

Angel: Toolbox

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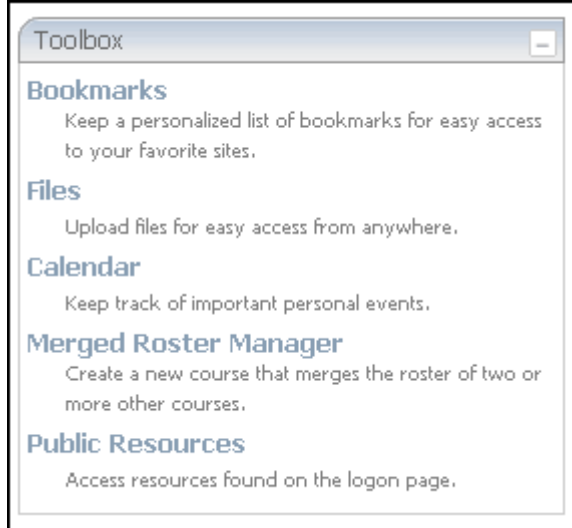
[More about the Course Tab](#)

InThis Tutorial:

- **Bookmarks**
- **Files**
- **Calendar**
- **Public Resources**

Toolbox

The **Toolbox** offers several useful tools designed to increase productivity and to customize your ANGEL environment.



Bookmarks

Bookmarks allow you to add your favorite web page links for easy access and to sort them by category. You may set permissions on each bookmark to optionally allow others to use the bookmark as well.

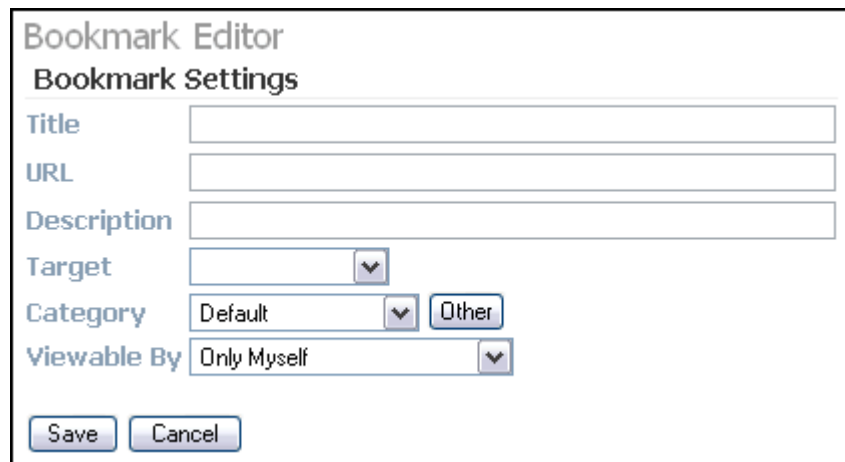
Field

Description

Title	Provide the name of the bookmark. This title is displayed as the hyperlink to the web page.
URL	A fully qualified URL for the web page.
Description	Additional information concerning the bookmark and information contained on the web page.
Target	A drop-down list of how the web page is displayed when the bookmark is clicked.
Category	Allows you to organize your bookmarks in similar groups.
Viewable By	Allows the specified user group to view your bookmark. Specifying Everyone from the drop-down menu potentially allows anyone, including unauthenticated users to view the bookmark.

To add a bookmark:

1. Log into ANGEL and click the **Bookmarks** hyperlink.
2. Click the **Add a Bookmark** hyperlink (located in the upper left toolbar). The Bookmark Editor appears.



The image shows a screenshot of a web form titled "Bookmark Editor". Below the title is a sub-section "Bookmark Settings". The form contains several input fields: "Title" (a text box), "URL" (a text box), "Description" (a text box), "Target" (a drop-down menu), "Category" (a drop-down menu with "Default" selected and an "Other" button), and "Viewable By" (a drop-down menu with "Only Myself" selected). At the bottom of the form are two buttons: "Save" and "Cancel".

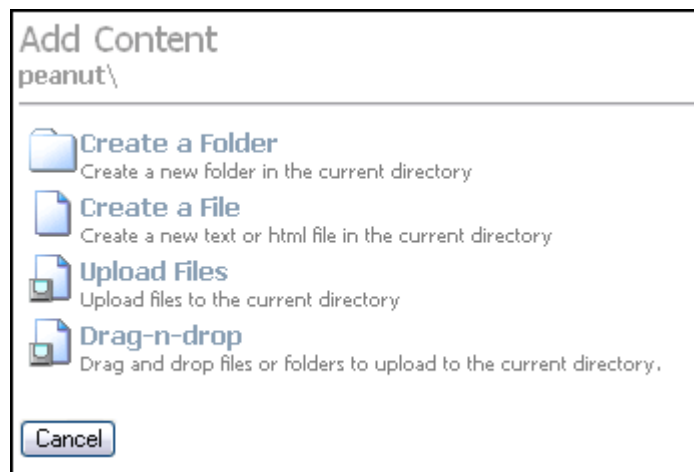
3. Type the title of the bookmark in the Title field.
4. Type the bookmark web address (fully qualified URL) in the **URL** field.
5. Type a description in the **Description** field.
6. Select a category from the **Category** drop-down list.
7. Select the viewing permissions from the **Viewable By** drop-down list.
8. Click the **Save** button.

Files

Create folders, files and upload images and documents to your personal file manager (Files) for storage purposes or to publish your content on the World Wide Web. The built-in HTML Editor allows you to create new web pages or to edit existing ones with an easy-to-use word processing-style interface.

To create a folder:

1. Log into ANGEL and click the **Files** hyperlink found in the Toolbox.
2. Click the **Add Content** hyperlink (located on the upper left toolbar). The Add Content page appears.



3. Click the **Create a Folder** hyperlink. The Create a Folder page displays.
4. Type a name in the **Folder Name** field.
5. Click the **OK** button.

To create a file:

6. Log into ANGEL and click the **Files** hyperlink found in the Toolbox.
7. Click the **Add Content** hyperlink (located on the upper left toolbar).
8. Click the **Create a File** hyperlink. The Create a File page appears.

Create a File
peanut\
File Name

File Contents
 Check Spelling [HTML Editor](#)
 Unicode format

4. Type a name in the **File Name** field.

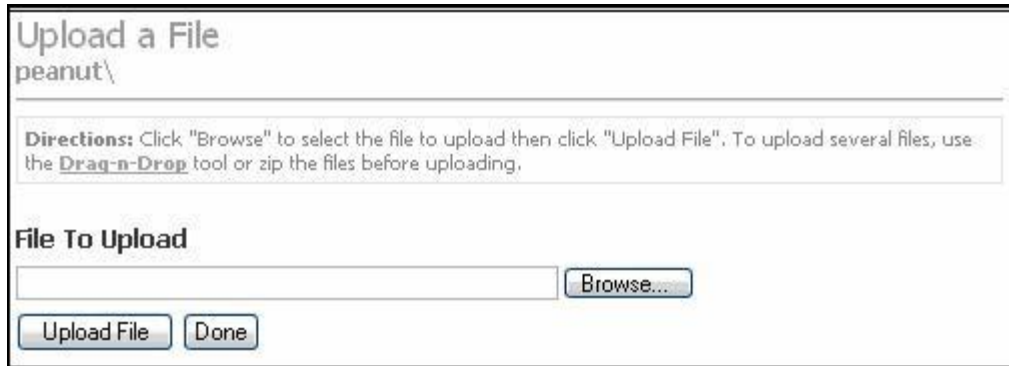


When creating a web page, add the proper extension (.htm or .html) to the end of the filename (i.e., index.html) to ensure the file type is properly identified and rendered by the web browser. For best results, web page names should be comprised of alphanumeric characters with no spaces or special characters other than hyphen and underscore characters.

5. Type or paste text or HTML code in the **File Contents** field. Optionally use the *Fast !Page* HTML Editor to apply formatting, insert images, or create hyperlinks in an HTML file.
6. Click the **OK** button.

To upload a file:

7. Log into ANGEL and click the **Files** hyperlink found in the Toolbox.
 8. Click the **Add Content** hyperlink (located on the upper left toolbar).
 9. Click the **Upload Files** hyperlink. The Upload a File page appears.



4. Click the **Browse** button. A Choose file dialog box appears.



For best results do not upload files that have blank spaces in the titles (e.g. Assignment Guidelines.doc). Instead rename your files prior to uploading into the ANGEL environment (e.g. Assignment_Guidelines.doc).

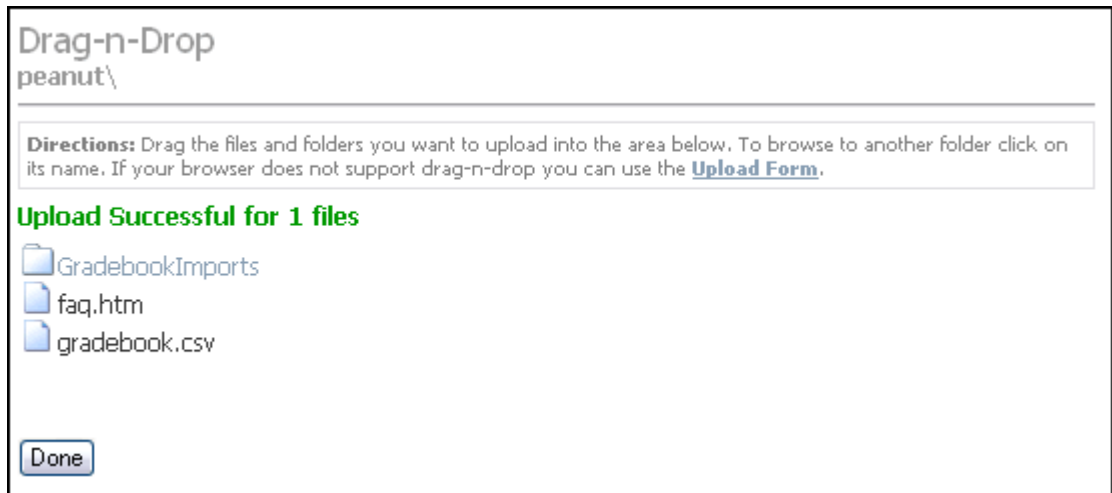
5. Locate and select the file and click the **Open** button.
6. Click the Upload File button, then **Done** or **Upload Another File**.

To upload a file using Drag-n-drop:



In order to use Drag-n-drop you need to have Sun's JVM 1.4.1 installed on your computer. If you do not have this installed you are prompted to download the JVM (Java Virtual Machine).

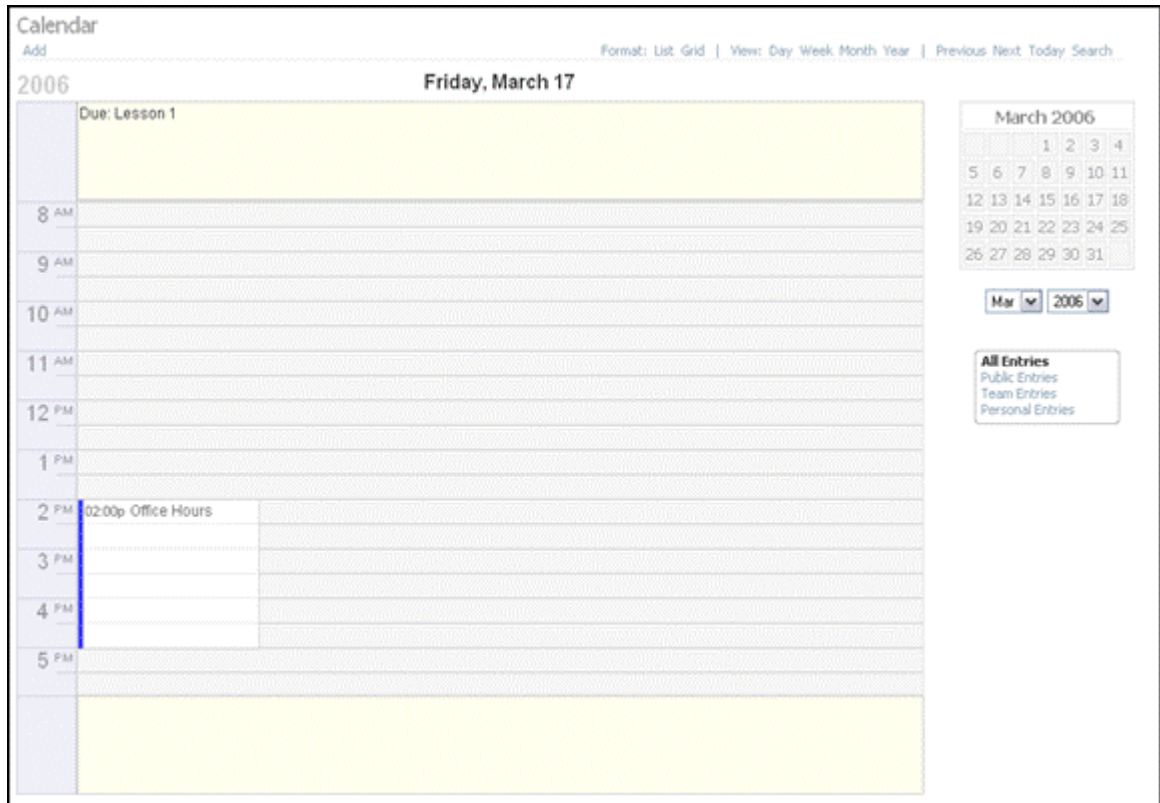
7. Log into ANGEL and click the **Files** hyperlink found in the Toolbox.
 8. Click the **Add Content** hyperlink (located on the upper left toolbar).
 9. Click the **Drag-n-drop** hyperlink. It may take a few seconds to load the applet for the drag-n-drop.
 10. Drag one or more files or folders from your computer to the Drag-n-drop upload area. A progress bar appears as your files are uploaded. Once the upload is complete the uploaded files display in the Drag-n-drop window.



5. Click the **Done** button when you are finished uploading files.

Calendar

Use the Calendar tool to add and view personal calendar events, course or group events, or public institutional events. The calendar provides **Format** options of **List** or **Grid** to customize the view of the calendar. The **List** option displays calendar items as a list of appointments or events. The **Grid** option displays the calendar format as displayed below.



The calendar provides options to view calendar events by **Day** (default), **Week**, **Month**, or **Year**.

Previous and **Next** navigation options vary based on the selected view of the calendar. For example, when the calendar view is set to **Day**, clicking the **Previous** hyperlink displays events for the previous day and clicking the **Next** hyperlink displays events for the next day. However, when the calendar view is set to **Week** clicking the **Previous** hyperlink displays events for the previous week and clicking the **Next** hyperlink moves the calendar ahead one week.

Click the **Today** hyperlink to quickly access all events for the current day. Click the **Search** hyperlink to search all calendar events for specific keywords.

In **Day** view a small calendar appears on the right side of the displayed day. Click a hyperlinked date on the calendar to quickly access all events for the particular date. Select a different month or year from the date drop-down list (located underneath the small month calendar) to quickly view a different month and/or year. Further customize your calendar view by clicking the **Public Entries**, **Team Entries** or **Personal Entries** in the **All Entries** box located underneath the month/year drop-down lists.

For information on how to add calendar entries, see the section of this document titled *Calendar Tab*.

Public Resources

The Public Resources hyperlink takes you to the ANGEL Home page. The ANGEL Home page contains Public Information hyperlinks, Search and Help hyperlinks, Public Announcements and any Top Stories for your institution. For additional information on these resources see the section of this document titled *Public Resources* .

Course Mail – Preferences

In this Tutorial:

- **Personal Information**
- **Name Settings**
- **Organizational Settings**
- **Contact Settings**

Personal Information

The User Profile editor allows users to specify personal information including name, organizational information, contact information, and more with the capability of limiting who may view each type of information. The personal information editor is divided into three areas: Name Settings, Organizational Settings and Contact Settings.

To access the User Profile editor:

1. Log into ANGEL.
2. Click the **Preferences** icon  located on the left power strip.
3. Click the **Personal Information** hyperlink.

Name Settings

Field	Description	Mode
Viewable By	Determines who can view the name information	N
First Name	First name as you want it to appear.	N
Last Name	Last name as you want it to appear.	N
Middle Name	Middle name as you want it to appear.	A
Title Prefix	Title such as Mr., Mrs., Dr. that you want to precede your name.	A

Honor Suffix	Honor that you want to follow your name, such as Jr., Sr., PhD., etc.	A
Nickname	Nickname that you want to share with other users.	A
About Me	Information concerning you, your interests, clubs, hobbies, etc. that you want to share with other users.	N

To access the User Profile editor:

1. Log into ANGEL.
2. Click the **Preferences** icon  located on the left power strip.
3. Click the **Personal Information** hyperlink.

In the **Name Settings** :

4. Select the **Viewable By** setting from the drop-down list.
5. Type your **First Name** .
6. Type your **Last Name** .
7. Type or paste information about yourself in the **About Me** field.

Organizational Settings

Field	Description	Mode
Viewable By	Determines who can view the organizational information.	N
Title	Title within the organization.	N
Role	Role within the organization.	A
Logo	Logo for the organization.	A
Department	Department associated with the organization.	A
Division	Division of the organization.	A
Organization	Organization name.	A

To access the User Profile editor:

1. Log into ANGEL.
2. Click the **Preferences** icon  located on the left power strip.
3. Click the **Personal Information** hyperlink.

In the **Organizational Settings** :


4. Select the **Viewable By** setting from the drop-down list.
5. Type a **Title** within the organization.

Contact Settings

Field	Description	Mode
Email	Email address you want to share with others.	N
Viewable By	Determines who can view the information you provide.	N
Homepage	URL to your personal web page.	N
Photo URL	URL where your personal photo is stored	N
Phone Settings	Fields for personal phone contacts.	N
Type	Selection determines the type of address provided.	N
P.O. Box	P.O. Box address.	N
Line 1	Line 1 of an address.	N
Line 2	Line 2 of an address.	N
Line 3	Line 3 of an address.	N
City	City of your address.	N
State/Prov	State or Province for your address.	N
Postal Code	Zip code or country postal code for your address.	N

Country	Country of your address.	N
UTC Timezone	The Greenwich Mean Time (GMT) specified as a + or – from GMT.	A
Longitude	Specifies the longitude coordinate of the primary address. In conjunction with the latitude coordinate, this information can be used to generate a map of the location.	A
Latitude	Specifies the latitude coordinate of the primary address. In conjunction with the longitude coordinate, this information can be used to generate a map of the location.	A

To access the User Profile editor:

1. Log into ANGEL.
2. Click the **Preferences** icon  located on the left power strip.
3. Click the **Personal Information** hyperlink.

In the **Contact Settings** :

4. Type your email address in the **Email** field.
5. Select the **Viewable By** setting from the drop-down list of who can see your email address.
6. Type a homepage URL in the **Homepage** field. Select the **Viewable By** setting from the drop-down list of who can see your personal home page.
7. Type a photo URL or click the **Add** button to upload a photo to your profile. Select the **Viewable By** setting from the drop-down list of who can see your photo.
8. Select the phone settings from the **Phone Settings** drop-down list. Type a phone number in the **Phone Settings** field and select the **Viewable By** setting from the drop-down list of who can see your phone numbers.
9. Select the **Viewable By** setting from the drop-down list of who can see your address information. Select the **Type** of address from the drop-down

list.

10. If applicable, type a P.O. Box in the **P.O. Box** field.
11. Type address information in **Line 1** , **Line 2** , and/or **Line 3** .
12. Type the city information in the **City** field.
13. Type the state or providence information in the **State/Prov** field.
14. Type the postal code (zip code) in the **Postal Code** field.
15. Type the country in the **Country** field.
16. When complete, click the **Save** button.

Course Mail – Preferences

In this Tutorial:


- **How to Change Your Password**
- **Theme Selector**
- **Changing a Theme**
- **Editing a Theme**
- **General Tab**
- **Colors Tab**
- **Styles Tab**
- **Other Tab**

Change Password

Only users of ANGEL guest accounts have the ability to change their passwords inside ANGEL. If you do not have a guest account, please contact Dickinson's Academic Technology Services. For those people, it is important to change your password periodically to maintain maximum the security of your account. Some of the following guidelines can be used when creating your new password.

- Don't choose a password that could be found in a dictionary.
- Don't choose a password that uses public information, such as your social security number, phone number, credit card, birthdate, etc.
- Use at least eight characters.
- Use a random mixture of characters, upper and lower case, numbers, punctuation and symbols.
- Use a password that you can remember so that you do not need to keep looking it up, this reduces the chance of somebody discovering where you have written it down.
- Choose a password that you can type quickly, this reduces the chance of somebody discovering your password by looking over your shoulder.

To change your password:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Change Password** hyperlink.
3. Type your current password in the **Current Password** field.
4. Type your new password in the **New Password** field.
5. Confirm your new password by typing it in the **Confirm** field.
6. Click the **OK** button.


You are required to use your new password the next time you log into ANGEL.

Theme Selector

The Theme Selector allows you to select different ANGEL themes or even create your own theme to change how your Home page looks when you log in. Theme Editor settings are divided into tabs: General, Colors, Styles, and Other.

Changing the Theme

To change the theme:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Theme Selector** hyperlink. The Personal Theme Selector page appears.
3. Select a theme from the **Available Themes** drop-down list. The theme you select is displayed. Click on the Course tab to see the theme in a course environment.
4. Click the Apply button.

Editing a Theme

To edit a theme:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).

2. Click the **Theme Selector** hyperlink. The Personal Theme Selector page appears.
3. Select a theme from the **Available Themes** drop-down list. The theme you select is displayed.
4. Click the Edit button.

General Tab

On the General tab:

1. Type a name for the theme in the **Theme Name** field.
2. If desired, select a portal theme from the **Portal Theme** drop-down list.
3. If desired, select a subject theme from the **Subject Theme** drop-down list.
4. Select the **Nugget Icons** , **Tab Icons** , and **Sidebar Buttons** from the drop-down lists.
5. Select the **Font Settings** from the **Face** and **Size** drop-down lists.

Fields	Description	Mode
Theme Name	Provide a unique name for the theme you are creating.	N
Portal Theme	Specifies the basic color theme of the Personal Home page.	N
Subject Theme	Specifies subject of your theme, i.e. Art, Biology, Money, etc.	N
Nugget Icons	Specifies the icons to be used for individual nuggets.	N
Tab Icons	Specifies the icons to be used for tabs.	N
Sidebar Buttons	Specifies if the buttons should be standard or transparent.	N
Face	The font settings for the type of font used in the theme.	N
Size	Size of the font used in the theme.	N

Text Attributes	Specifies Cascading Style Sheet attributes for text. A Example: text-align: center
Link Attributes	Specifies Cascading Style Sheet attributes for links. A Example: A:link {text-decoration: none}
Hover Attributes	Specifies Cascading Style Sheet attributes for when A the mouse is hovering over a hyperlink. Example: A:hover {background: blue; color: white}

Colors Tab

On the Colors tab:

1. Select the colors for the Page PG, Normal Text, Link Text, Highlight Text, Heading Text, Heading BG, Note Text, Note BG, Page Title Text and Breadcrumb Text from the drop-down lists in the Page Colors area.
2. Select the colors for the Banner Text, Banner BG, Toolbar Text, Toolbar BG, Nugget Title Text, Nugget Title BG, Nugget Text, and Nugget BG from the drop-down lists in the **Portal Colors** section.
3. Select the colors for the Tab Text, Tab BG, Active Text, and Active BG from the drop-down lists in the **Tab Colors** section.
4. Select the colors for the Map Text, Map BG, Footer Text, and Footer BG from the drop-down lists in the **Map Colors** section.

Fields	Description	Mode
Page BG	Background color for the page.	N
Normal Text	Display color for all non-hyperlink text.	N
Link Text	Display color for hyperlink text.	N
Highlight Text	Color to display when a hyperlink is clicked.	N
Heading Text	Display color for the heading on the course/group page.	N
Heading BG	Background color for the heading on a course/group	N

page.

Note Text	Text color when using Notes.	N
Note BG	Background color for Notes.	N
Page Title Text	Text color for the title on a page. Example: Lessons when the Lessons tab is active.	N
Breadcrumb Text	Specifies the color of breadcrumbs.	N
Banner Text	Specifies the color of the title of the course on the upper right corner when in a course.	N
Banner BG	Specifies the background color for the banner in a course.	N
Toolbar Text	Specifies the color of the text on a toolbar.	N
Toolbar BG	Specifies the color of the background of a toolbar.	N
Nugget Title Text	Specifies the color of the Nugget title text. Example: Courses, Community Groups, Toolbox, etc.	N
Nugget Title BG	Specifies the background color of the Nugget title.	N
Nugget Text	Specifies the color of the text in a nugget. Examples: explanations located underneath a hyperlink in a nugget.	N
Nugget BG	Background color of nuggets. Example: Courses nugget background color may be different than the Page BG to make it more visible.	N
Tab Text	Specifies the color of the text on tabs.	N
Tab BG	Background color for tabs.	N
Active Text	Specifies the color of the active tab.	N
Active BG	Background color for the active tab.	N
Map Text	Specifies the text color for the guide.	N
Map BG	Specifies the background color for the guide.	N

Footer Text	Specifies the text color for the footer. This is the footer displayed on each page.	N
Footer BG	Specifies the background color for the footer.	N

Styles Tab

On the Styles tab:

1. Select the styles for the Banners, Portal Components, Toolbars, Section Headings, Active Tab, Other Tabs, and Identity Bubble from the drop-down lists in the **Styles** section.
2. Click the **Preview** button to view your choices.
3. If you are satisfied with your settings, click the **Save** button. Otherwise, click the **Back to Editor** button to return to the theme editor.

The Styles tab consists of Styles and Advanced Style Attributes.

Fields	Description	Mode
Banners	Specifies a unique image banner to your course.	N
Portal Components	Specifies a unique image on your portal components.	N
Toolbars	Specifies specific style to the toolbars.	N
Section Headings	Specifies specific styles to the section headings.	N
Active Tab	Specifies the style of the active tab in a course/group.	N
Other Tabs	Specifies the style of non-active tabs in a course/group.	N
Identity Bubble	Specifies the color surrounding the name (identity) bubble.	N

Page Attributes	Specifies Cascading Style Sheet attributes for a page.	A
Breadcrumb Page Attributes	Specifies Cascading Style Sheet attributes for the breadcrumbs.	A
Site Banner Page Attributes	Specifies Cascading Style Sheet attributes for the site banner page. This is the image that is displayed as you enter and exit the ANGEL application.	A
Section Banner Page Attributes	Specifies Cascading Style Sheet attributes for the banner located in a section (course/group).	A
Toolbar Attributes	Specifies Cascading Style Sheet attributes for the toolbars within a course/group.	A
Section Heading Attributes	Specifies Cascading Style Sheet attributes for the section heading of a course/group. This is the title displayed in the upper right corner in a course/group.	A
Active Tab Attributes	Specifies Cascading Style Sheet attributes for the tab that is active in a course/group.	A
Other Tab Attributes	Specifies Cascading Style Sheet attributes for the non-active tab in a course/group.	A
Tab Bar Attributes	Specifies Cascading Style Sheet attributes for the tab bar.	A
Note Area Attributes	Specifies Cascading Style Sheet attributes for the notes in a course/group.	A
Portal Component Title Attributes	Specifies Cascading Style Sheet attributes for the title of the portal components.	A
Portal Component Area Attributes	Specifies Cascading Style Sheet attributes for the area behind the portal component (background).	A

Other Tab

The Other tab provides an area to specify Imported Stylesheets and any custom Cascading Style Sheet (CSS) you want to add for your theme.


Course Mail – More Preferences

In this Tutorial:

- **Create Your Own Theme**
- **System Settings**
- **How To Forward Course Mail**
- **PDA Agent**

Create Your Own Theme

To create your own theme:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **Theme Selector** hyperlink.
3. Click the **Create a Theme** hyperlink located in the upper left toolbar.
4. Follow the steps under the *Editing a Theme* section above.

System Settings

The **System Settings** allows you to customize you mail settings, configure ANGEL to send a copy of all course mail to an Internet email account, select your user level of expertise based on your comfort level with the ANGEL system, and to specify your local drive settings.

System Settings

User Level

Directives: Select the option below that best describes your level of comfort with the system. Choosing a higher-level provides less and exposes more advanced features of the system.

Unspecified
You have not specified a user level. Please choose one of the following options.

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

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

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

Local Drive Settings

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

CD ROM

DVD ROM

Floppy Drive

Hard Drive


Mail Settings

Directives: You can have a copy of mail that you receive in your courses and groups forwarded to an Internet e-mail account. Simply enter the e-mail address below and specify a forwarding mode.

Forwarding Address

Forwarding Mode

To change your system settings:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip).
2. Click the **System Settings** hyperlink. The System Settings page appears.
3. Select the **User Level** which best fits your ANGEL expertise. By default, Unspecified is selected which provides the same information as a Beginner.



Beginner level provides helpful notes and descriptions of most links used throughout the ANGEL environment. This option is good if you are new to the ANGEL environment.

Intermediate level eliminates most of the link descriptions making the pages more compact and easy to navigate. If you are comfortable with the ANGEL environment, you may elect to use the intermediate level.

Advanced level provides access to advanced settings by starting editors in Advanced mode. Descriptions are removed.

4. Select the local drive settings in the **Local Drive Settings** section, if necessary.
5. Select **ANGEL Live Settings** for instant messaging.
6. Click the **Save** button.


How to Forward Course Mail

ANGEL has the ability to send and receive mail. By default, any mail that you send to or receive from students resides inside the course environment. However, you may alter your course mail settings to instruct ANGEL to forward your course mail to an Internet email account.



Forwarding your mail is a global setting, meaning that your mail for all your courses and all of your community groups is forwarded to the address you specify.

To forward your ANGEL course/group mail:

1. Log into ANGEL and click the **Preferences** icon  (located on the left power strip)
2. Click the **System Settings** hyperlink. The System Settings page appears.
3. Locate the **Mail Settings** area at the bottom of the page and type in the **Forwarding Address** field the full email address where you want your ANGEL mail to be forwarded.
4. Select the **Forwarding Mode** from the drop-down list.


The screenshot shows a web form with two sections. The first section is titled "Forwarding Address" and contains a single-line text input field. The second section is titled "Forwarding Mode" and contains a drop-down menu. The drop-down menu is currently open, showing four options: "Do not forward my course mail" (which is highlighted), "Forward my course mail and keep as new in course", "Forward my course mail and mark as read in course", and "Forward my course mail and delete from course".

5. Click the **Save** button.

PDA Agent

The intelligent PDA Agent allows you to download your lessons, unread course mail, or forum messages to your PDA for online viewing. Using the PDA Agent requires a service called AvantGo®.

To set your PDA settings:

1. Log into ANGEL and click the Preferences icon  (located on the left power strip).
2. Click the **PDA Agent** hyperlink.
3. Select the items listed in the **School Items** section that you want to make available on your PDA.
4. Select any personal item from the **Personal Items** section you want to make available on your PDA.
5. Select the **Course and Group Items** you want to make available on your PDA.



There are three options for specifying which courses and groups should be included as part of the update notification to AvantGo. **All** displays update information courses and groups for which you are enrolled or an instructor. **Some** allows you to select specific courses from the list. **None** disables course and group update information.

6. Select the level of information that should be included for each Item Type listed.



Display options include None, Count, Titles and Details. **None** does not include any information; **Count** only shows the number of new items; **Titles** list the titles and other summary information; and **Details** allows viewing of detailed item information.

7. Click the **Save** button.
8. Choose a name for your channel (**Channel Title**) and click the **Create Channel** button.



The channel set-up happens once. If you have previously set-up your channel, click the **Close** button to exit. Your new settings take affect the next time you sync your PDA.

Course Mail – Course Tab

In this Tutorial:

- **Edit Page**
- **Add a Component**
- **Delete a Component**
- **Rearrange Components**
- **Activity at a Glance**
- **Add an Activity Graph**
- **Grades**
- **Course Calendar**
- **Course Announcements**
- **Course News**

ANGEL's "Digital Dashboard" Course Home Page gathers the information educators need and assembles it with visual clarity and simplicity. Vital course information is displayed immediately on login in one central location with graphic summaries and quick navigation options. Featuring ANGEL's "Activity at a Glance" information summaries, the Course Home Page provides instant feedback with visual graphics. The convenient "Course Guide" area provides helpful features you can expand, collapse, or click for navigation within your course.

Course Guide: 1 click navigation to expand or hide

What's New: Immediate updates on log in

Tasks: Personal list increases efficiency

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

Logons: See class activity immediately!

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

The screenshot shows a course page for 'Pharmacology with Karen'. It includes a navigation menu, a 'What's New' section with counts for Calendar (32767), Content (6), Discussion Forums (9), Mail (27), and Submissions (40). A 'Tasks' section lists Milestones (19), Personal Tasks (0), Unread Mail (9), and Ungraded Items (2). The 'Activity at a Glance' section features four bar charts: Logons, Mail Messages, Discussion Posts, and Submissions. A 'Grades' section shows a progress bar for 'Uncategorized' (0%) and a table for 'Chapter Exams' (88%), 'Research Project' (%), 'Participation' (%), and 'Homework' (%).

Edit Page

Located under the course title, the **Edit Page** hyperlink allows the course editor to change what is shown on the Course Home Page. The Course Home Layout tool uses drag-n-drop to move items to different locations on the Course Home Page.

Course Home Layout

Directions: To add a component, select it from the Available Components list and click the Add button. To remove a component, click its X button. To rearrange components simply click and drag. When you are finished click the Save button.

Available Components

- About This Section
- Attendance
- Banner Image
- Communicate Links
- Course/Group Announcements
- Course/Group Continue
- Course/Group Events
- Course/Group News and Events
- Course/Group Polls
- Course/Group Roster

Component Layout

Location: Header
State: Opened

Page

Header

Column 1: RecentActivity

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

Column 3: Grade Report

Footer

Buttons: Save, Cancel, Use Defaults

Field Name	Definition
Available Components	Available components are displayed in the Available Components list.
Component Layout	The Component Layout section provides information concerning the component being added. When a component is selected, the Location list changes to indicate the default location for the selected component. You can change the default by selecting a different location from the list. The State list indicates how the component is displayed on the page, e.g. opened, closed, fixed or inline. To change the default state, select from the state list the desired affect.

Add a Component

1. Select the item from the list.
2. Click the Add Component >> button. The component is displayed in its default location.
3. When finished, click the **Save** button.

Delete Component

Click the **X** button to the right of the component you want to remove.

Rearrange Components

1. Click on the component and drag it to the column where you want it displayed.
2. When finished, click the **Save** button.

Activity at a Glance

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

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

Activity at a Glance

Settings

Graphs

Recent Mail Messages Recent Discussion Posts

Recent Logins Recent Submissions

Grades Distribution

Viewable By

Students

Save Cancel

Field Name	Definition
Recent Mail Messages	Displays recent daily mail messages.
Recent Logins	Displays daily login summary.
Grades Distribution	Displays grade summary.
Recent Discussion Points	Displays daily discussion summary.
Recent Submissions	Displays daily submission summary.
Viewable By	Allows the course editor to select who can view these graphs.

Add an Activity Graph

1. On the Activity at a Glance toolbar, click the **Edit** button. The Activity at a Glance Settings page displays.
2. Select the graphs you want to display from the **Graphs** checkboxes.
3. Select who you want to view these graphs from the **Viewable By** drop-down list.
4. Click the **Save** button.

Grades

The Grades section displays course grades for exams, quizzes and assignments. Clicking on the graph displays the Reports Console page. Refer to the section of this document titled *Reports* for details.

Course Calendar

The Course Calendar section displays public or personal course calendar events. You may select to display All, Public or Personal calendar information. You can also show or hide notes.

Course Announcements

The Course Announcements section displays past or present course announcements. You may select to display Past, Present or All. You can also sort by Ascending or Descending. Clicking on the **Edit** button displays the Announcement Editor. Refer to the section of this document titled *Announcement* for details.

Course News

The Course News section displays links to news articles. Clicking the **Edit** button displays the News Editor. Refer to the section of this document titled *News* for details.

Course Mail – More about the Course Tab

In this Tutorial:

- **Edit Page**
- **Add a Component**
- **Delete a Component**
- **Rearrange Components**
- **Activity at a Glance**
- **Add an Activity Graph**
- **Grades**
- **Course Calendar**
- **Course Announcements**
- **Course News**

ANGEL's "Digital Dashboard" Course Home Page gathers the information educators need and assembles it with visual clarity and simplicity. Vital course information is displayed immediately on login in one central location with graphic summaries and quick navigation options. Featuring ANGEL's "Activity at a Glance" information summaries, the Course Home Page provides instant feedback with visual graphics. The convenient "Course Guide" area provides helpful features you can expand, collapse, or click for navigation within your course.

Course Guide: 1 click navigation to expand or hide

What's New: Immediate updates on log in

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

Logons: See class activity immediately!

Tasks: Personal list increases efficiency

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

The screenshot shows a course page for 'Pharmacology with Karen'. It features a navigation menu on the left, a 'What's New' section with a 'last logon' dropdown, an 'Activity at a Glance' section with four bar charts (Logons, Mail Messages, Discussion Posts, Submissions), a 'Tasks' section with a list of items, and a 'Grades' section with a progress bar and a table of assignments.

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Add a Component

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Delete Component

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Activity at a Glance

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Graphs

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Viewable By

Students

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