# ANGEL® 7.1 Student Quickstart Guide

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# Introduction

Welcome to the ANGEL 7.1 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 determines which tools are 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 7.1

ANGEL's powerful new features have been enhanced with a streamlined user interface that simplifies navigation, as well as rich, new tools.

**Grades** presents your grades in the class and the class average.  **Games** engage students with interactive learning opportunities such as the **Crossword Puzzle** and **Quiz Show** game options.

**Instant Messaging (IM)** provides personalized interaction and collaboration for today's student communication style.

## System Requirements

ANGEL is designed to support the widest variety of client-side operating systems and client-side browsers through its limited use of client-side technologies.  While ANGEL products generally function well in many browsers, the following are formally supported and tested:

- With PCs running Windows OS: Internet Explorer, Firefox and Mozilla
- With Macs running OS X: Firefox and Mozilla

Testing is performed on the latest generally available versions for the above platforms and browsers with each General Release of ANGEL products, ensuring full support at that time.  For additional information on browser support please visit http://support.angellearning.com.

## Conventions Used in This Manual

| Document Icons | |
|---|---|
| **Icon** | **Icon Meaning** |
| | Tip – a tip is a type of note that helps the users apply the techniques and procedures described in the test to their specific needs.  A tip suggests an alternative method that may not be obvious and helps users understand the benefits and capabilities of the item. |
| | Note – Notes call the user's attention to information of special importance. |
| | Reference – Refers the user to another source of information. |
| | Caution – Caution advises users of actions that could potentially cause problems. |

# Public Home

Public Home 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, communities, and people; participate in public surveys and polls; and more.

## System Navigation

System navigation is represented by icons along the left frame.  These icons are available on the Public Home page and while in a course or group.

| Icon | Name - Description |
|---|---|
|  | Home – returns you to your Home page |
|  | Log Off – logs you out of the ANGEL environment |
|  | Help – displays ANGEL online help, guides and resources |

## Public Information

Public Home offers a variety of public resources for instructor and students.  These resources are also available to users on the Personal Home page under the **Toolbox > Public Resources**.  To access a resource, simply click the hyperlinked title for the resource that you want to access.

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

Use **Public Information** 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 keeps you up-to-date on your institution's latest news. Participate in public surveys and discussions using the **Public Surveys** and **Public Forums** links.

## Search and Help

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.

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** 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.

# Personal Home

When you log into ANGEL, you are presented with your personal page - Home. Home 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 **Edit Page** hyperlink in the Home menu bar.



## Navigation

System navigation is represented by icons along the left frame. These icons are available on your personal Home page and while in a course or group.

| Icon | Name - Description |
|---|---|
| | Home – returns you to your Home page |
| | Log Off – logs you out of the ANGEL environment |
| | Help – displays ANGEL online help, guides and resources |
| | Preferences – opens access to your user settings such as your personal information, change password, theme selector, system settings and PDA agent. |
| | ANGEL IM – opens the online ANGEL instant messenger |

## Courses and Community Groups

The **Courses** and **Community Groups** sections of your home page gives you access to all the courses and groups for which you are enrolled. Click the **Edit** button in the Courses or Community Groups title bars to hide specific courses or groups or to customize the additional information displayed for each.

## New Mail

**New Mail** displays the number of new mail messages.  The course or group in which this mail message belongs is displayed after the number of messages.

## 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.

**Calendar** allows you to keep track of important personal events.  To add a personal item:

1. Log into your ANGEL course and click the **Calendar** Tab.
2. Click the **Add** hyperlink (located on the left side of the toolbar).  The Event Settings form appears.
3. Type the title of the calendar event into the **Title** field.
4. Select the event category from the **Category** drop-down list.
5. Select the **Date, Time** and **Duration** from the appropriate drop-down lists.
6. Click the **Save** button.  The Calendar screen appears, with your calendar entry listed.

**Public Resources** takes you to the Public Home page to access the Public Information resources and the Search and Help resources.  To access the mail messages, click on the hyperlinked name of the course or group.  This takes you directly to the Communicate tab within the course or group to read your course/group mail.

## Wikipedia

**Wikipedia** is a hyperlink to an online, editable encyclopedia, dictionary and books.  To use the Wikipedia, type in the word(s) and click the Search button.  To use the Wiktionary, select the Wiktionary option, type in your word(s) and click the Search button.  To use Wikibooks, select the Wikibooks option, type in your word(s) and click the Search button.

## Preferences

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

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** 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.

## Instant Messenger

ANGEL provides an instant messenger tool that can be accessed from the Instant Messenger icon ( ) on the left power strip.  Communicate online in the modes of today's learners – in real time.
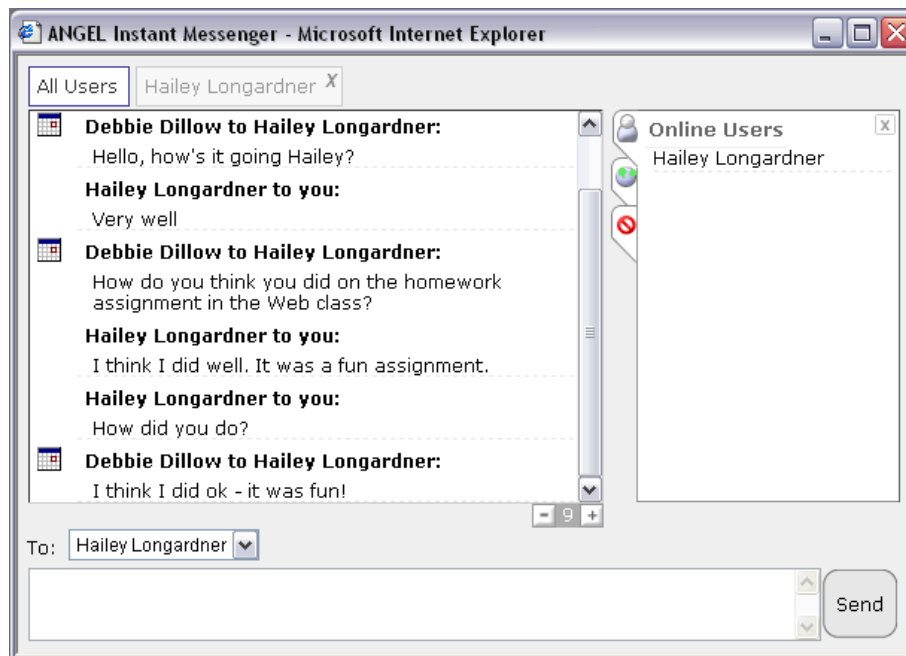


To access Instant Messenger, click the messenger icon .  To converse with an online user, select their name from the **To:**  drop-down list, type your message and click the **Send** button.

## Help

Online help is available by clicking the Help icon ⓘ.  Online help provides a searchable Student Quickstart guide as a reference.
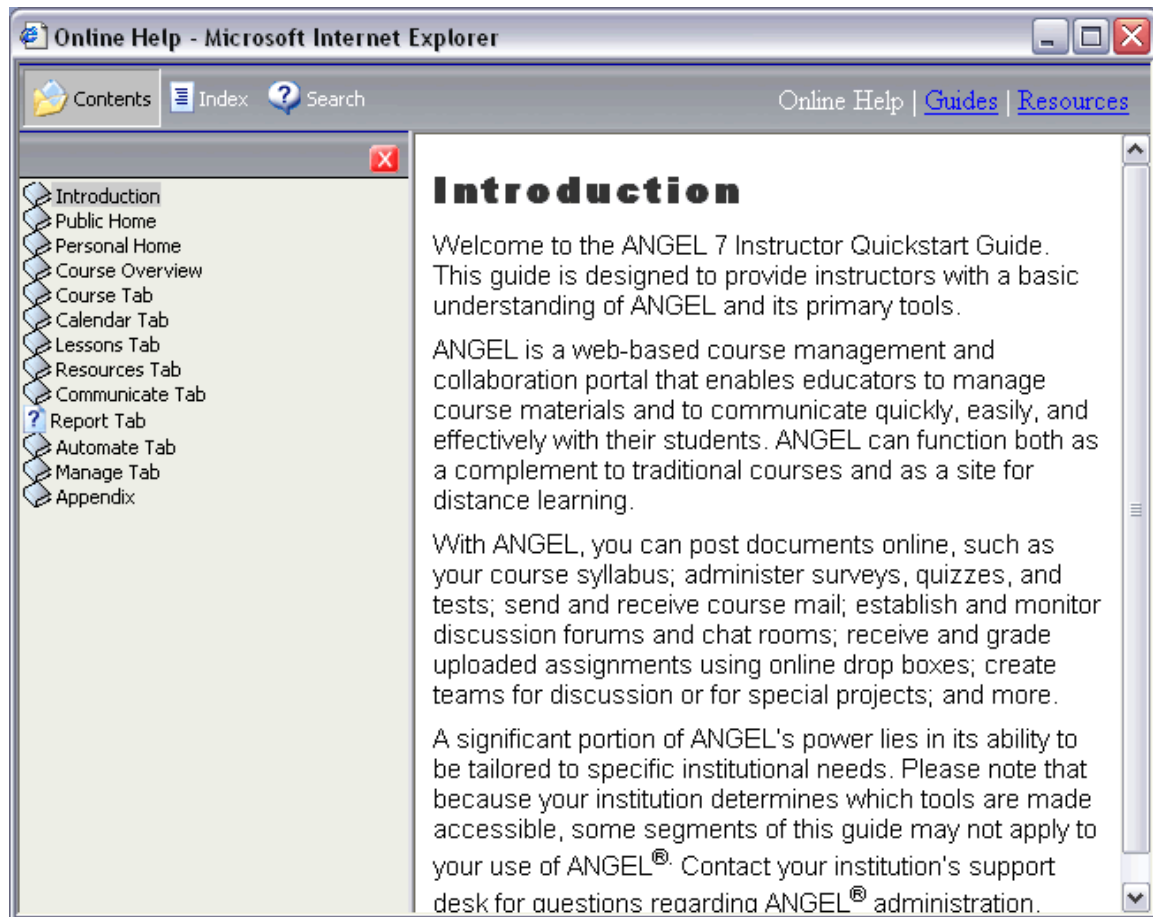


The **Guides** hyperlink provides access to the Student Quickstart Guide in PDF format. This guide can be downloaded and printed as a reference.

The **Resources** hyperlink provides access to your institution's resources.  Information available under Resources can be added by your institution's ANGEL Administrator.

# 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.

## Course Screen

The first screen that appears upon entering any course is the Course page. Your instructor uses this page to post course announcements, news, and question polls. The Activity-at-a-Glance shows your progress in the course – course logons, mail messages, discussion posts and submissions.   Your course grade along with the class average is also displayed.
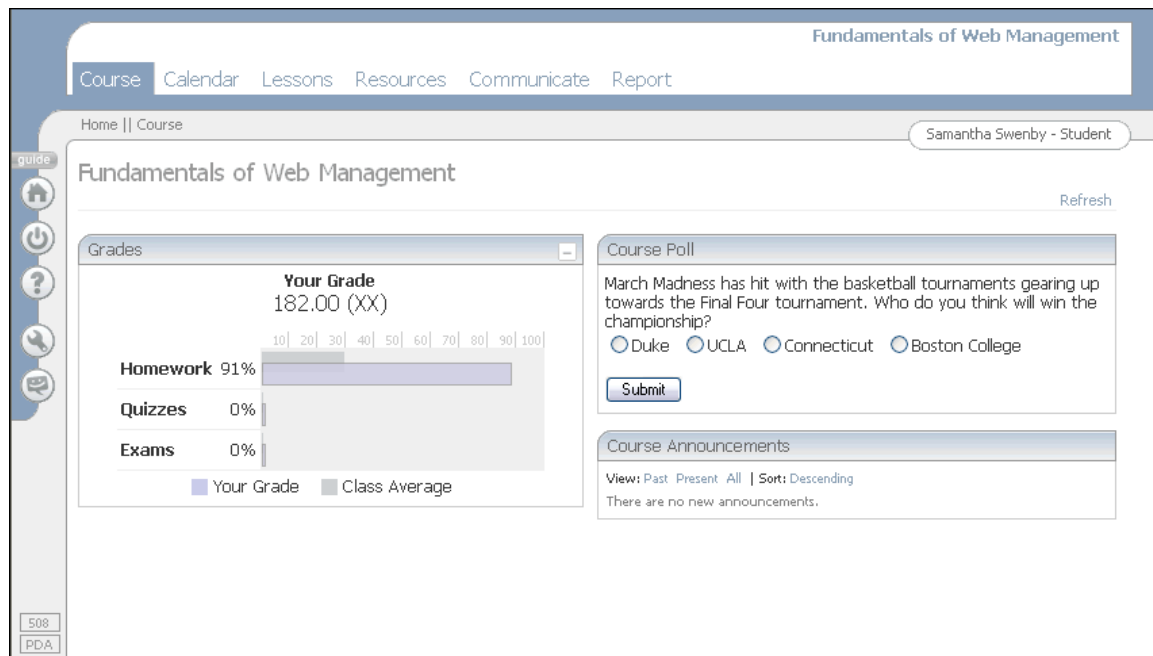


## Course Navigation

Click the Guide icon (  guide  ) located at the top of the icon navigation to display the Course guide which includes the Map, What's New, Tasks, and Search. The **Map** provides a course-at-a-glance view one-click access to all course content.

Click the **What's New** hyperlink located at the bottom of the guide to display a list of new mail messages, calendar items, content items, etc. for the course.  The **Tasks** hyperlink displays Milestones, Personal Tasks, and Unread Mail as task items to be completed. Search hyperlink provides the ability to search calendar, content, mail or roster entries.

Course tabs allow you to navigate to a specific area of the course.  The tabs consist of Course, Calendar, Lessons, Resources, Communicate, and Report.

As you navigate through the course tabs, the **Breadcrumbs** update to provide hierarchical context for the current content item or tool.

# Calendar Tab

The **Calendar** tab allows you to view course specific schedule items for the day, week, month, or year. To change your calendar view, click the Day, Week, Month, or Year hyperlink in the toolbar located near the top of the page.

Calendar

Format: List Grid | View: Day Week Month Year | Previous Next Today

## January 2006

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24<br>04:30p Office H₁ | 25<br>04:30p Office H₁ | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**All Entries**
Public Entries
Team Entries
Personal Entries

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** hyperlink in the **All Entries** box at the bottom of the calendar. 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.

# Lessons Tab

The bulk of your instructional material is 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.
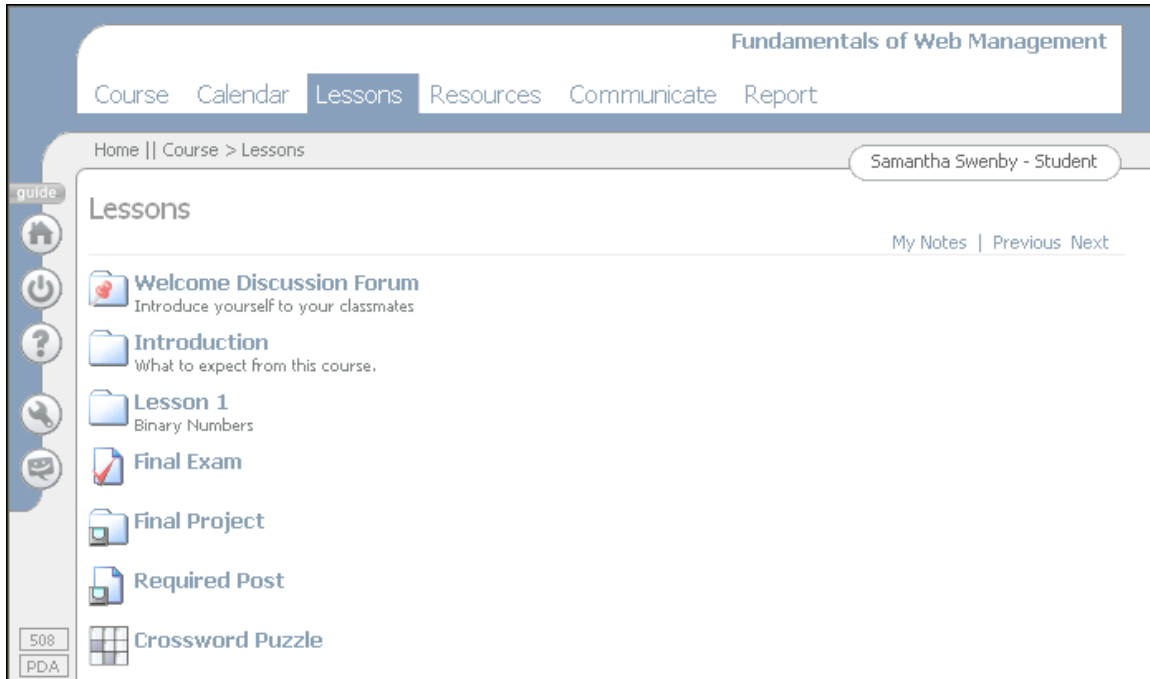
# Resources Tab

The **Resources** tab provides resources that are important to your course. The **Course Syllabus** is available on the Resources tab    **Wikipedia** is an online encyclopedia that anyone can edit. The Wikipedia also provides access to the Wiktionary which is a free wiki dictionary including thesaurus and lexicon in every language. The Wikibooks section provides access to a collection of free textbooks, manuals and other texts that are written collaboratively on the website. Google search tool is available to search the web.

**Course Resources** are resource links provided by your instructor that assist you in your course studies. **Institutional Resources** are resources provided by your institution. These may include links to your institution help desk, academics and libraries, events, etc.

# Communicate Tab

The **Communicate** 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 **Roster** section displays the class roster and provides access to the profiles for each member.  Information available under the user profile is limited to what the user has elected to share.

The **Team Files** utility provides a space for you and others in your team to upload and share project files and other documents.  The **Team Projects** section provides a page describing the requirements for the team project and is made available by your instructor.
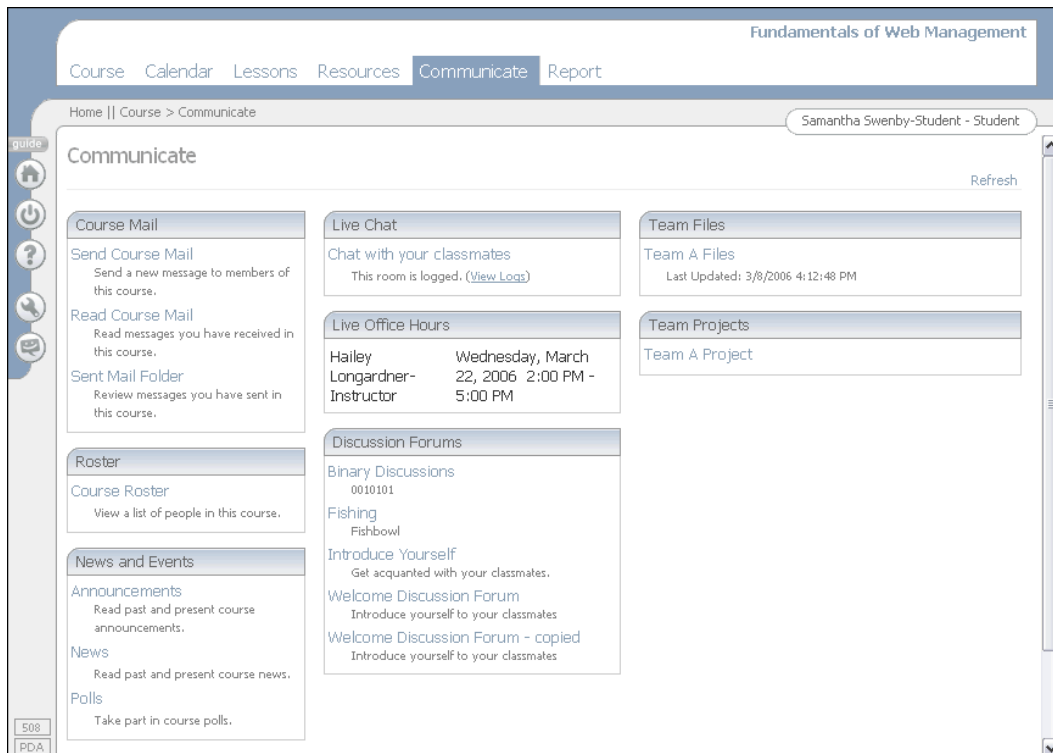
**Live Chat** allows communication online in the modes of today's learners – in real time. Participate in peer-to-peer chat reinforcing concepts and building community.   Instant messaging is available through the Instant Messenger icon (  ) on your left power strip.

**Live Office Hours** provides a virtual office allowing you online communication with your instructor.  The link to access the office hours appears during the scheduled office time.

The **News** and **Events** section allows you to check out the **Announcements, News,** and **Polls** hyperlinks catching the latest announcements and news or to take or review course polls.

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

# Report Tab

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

Click **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.

**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.

**Milestones** allow you to track your progress on key course objectives and assignments.

# 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.

> 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 **I forgot my password** hyperlink to request a reminder email or click **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.

> Course mail forwarding is a global setting. Therefore enabling course mail forwarding forwards 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 your ANGEL course and click the **Preferences** icon ( ) located in the left navigation.  The Preferences page appears.

2.  Click **System Settings** in the **General User Settings** area.  The System Settings Manager appears.

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

4. Select a forwarding mode from the **Forwarding Mode** drop-down list.

5. 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 **Take Quiz** hyperlink.  The quiz appears on the screen.

### Binary Numbers

1. What is the binary representation of 254?

2. What is the octal representation of 254?

3. What is the hexidecimal representation of 254?

4. What is the binary representation of 127?

5. What is the octal representation of 127?

[ Submit ]     [ Save Answers ]

> If your instructor has imposed a time limit on the quiz, a pop-up message displays 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.

> ANGEL attempts 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 asks you to confirm you have answered all of the questions.

> 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, a message appears asking you to submit the quiz. If the instructor has requested the quiz to auto-submit when time expires, the quiz automatically submits 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 appears on the screen.

> Your instructor determines the amount of information that appears 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 **Communicate**) tab.

2. Navigate to the discussion forum you want to post to and click the icon or title of the board. The discussion forum appears 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.

> 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 *How to Use the HTML Editor* section of this document.

## How to Post to Live Chat

Live Chat supports 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 **Communicate** tab.

2. Navigate to the Live chat you want to participate in and click the hyperlinked title of the Live chat.  The Live chat interface appears on the screen.

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

> To send a private message, click on their name in the **Online Users** frame, type your message, and click **Send**.

4. Click the **Options** hyperlink to adjust the font color and message scroll options. When complete, click the **Save Options** hyperlink.

## 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 **Communicate** tab.

2. Click the **Send Course Mail** hyperlink.  The Compose Message interface appears on the screen.

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

   Press and 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.

   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 appears 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 **Communicate** tab.

2. Click the **Read Course Mail** hyperlink.  Your Course Mail Inbox appears on the screen.

> New/Unread messages appear in bold. Once the message has been opened, it appears non-bold.
>
> Messages with attachments 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 **Communicate** 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 appears on the screen.

## 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 accepts virtually any type of electronic file including word processing documents, images, web pages, and more.

> 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 appears on the screen.
6. Click the **OK** button.

## 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 Home).

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 opens in a new window.

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

> 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 the **OK** button.  Your new page lists under **My Files**.

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

   Your new page opens in a new window.  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.

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

   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).
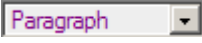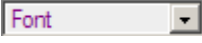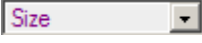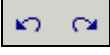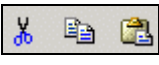
The Fast!page HTML Editor is available wherever a text area is found within ANGEL. For example, to access the Fast!page Editor click the **Files** hyperlink in your profile, click the **Add Content** hyperlink (located in the toolbar), click the **Create a File** hyperlink or icon, and click the **HTML Editor** hyperlink (located under the File Contents text area).
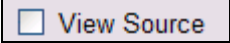
> The Fast!page HTML Editor supports Windows and Macintosh operating systems using Internet Explorer 6, Netscape 7.1, and Mozilla 1.4. The HTML Editor hyperlink does not display on unsupported browsers.

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:

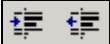| Setting | Icon | Description |
| --- | --- | --- |
| **Style** | Style | Use the Style drop-down menu to apply a predefined cascading style (based on your ANGEL theme) to an element on your page. |
| **Paragraph** | Paragraph | Use the Paragraph drop-down menu to apply a paragraph style to selected paragraphs. |
| **Font** | Font | Use the Font drop-down menu to apply a font to selected text. |
| **Size** | 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 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. |

| Setting | Icon | Description |
|---|---|---|
| Font Styles | **B** *I* <u>U</u> | 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. |
| Insert Image | | The Insert Image tool allows you to insert images into your document. |
| Apply Colors | A | Use the Apply Colors tools to apply text color to selected text or to apply a highlight color to selected text. |
| Superscript/ Subscript | $x^2$  $x_2$ | 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 | *f*  Ω  Æ | 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 | ☐ 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** appears at the bottom of the **HTML Editor** window.

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

> 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 list if you prefer the linked page to be displayed in a non-standard manner.

   Selecting new window causes the linked document to open in a new browser window.  Selecting parent frame causes 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 causes the linked document to open in the same browser window or frame as the source document.  Selecting current window causes the linked document to open at the top level of the browser window, replacing the ANGEL environment.

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

4. Click the **OK** button 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 appears.

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

3. Click the **Browse** button.  A **Choose** file dialog box appears 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 is viewed within a body of text. By default, the image displays 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 appears 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.