

Angel: Course Navigation

[Course Navigation](#)

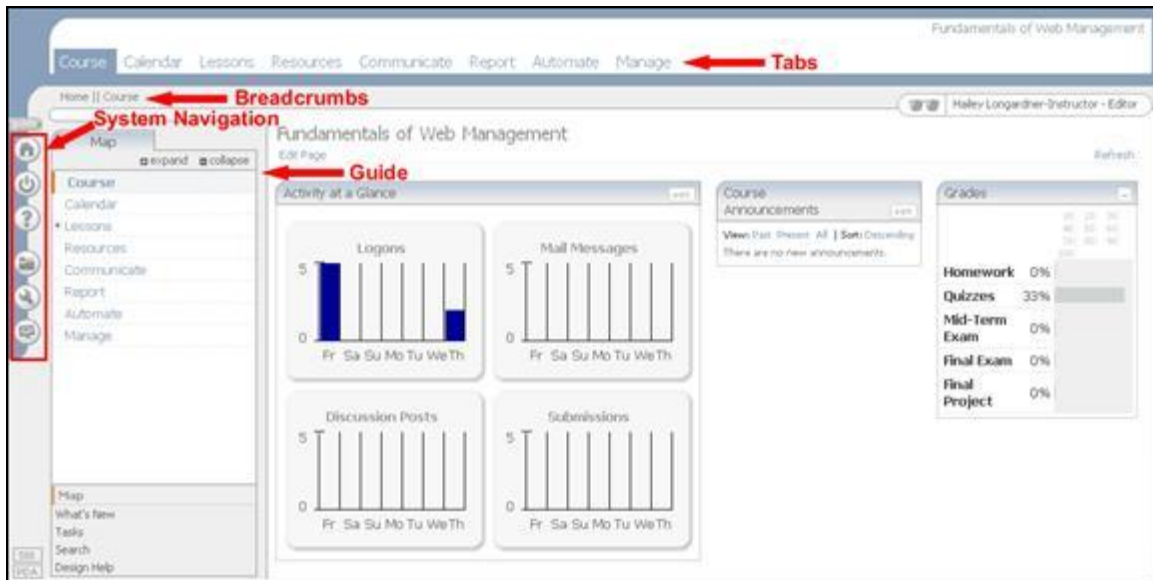
[Angel Groups](#)

[Angel Courses](#)

[Angel General Tips](#)

In this Tutorial:

- **Tabs**
- **Breadcrumbs**
- **System Navigation**
- **Map**
- **What's New**
- **Tasks**
- **Milestones**
- **Personal Tasks**
- **Unread Mail**
- **Upgraded Items**
- **Search**
- **Design Help**



Tabs

The Tabs across the top of a course or group provide easy access to course content. To move through a course or group, click the hyperlinked name of the tab.







ANGEL provides several navigation methods that can be used within a course. Many navigate to the same area of ANGEL. As you use ANGEL, you will find a navigation method you prefer over another.

Breadcrumbs

Breadcrumbs are another navigation method that can be used while in the ANGEL environment. Breadcrumbs are hyperlinks and can be used to quickly navigate through the ANGEL environment.

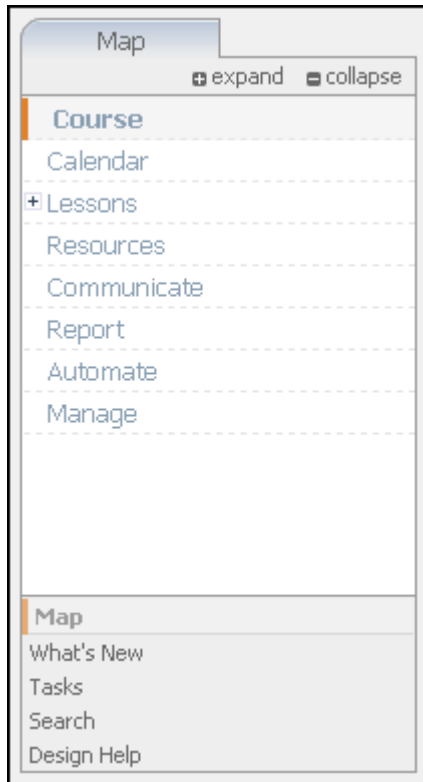
System Navigation

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

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

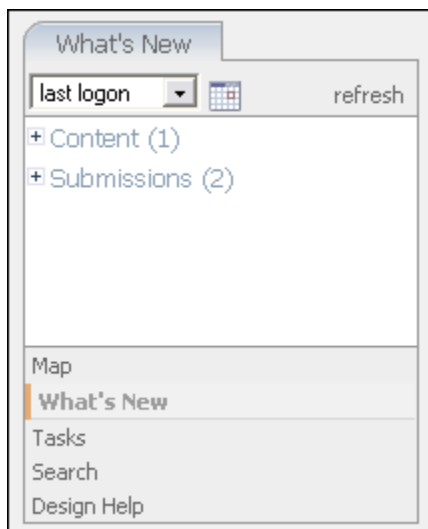
Map

The Map indicates where you are located within your course. The highlighted, bolded word indicates your current location within the course. You can click on the hyperlinked name within the Map to move to a content item or tab.



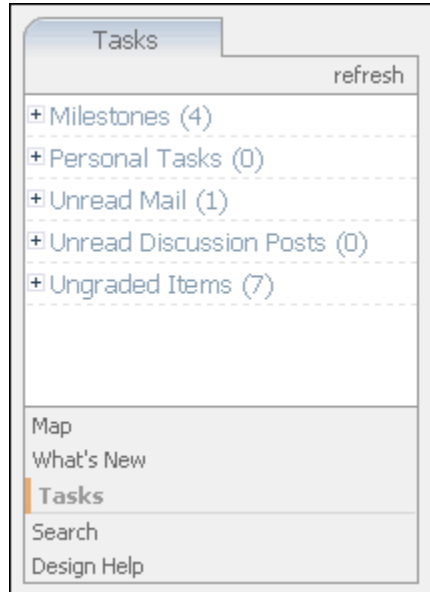
What's New

The What's New guide 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, click on the name hyperlink in the list of items. To check for new items, click the refresh hyperlink or select last logon, last week, last 2 weeks or last 30 days from the drop-down list.



Tasks

The Tasks area displays milestones, personal tasks, unread mail, unread discussion posts and ungraded items. To check for new items, click the **refresh** hyperlink.



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 pending, completed or past due milestones.

Personal Tasks

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

Click the **PLUS SIGN** (**+**) to view tasks.

Unread Mail

The Unread Mail section displays a list of all new (unread) course or group mail. The number of new email messages is indicated in parentheses.

Click the **PLUS SIGN** (**+**) to view unread mail.

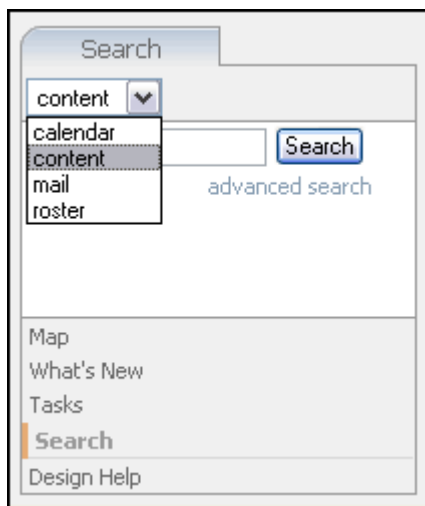
Ungraded Items

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

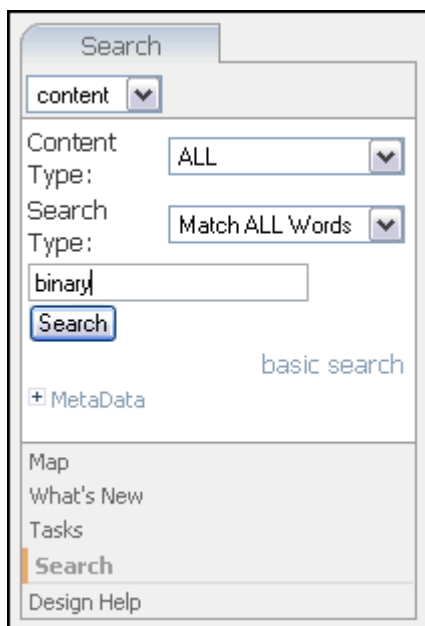
Click the **PLUS SIGN** (**+**) to view the ungraded items.

Search

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



The advanced Search area provides specific search parameters.



Design Help

The Design Help provides help with designing your environment based on information provided by your institution. This tool gives you access to context sensitive suggestions from an experienced ANGEL user and instructional designer. The tool changes based on the course tab that is active.

Angel Groups

In this Tutorial:

- **Find a Group**
- **Create a Group**
- **Group Data**
- **Subscription Dates**
- **Standards**
- **Objectives**
- **My Angel Group Settings**

Find a Group

Search for existing groups by clicking the **Find a Group** hyperlink (located below the Community Groups title bar). The Community Search page allows you to search existing groups by keyword, category, campus, school, or department

criteria. Once you have clicked the **Search** button, a list of available groups displays based on your search criteria.



Community Search

Keyword Search
Instructional

Category Campus School Department

Search Done

1. Sharing Instructional Design Ideas
Categories: Faculty Group Managers: Haley Longardner-Instructor

Create a Group

Community Groups can be used as an online collaborative community for committees, user groups, etc.

If enabled you may click the **Create a Group** hyperlink to create a group. The Create a Group page is divided into four tab areas: Group Data, Subscription Dates, Standards and Objectives.



Community Groups edit -

Find a Group Create a Group

Sharing Instructional Design Ideas
Role: Group Leader

Group Data

Group Data includes the title, category, keywords, description and access settings of the community group. Group data selections can be changed at a later time using the General Group Settings tool under the Manage tab. For additional information concerning these settings see the section of this document titled *Manage Tab*.

Field	Description
Title	Provide a title for the Community Group using a name that describes the group.
Category	Select the category from the Category drop-down list to associate

Keywords	this community group. Aids the searching capabilities. Students and faculty can use these keywords to locate specific groups through the Community Group Search.
Description	Provides a description of the group and provides additional information concerning the group and group objectives.
Begins/Ends	Specify a beginning and/or ending date for the group. If specified, this information is viewable in the search results of a group search.
Stylesheet	Specify or change the path to a course stylesheet (theme). For more information on customizing course themes, refer to the section of this document titled <i>Course Theme Selector</i> .
Redirect URL	Redirect the group title hyperlink (on the user's personal page) to a fully qualified URL (external website) instead of directing them to the default ANGEL group.
Redirect Target	Used only in combination with Redirect URL option, Redirect Target allows group editors to specify a custom window target value for the redirected title hyperlink (i.e. a value of <code>_top</code> replaces all frames within the browser window with the redirected website).
Standards/Objectives	Enable or disable group standards and objectives.
Member Access	Determines whether all roster members can access the group or only group editors. When set to Editors Only, the group title does not show up on the personal page (My Page) of non-editor members.
Guest Access	Determines whether non-roster members can access the group. Select Anonymous to allow non-authenticated users to access the course. Select Authenticated to allow only authenticated users (those who have logged into ANGEL) access to the course. Select None to disallow non-roster members from accessing the course.
Search engine	No will hide the group from the ANGEL Group Search.

Subscription Dates

Subscription dates allow you to set a PIN for the group and designate an enrollment Begins and Ends date for the group. Subscription settings can be changed at a later time using the General Group Settings tool under the Manage tab. For additional information concerning these settings see the section of this document titled *Manage Tab* .

Field	Description
Enrollment PIN	Allows users to self-enroll in the group if the PIN has been provided to the user. Leaving the enrollment PIN blank allows anyone to self-enroll without an invitation from the editor of the group.

- Enrollment Begins Specifies a beginning date for the enrollment process. This only affects the self-enrollment process.
- Enrollment Ends Specifies an ending date for the enrollment process. This only affects the self-enrollment process. Setting the enrollment ends date to a date in the past disables the PIN enrollment feature.

Standards

Standards are statements of what members should know and be able to do. Standards are managed by a standards administrator within ANGEL, and can be manually created or gathered from outside organizations such as accreditation bodies and state/federal agencies. Standards are organized hierarchically, and can be mapped to content within ANGEL. These mappings allow extensive reporting on member and group performance against standards.

Objectives

Objectives are similar to standards except objectives are created and managed by the group administrator. Objectives allow for designing outcomes that best fit the group's purpose.

- Objectives can be used in conjunction with standards to create desired outcomes without being constrained by the hierarchical structure of the standard.
- Objectives can be mapped to standards.
- Single or multiple standards may be mapped to any objective.

Community Group Settings

Click the **Edit** button in the My ANGEL Groups title bar to hide specific groups or to customize the additional information displayed for each. To prevent a group from appearing under your groups section, clear the checkbox next to the group prior to saving. To access a previously hidden group, select the checkbox next to the group prior to saving or simply click on the group title.

Community Groups Settings

Display Filter

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

[ANGEL Users](#)

Advanced Settings

Group By Semester Category

Also Display Role Category Instructor Semester

Tasks Ungraded Mail Posts Milestones Tasks

Show Disabled Yes No

The Advanced Settings section of the My ANGEL Group Settings page allows the user to specify how the groups are displayed on the Home page. Groups can be grouped by semester and/or group category and can display user role, group category, instructor name and/or semester. The Tasks option allows you to determine what new items display under each group. By default, Ungraded, Mail, Posts, Milestones, and Tasks are checked. The Show Disabled option allows the user to view disabled groups for which they have editing rights.




Angel Courses




In this Tutorial:

- **System Navigation**
- **Edit Page**
- **Find a Course**
- **Create a Course**
- **Course Settings**

System Navigation

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Edit Page

Located under the Home title the **Edit Page** hyperlink allows a user to change what is shown on Home. The Edit Page tool uses drag-n-drop to move items to different locations on your Home page.



Available components are displayed in the **Available Components** list.

To add a component to your Home page:

1. Select the item from the list.
2. Click the **Add Component >>** button. The component is displayed in its default location.

To change the location:

3. Left-clicking on the item.
4. While continuing to hold down the mouse button, drag the item to the desired column.
5. Release the mouse button.

6. Click the **Save** button to save your selected components.

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.

Find a Course

Search for existing courses by clicking on the **Find a Course** hyperlink (located below the Courses title bar). The Course Search page allows you to search existing courses by keyword, semester, campus, school, department, course or section criteria. Once you have clicked the **Search** button a list of available courses is displayed based on your search criteria.

The screenshot shows the 'Course Search' page. At the top, there is a 'Keyword Search' field containing the text 'professional'. Below this are several search criteria: 'Semester', 'Campus', 'School', 'Department', 'Course', and 'Section', each with a dropdown menu. There are 'Search' and 'Done' buttons. Below the search fields, there is a copyright notice: 'ANGEL Learning Management System © Copyright © 2000-2006, ANGEL Learning, Inc., All rights reserved.' The search results are listed as follows:

1. ANGEL Professional Development
Enroll (no PIN required)
Category: Demo Instructor: Kim Shurig
2. Using Angel to Drive Professional Certification
Enroll (no PIN required)
Category: test Instructor: Brad Koch Begins: 1/10/2006
How to use Angel's platform to organize and present learning objects, quizzes and test preparation materials for certification publishers.

Create a Course

If enabled, you may click the Develop a Course hyperlink to create a course that you can use for development purposes. MSU automatically creates regular courses listed in the Registrar's Schedule of Courses, so do not use development courses as actual course offerings.

The **Courses** section contains all the courses that you may be taking or teaching. The toolbar contains an **Edit** button that allows you to customize additional information displayed for each course (see Course Settings below for additional information). **Find a**

Course and **Create a Course** hyperlinks are located below the Courses title bar (access to these hyperlinks may vary based on your institution's configuration).



Course Settings

Click the **Edit** button in the Courses title bar to hide specific courses or to customize the additional information displayed for each. To prevent a course from appearing under your Courses section, clear the checkbox next to the course prior to saving. To access a previously hidden course, select the checkbox next to the course prior to saving or simply click on the course title.

Courses Settings

Display Filter

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

- [Fundamentals of Web Management](#)
- [Fundamentals of Web Management](#)
- [Introduction to ANGEL 7.1](#)
- [Samantha's ANGEL Test Course](#)

Advanced Settings

Group By Semester Category

Also Display Role Category Instructor Semester Course Dates

Tasks Ungraded Mail Posts Milestones Tasks

Show Disabled Yes No

The **Advanced Settings** section of the Course Settings page allows the user to specify how the courses are displayed on the Home page. Courses can be grouped by semester and/or course category and can display user role, course category, instructor name and/or semester. The **Tasks** option allows you to determine what new items display under each course. By default, Ungraded, Mail, Posts, Milestones, and Tasks are checked. The **Show Disabled** option allows the user to view disabled courses for which they have editing rights.

Angel General Tips

- **Helpful Tips for Angel Users**

Tips for ANGEL User

The following are helpful tips that may not appear in the standard ANGEL documentation. These tips are designed to make your ANGEL experience more useful and enjoyable. Please read the following tips and keep this list handy when you are learning how to use ANGEL.

Lessons Tab

1) Click the Index link in the upper right corner to expand all of the folders on the Lessons page. Sometimes instructors organize their courses with multiple layers of folders to group related material. Clicking the Index link will allow you to see every item in the Lessons tab on a single page.

On-line Quiz or Exam

1) Instructors can put a time limit on quizzes and exams. Quiz timers run as a continuous clock. This means that the timer starts when you first access the quiz and does not stop until it reaches zero. You can enter and exit the quiz as many times as you want during this time but the timer will continue to count down.

(Important: Exiting a quiz does NOT mean hitting the submit button. Once you hit the submit button, the timer resets to zero and the quiz is done. Exiting the quiz means going to a different web page or closing your browser)

2) While taking a quiz or exam in ANGEL, you should periodically click the Save Answers button at the bottom of the page. Clicking the Save Answers button will not submit your answers to the instructor, however it will record your answers in a temporary place so that you can quickly restore them in case of a problem. Potential problems range

anywhere from a power outage to accidentally closing your browser during the exam. If you haven't clicked the Save Answers button, then you will start with a blank quiz when you access the quiz again. If you clicked the Save Answers button one or more times, then your quiz will resume at the same place where you last clicked Save Answers. It is important to note that you can always change your answers even after you have clicked the Save Answers button.

3) You should print out a copy of your exam after you have filled out all of the answers. If for any reason the electronic copy of your exam is lost or corrupt, your instructor will sometimes accept a paper copy. This is a way to back up your work in case of technical problems.

My Learner Profile

1) The Learner Profile is a good way to keep track of your progress and your status in the course. You can access the learner profile by clicking on the Tools tab and then on My Learner Profile.

ANGEL Email/Email Forwarding

1) The ANGEL email system is a "closed" system. This means that you do not have a specific email address like myname@mycompany.com. Therefore, any email that is sent to an ANGEL account, must originate from some other ANGEL account. So if you are sending an email to your instructor's ANGEL account, you must use ANGEL to do so.

2) You can reply to email that is forwarded from your ANGEL account to another Internet email account. If a classmate emails you within ANGEL and you have email forwarding turned on, the message will be sent to your Internet email account. However, your reply message will not be recorded in ANGEL email system. If you want to reply to the sender's ANGEL email account, you must login to ANGEL and reply from there.

3) When setting up email forwarding in ANGEL, you should choose option 2 or 3 for the forwarding mode. Either one of these options will forward all mail sent to your ANGEL account but it will leave a copy of each email in your ANGEL account. This provides you the option of replying to emails that are sent to your ANGEL account.

4) Some instructors set up their ANGEL email forwarding system to forward ANGEL email messages to their Internet email accounts. Therefore, if you send a message to an instructor's ANGEL email account inside ANGEL, the instructor will receive a copy in his/her Internet email account. In most case, the instructor will simply use the reply to function of his/her email software to reply to you. If you have entered your Internet email address in your ANGEL profile, your Internet email address will appear to be the "From" address in the message and you will receive the instructor's reply message. However, if you don't provide your Internet email address, the reply message from the instructor will get lost. It is VERY IMPORTANT to enter your email address in your ANGEL profile.

Upload Files in ANGEL

1) You will most likely use the file-uploading feature a lot in ANGEL. You might want to attach a file to an email message or a discussion forum posting, turn in your homework, or share a file with your team members. It is very easy to upload a file, however, you will encounter an error if you try to upload a file with special characters in the name. You should avoid using characters like "#. \ / * ? & % ," in your file names.