

## Convert Quizzes to Assessments

Since Sinclair is migrating to ANGEL® 7.4 winter 2010, it is highly recommended to convert your Quiz Editor (quizzes, tests, and exams) to the Assessment Editor. As of June 30, 2009, ANGEL's support of the Quiz Editor expired and will be excluded from the ANGEL® 7.4 version. If the quizzes, tests, and exams are not converted by the beginning of winter quarter, a pop-up window will prompt you to convert assessments and surveys to enhanced surveys the first time course shells are accessed.

*ANGEL is a  
Powerful Tool  
for Facilitators  
Supporting  
Student  
Engagement*

## What to do to get your course ready for the quarter:

- **Backup Course Materials** from previous quarters. You will then have a copy of the course's content and student submissions in case you need them in the future.
- Scan through your course content. Make sure your directions to students are appropriate.
- Add any drop boxes, discussion forums, and additional content you feel is necessary.
- Update your syllabus.
- Make sure your content is in the order you want to present it to students.
- Review and update quiz/test settings.
- Set up your Gradebook.

*Communication  
and Collaboration  
Build Community*

## Get Comfortable with ANGEL® 7.4

There are several ways to start learning and exploring ANGEL.

Here are a few of the quickest:

- ANGEL® 7.4 **workshops**—register online at <http://our.sinclair.edu/sites/dlis/profdev> or call Keith Knox at (937) 512-4526
- ANGEL® 7.4 **Support Site**—Step-by-step instructions online tutorials, tips and directions. Everything you need to know about ANGEL is here. Visit this virtual ANGEL-pedia at <http://www.sinclair.edu/technology/angel/index.cfm>

## Where to go for Help!

Questions? There are step-by-step instructions for doing everything at <http://www.sinclair.edu/technology/angel/index.cfm>. Need to speak to someone—refer to the **ANGEL® 7.4 Help Card** attached. You'll find names, phone numbers, and web sites to help you get answers.



## ANGEL Help Card

### 5. ANGEL Workshops

Want to get comfortable using ANGEL? Start with a faculty-led ANGEL workshop. Register online at <http://our.sinclair.edu/sites/dlis/profdev> or call Keith Knox at (937) 512-4526 to sign up now.

### 6. Help Desk

Faculty and students that need help logging in should contact the Help Desk.

Local: (937) 512-4357  
Toll Free: 1-866-781-4357

### 7. Request a Course Shell

Want to request a Master Course or new Reportory? Go to <http://sinclair.edu/technology/angel/>



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