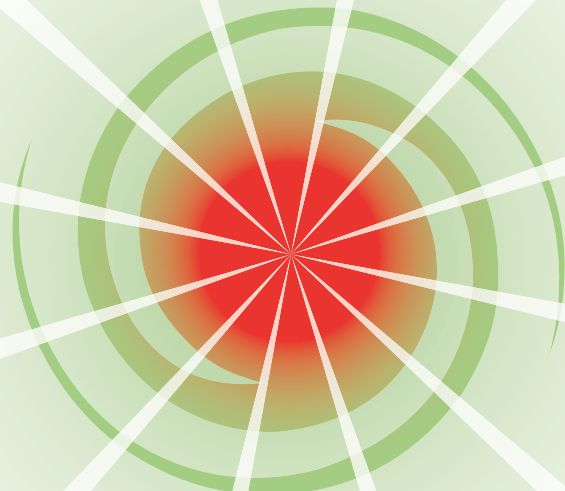




**ANGEL™  
LEARNING**

## **Angel Quarterly Process** **How Courses and Accounts Get Created**

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## »COURSE SECTION (SHELL) CREATION

A new blank course shell will be created every single quarter for every single section running in a particular quarter. It is up to faculty discretion whether to use the shell or not.



### **NOTE**

Exception: no new blank ANGEL shell for courses mapped to WebCT while we continue to have WebCT through fall quarter.

Through Fall 2006, if a section is mapped to WebCT, the course link within my.Sinclair goes directly into WebCT.

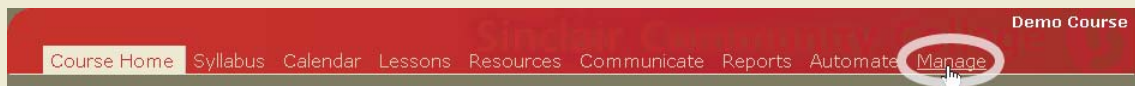
## »HOW FACULTY ARE ENROLLED IN COURSE SECTION

**The snapshot or upload process uses Colleague to determine the shell “owner” or faculty member (designated and entered into Colleague by the department chair) by using the first instructor shown (also known as the instructor of record) in Colleague.**

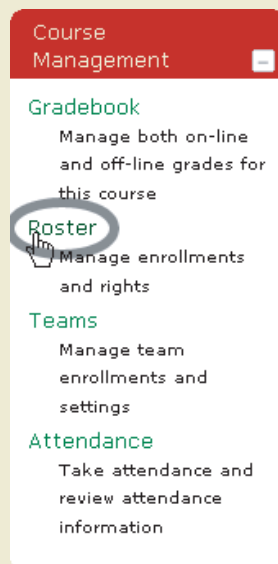
**Only the first instructor can be picked up and put into a section. If more than one faculty needs access because they are both teaching the same section, the “owner” may give *shared access* to the course through the “Manage” area of the course (Roster).**

## »Directions for adding another faculty to your course roster:

**1** Click on the **MANAGE** tab.



**2** Click on **ROSTER**.



**3** Next page...

## »Directions for adding another faculty to your course roster (cont'd):

- 3** Click on **ADD A USER** below the **ROSTER EDITOR** title in the toolbar..

Roster Editor

Add a User Batch Enroll Export

Roster Search

Search

Exit Roster Editor

- 4** Type the faculty or staff member's last name in the **ACCOUNT SEARCH** box.

Add a User

To enroll an existing user, search for the user by entering the user's email address or username in the text box below and click the "Search" button.

Account Search

Renner

Search

Cancel

- 5** Click on the **SELECT** button next to the faculty or staff member's name that appears in the search results.

Results of search for "Renner"

The following accounts match the information you specified. If the user you want to enroll is listed, click on the "Select" link beside his or her name to enroll the user.

Select

1. Renner, Alice (alice.renner)

E-mail: [alice.renner@sinclair.edu](mailto:alice.renner@sinclair.edu)

- 6** Next page...

## »Directions for adding another faculty to your course roster (cont'd):

### 6 Choose the RIGHTS you want to give to this user from the dropdown menu.

#### User Settings

<b>Username</b>	alice.renner
<b>Rights</b>	Course Editor
<b>Title</b>	Authenticated Guest
<b>Hidden</b>	Student
<b>Disabled</b>	Team Leader
	Course Mentor
	Course Assistant
	Course Editor

Other

**Rights** can be changed for a user within your course. These items may be limited by your ANGEL Administrator. Rights changed within a course (section) affect the user rights within the course (section) only. Section Level Rights are described below.

- Authenticated Guest** - Identifies that the user's primary role in the course or group is that of a guest.

Default course/group restrictions: Guests cannot view the student portion of the roster, cannot access instructor or student tools, and can only view lesson content, chat rooms, or forums that have been made viewable to users with a rights level of Guests (or lower).

- Student/Member** - Identifies that the user's primary role in the course or group is that of a student/member.

Default course/group restrictions: Students/Members cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Students/Members (or lower).

6 Continued on next page...

## »Directions for adding another faculty to your course roster (cont'd):

### 6 Continued...



- Team Leader** - Identifies that the user's primary role in the course or group is that of a team leader.

Default course/group restrictions: Team Leaders cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Team Leaders (or lower).

•**Course/Group Mentor** - Identifies that the user's primary role in the course or group is that of a mentor such as a course librarian.

Default course/group restrictions: Course/Group Mentors cannot access instructor tools, and can only view lesson content that has been made available to users with a rights level of Course/Group Mentors (or lower).

- Course/Group Assistant** - Identifies that the user's primary role in the course or group is that of an assistant. This role has access to grading features and several instructor reports.

Default course/group restrictions: Course/Group Assistants have limited access to instructor tools such as activity reports (under Lessons and Tools tabs), Course Gradebook, and Attendance Manager. Course/Group Assistants can only view lesson content that has been made available to users with a rights level of Course/Group Assistants (or lower).

- Course/Group Editor** - Identifies that the user's primary role in the course or group is that of an editor. This is the typical role for the instructor of record. Editors can manage the course roster, edit all content and access all reports and utilities.

Default course/group restrictions: None - Course/Group Editors have full access to all instructor tools, reports, etc. Furthermore, Course/Group Editors are not subject to restrictions such as Team association, Start Dates, End Dates and Hidden item settings.

### 6 Finished on next page...



## »Directions for adding another faculty to your course roster (cont'd):

### 6 Continued...

- Course/Group Administrator** - Identifies that the user's primary role in the course or group is that of an administrator.

Default course/group restrictions: None - Course/Group Administrators have full access to all instructor tools, reports and editing capabilities.

### 7 Choose the **TITLE** you want to give this user from the dropdown menu. (This is the title displayed for the user in the course.)

#### Enrollment Settings

##### User Settings

**Username** alice.renner

**Rights** Course Editor

**Title** Instructor

**Hidden**

**Disabled**

##### Team Members

Assistant

Students

- Default
- Guest
- Student
- Faculty
- Grading Assistant
- Instructor**
- Librarian
- Observer
- Teaching Assistant
- Technical Support
- Visitor

Notify user of account changes by e-mail

### 8 Next page...

## »Directions for adding another faculty to your course roster (cont'd):

8

**Change the HIDDEN option from NO to YES.** (The students will no longer see this user's name in your roster, but the user will be able to access your course.)

### Enrollment Settings

#### User Settings

**Username** todd.ruel

**Rights** Course Editor

**Title** Instructor Other

**Hidden** No

**Disabled** No  
Yes

Notify user of account changes by e-mail

Save

Cancel

**NOTE**

*Continued on next page...*

**NOTE**

This option is useful for faculty mentors. A faculty who is mentoring another faculty can be added to the mentee's course roster and hidden from student view.

In addition, as an experienced online faculty, you can add an inexperienced faculty who will be teaching the same course the next quarter to your course if you want to see how you teach the course and give them an idea of the type of questions students will ask, how you handle the questions, how discussion forums are run, etc.

**NOTE**

If no "instructor of record" shows in Colleague, the course still gets created and students will get access.

However, the course will *not* show an instructor until one is entered into Colleague.

## »COURSE SECTION (SHELL) ACCESS:

**Faculty will have access to their course shells on the first day of registration, while students don't generally get access until the week prior to the start of the quarter.**

**With ANGEL you will have the time to go into your empty course shell, copy the content from your course from your previous quarter, and make changes before students are loaded into the courses.**

## »STUDENT ACCESS

**Students are uploaded directly into their course shell (information pulled directly from Colleague) the week before the start of the quarter.**

**After the initial upload, the system is updated (picks up new registrations, drops, and changes) once each morning (2:00am) throughout the quarter.**

**Students are dropped from their courses the same way.**

## »LONG-TERM COURSE SECTION ACCESS:

**ANGEL courses will remain available to faculty for one year after the date of creation.**

## »UPDATING COURSE MATERIAL

**It is the instructor's responsibility to copy course data/material from one quarter's shell to the next.**

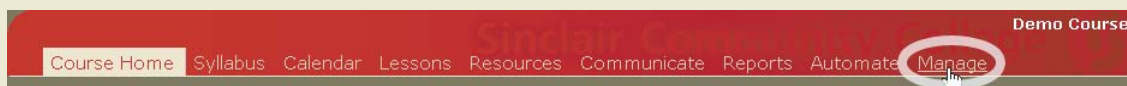
**It is also the instructor's responsibility to keep a backup or archive of their course data. Web Systems performs system-wide backups which are primarily used to restore the entire environment, not a single course.**

## »FACULTY QUARTERLY MAINTENANCE ISSUES

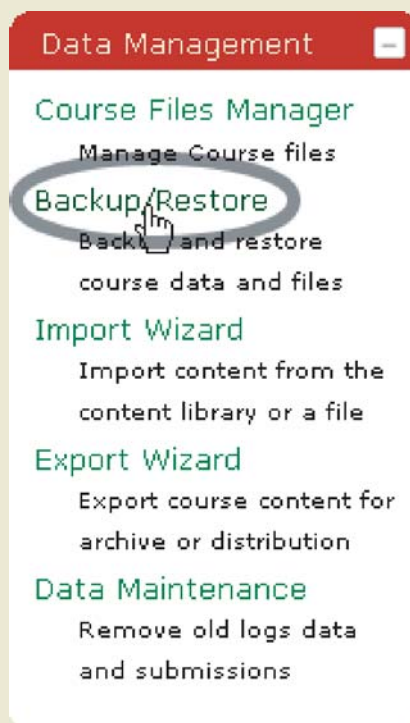
- 1. Perform a quarterly (at minimum) course backup and download it to your hard drive. In ANGEL, each subsequent backup performed over-writes the previous backup.**
- 2. Perform a course copy from one quarter's section to the next.**
- 3. Add shared designers as necessary.**

# »Directions for backing up your course and downloading it to your hard drive:

**1** Click on the **MANAGE** tab.



**2** Click on **BACKUP/RESTORE** under **Data Management**.



**3** Next page...

## »Directions for backing up your course and downloading it to your hard drive (cont'd):

### 3 Click **BACKUP NOW**.

#### Backup/Restore

##### Backup Information

**Directions:** To make a backup of all Course data and files, click the **Backup Now** link below.

##### Last Backup

Date Created: 5/23/2006 2:06:18 PM

File Size: 865647 bytes

Restore Backup

Download Backup

Backup Now

Done



### 4 *Next page...*

## »Directions for backing up your course and downloading it to your hard drive (cont'd):

**4**

Under **LAST BACKUP**, you should see the date created and the file size.

### Backup/Restore

#### Backup Information

**Directions:** To make a backup of all Course data and files, click the **Backup Now** link below.

#### Last Backup

Date Created: 6/29/2006 11:22:34 AM  
File Size: 1760233 bytes



**5**

Click **DOWNLOAD BACKUP** to save a copy to your PC.

### Backup/Restore

#### Backup Information

**Directions:** To make a backup of all Course data and files, click the **Backup Now** link below.

#### Last Backup

Date Created: 6/29/2006 11:22:34 AM  
File Size: 1760233 bytes

Restore Backup

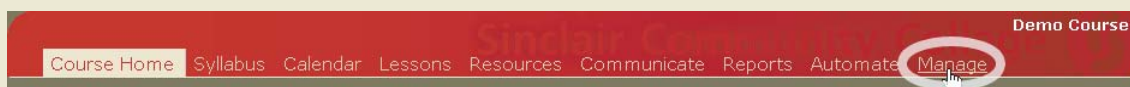
Download Backup

## »Directions for copying your course from previous quarter into your blank shell:

**1** You should first go into your course from the previous quarter that has all of your course content and make sure you have made a **BACKUP COPY** as required for Sinclair's records.

**2** Go out of this course and into your **NEW BLANK SHELL**.

**3** Click on the **MANAGE** tab.



**4** *Next page...*

» **Directions for copying your course from previous quarter into your blank shell (cont'd):**

**4** Click **IMPORT WIZARD**.



**5** *Next page...*

# »Directions for copying your course from previous quarter into your blank shell (cont'd):

## 5 Click COPY COURSE.

### Content Import Wizard

What do you want to import?

**Directions:** Select the source from which you want to import data.

#### Content Package

Import content from an ANGEL archive, WebCT™ export, Blackboard™ cartridge, IMS/SCORM package or zip file.

#### Calendar and Announcements

Import calendar entries from a text file (compatible with WebCT™ calendar export files).

#### WebCT™ Question Bank

Import quizzes and surveys from a WebCT™ question bank file.

#### Search IMS Repository

Search the IMS Repository for content to import.

#### Master Course

Initialize the course based on a master course template.

#### Copy Course

Initialize the course based on another course or group in which you are an editor.



## 6 Next page...

## »Directions for copying your course from previous quarter into your blank shell (cont'd):

**6** Click the down arrow next to **SOURCE COURSE/GROUP**. Then click on the name of the course you want to cpy into your blank shell.

### Course Copy

**Directions:** Select a course or group from below to initialize this course based on its information.

#### Source Course/Group

select a course/group

select a course/group  
Course: 06.SU.COM.206.TC.COM.206.Interpersonal Communication  
Course: 06.SU.COM.206.TE Interpersonal Communication  
**Name of Your Course**

Import Cancel

Exit Import Wizard

### NOTE

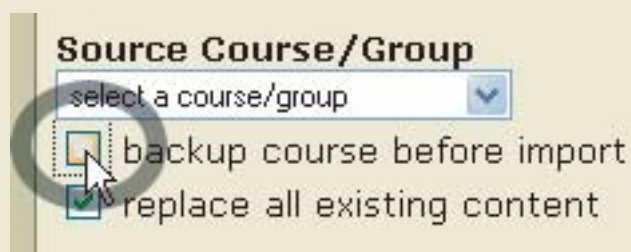
You must have course editor rights in the course you want to copy for the course title to appear in the list.

**7**

*Next page...*

» **Directions for copying your course from previous quarter into your blank shell (cont'd):**

- 7** De-Select (unclick) the box next to **BACKUP COURSE** before import. (This is unnecessary for a blank shell and should have no content.)



**NOTE**

You can either de-select or leave the box selected next to *Replace All Existing Content*, because it is a blank shell and should have no content.

**8**

*Next page...*

## »Directions for copying your course from previous quarter into your blank shell (cont'd):

8

**Click IMPORT. (The wizard will inform you when the import is complete.)**

### Course Copy

**Directions:** Select a course or group from below to initialize this course based on its information.

#### Source Course/Group

Course: Demo Course ▾

backup course before import

replace all existing content

Import

Cancel

Exit Import Wizard



9

*Finished on next page...*

## »Directions for copying your course from previous quarter into your blank shell (cont'd):

### 9 Click EXIT IMPORT WIZARD.

#### Course Copy

**Directions:** Select a course or group from below to initialize this course based on its information.

#### Source Course/Group

Course: Demo Course ▼

- backup course before import
- replace all existing content

Import Cancel

Exit Import Wizard

### NOTE

You should have all of your content including your lessons, resources, syllabus, and gradebook.

The copy course option does not copy students or student work from your previous course.

## »ANGEL BENEFITS

- 1) Continued easy access to the former quarter's course data, including student data. (Incompletes and CWW students will have access too.)**
- 2) No more resetting or mapping of courses.**
- 3) Earlier, easier (more time) updating of course materials from one quarter to the next.**
- 4) Automatic student drops/updates nightly.**
- 5) Separate course sections (formerly shells) for each section.**

**Prepared by  
The Web Course Development Team**



**Sinclair  
Community  
College**