

CYBERLEARNING LABS, INC.

ANGEL 6.2 Student Quickstart Guide

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Table of Contents

Introduction	3
<i>What's New in ANGEL 6.2</i>	<i>3</i>
<i>System Requirements</i>	<i>3</i>
ANGEL Homepage.....	4
<i>Information Resources.....</i>	<i>4</i>
My Page.....	5
<i>Courses and Community Groups.....</i>	<i>5</i>
<i>Toolbox.....</i>	<i>5</i>
<i>Who's Online</i>	<i>6</i>
<i>Today's Calendar</i>	<i>6</i>
Course Overview	7
<i>Welcome Screen.....</i>	<i>7</i>
<i>Syllabus Tab</i>	<i>7</i>
<i>Calendar Tab.....</i>	<i>7</i>
<i>Lessons Tab</i>	<i>8</i>
<i>Class Tab.....</i>	<i>8</i>
<i>In Touch Tab.....</i>	<i>8</i>
<i>Tools Tab.....</i>	<i>9</i>
Common Tasks	10
<i>How to Log On</i>	<i>10</i>
<i>How to Forward Course Mail</i>	<i>10</i>
<i>How to Take a Quiz.....</i>	<i>11</i>
<i>How to Post to a Discussion Forum.....</i>	<i>12</i>
<i>How to Post to a Chat Room</i>	<i>12</i>
<i>How to Send Course Mail.....</i>	<i>13</i>
<i>How to Read Course Mail</i>	<i>14</i>
<i>How to Submit a Drop Box Assignment.....</i>	<i>15</i>
<i>How to Create a Homepage</i>	<i>15</i>
<i>How to Use the Fast!page HTML Editor.....</i>	<i>16</i>

Introduction

Welcome to the ANGEL 6.2 Student Quickstart Guide. This guide is designed to provide students with a basic understanding of ANGEL and its collaborative tools.

ANGEL is a web-based course management and collaboration portal that helps educators manage course material and communicate quickly, easily, and effectively. ANGEL is designed to be used as a complement to traditional courses and for distance learning.

With ANGEL, you can take surveys, quizzes and tests, send and receive course mail, post to threaded discussions and chat rooms, upload assignments using drop-boxes, and more. Students can check their progress and grades at any time during the course and can create groups and teams for project or committee work.

A significant part of ANGEL's power is its ability to be tailored to specific institutional needs. Please note that because your institution will determine which tools will be made accessible, some segments of this guide may not apply to your use of ANGEL. Contact your institution's support desk for questions regarding ANGEL.

What's New in ANGEL 6.2

A requested discussion forum addition, Journal Discussion Forums, provides space for private, reflective writing and one-on-one, student-instructor interaction. What's New functionality is inline under each course in ANGEL 6.2.

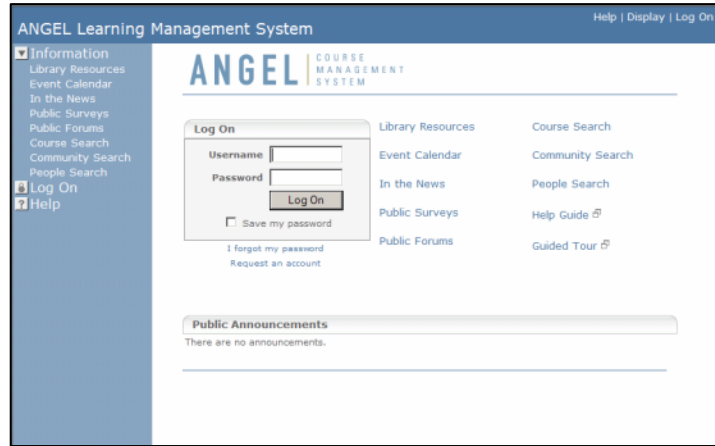
System Requirements

ANGEL is designed to support the widest variety of operating systems and Internet browsers through its limited use of client-side technologies. ANGEL is tested with and fully supports the following browsers:

- Windows OS: Internet Explorer 6.0 and above, Netscape Navigator 7.1 and above
- Macintosh OS: Mozilla 1.4 and above (which uses the same engine as Netscape 7.1)

ANGEL Homepage

The ANGEL homepage functions primarily as the logon screen and starting point for each ANGEL session, while also providing public access to a variety of resources including: the ability to search for courses, community groups, and people (user profiles); participate in public surveys and polls; and more.



By default, ANGEL displays system navigational hyperlinks in the top-right frame and left sidebar frame. These system navigational hyperlinks provide one-click access to Information Resources (described below), ANGEL help guides, display setting options (Frames, No Frames, or PDA/Screen Reader modes), and to log on or log off the ANGEL system. Upon logging into ANGEL, the sidebar navigation will update to include hyperlinks to Courses, Community Groups, and each of the personal tools.

Information Resources

The ANGEL homepage offers a variety of information resources for instructors and students. These resources are also available to users in the left sidebar frame under the **Information** hyperlink. To access a resource, simply click the hyperlinked title for the resource that you want to access.

Note: The resources available at your institution may not include all of the following resources and/or may contain additional customized resources.

Use **Library Resources** to access your institution's library resources, such as electronic journals, catalogs, and databases.

The **Event Calendar** provides quick access to your institution's public calendar, including events, significant academic or training dates, and other entries.

The **In the News** resource will keep you up-to-date on your institution's latest news. Participate in public surveys and discussions using the **Public Surveys** and **Public Forums** links.

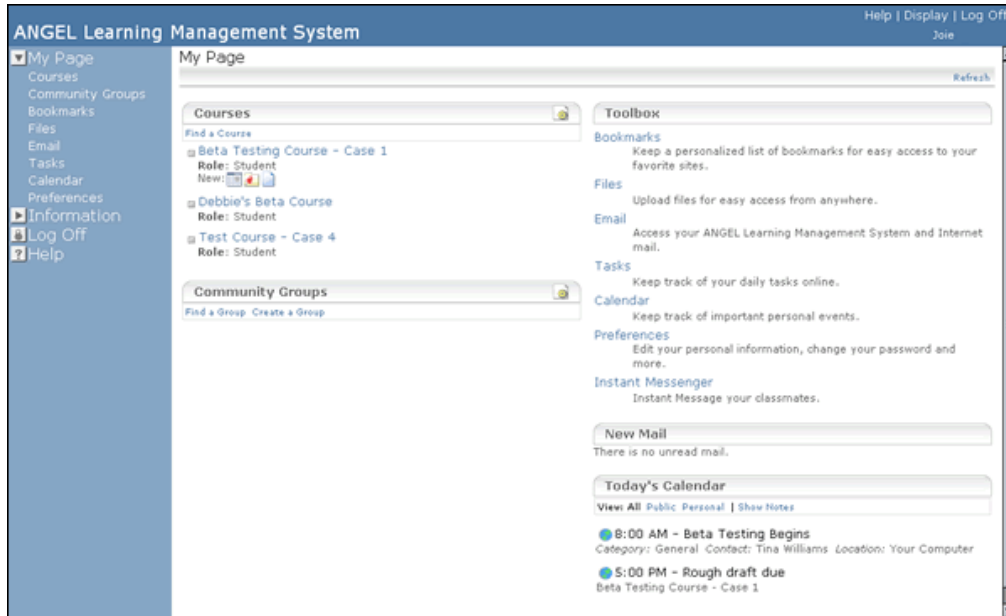
With the **Course Search**, **Community Search**, and **People Search** resources, you can search for and view any course, group, or user profile that has been made viewable to the general public.

Tip: Log into ANGEL before performing this search to view a larger selection of courses, groups, and profiles, including those that have been made viewable only to authenticated ANGEL users.

Click the **Help Guide** link to access documentation or to request help from your institution's support desk. Take the **Guided Tour** to view highlights and features of the ANGEL application.

My Page

When you log into ANGEL, you will be presented with your personal page (My Page). **My Page** provides you with access to all courses and groups for which you are enrolled and to a variety of tools to assist you with your coursework. The selection and display of these tools can be customized using the **Preferences** option located under the **Toolbox** section.



Courses and Community Groups

The **Courses** and **Community Groups** sections of your page give you access to all the courses and groups for which you are enrolled. Click the **Settings** icon (⚙️) in the Courses or Community Groups title bars to hide specific courses or groups or to customize the additional information displayed for each.

Toolbox

The Toolbox offers several useful tools designed to increase your productivity and further customize your ANGEL environment. The **Bookmarks** tool allows you to add your favorite webpage links to your personal page for easy access and to sort them by categories. You may optionally set permissions on individual bookmarks to provide access to other users.

Create folders and files and upload images and documents to the **Files** tool for storage purposes or to publish content on the World Wide Web. The built-in **HTML Editor** allows you to create new web pages or edit existing ones with an easy to use word processing-style interface.

The **Email** feature allows you to check email and course mail for all your Internet email and ANGEL courses and groups from one convenient location. Add and track tasks with the **Tasks** option. For each task, you can include detailed notes, task priority, and even categorize into groups. Use the **Calendar** tool to view or add personal calendar events or public institutional events.

The **Preferences** option allows you to personalize your profile and course environment, change your password (if applicable), set system drives, and more. The **Personal Information Editor** (located under Preferences) allows you to specify who can view each piece of personal information you enter.

My Page Content (located under Preferences) allows you to add or remove page components. Options such as a Calculator, Tasks, To Do List and more are available to add under the My Page Content editor. **My Page Layout** (located under Preferences) allows you to arrange where your page components will be displayed. For each selection made using My Page Content, a drop-down list for Area, Seq (sequence) and Style give you the customization tools needed to format the layout of your personal page.

Access the **Change Password** utility to change your ANGEL password. As a precaution, the Change Password utility requires the user to provide their current password and confirm their new password before applying the change.

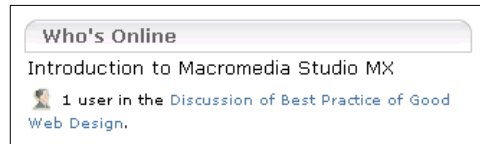
The **Theme Selector** allows you to select different ANGEL themes or even create your own to change how the environment looks when you login.

The **System Settings** Manager (located under Preferences), allows you to specify local media drives to allow instructors to map online course material to CD-ROMs or other media for enhanced instruction. Customize your mail settings to configure ANGEL to send a copy of all course mail to your favorite email account.

The **PDA Agent** allows you to download your lessons, unread course mail, or forum messages to your PDA for offline viewing. Use of the PDA Agent requires a free service called AvantGo® (www.avantgo.com) which ships with most PDAs.

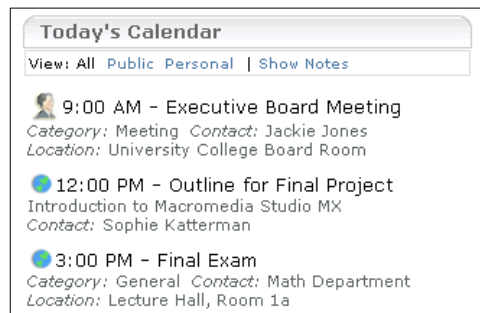
Who's Online

The Who's Online tool notifies you if users are actively using a chat room in any course or group for which you are an enrolled member. The Who's Online agent will provide the name of the course, the number of users online and the name of the chat room. You may quickly enter the chat by clicking on the hyperlinked chat room title.



Today's Calendar

Events from your personal calendar, the public calendar and all course and group calendars for which you are enrolled appear under Today's Calendar. Events created on your personal calendar are indicated by the personal image (👤). Public, course, and group calendar events are indicated by the globe image (🌐). Course/group event also include the name of the course/group to which they are associated.



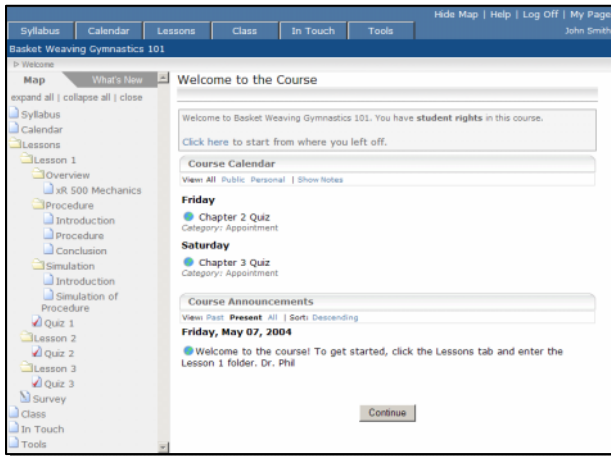
Course Overview

The course or group space within ANGEL is the heart of the ANGEL environment. It provides the instructor and student with an array of collaborative tools that enhance the instructional experience.

Welcome Screen

The first screen you will see upon entering any course is the Welcome page. Your instructor will use this screen to post course announcements, news, and question polls. The current day's calendar events will also be displayed.

Tip: Click the "Click here" (to start from where you left off) hyperlink to be redirected to the last content item accessed the last time you accessed the course.



Click the **Continue** button at the bottom of the Welcome page to proceed into the course.

Click the **Show Map** hyperlink (located in the top-right system navigation frame) to display the Course Map/What's New sidebar. The **Course Map** provides a course-at-a-glance view one click access to all course content. Click the **What's New** sidebar hyperlink to display a list of new mail messages, calendar items, content items, etc for the course. As you navigate through the course tabs, the **Breadcrumb**

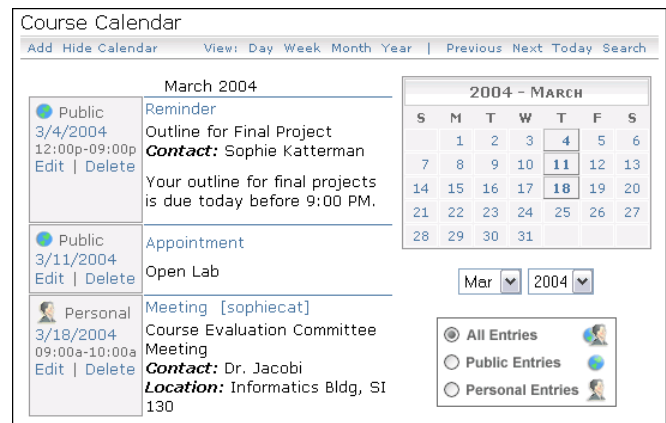
frame will update to provide hierarchical context for the current content item or tool.

Syllabus Tab

Click the **Syllabus** tab to view the course syllabus. The syllabus tab will commonly provide you with contact information for your instructor, course objectives, course requirements, grading criteria, and other course details.

Calendar Tab

The **Calendar** tab allows you to view course specific schedule items for the day, month, or year. To change your calendar view, click the **Day**, **Month**, or **Year** hyperlink in the toolbar located near the top of the page. You can additionally select a specific date from the small calendar navigator or select a month and year from the drop-down menus. If your calendar navigator is not displayed, click the **Show Calendar** hyperlink in the toolbar to make it visible.



Your instructor can post personal calendar events that are viewable only by you and the instructor(s). To view only personal items, click the **Personal Entries** radio button below the month/year drop-down menus. Use the **Next** and **Previous** toolbar hyperlinks to navigate to the next view (Day, Month, or Year) or click **Today** to bring up the current day's events. The **Search** feature allows you to search all of your course calendar events for particular key words.

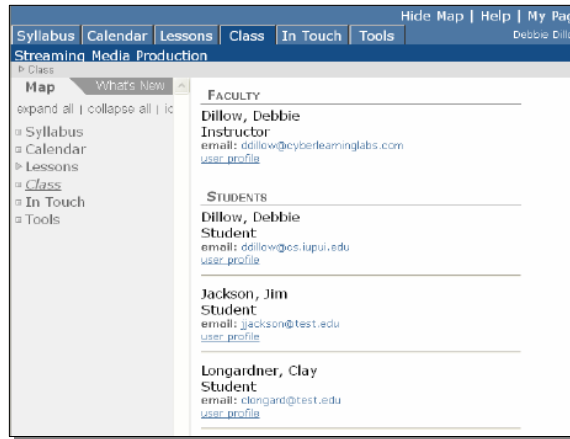
Lessons Tab

The bulk of your instructional material will be located under the **Lessons tab**. Your instructor can use the Lessons tab to create lecture notes, links, quizzes, discussion forums, drop-box assignments, and more. Click the **My Notes** hyperlink (located in the toolbar) to create or view personal notes for specific content items. The **Previous** and **Next** hyperlinks (located in the toolbar) allow you to navigate through the lesson content.

The **Search** feature allows you to search for any or all types of lesson content by keyword. For more information on taking quizzes, posting to discussion forums and other common tasks, see the section of this document titled "Common Tasks."

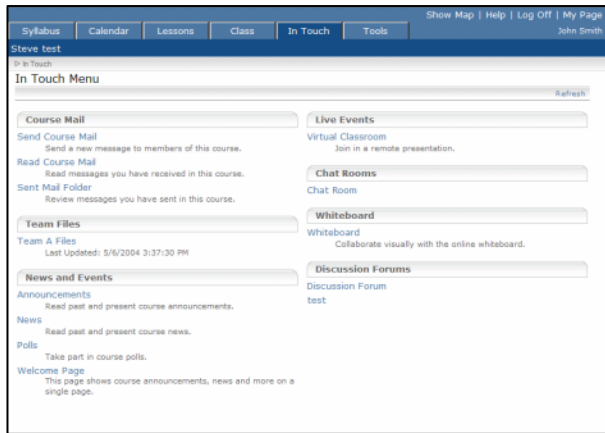
Class Tab

The **Class** tab displays the class roster and provides access to the profiles for each member. Click the **Show Pictures** hyperlink (located in the toolbar) to display pictures of each class member. The **Members** and **Teams** hyperlinks allow you to toggle between views of all course members and all teams. To search the roster for a particular user, type a name in the **Roster Search** textbox and click the Search button. Click the **user profile** hyperlink to view the member's profile.



In Touch Tab

The **In Touch** tab provides access to the course's communication tools. The **Send Course Mail** and **Read Course Mail** tools allow you to communicate with your instructor and classmates. The **Sent Mail Folder** provides an archive of all course mail messages you have sent in the course.



The **Team Files** utility provides a space for you and others in your team to upload and share project files and other documents.

Check out the **Announcements**, **News**, and **Polls** hyperlinks to catch the latest announcements and news or to take or review course polls. Click the **Welcome Page** hyperlink to view the welcome page that is displayed upon entering the course.

Click the **Chat Room** hyperlink to participate in a real-time chat session with

your instructor and classmates. The **Whiteboard** tool provides a collaborative whiteboard space allowing you, the instructor, and classmates to type, draw, create colorful shapes, and chat with one another.

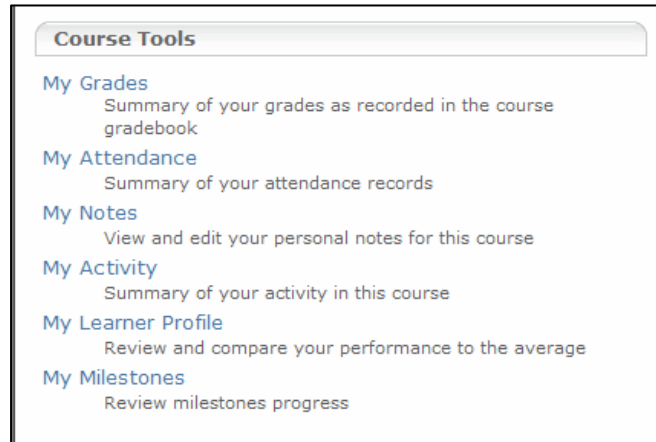
Post your thoughts to a threaded discussion list under the **Discussion Forums** section of In Touch. Class discussion forums can also be accessed inline with your lesson content under the Lessons tab.

Tools Tab

The **Tools** tab includes common course tools to help you track your course progress, grades, and more.

My Grades allows you to check your grades for all assignments (both online assignments and off-line) and provides a cumulative grade at any point of the semester.

Use the **My Attendance** option to submit an instructor provided PIN to update the attendance record. This tool allows you to track the instructor's record of your classroom attendance.



Click the **My Notes** hyperlink (located in the toolbar) to create or view personal notes for specific content items.

The **My Activity** tool provides a detailed summary of the date, time, and duration of each time you've accessed the course. The total time spent in the course to date is displayed at the top of the page.

Click **My Learner Profile** to see an analysis of your activity, submissions, and grades and compare them with the class average. Your learner profile also includes a place to store personal notes about the course.

My Milestones allows you to track your progress on key course objectives and assignments. In addition to the tools described above, your course may include other instructor provided tools or links under the **Tool Links** section.

Common Tasks

How to Log On

To log into ANGEL:

1. Type your **Username** and **Password** in the appropriate fields.
2. Click the **Log On** button.

Tip: If you are on your personal computer and want ANGEL to remember your password every time you access the login page, check the 'Save my password' checkbox before clicking the 'Log On' button.

Click the 'I forgot my password' hyperlink to request a reminder email or click the 'Request an account' hyperlink to request a username and password for the system.

The password reminder and account request options are not available at all institutions. For information regarding how to request an ANGEL user account, contact your institution's support desk.

How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. Users can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet email address.

Note: Course mail forwarding is a global setting. Therefore, enabling course mail forwarding will forward all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet email account:

1. Log into ANGEL.
2. Click the **Preferences** hyperlink in the **Toolbox** area (located in the right column).

The **Preferences** panel will appear.

3. Click **System Settings** in the **General User Settings** area.

The **System Settings Manager** will appear.

4. In the **Forwarding Address** field (located the **Mail Settings** section), type the email address where you want your course mail to be forwarded.

MAIL SETTINGS

Directions: You can have a copy of mail that you receive in your courses and groups forwarded to an Internet e-mail account. Simply enter the e-mail address below and specify a forwarding mode.

Forwarding Address

Forwarding Mode

- Do not forward my course mail
- Forward my course mail and keep as new in course
- Forward my course mail and mark as read in course
- Forward my course mail and delete from course

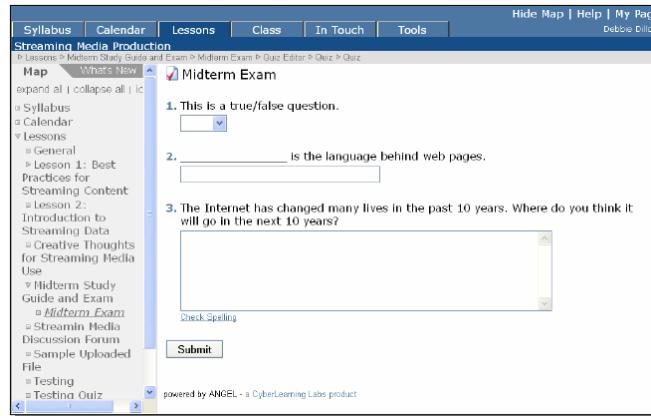
5. Select a forwarding mode from the **Forwarding Mode** drop-down menu.
6. Click the **Save** button.

How to Take a Quiz

Your instructor can create online quizzes, tests, or surveys which may include images or other multimedia elements and various question types such as multiple choice, essay, fill-in-the-blank, etc. The following steps apply to taking a quiz, test, or survey.

To take a quiz:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to the quiz you want to take and click the icon or title of the quiz.
3. Click the **Begin Quiz** hyperlink.



The quiz will appear on the screen.

Note: If your instructor has imposed a time limit on the quiz, you will receive a pop-up message to inform you of the amount of time you have to complete the quiz.

4. Select a choice or provide a response for each question.

Note: ANGEL will attempt to automatically grade fill-in-the-blank question types based on an instructor-provided answer key. It is important to answer fill-in-the-blank question types as concisely as possible.

5. When you have finished all of the questions, scroll to the bottom of the page and click the **Submit** button. A pop-up message will ask you to confirm you have answered all of the questions.

Note: If the instructor had imposed a time limit on your quiz, you may receive a pop-up warning message when your time limit is near. If you do not submit the quiz before your time expires, you will receive a message asking you to submit the quiz. If the instructor has requested the quiz to auto-submit when time expires, the quiz will automatically submit upon clicking the OK button.

6. Once you have verified all of the questions have been answered, click the **OK** button to submit the quiz. A results/confirmation page will appear on the screen.

Note: Your instructor determines the amount of information that will appear on the confirmation screen. This may include any combination of questions, responses, answers, score, instructor comments, and more.

How to Post to a Discussion Forum

Threaded discussion forums allow you to post, reply, and search messages from the instructor and other students.

To post a message to a discussion forum:

1. Log into your ANGEL course and click the **Lessons** (or In Touch) tab.
2. Navigate to the discussion forum you want to post to and click the icon or title of the board.

The discussion forum will appear on the screen.

3. If the discussion forum has existing postings, you can click the title of each posting to review the posted message.
4. Click the **New Post** hyperlink (in the toolbar located in the top frame) to post a new message or click the **Reply** hyperlink (in the toolbar located in the bottom frame) to reply to a particular posting.
5. Type a subject for your message in the **Subject** field.
6. Type your message in the **Message** field and click the **Post** button.

Note: Optionally click the Check Spelling hyperlink to check the spelling of your message before submitting. The HTML Editor allows you to format your message with an easy-to-use editor. Click the Attachments button to upload an attachment with your message. For more information on the HTML Editor, see the section of this document titled "How to Use the HTML Editor."

How to Post to a Chat Room

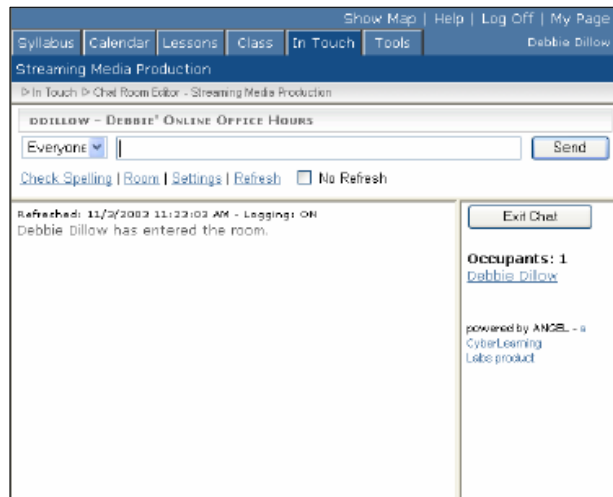
Chat rooms support real-time communication between students and instructor. If enabled, users can view a log of previous chat conversations by clicking the View Logs hyperlink located below the hyperlinked chat room title.

To post to a chat room:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Navigate to the chat room you want to participate in and click the hyperlinked title of the chat room.

The chat room interface will appear on the screen.

3. Type a message in the empty text box (located toward the top of the screen) and click **Send**.



Tip: To send a private message, select the intended recipient from the drop-down menu or click on their name in the Occupants frame, type your message, and click Send.

4. Click the **Room** hyperlink to select from a list of available chat rooms or to create a private room.

Note: Private rooms can be created “on-the-fly” and will not show up on the list of public rooms. To create and use a private room, each participant should type the exact same private chat room name in the Private Chat Room text box and click the Enter button. Private chat room messages are not logged, however the date, time, and name of the private chat room are automatically logged in each participant’s learner profile (viewable to the instructor).

5. Click the **Settings** hyperlink to adjust how often the message page refreshes and how long each message remains on the message page. Optionally disable the default frames-based chat room interface by selecting **No** from the **Use Frames** drop-down menu or select specific users from the **Ignore List** so their messages will not appear on your screen.

Note: To select multiple users from the Ignore List, hold the Control key on your keyboard (or the Apple key on a Macintosh) while selecting multiple users.

6. Optionally check the **No Refresh** checkbox to temporarily turn off the chat auto-refresh feature or click the **Refresh** hyperlink to manually refresh the screen.

How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an internet email account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Send Course Mail** hyperlink.

The **Compose Message** interface will appear on the screen.

3. Select the intended recipient(s) from the **To** select box.

Tip: Hold the ‘Control’ key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients.

4. Type a subject for the message in the **Subject** field.
5. Type the message in the **Message** field.

Note: Click the Attachments button if you want to add an attachment to your message. Select the Do not disclose recipients checkbox if you want to bcc (blind carbon copy) or hide the identities of the recipients. Select the Send a copy of this message to recipient's Internet email account checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address.

6. Click the **Send Message** button.

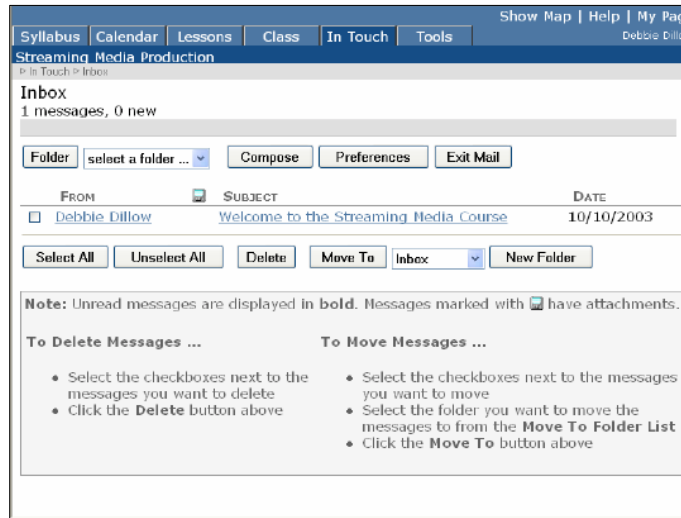
A message will appear stating that the message was successfully sent.

7. Click the **OK** button.

How to Read Course Mail
To view a course mail message:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Read Course Mail** hyperlink.

Your Course Mail Inbox will appear on the screen.



Note: New/Unread messages will appear in bold. Once the message has been opened, it will appear non-bold.

Messages with attachments will display a floppy disk icon located to the left of the message subject.

To delete a message, select the checkbox located next to the message and click the Delete button. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.

To select all of the messages listed, click the Select All button. To deselect all of the messages listed, click the Unselect All button.

To move a message to another folder, select the checkbox located next to the message, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the New Folder button.

To view a different folder, select a folder from the Select a Folder drop-down menu and click the Folder button. Click the Compose button to send a new course mail message. Click the Exit Mail button to exit Course Mail and return to the In Touch page.

Click the Preferences button to configure your ANGEL account to forward all course mail messages (for all courses and groups in which you are enrolled) to an Internet email account.

3. Click the hyperlinked name of the sender or the subject of a course mail message to display the full message.

The course mail message will appear on the screen.

Note: To view a list of who has and has not read the message, click the “see who has read this message” hyperlink located in the header of the message. Messages sent using the “Do not disclose recipients” option will not display the names of recipients who have and have not read the message.

To view a message attachment (if applicable), click the hyperlinked filename of the attachment displayed at the bottom of the message under the Attachments section.

Click the appropriate button to reply, reply to all, or forward the course mail message. Click the Delete button to delete the current message or click the Message List button to return to the Inbox. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.

To move the message to another folder, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the New Folder button.

How to Submit a Drop Box Assignment

Uploading electronic files to a drop box is a convenient way to submit assignments to your instructor. The Drop Box will accept virtually any type of electronic file including word processing documents, images, web pages, and more.

Note: When uploading electronic files from a Macintosh computer, it is important to add the proper file extension to the file name (e.g. .doc, .jpg, .htm, etc.) before uploading the file.

To submit an assignment to a drop box:

1. Log into your ANGEL course and click the **Lessons** tab.
2. Navigate to your drop box and click the drop box title or icon.
3. Click the **Browse** button, locate the file you want to upload, and click **Open**.
4. Type a title for the file in the **Title** textbox.
5. Click **Upload File**. A **File Upload Successful** page will appear on the screen.
6. Click **OK**.

How to Create a Homepage

ANGEL allows you to publish your own web pages on the World Wide Web using the Files section of your personal page. ANGEL’s HTML Editor allows you to create web pages without knowledge of Hyper Text Markup Language (HTML).

To create a homepage, perform the following steps:

1. Log into ANGEL.
2. Click the **Files** hyperlink (located under the Tools section of My Page).

3. Click the **Add Content** hyperlink (located in the toolbar).
4. Click the **Create a File** hyperlink or icon.
5. Type **index.htm** in the **File Name** text box.
6. Click the **HTML Editor** hyperlink.

The HTML Editor will open in a new window.

7. Type or paste your web page content in the HTML Editor.

Tip: Use the HTML Editor tools to add images, create hyperlinks, and format your text. For more information on using the HTML Editor, see the section in this document titled *How to Use the Fast!page HTML Editor*.

8. When you have finished editing your page, click the **Accept Changes** button.

Notice the HTML Editor has created the HTML code required to properly display your page's formatting, hyperlinks, images, etc. This code is visible in the File Contents text area.

9. Click **OK**.

Your new page will be listed under My Files.

10. Click on the filename or icon of the new file you created.

Your new page will open in a new window.

11. Note the web address of your new page (located in your browser's Address Bar). You can share this web address with your friends. It is accessible by anyone who knows the web address and does not require the viewer to have an ANGEL account.

Note: In many cases (depending on server configuration), your web address may work without including the filename (index.htm) as part of the web address.

12. To edit your new page, click the **Edit** hyperlink located below the hyperlinked page title.

How to Use the *Fast!page* HTML Editor

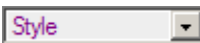


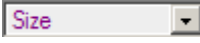


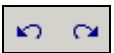
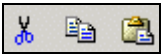

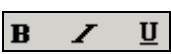



The *Fast!page* HTML Editor is a WYSIWYG (What you see is what you get) editor that allows users to quickly create or edit formatted online content without knowledge of HTML (Hypertext Markup Language).









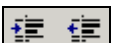


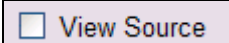
The *Fast!page* HTML Editor is available wherever a text area is found within ANGEL. For example, to access the *Fast!page* Editor click the **Files** hyperlink in your profile, click the **Add Content** hyperlink (located in the toolbar), click the **Create a File** hyperlink or icon, and click the **HTML Editor** hyperlink (located under the File Contents text area).

Note: The Fast!page HTML Editor supports Windows and Macintosh operating systems using Internet Explorer 6, Netscape 7.1, and Mozilla 1.4. The HTML Editor hyperlink will not display on unsupported browsers.


When you have finished editing your document using the *Fast!page* Editor, click the **Accept Changes** button to return to the ANGEL editor page. Notice the *Fast!page* Editor has placed HTML code in the content text area.

With the *Fast!page* HTML Editor, you can perform common word processing tasks including the following:

Setting	Icon	Description
Style		Use the Style drop-down menu to apply a predefined cascading style (based on your ANGEL theme) to an element on your page.
Paragraph		Use the Paragraph drop-down menu to apply a paragraph style to selected paragraphs.
Font		Use the Font drop-down menu to apply a font to selected text.
Size		Use the Size drop-down menu to adjust the size of selected text.
SpellChecker		Use the SpellChecker tool to easily identify and replace misspelled words.
Clean HTML Content		Use the Clean HTML Content tool to remove unneeded hypertext markup created when pasting content from Microsoft Office products.
Undo/Redo		Use the Undo tool to “undo” one or more of the last performed edits. Use the Redo tool allows you to “redo” one or more “undone” edits.
Clipboard		Use the Clipboard tools to cut, copy, or paste text in your document. You can easily copy/paste text from an existing word processing document into the Fast!page Editor.
Macro Manager		The Macro Manager allows you to save and insert commonly used story problems, equations, images, form letter templates, etc
Font Styles		Use the Font Styles tools to add bold, italic, or underline formatting to selected text.
Horizontal Rule		The Horizontal Rule option allows you to insert horizontal lines into the web page, in order to visually separate elements.
Insert Table		The Insert Table option allows you to insert a table.
Insert Link		The Insert Link tool allows you to create hyperlinks within your document.

Setting	Icon	Description
Insert Image		The Insert Image tool allows you to insert images into your document.
Apply Colors		Use the Apply Colors tools to apply text color to selected text or to apply a highlight color to selected text.
Superscript/ Subscript		The Superscript/Subscript options allow you to add superscript and subscript characters to equations or text.
Math Element		The Math Element tool allows you to create many different types of equations.
Special Character		The Special Character tools allow you to insert Math, Greek, Latin, and Hebrew special characters and symbols.
Paragraph		Use the Paragraph Alignment tools to select right, center, left, or justify alignment for selected text.
Bullet List		Use the Bulleted List option to create a bulleted list.
Numbered List		Use the Numbered List option to create a numbered list.
Indent/Outdent		Use the Indent Paragraph tools to decrease or increase the indentation of selected paragraphs.
Show/Hide Table Border		Use the Show/Hide Table Border to show or hide zero pixel table borders (editing mode only).
Help		Click the Help option, then click the icon for any HTML Editor tool to view pop-up context-sensitive help.
View Source		Select the View Source checkbox to view the HTML source code for the current page.

TO CREATE A HYPERLINK WITHIN YOUR DOCUMENT:

1. Select the text or image you wish to become a hyperlink and click the  **Create Hyperlink** icon.

The **Link Inspector** will appear at the bottom of the HTML Editor window.

2. Type a fully qualified URL in the **URL** textbox.

Note: Optionally click the Browse icon to link to an uploaded file or click the Course/Group Content icon (only available when accessing the HTML Editor from within a course or group) to link to an existing tab, lesson item, or tool within a course or group.


3. Select a setting from the **Target** drop-down menu if you prefer the linked page to be displayed in a non-standard manner.
 - Selecting **new window** will cause the linked document to open in a new browser window.

- Selecting **parent frame** will cause the linked document to open in the parent frame (one step up in the frame hierarchy), replacing the ANGEL course navigation bar.
- **Current frame** is the default target for all hyperlinks. Selecting **current frame** will cause the linked document to open in the same browser window or frame as the source document.
- Selecting **current window** will cause the linked document to open at the top level of the browser window, replacing the ANGEL environment.

Note: Type a frame/window target name if you prefer the linked document to open in a specific window or frame.

4. Click **OK** to save.

TO INSERT AN IMAGE WITHIN YOUR DOCUMENT:

1. Place your cursor in the location you want to insert the image and click the  **Insert Image** icon.

The Image Settings window will appear.

2. Click the **Upload Image** button (located at the bottom of the Images Settings screen).

The Upload Image window will appear.

3. Click the **Browse** button.

A Choose file dialog box will appear on the screen.

4. Locate and select the image you want to insert and click the **Open** button.
5. Click the **Upload** button.
6. Select the uploaded image from the image preview frame.
7. Type an alternate text-based description in the **Alternative Text** textbox.
8. Select a setting from the **Alignment** drop-down menu to adjust how the picture will be viewed within a body of text. By default, the image will be displayed on its own line, without text wrapping around it.
9. Type a numerical value in the **Border** text to add a black border around the image and specify the thickness of the border. The border of hyperlinked images will appear in the browser's default hyperlink color (often blue or purple for visited links).

10. Type a numerical value in the **Horizontal** and **Vertical** textboxes to add space between the image and any surrounding text. This feature is very useful when used with the **Alignment** options.
11. Click the **OK** button.