

## Pre-Term Instructions

Before the beginning of semester, instructors should submit on-line ANGEL shell request form. (See attached). Due to the large volume, requests will be fulfilled in the order in which they are received. Please specify whether you need content copied from a Master or previous term shell. If you need just a blank shell, please indicate that on the form. Be sure to provide complete Brookdale course information, term, course id and course section.

Here are the directions to the online request form:

- 1) Brookdale Home Page
- 2) Quicklinks
- 3) TLC For Faculty
- 4) Your Course Online (left side of page)
- 5) Forms (left side of page)
- 6) Click on Copy Into Shell form link

You can also go to the page directly by accessing this link:

[http://ux.brookdalecc.edu/fac/tlc/forms/form\\_copy\\_course.php](http://ux.brookdalecc.edu/fac/tlc/forms/form_copy_course.php)

The screenshot shows the 'ANGEL Course Form (Version 1.9)' from Brookdale Community College. The form is titled 'ANGEL Course Form (Version 1.9)' and includes instructions: 'Use this form to request course shells in the ANGEL system. Please fill out one form per course. Make sure to indicate the term, code, section or Master course that you want copied into the shell you are requesting.'

**YOUR INFORMATION**

Your ANGEL Username:  Department (optional):   
Example: jsmith  
Telephone/Extension (optional) :

Email:

**NEW COURSE INFORMATION**

Choose Semester:

- Spring 09
- Spring 09-10 Week
- Summer - 09SU1A (6 week)
- Summer - 09SU2 (10 week)
- Summer - 09SU3A (6 week)
- Summer - 09SU3B (3 week)
- Not Applicable ← Check here if Master requested

New Course Number:  -  -   
Example: ELEC - 103 - 00RL → provide all information

**COURSE TO COPY FROM**  
(Provide ANGEL course name)

Course Name:

Examples:  
09SP-ENGL-155-001RL  
or  
ENGL-221-JSMITH-MASTER

(Provide term or Master course information in the above format)

**COURSE CATEGORY**  
Choose correct course category:

- Online
- Hybrid
- Web Enhanced
- Telecourse

**NOTE:** If you do not fill in the Course Name, an empty shell will be provided. ←

### **Post -Term Instructions**

At the end of the term, please be advised that unless you request otherwise, all courses will be backed up and archived after the deadline day of Incompletes. ANGEL shells can be restored (with student data) at any time by request to the TLC.

If you wish to keep a copy of course grades, this can be done by going to the Manage tab, clicking on Grade book, then Print Grades and following the instructions.