

ANGEL Checklist: reminders regarding maintenance of ANGEL shells

Requesting a Course Shell

You may request a shell as soon as you are assigned a course. Use the Request a Shell form from the main drop-down menu on **InsideMCC**

You will need the **Course ID**:

A course ID is made up of four parts: department abbreviation, course number, course section number and fiscal year. **PSY15160220076** breaks down like this:

- o Department abbreviation: **PSY = (Psychology)**
- o Course number **151**
- o Course section number **602**.
- o Fiscal year **20076**

Once you have submitted a course shell request, you can expect to have your shell created in 72 business hours. A response to your request is sent informing you that the shell has been created.

As a courtesy to our students, please load at least your introductory materials one week prior to the start of the semester. Orientation sessions are scheduled to begin 7 days prior to the actual course start date, and students are more comfortable if they can see the course and the introductory materials during orientation.

Determining Fiscal Year Designation

- The fiscal year is offset from the calendar year by about 10 months, forward. Therefore, the fiscal year starts in March of the previous calendar year.
- Fiscal year denotations in ANGEL include, at the end, a number for semester designation.
 - o 200#1 Summer
 - o 200#3 Fall
 - o 200#6 Spring
- Example:
 - o summer semester 20091 starts 3/17/2008
 - o fall semester 20093 starts 6/9/2008
 - o spring semester 20096 begins 10/20/2008

First ANGEL Login for instructors

To log on please go to <http://mchenry.ANGELlearning.com>, or link from the bottom of mchenry.edu, or go to InsideMCC and use the link in the main drop-down menu.

- In the **Username field**: Enter your first initial of your first name and your last name, all in small letters. For example John Smith would be *jsmith*.
- In the **Password field**: If you have never logged on to ANGEL, your password is your entire last name, all in small letters.
 - o For example, if your name is O'Neill-Smith, your password would be *o'neill-smith*.
- You will be forced to change your password the first time you log on. Please write your new password down in a safe place.

First ANGEL Login for Students

Students can access ANGEL by going to mchenry.edu and clicking on the ANGEL link at the bottom of the page.

- In the **Username field**: student ID number with enough zeroes in front to make eight digits.
- In the **Password field**: entire last name, all in small letters, with no punctuation
 - For example, if your name is O'Neill-Smith, your password would be *oneillsmith*.
- Students will be forced to change the password the first time they log on.

Adding Students to Course Shells

Once a class has been created in ANGEL, it is added to the student upload list. The first upload of students to shells happens as soon as the course shell is created. This student list is thereafter uploaded to ANGEL twice every business day.

- If you are using one course shell for several sections or request to have a class list uploaded ahead of the regularly scheduled upload date, you will have to maintain your own class list. This means that if any student(s) drops or adds, you will have to adjust the course roster manually from the class roster using ANGEL'S Add User link or the Delete Selected button in the Roster section of the Manage tab.
- The fastest and most efficient way to locate a student is by doing a search by their username. The student's username is their eight digit student id number which you will find on your class roster. This user name is a unique identifier. It does not change, even if a student marries or changes his/her name. So whenever you find yourself using Add User or doing a Roster Search, remember to use the **last eight digits** of the student ID number.
- Please ensure that students have paid for the course before adding them to your roster.

Beginning of the Semester Tasks

1. Request a shell at <http://www.mchenry.edu/DistanceEd/faculty/shell.asp>
2. ANGEL course shells are automatically created as unavailable; the students cannot see the course on their course list until you make the course available. To make the course available:
 - a. change the start date in the General Course Settings in the Manage tab to the date that you would like the students to be able to access the course
 - b. change the Member Access in the Access Settings section of the Manage tab to All Members

3. If using a previous course to begin loading the new shell, copy the prior ANGEL course or import the ANGEL course archive.

To copy a course:

- a. click Manage tab
- b. click Import Wizard (under Data Management)
- c. click Copy Course (last link on the page)
- d. use the drop down menu to choose the course you want to copy. If you added content into the course you want to keep, uncheck the Replace All Existing Content check box
- e. click Import
- f. wait for the clocks to be replaced by a green check mark (this may take a few minutes depending on the size of the class you are importing) then click OK

To import a course archive:

- a. click Manage tab
- b. click Import Wizard (under Data Management)
- c. click Content Package (first link on the page)
- d. use the Browse button to choose the course you want to import; lick the Open button
- e. click the Upload File button
- f. click OK
- g. uncheck the User Data check box (the first box in the right column); then click the Import Data Button
- h. wait for the clocks to be replaced by a green check mark (this may take a few minutes depending on the size of the class you are importing) then click "OK"

4. Delete the Associated Files from each Dropbox (if you copied or imported a course)

- a. click on Delete under the dropbox
- b. select Delete Associated Files
- c. click OK

5. Review and Update Announcements

- a. dates
- b. links

6. Review and Update Contact Information

- a. office hours

7. Review and Update Class Materials

- a. textbook information
- b. renew copyrighted material
- c. post the current semester's e-syllabus
- d. review and update all content in Lessons
 - i. due dates (post to calendar or in sub-titles of content pieces)
 - ii. links

8. Review and Update Gradebook

- a. compare assignments and points to new syllabus

9. Make Class Available

- a. make introductory or first unit content visible, other content invisible to students
- b. set availability date to one week prior to the first day of class

During the Semester Tasks

Back up your class at least once every two weeks during the semester. In the Manage tab, under Data Management: Backup/Restore, click on the Backup Now button. Then click on the OK button. You can now click on the Download Backup button to save the file. Remember where you have saved the file in case you should need to restore your class.

End of the Semester Tasks

1. Export your grade information from the course.

If you might later want to import that file to another gradebook, export the grades:

- a. in the Manage Tab under course management, click the Gradebook link.
- b. under Gradebook Set Up, click the Export Grades link
- c. select comma delimited format
- d. click the "Export" button
- e. click the "Save" button
- f. choose where you want to save the file then press the Save button again
- g. once the file download has completed, press the Close button, then click on the Done button

If you only need a record for archiving, you can save or print a PDF of the gradebook:

- a. in the Manage Tab under Course Management, click on the Gradebook link
- b. in the View section, click on Print Grades
- c. click on Generate PDF
- d. save the PDF to your drive

2. Archive your course shell. Archiving can save a copy of the course content as well as enrolled students and grades:

- a. in the Manage tab under Data Management click the Export Wizard link
- b. click on the ANGEL archive link
- c. click on the "Export" button once you have nothing but green check boxes
- d. click the "Download file" button
- e. click on the "Save" button
- f. select where you wish to save the file then click Save
- g. once it has downloaded click on the "Done" button

3. Submit an "ANGEL Course Shell Request" electronic form via

<http://www.mchenry.edu/DistanceEd/faculty/shell.asp> for any class(es) that you are teaching the next semester. Remember that you can copy a shell (or import an exported shell) for use in the upcoming semester.

4. After your course(s) have been (exported/copied), delete them. Remember not to remove a course if you have any students with an incomplete.

- a. from your home page, select "Delete" under the title of the course
- b. you will be asked if you want to delete the course; click "OK"
- c. the course will go through the deletion process (this may a few minutes)
- d. click "OK" when you see all green check marks