

ANGEL 101

Syllabus

Course Information

Instructor	The Virtual College Team
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Description

ANGEL 101 is a beginner-level training designed to support the online instructor in using the learning management system, ANGEL (A New Global Environment for Learning). The workshop covers basic navigation, best practices, customization, communications, content management and assessment activities. Also covered are techniques for tracking student progress.

Prerequisites

- Attendees are expected to have basic computer literacy.
- Attendees should be comfortable using MS Word and PowerPoint.
- Attendees should be comfortable with using email and uploading and downloading files.
- Attendees should have file naming and management skills.
- Attendees should be comfortable users of the resources of the WWW.

Learner Supplies

While not required, it is a good idea for attendees to have a flash drive..

Attendees should download and install SoftChalk..

If attendees will be adding voice-over narration to PPT, then a headset microphone is required..

Core Abilities

- A. Communicate effectively in speech and writing, and demonstrate proficiency in reading.
- B. Use critical thinking and problem solving skills in analyzing information.
- C. Recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
- D. Use computers to access, analyze or present information, solve problems, and communicate with others.
- E. Demonstrate interpersonal skills required for effective performance in group situations.

Competencies

1. Explain and recognize best practices related to distance learning

Linked Core Abilities

Communicate effectively in speech and writing, and demonstrate proficiency in reading.

Use critical thinking and problem solving skills in analyzing information.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Demonstrate interpersonal skills required for effective performance in group situations.

Linked General Education Outcomes

Goal 1. Communication. Students will communicate effectively in both speech and writing.

2. Direct oneself to further training/resources needed for the production of course materials

Linked Core Abilities

Use critical thinking and problem solving skills in analyzing information.

Recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

3. Navigate in ANGEL

Linked Core Abilities

Use critical thinking and problem solving skills in analyzing information.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

4. Set up a Course Home Page in ANGEL

Linked Core Abilities

Communicate effectively in speech and writing, and demonstrate proficiency in reading.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 1. Communication. Students will communicate effectively in both speech and writing.

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

5. Set up Communications in ANGEL

Linked Core Abilities

Communicate effectively in speech and writing, and demonstrate proficiency in reading.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Demonstrate interpersonal skills required for effective performance in group situations.

Linked General Education Outcomes

Goal 1. Communication. Students will communicate effectively in both speech and writing.

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

6. Manage Content in ANGEL

Linked Core Abilities

Use critical thinking and problem solving skills in analyzing information.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

7. Set up Assessment Activities in ANGEL

Linked Core Abilities

Communicate effectively in speech and writing, and demonstrate proficiency in reading.

Recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 1. Communication. Students will communicate effectively in both speech and writing.

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

8. Track Student Progress in ANGEL

Linked Core Abilities

Use critical thinking and problem solving skills in analyzing information.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

9. Access Just-in-Time Resources in ANGEL

Linked Core Abilities

Recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Use computers to access, analyze or present information, solve problems, and communicate with others.

Linked General Education Outcomes

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Guidelines for Success

Preparation to teach online

It is understood that a good deal of work is required in order to become trained to teach online. This ANGEL101 training is designed to introduce the faculty member to best practices and basic use of the learning management system.

The preparation of materials also requires training (not the intention of this ANGEL101 course) and time. Faculty members unfamiliar with creating enhanced PowerPoint Presentations (with notes and voice-over) and/or SoftChalk presentations are expected to contact the Virtual College Team for additional training.

Faculty members teaching a course that is already established (either by faculty colleague or publisher) should understand that the materials and processes still need to be reviewed (and possibly revised and reorganized) for currency and best practices. Again, please contact the Virtual College Team for assistance in editing an existing course.

Schedule

Session	Target Competencies
Module 0	Explain and recognize best practices related to distance learning Direct oneself to further training/resources needed for the production of course materials Access Just-in-Time Resources in ANGEL
Module 1	Direct oneself to further training/resources needed for the production of course materials Navigate in ANGEL Set up a Course Home Page in ANGEL Set up Communications in ANGEL Access Just-in-Time Resources in ANGEL
Module 2	Explain and recognize best practices related to distance learning Manage Content in ANGEL Access Just-in-Time Resources in ANGEL
Module 3	Set up Assessment Activities in ANGEL Access Just-in-Time Resources in ANGEL
Module 4	Track Student Progress in ANGEL Access Just-in-Time Resources in ANGEL