

Blackboard™ to ANGEL® Conversion Guide for Instructors



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Table of Contents

Conventions Used in This Manual	3
Typographic Convention.....	3
Abbreviation Convention.....	3
Document Icons.....	3
Introduction	4
Fundamental Differences	5
Groups (Blackboard) vs. Teams (ANGEL)	5
<i>Groups (Blackboard)</i>	5
<i>Teams (ANGEL)</i>	5
Discussion Boards (Blackboard) vs. Discussion Forums (ANGEL)	5
<i>Discussion Boards (Blackboard)</i>	5
<i>Discussion Forums (ANGEL)</i>	5
Reports & Automation.....	6
<i>Reports</i>	6
<i>Automate</i>	6
Are They Really That Different?	7
Add a Page	7
Add a Link.....	7
Add an Assessment.....	7
Add a Survey	8
Add a File (upload a file).....	8
Add a Drop Box (users submit files for review or grading).....	8
Add an IMS/SCORM Package.....	8
Copy Items.....	8
Add a Folder	8
Import Items	9
Appendix 1	10
Exporting Blackboard Course Content	10
Appendix 2	12
How to Import a Blackboard Course Export	12

Conventions Used in This Manual





Typographic Convention

Type Style	Represents
Example Text	Words or characters that appear on the screen. These include field names, screen titles, and pushbuttons.

Abbreviation Convention

Abbreviation	Represents
N	Normal view of the content item editor
A	Advanced view of the content item editor

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.

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Introduction

Welcome to the Blackboard™ to ANGEL Conversion Guide for Instructors. This guide is designed to assist Instructors in the transition from Blackboard to ANGEL.

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 as well as 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.

In this Conversion Guide, we cover the fundamental differences between Blackboard and ANGEL as well as the similarities.

Fundamental Differences

There are several areas of major differences between Blackboard™ and ANGEL:

- Groups (Blackboard) vs. Teams (ANGEL)
- Discussion Boards (Blackboard) vs. Discussion Forums (ANGEL)
- Reports & Agents

Groups (Blackboard) vs. Teams (ANGEL)

Groups (Blackboard)

In Blackboard, groups are designed solely to be used as Study or Project groups and are setup individually. Within a group, group members can interact in a few ways: files can be shared, discussion boards created, collaboration sessions created or by sending email to the group.

Teams (ANGEL)

Teams are utilized throughout ANGEL as a way to bring students together and enhance the learning experience. In ANGEL, you have tools for building teams. If you wish, you can build the teams by identifying team members individually, or you can use ANGEL's tools to assist you. ANGEL's tools can help you Randomly Generate Teams. Once the teams are generated, you can alter them, and then using ANGEL's tools, "Rebalance Generated Teams".

Once a Team has been created, essentially anything that can be done for the entire class can also be done for a Team. You can view the Course Gradebook by All Learners, or select a Team. You can send an email or create an announcement for the Entire Class, or select a Team. All Reports can be viewed by "Team", or "All Users". The possibilities are endless.

Discussion Boards (Blackboard) vs. Discussion Forums (ANGEL)

Discussion Boards (Blackboard)

Blackboard's Discussion Board is a way to post and respond to messages. The conversations are logged and organized by a thread which contains the main posting and all related replies. While Discussion Boards can be moderated, they are not easily gradable.

Discussion Forums (ANGEL)

ANGEL's Discussion Forums focus on facilitating student interactions. Discussion Forums are often a more comfortable way of interacting for some students. ANGEL's flexibility allows Discussion Forums to be set up for the entire class, or for specified teams. ANGEL's features also allow multiple team permissions. This lets you specify different types of access to the Discussion Forum. You can specify teams or individuals

to have: read only access, read and post access, and/or moderation responsibility. Also, ANGEL allows multiple, pedagogically-based models such as Fishbowl, Hot Seat, and Debate. Advanced searches and sorts of the discussions can be performed. Discussion Forums can be moderated, graded, and printed.

Reports & Automation

Reports

In Blackboard, reporting is somewhat limited. You can run Course Statistics including: Overall Summary of Usage, Accesses by Content Area, Accesses by Group, and Accesses by Forum. However, most Educators need a lot more information about what is going on with their students.

ANGEL is committed to making teaching your priority; therefore Reporting tools have been designed to make managing your classroom easier. ANGEL has a significant number of preset reports that are simple to run. All of the reports can be run over a specified time period and include topics such as learner profile, class level, content usage and WhoDunIt status updates. The WhoDunIt reports help you find students at risk long before they really get into trouble.

Not only can you save the reports you generate, you can export the report to Microsoft® Excel®, Adobe® Acrobat®, or mail it. In addition, for each report you generate, you can create an agent to run the report automatically and take actions. Reports can be displayed in graphical format or as a table. The drill-down report view allows you to dig deeper into the data to recognize trends. It truly simplifies your classroom management.

Automate

ANGEL's Automate feature takes managing your classroom to a whole new level. In the Report tab, you can easily generate a report and take action on those results without complicated processes. With ANGEL's easy-to-use Automate feature, you can set up tasks that run automatically when an event occurs (i.e., an Exam is taken) or when they are scheduled to run (once a week). So, let's say that that once a week you run a report to find out who has an overall class score of less than 70%, and then you send those learners an email noting their class status. Instead of doing the report weekly, and then taking separate, time-consuming action to send a follow-up email, you can use ANGEL's "Automate" feature to set up a recurring event. This feature automatically runs the report and sends the email for you, in one easy step. The possibilities are endless, and the focus is to free up the time you spend managing your classroom so that you can spend more time teaching.

Are They Really That Different?

Since both Blackboard and ANGEL are Learning Management Systems (LMS), the question is: Are they really that different?

The short answer is No... and Yes. While everything that you can do in Blackboard can be done in ANGEL, it's easier to do it in ANGEL, and you have more flexibility and control over what is done and how it's done. An LMS is primarily about two things: managing users and managing courses. The big difference between Blackboard and ANGEL in managing users is how Groups differ from Teams, which we've covered already. So, let's look at the courses, and specifically, the content of those courses. To build a course, the following tools are needed:

Add a Page

In Blackboard, you create new pages of content using their online text editor. You set when the page is available to learners. You track the number of views per learner, and add metadata.

With ANGEL, you create new pages of content from scratch utilizing ANGEL's simple online tools. You are able to enter the page content as Smart Text, Plain Text, or HTML. There is also an online HTML editor and ANGEL's Spell Checker which makes page creation really easy. Also, there is a spot to add an icon or a help file URL. The page options available in Blackboard are also available in ANGEL. In addition, you may set the page as only viewable by a specified team, lock the page with a password and limit who can edit the page.

Add a Link

In Blackboard, you add an "External Link" to content not contained in your course along with a description of the link. You set when the link is available to learners, track the number of views per learner, and add metadata.

In ANGEL, an external or internal link is easily added to content not contained in your course along with a description of the link. As in "Add a Page", all options available in Blackboard for a link are available in ANGEL. In addition, the link can be set as viewable only by a specified team, the link locked with a password and page editing limited.

Add an Assessment

In Blackboard, Practice Tests are created under the "Course Control Panel → Course Documents (found under Content Areas) → Add Item" menu. Exams are created under the "Course Control Panel → Test Manager (found under Assessment) → Add Test" menu. This is rather cumbersome for nearly the same thing.

In ANGEL, a new assessment, quiz, assessment practice test or exam is created from the same place. The features available for tests in Blackboard are also available in ANGEL. In addition, you can specify that an assessment, practice test, exam or quiz be anonymous. Also, the questions and/or the choices can be scrambled and an IP address for test-taking can be specified. You can specify that an assessment, practice test, exam or quiz be set as a milestone and/or a grade book assignment.

Add a Survey

In Blackboard, users create a Survey from the “Course Control Panel → Survey Manager (found under Assessment) → Add Survey” menu, where the survey question and directions are created. There are no other options for Surveys.

In ANGEL, a new form or online survey is created to get more information from your class. Many of the options available under “Add a Quiz” are available under “Add a Survey”. You may specify when a survey is available, and to which individuals or teams. A survey can be specified as a milestone setting and/or a gradebook assignment. Also, the number of times a learner can take the survey may be set. Once again, a survey can be anonymous. While some of these features may seem odd for a survey, please remember that you can use this tool to create an online form, not just a survey! The flexibility is there for you to do whatever you wish.

Add a File (upload a file)

In ANGEL, it is easy to make additional content available to your class with a simple upload. The file types supported include: Adobe® Acrobat® (pdf); HTML (htm); GIF Image (gif); JPEG Image (jpg); MS Access® (mdb); MS Excel® (xls); MS PowerPoint® (ppt); MS Word® (doc); Plain Text (txt); Rich Text (rtf); Word Perfect® (wpd); and ZIP Archive (zip).

Add a Drop Box (users submit files for review or grading)

In Blackboard, the “Digital Drop box” is a place for instructors and students to exchange files. In the “Instructors Digital Drop box”, you can “Add a File”, “Send a File”, and “Remove a File”.

In ANGEL, you add a Drop Box to allow students to turn in their assignments and you can specify that the submissions be anonymous. The submissions are able to be limited with a maximum, make it a milestone setting and/or a gradebook item. You may specify the dates the drop box is available, and secure it with a password.

Add an IMS/SCORM Package

You can add an IMS/SCORM Package to ANGEL either by uploading the IMS/SCORM Package, or by linking to the IMS/SCORM Manifest.

Copy Items

In ANGEL, you can create a duplicate of an existing folder or item. The system forces you to choose a new name, so there is no danger to the original folder or item.

Add a Folder

In Blackboard, you can add a folder to help organize your course content. These folders can be set for viewing by specific date ranges.

In ANGEL, you add folders to help organize your course content. This allows for a greater amount of flexibility in course layout. Folder availability dates and passwords are easily specified.

Import Items

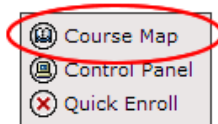
In ANGEL, you can import content from another section or library of shared content into your course.

Appendix 1

Exporting Blackboard Course Content

To export Blackboard course content:

1. Log into your Blackboard course and click the Control Panel icon/hyperlink.



2. Click the **Export Course** hyperlink.

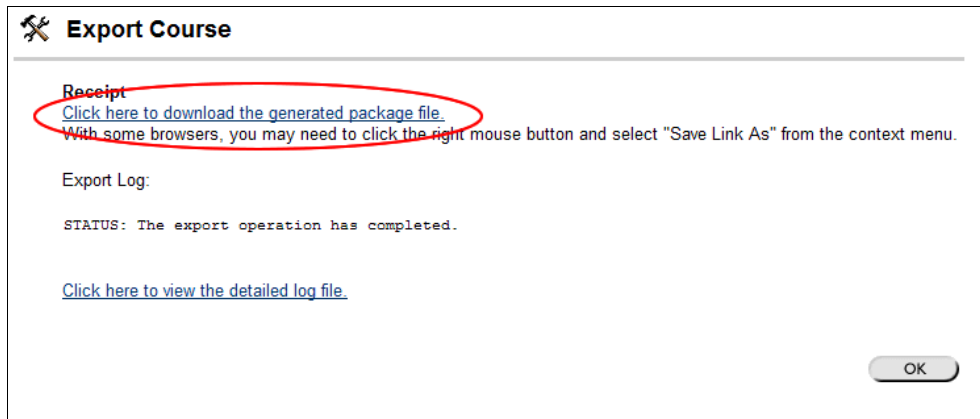


3. Select the checkboxes located next to each item type you want to export and click the **Submit** button.

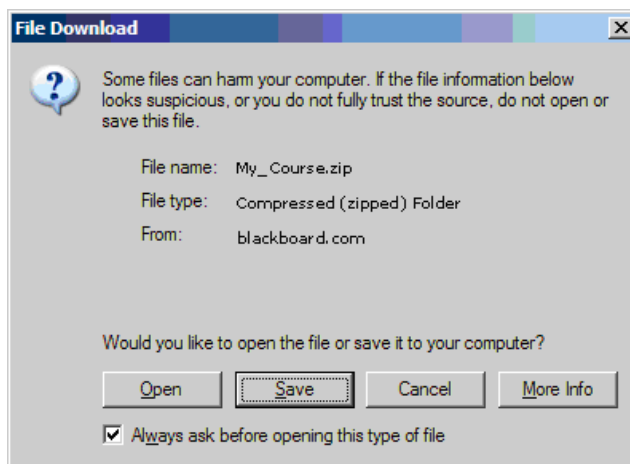
 A screenshot of the 'Export Course' form. The title 'Export Course' is circled in red. The form is divided into three sections:

- 1 Select a Course**: A text input field containing 'Source Course ID: My_Course'.
- 2 Select Course Materials**: A section with a heading and a paragraph of instructions. Below it is a list of material types, each with an unchecked checkbox:
 - Content
 - Course Material
 - Course Documents
 - Assignments
 - Books
 - External Links
 - Announcements
 - Calendar
 - Course Settings
 - Discussion Board
 - Gradebook Items and Settings
 - Group Settings
 - Staff Information
 - Tests, Surveys, and Pools
- 3 Submit**: A section with a text prompt: 'Click "Submit" to finish. Click "Cancel" to abort this process.' At the bottom right are 'Cancel' and 'Submit' buttons.

4. Click the hyperlink titled 'Click here to download the generated package file.'

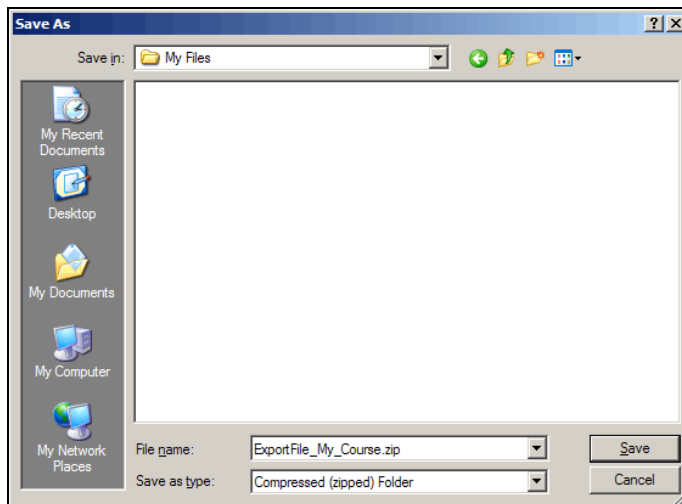


A File Download dialog box appears.



5. Click the Save button.

A Save As dialog box appears.



6. Select a location for the course export and click the **Save** button.

Appendix 2

How to Import a Blackboard Course Export

1. Log into your ANGEL course and click the **Manage** tab. The Management Console page appears.
2. Click the **Import Wizard** hyperlink (located in the right column). The Content Import Wizard menu appears.
3. Click the **Content Package** hyperlink. The Content Package Upload page appears.
4. Click the **Browse** button. A Choose file dialog box appears on the screen.
5. Locate and select the Blackboard export file and click the **Open** button.



You may optionally select the Overwrite existing file checkbox to overwrite any previously uploaded .zip file (source file) with the same filename. Selecting this option does not overwrite existing or previously imported lesson items.

6. Click the **Upload File** button once. An Upload Successful message appears when the upload process is complete.



The upload process may take up to several minutes depending on your connection speed and the size of the text file.

7. Click the **OK** button to continue. The Blackboard Import Settings menu appears.
8. On the Blackboard Import Screen, select the folder to which you would like the content imported and optionally check the checkboxes to migrate quizzes to assessments and to select which content to import.



The default setting of Top-level, imports the file contents to the root level of the Lessons tab. Select New Folder and provide a new folder name to import the file contents into a new folder. Select the Existing Folder option (if applicable) and select an existing folder from the drop down menu to import the file contents into an existing folder.

9. Click the **OK** button. If you selected the **Migrate Quizzes to Assessments** checkbox, answer the prompt on the screen. The Blackboard Import screen will appear.



The import process may take up to several minutes depending on the number of entries in the source data file.

10. Review the **Blackboard Import** screen for any errors.
11. Select **OK**. The Management Console appears.
12. Navigate to the Lessons tab to view the imported content.



Depending on the structure of the source course export file, you may need to rearrange some of the imported content. For more information about rearranging course content, refer to the sections of this document titled **Rearrange and Move Item**.