

ANGEL FAQ's for Faculty

- **How do I upload a file?**

1. On the Content page, click Add Content
2. Select **File**
3. On the **Upload a File** page, click the Browse button
4. On the Choose file dialog, locate and select the file and click the **Open** button

** for best results, do not upload files that have blank spaces in the filename*

5. Click the **Upload File** button
6. Click the **Done** button

Best Practice:

- Click "settings" under uploaded file
- Click "Content" tab
- Click "Advanced" button
- In the middle of the page, in the **Link Settings** box, click the drop-down box next to **Link URL**
- Select "New Window"
- Click the "no banner" button
- Click the "Save" button

- **How do I link a Drop Box/Quiz/Discussion Forum to *an existing Grade Book column?***

1. Click on the "settings" link under the particular Quiz, etc.
2. Click on the "Assignments" tab
3. Under "Grade book Settings" use the pull-down menu to select the correct grade book assignment (the default is "None")
4. Click the "Save" button

- **How do I create *a new Grade Book column* for an existing Drop Box/Quiz/Discussion Forum?**

1. Click on the "settings" link under the Drop Box, etc.
2. Click on the "Assignments" tab
3. Under "Grade book Settings" use the pull-down menu to select "New Assignment"
4. In the "Title" box, enter the name of the new grade book column
5. If a new Category is required, click "other"
 - a. Enter "Title"
 - b. Enter "Weight"
 - c. Click "Add"
6. Enter Points Possible
7. Click the "Save" button

- **How do I prevent students from printing tests?**
 1. Navigate to the Content page and then the particular exam/ quiz.
 2. Click on the "Setting" menu for the exam/quiz.
 3. Click on the "Access" tab
 4. Click on the "Advanced" radio button
 5. Scroll down to the section called "Internet Security"
 6. Use the pull-down menu to select "Medium-disable right click, print, (etc.)"
 7. Click the "Save" button

- **How do I re-position assignments (columns) in a grade-book category?**
 1. Click on Manage Tab
 2. Click on Grade book link
 3. Click on Categories link under "Grade book Management"
 4. Check the box next to the category for which you want to reorder the assignments, e.g. Exams
 5. Click on the "Show Tasks" button
 6. On the new menu list click on Reorder Assignments
 7. Select the particular assignment to move and then click Up or Down or Top or Bottom to move it within the assignment list.
 8. Click the "Save" button

- **How do I make anonymous Discussion Forum posts?**
 1. Click on the "settings" link under the particular discussion forum
 2. Click on the Advanced radio button
 3. Scroll down and look under the "Discussion Forum Settings" title
 4. You should see a pull-down menu "Anonymous Posts" where you can select "Always Anonymous"
 5. Click the "Save" button

- **How do I make date restrictions for quizzes, forums, drop-boxes, etc.?**
 1. Click on "Settings" under the item whose dates you want to restrict
 2. Select the "Advanced" radio button
 3. Click on the "Access" tab
 4. In the middle of the page, click on the drop-down boxes for Start and End dates
 5. Select the desired dates of availability
 6. Check both boxes to the left of the Start Date and End Date fields
(*Note: if boxes are left unchecked, the dates are ignored*)
 7. Click the "Save" button

- **How do I adjust the Grade book category weight for a percentage-mode grade book?**

1. Click "Management" tab
2. Click "Grade book" link
3. On the right side of the page, click "Categories". Now you should see your categories and their weights
4. Click on the check box to the left of the category whose weight you want to change
5. You should now see the "Edit Selection" button and click on it
6. Below the list you should see the "Edit Category" section where you can change the weight by typing in a new value in the "Weight" field
7. Repeat these steps to adjust any other weights

- **How do I add an announcement?**

1. On the Course Home Page, within the Course Announcements nugget, click the "edit" button
2. Click "Add Announcement"
3. Enter announcement information in text box (use HTML editor, if desired).
4. Edit Start and End dates, if needed
5. Click "Save"
6. Click on the "Exit Announcement Editor" button

- **I lost access to my "settings" control.**

One possible reason could be that you have an un-named team within your course.

1. Go to the **Manage** tab
2. On the right, click on "Teams"
3. If you see that you have a team that has no name, "Delete" it.
4. Click the "Exit Teams Editor" button

- **How do I create a Discussion Forum using Required Posts?**

1. Copy and Paste this address into your browser to read about Required Posts: http://www.brookdalecc.edu/PDFFiles/tlc_docs/Using_Required_Posts.pdf

- **How do I pull publishers' questions into an ANGEL quiz?**

The TLC uses Respondus™ software to import tests into ANGEL

1. Quiz document must have a **.doc**, **.rtf**, or **.txt** file extension
2. Copy and Paste this address into your browser to view required format to import tests into ANGEL:
http://www.brookdalecc.edu/PDFFiles/tlc_docs/SampleRespondusDocument.pdf
3. E-mail modified test to mbreger@brookdalecc.edu
4. In the e-mail, specify:
 - a) Quiz name
 - b) Complete ANGEL course section
 - c) Location in course where the quiz should reside

**It is the instructor's responsibility to assign quiz specifications, availability, etc.*