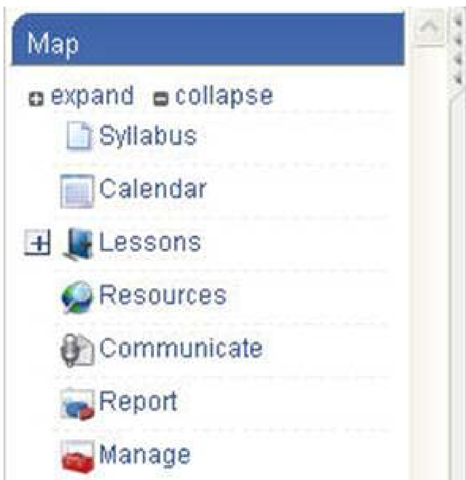
To display or hide the **Guide**, click the **Hide/Show arrows** immediately to the right of the navigation buttons.

Click the hide/show guide tab.

The **Guide** provides access to the **Map**, **What's New**, **Tasks**, **Search**, and **Design Help** functions. To change to a new **Guide** item, select the linked name at the bottom of the **Guide**.

Map

The **Map** indicates where you are located within your course. The highlighted, bolded word indicates your current location within the course. You can select the linked name within the **Map** to move to a content item or tab. You can see the sub-items under a content item or tab by selecting the **expand** link in the **Map** toolbar. The **collapse** link allows you to hide sub-items. Alternatively, you can show and hide any sub-items of a content item or tab by clicking the **plus (+)/minus (-)** sign to the left of the item or tab name.



Map screen of the Guide

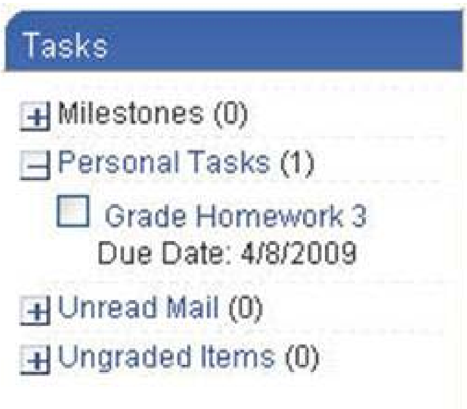
What's New

The **What's New** screen lists any items within the course content that may be new. New items can be course mail, assignments, pages, ungraded items, etc. To access a new item, select the name link in the list of items. To check for new items, click the **Refresh** button (Note: You may have to move your cursor over the Course Guide item area to make the **Refresh** button appear) or select **last logon**, **last week**, **last 2 weeks,** or **last 30 days** from the pull-down list. If you need to check new items from a specific date, you can click the calendar icon to the right of the pull-down menu and select the desired date in the pop-up window.

What's New screen of the Guide with the Refresh button

Tasks

The **Tasks** area displays milestones, personal tasks, unread mail, and ungraded items. To check for new items, click the **Refresh Button.**



Tasks screen of the Guide

Milestones

Students can track their course progress by viewing a list of pending, completed, or past due milestones. Course editors and course assistants can view milestone achievements for each individual student. The number of milestones is indicated in parentheses.

Click the **plus (+)** sign to view milestones.

Personal Tasks

Users can view personal tasks they created for themselves and tasks assigned to them or assigned to all course members. The number of personal tasks is indicated in parentheses.

Course editors can assign a task to the entire class, a team, or a student. To do this from the **Tasks** screen of the **Guide**:

1. Select the **Personal Tasks** link.

2. Select the **Add Task** link.

3. Choose whether to assign the task to everyone in the class, a team, or a student from the pull-down menu.

Note: Students can add a personal task via the course **Guide** tool, but they cannot add a task for other students or course editors.

Course editors can see who has completed a course task assigned to members. To do this:

1. Select the **Personal Tasks** link in the course guide.

2. You can select the pull-down menu to filter tasks by those assigned by you, created by you, or all tasks.

3. You will see a list of tasks below the pull-down menu.

4. Click the **Edit** button next to the task you want to view.

5. Select the **View Status** link in the toolbar to display a table of names, status, and date.

Unread Mail

The **Unread Mail** section displays a list of all new (unread) course mail. The number of new e-mail messages is indicated in parentheses.

Click the **plus (+)** sign to list unread mail. Select the link for a message to view it.

Unread Discussion Posts

The **Unread Discussion Posts** section displays a list of all discussion forums in which there are new (unread) posts. The number of new posts is indicated in parentheses.

Click the plus (+) sign to list discussion forums with unread posts. Select the link for a discussion forum to view it.

Ungraded Items

The **Ungraded Items** section displays a list of all new ungraded lesson items. The number of ungraded items is indicated in parentheses.

Click the **Plus** sign to list the ungraded items. Select the link for an item to display its grading screen.

Search

The basic **Search** area allows the user to enter a keyword to search for an item in the content, calendar, mail, or roster of a course. Select the course area from the pull-down list, enter the keyword(s) in the **Search** field, and click the **Search** button.

Search screen of the Guide

Select the **advanced search** link to search by specific parameters. In this search area, you can also specify content type such as a drop box, discussion forum, etc, and search type such as match ALL words or ANY words, etc.

Design Help

The **Design Help** area (available to course editors only) provides context-sensitive instructional design suggestions from an experienced ANGEL user and instructional designer. The **Design Help** information changes based on the course tab that is active, or the item that is currently being accessed.

Technology Training Resources

To look for more advanced sessions of today's training topic visit:
http://its.psu.edu/training/catalog/

To browse or register for future technology training visit:
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To learn about Training On Demand (sessions upon request for groups of 5 or more) visit:
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To browse or join in online discussions about technology topics at Penn State visit:
http://technologytraining.psu.edu/

To learn about or subscribe to receive training news (RSS) feeds through your news aggregator visit:
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To search for technology-related information in the ITS Knowledge Base visit:
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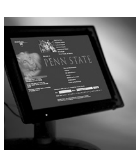
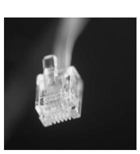
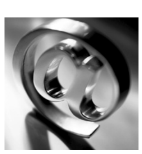


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