ANGEL: Getting Started with Using ANGEL in Your Course

Delivered by ITS Training Services for Penn State
Alternative Format Statement
This publication is available in alternative media upon request. Penn State encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact itstraining@psu.edu or 814-863-9522 in advance of your participation or visit.

Statement of Non-Discrimination
The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding this Nondiscrimination Policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901: tel. 814-863-0471/TTY.

Copyright 2015 - The Pennsylvania State University
These materials are for personal use only and may not be copied or distributed. If you would like to use our materials for self-study or to teach others, please contact us at ITS Training Services, 23 Willard Building, University Park, PA 16802, 814-863-9522, or itstraining@psu.edu All rights reserved.

The names of software products referred to in these materials are claimed as trademarks of their respective companies or trademark holders.
# TABLE OF CONTENTS

**ANGEL: The Basics** ....................................................................................................................... 4

**ANGEL Overview**.......................................................................................................................... 4

Logging In ................................................................................................................................ 5

**ANGEL Interface** ......................................................................................................................... 6

Navigating the ANGEL Interface ................................................................................................. 6

My Profile Page ............................................................................................................................... 8

Customize My Profile Page ........................................................................................................... 8

Activating a Course ......................................................................................................................... 9

**Course Content**......................................................................................................................... 10

Adding a Syllabus .......................................................................................................................... 10

Creating a Group ........................................................................................................................... 13

Adding Course Content ................................................................................................................. 14

Organizing Content with Folders ............................................................................................... 14

Access Tab .................................................................................................................................. 18

Actions Tab .................................................................................................................................. 18

Assignment Tab ............................................................................................................................ 18

Creating Assessments .................................................................................................................. 19

Assessment Questions and Question Sets .................................................................................. 27

Adding a Drop Box ....................................................................................................................... 36

**Course Mail** ............................................................................................................................... 38

Course Mail Component ............................................................................................................... 38

Course Mail Preferences .............................................................................................................. 41

**Reports** .................................................................................................................................. 42

**Using Teams** ............................................................................................................................. 43

Managing the Course Roster ......................................................................................................... 48

Adding a Member .......................................................................................................................... 49

**Topic Resources** ....................................................................................................................... 57

**Technology Training Resources** ............................................................................................. 58

Through ITS Training Services ................................................................................................... 58

Additional Technology Resources ............................................................................................... 58
ANGEL: The Basics

OBJECTIVES
Participants will be able to
• Navigate the ANGEL interface
• Add course content
• Create teams
• Run reports and manage the course roster

ANGEL OVERVIEW
Penn State’s course management system, ANGEL, is a web-based tool available to all Penn State faculty, staff, and students. ANGEL’s roster is automatically linked to the Penn State Registrar’s database and ISIS. Using the course management system, instructors can:
• Easily distribute course content such as syllabi, announcements, homework assignments, documents in various formats (such as Microsoft Word or Adobe PDF), website links, slideshows, multi-media, and other course materials
• Organize content by course week, course content, or course objectives
• Manage assignments using drop boxes
• Encourage student participation and collaboration through discussion forums, assessments, surveys, and teams
• Facilitate communication using the course mail and announcement tools
• Track and monitor student progress through reports
• Facilitate learning activities to help students achieve a higher level of learning
Logging In

1. Open Mozilla Firefox.
2. Enter https://cms.psu.edu in the browser address bar.

You will be directed to the ANGEL home page.

NOTE: Before opening, ANGEL performs a web browser system check to determine if your browser is compatible with ANGEL. See the article titled “Supported Browsers and Recommended Computers” in the ANGEL Knowledge Base located at https://kb.its.psu.edu/cms/article/6 for more information.

3. Click the Log On button.
You will be directed to the WebAccess log in screen.

Figure 2: WebAccess log in screen

4. Enter your **Penn State Access Account User ID** and **Password**.

5. Click the **Log In** button.

Your My Profile page is displayed and lists all your courses and groups.

Figure 3: My Profile page

**ANGEL Interface**

**Navigating the ANGEL Interface**

After logging in to ANGEL, a set of navigation buttons is displayed on the left side of the screen. The following is a brief description of each button.
• **Home button**: Returns you to your My Profile page from anywhere within ANGEL.
• **Help button**: Displays the searchable Knowledge Base of ANGEL documentation.
• **Logoff button**: Logs you out of your ANGEL session.
• **Preferences button**: Provides options to update your personal contact information, to select a new theme (color scheme) in which to view ANGEL screens, or to update your system settings such as user level or mail forwarding.

**NOTE**: By default, the user level in ANGEL is set to Beginner, which provides helpful notes and descriptions of most links used throughout the ANGEL environment. The Advanced user level provides access to ANGEL’s advanced settings that provide users with options to further customize content. To permanently change the default user setting from Beginner to Advanced, click the **Preferences** button on the My Profile page, select **System Settings**, choose the **Advanced** radio button from the **User Level** section, and click **Save**.

The ANGEL Support link, located at the bottom of the screen, displays a form that allows you to submit a question, report a problem, or request an enhancement.
My Profile Page

The My Profile page is the first screen that displays after logging in to ANGEL. You may return to this screen from anywhere within ANGEL by clicking the Home button in the left-hand menu. By default, My Profile includes the following components:

- **My Courses**: All courses in which you are listed as the instructor of record by your unit or college.
- **My Groups**: All non-course groups of which you are a member.
- **My Toolbox**: Personal bookmarks to web pages, personal files, personal calendar events, and public resources such as Penn State public announcements.
- **My Announcements**: Announcements posted by the instructor or group leader in any course or group of which you are a member.
- **Today's Calendar**: Calendar events for the current day from your personal, course, group calendars.

Customize My Profile Page

Each user can customize his or her My Profile page by choosing which components to display and arranging the components on the screen. To customize the page, select the Edit Page link in the upper left corner of the screen. Users can then add, rearrange, and remove components from the My Profile page.

**EXAMPLE**

In this exercise, we will add the Course Mail component to the My Profile page.

1. Select the **Edit Page** link.

   ![Figure 4: Edit Page link](image)

2. Select the **Add Components** button to display all available components.

   ![Figure 5: Add Components button](image)

3. Select the **Course Mail** check box from the Available Components dialog box.

4. Click the **Add Selected** button.

**NOTE**: Once the Course Mail component has been added to the Add Components area, you can drag and drop any of the components on the Add Components screen to rearrange them and further customize the My Profile page.
5. Click the **Save** button to exit the Add Components screen and return to the My Profile page.

**NOTE:** The Course Mail component on your My Profile page displays messages from all courses.

### Activating a Course

All courses have a publication date that is set by ISIS, the Registrar’s database. Once a publication date has been set and you have been entered as the course’s instructor of record, the course will be added to the My Courses component on your My Profile page within one day of the publication date.

**NOTE:** If you do not see your course listed, confirm that you are listed as the instructor of record in ISIS by logging in to eLion and looking for the course in the Class Lists section. If the course is not shown, please contact your department’s administrative assistant in charge of ISIS data entry and/or your campus registrar for assistance.

**NOTE:** If you are a Teaching Assistant (TA) and you do not see your course listed, the instructor may need to add you to the course roster as a course editor.

By default when a course is created it is initially disabled, meaning no students can see or enter the course. The course title appears in grey, and the word Disabled appears beneath it.

An example of a disabled course appears below.

![Image of a disabled course](image)

**Figure 6:** Course currently in a disabled (grey) state

Even though the course is disabled, you can work in the course to prepare it for student use. When you are ready for students to see and enter a course, you must take the following steps to activate the course:

1. Click the **Settings** link below the course name.
2. On the Course Settings page, select the **Access** tab.
3. To enable the course for all users, select **All Members** from the Member Access drop-down menu.
4. Click the **Save** button to exit the Course Settings page.

A message will appear indicating that your course was successfully saved.
5. Click OK to complete the course activation.

When a course has been activated, the course title appears in blue, and the word Disabled no longer appears below the course name, as shown in the example below.

NOTE: To disable a course, repeat steps 1–5, but select Editors Only from the Member Access drop-down menu in step 3. It is recommended that instructors disable a course after a course has ended instead of setting an end date for the course. Setting a course end date without disabling the course will cause issues with students’ unread course mail messages. See the article titled “Recommended Method to Hide a Course from Students” in the ANGEL Knowledge Base located at http://kb.its.psu.edu/cms/article/73 for more information.

COURSE CONTENT

ANGEL allows instructors to easily distribute course content such as course syllabi, materials, announcements, homework assignments, documents in various formats (such as Microsoft Word or Adobe PDF), website links, and multi-media. Some of the benefits of using ANGEL to distribute content include:

- Content can be uploaded to a course before the course is activated.
- All course information and content is in one location.
- Content can be reused from semester to semester.

Adding a Syllabus

A syllabus is a communication tool that provides important course information to students. It should provide an overview of the course, as well as clear expectations for timelines, policies, topics, and important dates. A syllabus is required for all Penn State courses and must contain a Course Examination Policy, Grading Policy, Statement of Academic Integrity, and also information on procedures related to academic adjustments identified by the Office of Disability Services (required by Senate Policy 43-00). ANGEL provides the following options for including a syllabus:

- Use an ANGEL syllabus template to fill in your course information.
- Link to a syllabus posted on a web page outside of ANGEL, such as your Penn State Access Account Storage Space (PASS).
• Upload a syllabus file to the syllabus tab.
• Upload a syllabus file to the lessons tab.
To add a syllabus using the Syllabus Editor:

1. From within a course, select the Syllabus tab.
2. Click the Edit Syllabus link to open the Syllabus Editor.

<table>
<thead>
<tr>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Template</td>
</tr>
</tbody>
</table>

Figure 9: Edit Syllabus link

NOTE: The Syllabus Editor screen displays many open fields, four of which are required by Penn State: Academic Integrity, Examination Policy, Disability Access Statement, and Grading Policy. An instructor may fill in any of the other open fields that he or she chooses to use for the class section they are teaching.

3. Complete the Academic Integrity, Examination Policy, Disability Access Statement, and Grading Policy fields.
4. Complete all other applicable fields.

5. Click the Save Button.

To upload a syllabus file to a course in ANGEL:

1. From within a course, click the Syllabus tab.
2. Click the Syllabus Files link.
3. Select the Add Content link from the Syllabus Files page.
4. Select the Upload Files button.
5. Click the Browse button.
6. Select Desktop from the left side of the screen.
7. Select the file named Syllabus.
8. Click Open.
9. Click **Upload File**.

10. Click **Done**.

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

**NOTE:** When adding a syllabus using the Syllabus Files link rather than the Syllabus Editor, students will need to select the Syllabus Files link on the Syllabus tab to access and download the course syllabus.

### Creating a Group

All faculty, staff, and students with a Penn State Access Account can create an ANGEL group. Groups are separate from courses, but are similar in format. A group has an About tab instead of a Syllabus tab, and a Content tab instead of a Lessons tab. A group may be created for a study group, research group, committee, club, or other purpose. In addition, a group can be used as a place to store course content. Since groups are not archived, content that is uploaded to the group remains in the group.

**EXAMPLE**

In this exercise, we will create a group called ANGEL Training.

1. In the My Groups component on the My Profile page, click the **Create a Group** link.

   ![My Groups component](Figure 11: My Groups component)

2. Type **ANGEL Training** in the Title field of the New Group dialog box.
3. Select **Training / Professional Development** from the Category drop-down menu.

4. Select the **current semester** from the Semester drop-down menu.

5. Click the **Save** button.

When you create a new group, you are listed as the Group Editor in the Group Roster by default. The Group Editor controls access to the group. No one else will have access to the group until they are added to the Group Roster or find the group by using the Find a Group option. To keep the group from being identified by the ANGEL search engine, select the Access tab, and select the No button in the Search Engines section. Additional settings to control access and enrollment are located under the Access and Enrollment tabs.

**Adding Course Content**

The Lessons tab is designed to house the majority of your instructional content. Under the Lesson tab, you can add lecture notes, hyperlinks, assessments, discussion forums, and assignment drop boxes, as well as organize content by placing it in folders. Tools for working with course content include:

- Add content
- Rearrange content
- Display reports
- Access utilities
- Display submissions

**Organizing Content with Folders**
There are several options for organizing your course content under the Lessons tab, including placing the content in folders. Keeping course content organized helps students to find content easier, which aids assignment completion. Additional advantages of placing content in folders include:

- Utilizing the User Tracking tool for folder content to view the date and time stamp that a student accessed content in the folder.
- Displaying all folders at once under the Lessons tab.
- Setting folders to appear on certain dates.
- Setting folders to stay viewable for students until the end of the semester.
- Setting folders to disappear from the student’s view when a certain date has passed.

The following are some different ways you can utilize folders to organize your content:

- Content by type: If you present content in different ways throughout your course, you can organize folders by content type; for example, you can make different folders for lecture notes, assignments, PowerPoint presentations, and grades.
- Content by objective: Folders can also be listed by objectives if you have clearly defined objectives that exist independently of each other. You can then build assessment instruments directly from the objectives, keeping all of the content and assessment relative to a particular objective in one place.
- Content by week: You can create a folder for each week of the course semester—such as Week 1, Week 2, etc.—that contains all of the content presented or assessed during that week.
- Content by grouping: You can use this method for organizing folders when you have a number of different presentations, media, and methods for a piece of content.
- Content by hierarchy: Organize folders according to hierarchy when one topic needs to be mastered before the next topic. You can use folder settings to display each subsequent folder when the previous topic is mastered.

The following is an example organizing lesson content by the corresponding week of the semester.

Figure 13: Lesson content organized by week number
EXAMPLE

In this exercise, we will create a folder called Week 1 on the Content tab.

1. Select the ANGEL Training group from the My Groups component.

   ![My Groups component](image)

   Figure 14: My Groups component

2. Select the Content tab.

3. Click on the Add Content link.

4. From the Create an Item area, click the Folder link or icon.
5. Under the Content tab, enter **Week 1** in the Title field.

![New Folder Content tab](image)

Figure 15: New Folder Content tab

6. Click the Access tab.

![New Folder Access tab](image)

Figure 16: New Folder Access tab
7. In the Access Tracking section, select Everyone from the User Tracking drop-down menu.

8. Click the Save button.

Access Tab

It is a best practice to enable User Tracking under the Access tab at the folder level. User Tracking allows ANGEL to create a digital footprint of user activity in the course beginning on the time and date that tracking was enabled. When tracking is enabled at the folder level, any additional items added to the folder should automatically have tracking enabled through the folder’s cascading settings that can be found at the bottom of the screen.

The View Restrictions and Edit Restrictions areas of the Access tab allow you to specify which category of users can view the folder and the dates that it will be available. The following options are available in the View Restrictions and Edit Restrictions areas:

- **Do Not Allow Users to View This Item**: Hide the content item from users.
- **Viewable By**: Restrict access to the content time on the basis of the course rights designation assigned to the user.
- **Password**: Assign a password to further restrict who can view the content item.
- **Team Access**: If teams are enabled, restrict the viewing of an item to a particular team of users.
- **Start Date**: Prevent the item from being displayed until the specified date.
- **End Date**: Prevent the item from being displayed after the specified date.
- **Editable By**: Define which type(s) of users can edit the access settings for the item.
- **Object Editable By**: Define who can change the content of the item.

Actions Tab

The Action Editor under the Actions tab provides an advanced tool that allows you to define what actions will be taken when certain events or conditions occur. For example, an action could be created that allows a student access to previously locked material (action) after the submission of an assessment (event) only if his or her assessment grade is 80 percent or above (condition). Additional actions could include redirecting the user to another content item in the course, sending a course mail message, or releasing password protected content to the user. Refer to the ANGEL Knowledge Base article, “Lesson Item Settings: Action Settings Field,” located at [http://kb.its.psu.edu/cms/article/149](http://kb.its.psu.edu/cms/article/149) for more information.

Assignment Tab

The Assignment tab provides options to create milestones and add assignments to the Gradebook. For best results, do not add any assignments to the course Gradebook in the Gradebook Setting section of the Assignment tab until you have first gone through the Gradebook Setup Wizard to set up your categories and grading scheme.

NOTE: The Gradebook Wizard is available the first time you enter the Gradebook and is designed to be a one-time only tool. After using the Gradebook Setup Wizard, changes to the
Gradebook must be made by selecting Preferences from the Gradebook main menu under the Manage tab.

The following Milestone Settings are available under the Assignment tab:

- **Task Type**: Determines whether the instructor must manually mark an item as complete or whether ANGEL will automatically determine its completion based upon viewing, grading, or submission.
- **Assign Date**: Causes the content item to appear on the course calendar. In order to enable this tool, check the Assign Date checkbox after selecting a date.
- **Due Date**: Causes the content item to appear on the course calendar. In order to enable this tool, check the Due Date checkbox after selecting a date.

**Creating Assessments**

Assessments provide opportunities for monitoring a student’s progress. In ANGEL assessments can be set to provide instant scoring, saving time for instructors and giving students instant feedback. Assessments can be used as a method of self-evaluation, can give students practice with basic terms, concepts and principles, and can help students complete homework problems, assigned readings, and exam preparation. Before creating an assessment, some questions to consider include:

- How do you want to assess your students?
- What types of questions will you ask?
- How much will each assessment be worth?

Penn State has many resources to help you create effective assessments including:

- Schreyer Institute for Teaching Excellence, [http://www.schreyerinstitute.psu.edu/Custom/](http://www.schreyerinstitute.psu.edu/Custom/)
- John A. Dutton e-Education Institute, [https://www.e-education.psu.edu/facdev](https://www.e-education.psu.edu/facdev)

After creating an assessment, it is a best practice to complete the assessment using the student preview tool in ANGEL. This allows you to see the assessment as the student will see it, giving you the opportunity to make changes to the assessment before the semester begins.

**EXAMPLE**

In this exercise, we will add a practice exam called Assessment 1 to the Week 1 folder.

1. From within the ANGEL Training group, select the **Content** tab.
2. Click the **Week 1** folder.
3. Click the **Add Content** link.
4. Click the **Assessment** icon.

Figure 17: Assessment icon
5. In the Page Settings area, enter **Your initials: Assessment 1** in the Title field.

6. Ensure that **Same Window** is selected from the Link Target drop-down menu.

**NOTE**: If the assessment is to be graded, it is recommended that instructors choose the Same Window setting to prevent the assessment from opening in a new browser window.

![Figure 18: New Assessment Content tab](image)
7. Select the **Access** tab.

The Access tab provides settings for accessing, viewing, and editing the assessment. This tab also allows the instructor to record information about visits to a lesson item by enabling tracking. It is recommended to set User Tracking to Everyone so that a log can be generated.

8. In the Access Tracking section, ensure **Everyone** is selected from the User Tracking drop-down menu.

**NOTE:** If tracking was turned on at the folder level, the assessment should reflect that at this point.

![New Assessment Access tab](image)

The View Restrictions and Edit Restrictions areas of the Access tab allow you to specify which category of users can view the assessment and for which dates the assessment will be displayed on the Lessons tab. If no dates are selected, the user will be able to see the assessment on the Lessons tab, but will not be able to take the assessment as long as there are dates specified in the Delivery Settings on the Interaction tab. See the Access tab section on page 16 of this handout for a full review of the options available under the Access tab.

The options under the Internet Security section determine the level of browser security associated with the assessment. The recommended setting is None. The following options are available:

---

ANGEL: Getting Started with Using ANGEL in Your Course
• **Medium – disable right-click, print, etc.**: Will open the assessment in a new window, disable common browser functions including menus, address bar context menus, and the use of most control keys.

• **High – requires Secure ANGEL browser**: Will make the assessment available only to users who view it using special software available only on the Testing Center computers in 104 Pollock Building at University Park.

• **IP Filter field**: Specify a specific range of IP addresses that can access the assessment. This is most useful for a computer lab; you can specify the range of IP addresses for just that lab. Click the IP Filter help topic link for more information.

9. **Select the Interaction tab.**

![Image of New Assessment Interaction tab](image.png)

10. In the Display settings area, ensure the **Question at a time** radio button is selected.

The Interaction tab allows the Instructor to have control over how the users will interact with the assessment. The Instructor can control Delivery Settings, Display Settings, Question Set Defaults, Submission Settings, and Time Settings. ANGEL’s Assessment tool provides many options for assessment interaction. It is a best practice to determine ahead of time how the user will interact with the assessment, and then preview the assessment using the User Preview tool.

**Delivery Settings**: Allows the user to enter the assessment and view the questions during the time frame specified under the Start Accepting Submissions / Stop Accepting Submissions area. If no dates are selected, the user can take the assessment at any time.

**NOTE**: If no dates are specified under the Access tab, the user will see there is an assessment under the Lessons tab, but will not be able to begin the assessment until the dates and times...
specified under the Delivery Settings. It is recommended to match the Delivery Settings start/end dates and times with the start / end dates and times specified under the Access tab.

![Interaction Tab with Display Settings and Question Set Defaults displayed](image)

**Figure 21: Interaction Tab with Display Settings and Question Set Defaults displayed**

**Display Settings:** Controls how the assessment is viewed by users.
- **All at once:** Displays all the assessment questions on a single page.
- **Question set at a time:** Displays one question set at a time. The user must click the Continue button to view the next set of questions associated with the assessment.
- **Question at a time:** Displays one question at a time and the user must click the Continue button to view the next question. This setting is recommended.
- **Show question titles:** Displays question titles with the question text.
- **Enable Assessment Navigation:** Allows students to mark questions for review, sort by question or answers, and jump to any question.

**Question Set Defaults:** Settings for question sets.
- **Randomize the order in which questions are delivered:** Randomizes the order in which questions are delivered.
- **Randomize the order of each question’s answer options:** Randomizes the order of each question’s answer options.
- **Don’t allow backtrack:** Does not allow the user to go back to previous questions or question sets. This setting is only available when using the Question set at a time or Question at a time display mode settings.
- **Display question feedback after each question:** Displays feedback created by the instructor after each question is answered. This setting is only available when using the Question at a time display mode setting.
- **Correct answer must be selected before next question is presented:** Disables the assessment from advancing to the next question until the user selects the correct answer. This setting is only available when using the Question at a time display mode setting.
NOTE: Do not enable assessment navigation and disable backtrack at the same time. Doing so will allow the student to navigate back through the assessment and select different answers, but, since backtracking is turned off, it will not register any answers the student changes.

Figure 22: Interaction Tab with Submission Settings and Time Settings displayed

Submission Settings: Specifies how an assessment is submitted.
- **Mastery settings**: When selected, this setting allows the course editor to specify a percentage that demonstrates mastery on the assessment. User scores equal to or higher than this percentage are considered to show mastery of the assessment and the user is denied access to retake the assessment.
- **Attempts allowed**: Sets the number of times a user can complete the assessment.
- **Validation**: Specifies the following validation options:
  - Do not allow incomplete submissions.
  - Allow incomplete submissions with warning.
  - Allow incomplete submissions without warning.
- **Save option**: Allows users to save answers and finish the assessment at a later date or time.
- **Anonymous mode**: Allows assessments to be completed and submitted anonymously.

Time Settings: Specifies time settings for the assessment.
- **Time Limit**: Sets the amount of time allowed to complete the assessment.
- **Time Warning**: Sets a time warning to remind users of how much time they have left to complete the assessment. Time warning values can be set in increments from 1 minute to 30 minutes.
• **Automatically submit when time limit expires**: Automatically submits the assessment, regardless of completion status, when the time has expired. This setting is not recommended.
11. Select the **Review** tab.

![Figure 23: Assessment Review tab](image)

Multiple review and feedback options are available under the Review tab. Review availability provides control over when the student sees the assessment feedback that is applied in the Feedback Options area. It is recommended that instructors set View Submission History to Disabled until after the assessment has been completed. Feedback can include any or all of the following settings:

- Overall score for the assessment
- Right or wrong answer
- Question text
- User Response
- Feedback text
- Answer key
- Grader remarks
- Points possible
- Points awarded

12. Ensure that **Full Review** is selected from the View Submission History drop-down menu.

**NOTE:** Full Review is selected during this exercise to demonstrate how the Feedback Options are displayed to the user after taking the assessment using the user preview tool.

13. Click the **Save** button.
The Assessment Editor is displayed.

![Assessment Editor](image)

Figure 24: Assessment Editor

**Assessment Questions and Question Sets**

After adding creating an assessment, the Assessment Editor opens by default. The Assessment Editor allows you to add questions to the assessment and provides options for organizing the questions into question sets. After creating an assessment, you can return to the Assessment Editor at any time to add or revise questions by selecting the assessment under the Lessons tab.

The Assessment Editor provides options to add the following types of questions:

- **Multiple Choice**: Question followed by a list of choices; one selection is allowed
- **Multiple Select**: Question followed by a list of choices; multiple selections are allowed
- **Matching**: List of items and definitions to be matched
- **Short Answer**: Question followed by a single line answer box; must be manually graded
- **Essay**: Question followed by a multi-line answer box; must be manually graded
- **True False**: Statement that is either true or false
- **Ordering**: List of items that must be placed in the correct sequence
- **Fill in the Blank**: Question presented as text with blank spaces for the correct word or phrase to be filled in by the user
- **Offline Item**: Question with no answer field that must be completed offline; must be manually graded
- **Algorithmic**: Question automatically generated by mathematical formulas and variables

Instructors can use the Assessment Editor to select questions from other sources, such as copying questions from an existing assessment, using questions from a question pool, or copying and pasting questions from a text file.

The different types of questions available in ANGEL can be created by question type alone or can be grouped together in a question set. An assessment can contain a single question set or multiple question sets. For example, all True False questions can be grouped together in one question set, and all short answer questions can be grouped together in another question set. Instructors also have the option of using question sets to display a group of questions in random order each time the assessment is presented. ANGEL’s assessment tools give instructors greater flexibility in how they present materials to their students.
By default, when an assessment is created, the Assessment Editor creates a question set called Questions.

By default, when an assessment is created, the Assessment Editor creates a question set called Questions.

EXAMPLE

In this exercise, we will add questions to the default question set called Questions.

1. From within the ANGEL Training Group, click the Content tab.
2. Select the Week 1 folder.
3. Select Assessment 1.
4. Click the Add Question link in the Question Set: Questions area.
5. Select the Multiple Choice question type from the Select Question Type screen.
6. Enter a **Question title**, **Point value** of the question, **Question text**, and **possible answers** for your multiple choice question.

7. Select the radio button next to the **correct answer** for the question.

8. Click the **Save** button at the bottom of the Multiple Choice Editor page.

The Question Editor displays the multiple choice question that was just created.

9. Click **Add Question** from the Question Set: Questions area to add a second question.
10. Choose the **True or False** question type from the Select Question Type page.

11. Complete the **Question Title, Points, Question Text**, and **Answer** fields.

![True or False Question Editor](image)

**NOTE:** Assessments can contain different point values for each question. Not all questions have to have the same point value.

12. Click the **Save** button to add the question to the assessment.

13. Click the **Add Question** link in the Question Editor’s Question Set: Questions area.

14. Choose the **Multiple Select** question type from the Select Question Type page.

15. Complete the **Question Title, Points, Question Text**, and **Answer choices** fields.

16. Choose one or more **correct answers**.
Angel: Getting Started with Using Angel in Your Course

17. Click **Save**.

**NOTE:** You can continue to add additional questions by selecting the Add Question link in the Question Set: Questions area.

---

**Figure 30:** Multiple Select Question Editor

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Multiple Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Title</td>
<td></td>
</tr>
<tr>
<td>Field ID</td>
<td></td>
</tr>
<tr>
<td>Points</td>
<td>5</td>
</tr>
<tr>
<td>41.6% of this assessment's 12 points</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>Normal</td>
</tr>
<tr>
<td>Question Text</td>
<td></td>
</tr>
<tr>
<td>Answer choices</td>
<td></td>
</tr>
<tr>
<td>Answer choice 1</td>
<td>Built in course Gradebook</td>
</tr>
<tr>
<td>Answer choice 2</td>
<td>Grade submission options to Angel</td>
</tr>
<tr>
<td>Answer choice 3</td>
<td>Option to permanently delete students from the course roster</td>
</tr>
<tr>
<td>Answer choice 4</td>
<td>The ability to view the course as a student</td>
</tr>
</tbody>
</table>

**Figure 31:** Questions displayed in Assessment Editor

<table>
<thead>
<tr>
<th>Add Question Set</th>
<th>At a Glance</th>
<th>Preview</th>
<th>Select an Action</th>
<th>Drag 'n' drop enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Question</td>
<td>Configure</td>
<td>Select All</td>
<td>Delete Question Set</td>
<td></td>
</tr>
<tr>
<td>1. Angel: Best Practices</td>
<td>What is the best choice for best practices for adding course content in Angel?</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Angel: Best Practices</td>
<td>Why would you preview an assessment from student view?</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. True or False</td>
<td>Short, Answer, Fill in the blanks, and Offline items questions need to be manually graded?</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. True or False</td>
<td>Questions are added to a Question Pool so they can be copied into other assessments.</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. True or False</td>
<td>You can only have one question type in a question set.</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. True or False</td>
<td>Short answer, Fill in the blanks, and offline items questions need to be manually graded.</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Angel: Best Practices</td>
<td>Angel has the following available options for the instructor. Select all that apply.</td>
<td>Delete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOTE: Once you have completed entering questions into your assessment it is considered best practice to check the assessment using the User Preview tool.

EXAMPLE

In this exercise, we will use the User Preview tool to take the practice exam that we created in the previous exercise.

1. To activate the User Preview tool click the **eyeglasses icon** by your name in the upper right corner of the screen.

![Figure 32: User Preview tool button](image)
2. On the User Preview Tool screen, ensure the Member radio button is selected.

3. Click the Begin Preview button.

![User Preview Tool Rights screen](image)

**NOTE**: When the preview tool is active, the user name displays as Member and the color of the eyeglasses icon changes from gray to blue.

![User Preview Tool button displaying Member status](image)

**NOTE**: You have now entered the course space in Student/Member Preview mode. You will not see the Manage tab or link options as a course editor does.

4. Click the Week 1 folder link.

5. Click the Assessment icon.

The Assessment Instructions screen is now displayed. Any instructions and interaction options you added to the assessment will appear on this screen.

![Assessment Instructions screen](image)

6. Click Begin Now to start the assessment.

7. Complete the assessment.
NOTE: It is a best practice to answer questions correctly and incorrectly to ensure that both types of assessment feedback display correctly.

Figure 36: Active Assessment with answers selected

8. Click **Submit** when you are finished answering all the questions.

9. Depending on the way you set the user features during the assessment creation you may be presented with a prompt confirming that you are about to submit the assessment. Click **OK** if you are ready.
The assessment submission results screen is now displayed.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>21.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Missed</td>
<td>2.00</td>
</tr>
<tr>
<td>Percentage</td>
<td>91.3%</td>
</tr>
</tbody>
</table>

Figure 37: Assessment submission results screen

You will also see any of the feedback options selected when the assessment was created. In the example below, correct and incorrect responses, Points Earned, and Correct Answer feedback are displayed.

5. You can only have one question type in a question set.
   - A) True
   - B) False

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>2.0/2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Answer(s): False</td>
<td></td>
</tr>
</tbody>
</table>

6. Short answer: Fill in the blanks, and offline items questions need to be manually graded?
   - A) True
   - B) False

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>0.0/2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Answer(s): True</td>
<td></td>
</tr>
</tbody>
</table>

7. ANGEL has the following available options for the instructor. Select all that apply.
   - A) Built in course gradebook.
   - B) Grade submission options to elion.
   - C) Option to permanently delete students from the course roster.
   - D) The ability to view the course as a student.

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>5.0/5.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Answer(s): A, B, D</td>
<td></td>
</tr>
</tbody>
</table>

Figure 38: Assessment results displaying feedback

10. When finished reviewing the results, select the Continue button at the bottom of the page.

The Assessment Instructions page is now displayed showing that this assessment has been completed. The screen also displays the time submitted, the number of points earned, and the assessment’s score.
11. To exit the User Preview mode, click the **blue eyeglasses icon** by the user name in the upper right corner of the screen.

12. Click the **Cancel Preview** button without selecting any of the rights radio buttons.

To confirm that you have exited the User Preview tool, ensure that your name and the gray eyeglasses icon are now displayed in the upper right corner of the screen.

**NOTE**: The User Preview tool can be used to preview any content item in a course or group.

### Adding a Drop Box

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 who uploaded each submission as well as the time when the item was submitted. It is a best practice to create a naming convention for drop box assignments to help keep the assignments organized. This naming convention should be clearly communicated to the students in the drop box directions. The following is an example of a naming convention:

- Student access ID_class name_section_assignment name _DDMMYYYY.
- ldu2_OL1900_02_CreatingNamingConventions_02262013

In addition, specify the type of file, such as Microsoft Word, Excel, etc., that will be accepted for the assignment.
EXAMPLE

In this exercise, we will add a drop box to the Week 1 folder created in the previous exercise.

1. In the Week 1 folder under the Lessons tab, select the Add Content link.
2. Click the Drop Box icon in the Create an Item area.
3. Type Your Initials - Drop box 1 in the Title field.

![New Drop Box Content tab](image)

4. Adjust additional settings on the Access, Submission, and Review tabs as needed.
5. Click on the Save button.
COURSE MAIL

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

NOTE: The course mail tool available within ANGEL is not the same as an Internet email account. Course mail sent within the ANGEL mail system resides in ANGEL. While Course Mail can be forwarded out of ANGEL to another Internet email account, you must log in to ANGEL to reply to the Course Mail message.

Course Mail Component

ANGEL mail messages are grouped by course and identified by student names. If you have a large course or multiple ANGEL courses, this can be an ideal way to track student communication and to easily send a message to the entire class. However, you must remember to log in to ANGEL regularly to check the messages.

Within the Course Mail component, there are three options:

- **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.

To read a course mail message:

1. From within a course, click the Communicate tab.
2. From within the Course Mail component, click View Inbox.
3. Select either the sender’s name or the subject to open a message.
After selecting a message, the following options are available:

- **Reply**: Reply to the sender.
- **Reply All**: Reply to the sender plus all recipients.
- **Forward**: Forward the message to a new recipient.
- **Delete**: Remove a message from the Course Mail tool. From the Action drop-down menu, select Delete, then click Go.
- **Previous**: Read a previous message.
- **Next**: Read the next message.
- **Print**: Print the message.

![Figure 44: Message options](image)

4. Select the **Back to Inbox** link to return to the Inbox.

To send a course mail message:

1. From within the Inbox, click the **Compose Message** button.

The Compose Message screen opens in a new window.

![Figure 45: Compose Message window](image)

2. Click the **To:** button.
The Select Message Recipients dialog box opens in a new window.

NOTE: Course mail resides in the course from which it was sent. Choosing a different course from the Source: drop-down menu allows you to send a message to individuals from a different course; however, the message will reside in the course from which it was sent. Any reply to the original message will also reside in the originating course or group.

3. In the User section, select the desired checkbox(s) next to All course faculty, All course individuals, All course students, course Teams, or individual students.

NOTE: You can also use the Quick Search options to select recipients from Groups, Teams, All Members, or alphabetical selections (A-Z) by first or last name.

4. Click the To button.

5. Click OK to return to the Compose Message Screen.

6. Enter a subject in the Subject field.

7. Enter a message in the Message Body field.

NOTE: If you wish to add formatting to the message or check spelling, use the HTML editor toolbar.

8. Click the Attach files link to add an attachment, if desired.

NOTE: For more information on adding attachments, see the ANGEL Knowledge Base article titled “Course Mail Attachments Help Topic” located at https://kb.its.psu.edu/cms/article/284

9. In the Message Options section, check the Send a copy to each recipient’s Internet e-mail if known checkbox, if desired.
NOTE: Checking the Send a copy to each recipient’s Internet e-mail if known checkbox will send the course mail message to the recipient’s Penn State WebMail as well as to the recipient’s ANGEL course group or mail areas. In addition, the course mail message will be sent to any external Internet email accounts, such as Gmail or Yahoo!, if the user has this option enabled in Course Mail Preferences.

10. Click the **Send** button.

NOTE: Click the Save Draft button to save the message without sending or the Cancel button to cancel a message.

**Course Mail Preferences**

The User Course Mail Preferences tool gives students and instructors different options for setting message preferences. To access the settings, on the course **Communicate** tab, select the **View Inbox** link in the Course Mail component, followed by the **Preferences** link in the upper right section of the screen.

![User Course Mail Preferences dialog box](image)

Within the Message Preferences area, users can control Message Format, Font Preference, Font Color, Number of messages per page, Forward to Internet E-Mail, and Email Address.

- **Message Format**: Choose between HTML and Plain-Text formatting.
- **Font Preference**: Select Arial, Comic Sans MS, Courier New, Tahoma, Times New Roman, or Verdana as the default display font in a mail message.
- **Font Color**: Select black, blue, or red.
- **Number of messages per page**: Choose to display 50 or 25 messages at a time.
- **Forward to Internet Email**: Do not forward mail or forward mail and keep as new.
- **Email Address**: Forwarding field for user's email address.
Within the Signature Options, users can choose between the Use E-Mail Signatures and Use Course-Specific Signatures as well as edit the signature itself.

- **Use E-mail Signatures**: Create a personal email signature.
- **Use Course-Specific Signature**: Create course-specific signatures.

**REPORTS**

The Reports 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 course, team, or student information. The simple interface of the Reports Console makes it easy for instructors to select a full range of report options.

![Reports Console](image)

Figure 48: Reports Console

Using the Reports Console, you can track all aspects of an individual learner, class, milestone, or specific content. Reports can be configured by various parameters to generate specific reports. These reports can then be saved and made available for future use. The following reports are available through the reports console:

- **Learner Profile**: Compiles all of an individual’s course activities to provide a complete picture of his or her performance.
- **WhoDunIt**: Identifies students’ progress and activity in the course.
- **Class**: Provides a report of overall class performance.
- **Content**: Identifies activity related to specific class content.
- **Grades**: Displays student grades.
- **Milestones**: Provides a report of milestones that are pending, due, and completed.
- **Learning Outcomes**: Not enabled in Penn State’s version of ANGEL.

Exception-based reporting (WhoDunIt) is used to identify and respond to students based on their progress and activity in the course. The WhoDunIt report on the course Report tab generates information regarding:

- **Forum Posts**: Users who have or have not contributed posts, replies, or top-level posts to a specified discussion forum.
- **Gradebook Grades**: Users who have or have not scored a specified percentage on a given assignment.
- **Item Completion**: Users who have or have not completed a specified item.
• **Last Logon**: Users who have or have not logged into the course for a specified number of days.

• **Milestones**: Users who have or have not completed a specified milestone.

• **Submissions**: Users who have or have not completed a required submission.

To run a WhoDunIt report:

1. From within a course, click the **Report** tab.
2. Select **WhoDunIt** from the Category drop-down menu.
3. From the Reports drop-down menu, select the **type** of WhoDunIt report you wish to generate.
4. Select the **User(s)** whose data you wish to display.
5. Configure the report using the **options** in the Configure Report section.

**NOTE**: The options in the Configure Report section vary based on the type of WhoDunIt report selected.

6. Select **Chart** or **Table** from the Select Report View drop-down menu.
7. Click **Run**.

**NOTE**: Once you have created the report, the following options are available:

• **Print Preview**: Preview or print the report as a PDF file.

• **Send Report**: Send the report via course mail as an attached PDF file.

• **Export**: Export the report as an HTML, CSV, or PDF file.

• **Save**: Save the report within ANGEL.

**USING TEAMS**

The Teams Editor tool, accessed by selecting the Teams link on the course Manage tab, allows course editors to manage team enrollments and settings. A team is a subset of members from an ANGEL course section. You may create teams and assign members to the teams to facilitate collaborative projects and more personal interaction among students. Each team you create can share files with teammates in a special folder that cannot be viewed by any other team. Instructors (i.e., editors) can view all teams’ files. Using the tools provided for team management under the Manage tab, you can observe which students are not assigned to a team, randomly generate teams, and rebalance existing teams.

**NOTE**: A team, which is a set of users within a course, differs from an ANGEL group, which exists independently of any course and can be created by any validated user.

As soon as you add teams to a course on the Manage tab, other areas within the Communicate tab, Calendar tab, and the Lessons tab are populated with these team names. Creating teams allows you to:

• Use the Course Mail tool to send messages to teams.

• Create chat rooms for each team to allow for virtual synchronous team meetings.
• Create team-specific content such as team discussion forums and team surveys on the Lessons tab.
• Create team-specific entries on the course calendar.
• Allow teams late access to an assignment without opening the assignment for all students.
To create teams in your course:

1. From within a course, click the **Manage** tab.
2. Select the **Teams** link in the Course Management subheading.

![Course Management component](image)

3. Select the **Add a Team** link from the Teams Editor page.

![Teams Editor options](image)

4. Type a **team name** in the Team field.
5. Complete the **Description**, **Homepage**, and **Project URL** fields, if necessary.
6. Click the **Save** button
7. From the Add Team Members page, add **team members** by selecting the checkbox beside each student’s name.
8. Click the **Add Selected** button.
The Add Team Members page will display an icon next to each person’s name indicating they are a member of the team.

| 12. Learner, Jane | xyz123 | Blue Team |
| 13. Learner, Jerry | wgi23  |
| 14. Learner, Jim   | wgi22  | Blue Team |
| 15. LEARNER, JULIETTE | jwl5238 |
| 16. Learner, Lana  | lml5407 | Blue Team |
| 17. Learner, Mary  | mxl001  |
| 18. Learner, Othello | ool5003 |
| 19. Learner, Raphael | rxl001  | Blue Team |
| 20. Learner, Tully | tpl5080 | Blue Team |

Figure 53: Add Team Members screen with team members selected

9. Click the **Done** button to exit the active Add Team Members screen.

The Teams Editor now displays the team that has been created in the course.

![Teams Editor](image)

Figure 54: Teams Editor with created team

The Teams Editor provides options to add or remove users, in addition to randomly generating teams or rebalancing existing teams.

10. Add additional teams by clicking the **Add a Team** link.

11. Repeat **steps 5 - 10** giving each additional team a different name.

12. Click **Exit Teams Editor** when finished creating teams.

**MANAGING THE COURSE ROSTER**

The course roster is available under the Manage tab. Rosters are pulled from the University Registrar’s 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 the time a student adds or drops a course and the time the roster is updated in ANGEL. The course roster will display entries for faculty and then students, listed alphabetically by last name.
To view the Course Roster:

1. From within a course, click the Manage tab.
2. Select the Roster link from the Course Management component.

   ![Course Management](image)

   **NOTE**: The Roster Editor window displays all enrolled members of a course or group. The users' Rights, Title, and Team (if created) will also be displayed. The course editor (Instructor) has the option to add a TA or Guest to the class roster.

3. Click Exit Roster Editor to close the class roster.

**Adding a Member**

Only people officially associated with a course, such as the instructor of record, students officially enrolled in the course, and teaching assistants who are listed as the official teaching assistant with the Registrar’s office will be enrolled in an ANGEL course automatically. If you are an instructor or course editor, there may be times when you need to manually enroll a course member. For example, if you have a teaching assistant who is not officially listed with the Registrar’s office, you will need to manually enroll the teaching assistant in your course. All persons with a valid Penn State Access Account or Friends of Penn State account can be added to a course.

To add a teaching assistant or guest to the course or group roster:

1. From within a course, click the Manage tab.
2. Select the Roster link from the Course Management component.
3. Select the Add a User link from the Roster Editor.

   ![Roster Editor](image)
The Add a User screen is displayed.

<table>
<thead>
<tr>
<th>Add a User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Guest Account</td>
</tr>
</tbody>
</table>

To enroll an existing user, search for the user by entering the user ID (e.g., xu5009) in the text box below and click the "Search" button. If you don’t know the user ID, visit http://www.psu.edu/dag and search for the user. If a user account does not already exist for the user, click the "Create a Guest Account" button to create a new account.

<table>
<thead>
<tr>
<th>Account Search</th>
<th>Search</th>
<th>Cancel</th>
</tr>
</thead>
</table>

Figure 57: Add a User screen

**NOTE:** To add a user with a Friends of Penn State account, click the Create a Guest Account link.

4. To add a user with a valid Penn State Access Account, enter the user’s **Access ID** in the Account Search field.

5. Click **Search**.

The search results are displayed.

<table>
<thead>
<tr>
<th>Results of search for &quot;Ivu5009&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following accounts match the information you specified:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>1. LEARNER, OTTO (Ivu5009)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-mail: <a href="mailto:Ivu5009@psu.edu">Ivu5009@psu.edu</a></td>
</tr>
</tbody>
</table>

Figure 58: Search Results

6. Click the **Select** button to add the user to your course.

The Enrollment Settings screen is now displayed. By default, the newly enrolled member will be given student rights, as indicated by the selection of Student in the Rights drop-down menu. If adding a teaching assistant, the user rights will need to be changed. Editing user rights and permissions is covered in the next section.
NOTE: Individuals who are manually added to a course must also be manually removed via the Roster Editor.

Edit Permission Settings

Instructors can edit the user or permission settings for an existing course member or remove any individual from a course, except students who are officially enrolled in the course, at any time during the course. The Roster Editor provides options for defining the user parameters in the course space and also for modifying the access rights of an individual within the course.

User Rights

Rights can be changed for a user within the course. Rights changed within a course (section) affect the user rights within that course (section) only. Course rights identify the user’s primary role in the course or group. Course rights are listed below in order from the most restricted to least restricted:

- **Authenticated Guest**: 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 Guest.
- **Student/Member**: 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).
- **Team Leader**: 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**: 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**: Course/Group Assistants have access to grading features and several instructor reports. Users with this role have limited access to instructor tools such as activity reports (in the Lessons and Manage 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**: Course/Group Editor is the typical role of the instructor of record. By default, editors can manage the course roster, edit all content and access all reports and utilities. 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.
Permissions

Selecting the Permissions tab allows you to modify a user’s access rights within a course. The three areas that can be modified by users with Course/Group Editor rights are Participation, Management, and Authoring.

NOTE: If the user is a student, only the Participation settings can be modified.

- **Participation**: Limit a user’s Chat, Course Mail, or Discussion activity by setting rights to Read Only. Note that changing settings here overrides all other course or team settings.

- **Management**: Permit or deny a user with Course/Group Editor rights access to various management related areas in your course such as Creating News Articles, Attendance, Course Mail Send to Groups, Course Theme Selector, Create Polls, Edit Environment Variables, Access the Gradebook, Edit the Roster, Edit Teams, Send Course Announcements, and Data Maintenance.

- **Authoring**: Permit or deny a Course/Group Editor’s ability to Edit Course Content, Manage Course Files, Backup/Restore, or modify the Import/Export Wizard, General Course Settings, Tab Settings, Date Manager, and Keyword Manager.

NOTE: Students enrolled in a course cannot be given Course Editor rights. Granting a student Course Editor rights involves privacy issues and Family Educational Rights and Privacy Act (FERPA) violations. Since ANGEL synchronizes with the Registrar’s database on a daily basis, a student’s rights will revert to the student level when ANGEL synchronizes with ISIS.

To edit a teaching assistant’s User Settings and Permissions, use the following steps.

1. From the User Settings tab on the Enrollment Settings screen, select Course Assistant from the Rights drop-down menu.
2. From the Title drop-down menu, select Teaching Assistant.

**NOTE**: Other options on the User Settings tab of the Enrollment Settings screen include hiding the user in the course roster, disabling user privileges, adding the user to a Team (if created) in the Team Membership area, and notifying the user of the changes by email.
3. Click the **Permissions** tab.

![Figure 62: Enrollment Settings Permissions tab](image)

4. Select the appropriate **Course Permissions**, as desired.

**NOTE**: Course permissions can be applied to any user enrolled in a course or group to limit the user’s chat, course mail, or discussion activity to Read/Write or Read Only permission.
Topic Resources

ANGEL Knowledge Base https://kb.its.psu.edu/cms

Penn State Learning Design Community Hub http://ets.tlt.psu.edu/learningdesign/

Penn State Learning Designers Yammer Group https://www.yammer.com/psu.edu/#/threads/inGroup?type=in_group&feedId=220480

Teaching and Learning with Technology http://tlt.its.psu.edu/2013/01/21/angelshorts-creating-assessments/
Technology Training Resources

Through ITS Training Services

Find face-to-face and online training workshops through Penn State ITS Training Services at http://lrn.psu.edu

Request Training On Demand (sessions upon request for groups of five or more) at http://ittraining.psu.edu/workshops/

Explore thousands of free video tutorials that are available for self-paced learning at http://lynda.psu.edu/

Take free Microsoft eLearning courses or find out more about free certification vouchers at http://msitacademy.psu.edu/

Discover training news, fun tips, and session reminders via social media on @psuitstraining (Twitter) http://www.facebook.com/psuitstraining/ (Facebook)

Join one of our news lists to receive monthly email notification of all upcoming technology training opportunities, by sending a blank email to L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Training News List) L-FACULTY-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Faculty Training List) L-CAMPUS-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU (Campus Training List)

Additional Technology Resources

Contact the IT Service Desk with general technology-related questions by emailing ITSServiceDesk@psu.edu or call 814-865-4357 (HELP)

Search for technology-related information in the IT Knowledge Base at http://kb.its.psu.edu/

Purchase discounted software or software licenses through Penn State at http://software.psu.edu/

Access free online books about popular technology topics through the Penn State Libraries at http://proquest.safaribooksonline.com/

ITS Training Services at Penn State

23 Willard Building • University Park, PA • 16802 • Phone: 814-863-9522 Fax: 814-865-3556 • itstraining@psu.edu • http://ittraining.psu.edu