

## Configuration Pre-Meeting Questions

### Organizational Codes/Labels

1. Can you provide an example of your institutional/academic structure including a sample of campus, school, departments, and semester codes (e.g. Campuses: EAST & WEST; Schools: SLA, BUS, SCI, etc.; Departments: ENG, MATH, ART, etc.; Semesters: SP2008, FA2008, etc.)

Campus [Location Code] (Wash, West, East, MCC, Distance, NA, ALL, ...)

School [Division] (Allied Health, Nursing, ...)

Department (Social Science, Theater, English, ...)

Course (ENGL-1301)

Section (001, 002, ...)

Semester (2008FA, 2009SP, 2009SU, ALL)

**Category** (Dev, Training, Web, Hybrid, CE, Master Course)

Title

Freshman Composition 1 (ENGL-1301-001 12345)

Freshman Composition 1 (ENGL-1301- Master Course)

### **Naming convention for Master Courses (Dev)**

2. Can you provide an example of a course ID for a unique course section as used in your enrollment or SIS system (e.g. FA2008-EAST-SCI-MATH-M100-X234)?

SIS internal ID number (123456)

For other courses:

ENGL-1301-Smith-DEV

### Beginning of Term/End of Term

1. What are the approximate start and end dates for each semester or term in the current academic year?

Term begin

First date of instruction per section

Last date of instruction

Term ends

Fall

8/25/08 – start

Within, have 3-week “stacked” classes

Classes that start 1-2 weeks before a term

12/12/08 - end

2. How early do instructors have access to their “course shells” prior to the start of each term?

Assuming Dev site, then 1 month before semester begin date

3. How soon after registration begins are students enrolled into their courses?

**After last date pay for pre-registration (about 10 days prior)**

**Course is visible, but no access, as soon as registered**

4. How early do students have access to their courses prior to the start of each term?

**Based on class\_begins date in SIS (enforced)**

5. How long do courses remain accessible to instructors following the end of each term?  
30 days

6. How long do courses remain accessible to students following the end of each term?

Class ends plus 7 days

Class\_ends enforced, and flag course as disabled

Drop-adds

Drop from roster (normal process)

7. How long are user accounts maintained for inactive non-enrolled students?

Account disabled after one year (expiration date?)

Account deleted ?

8. When are grades reported? End of term, or on another cycle?

Yes – Final grade

Also need to pull last date of “attendance” for “F” – content item in course was accessed

### Public Login Page

1. Do you plan to implement unique themes, settings, or policies per campus, school, or department?

### One site

2. Do you plan to configure ANGEL to authenticate against an external resource such as Windows Active Directory, LDAP, POP3?

**Active Directory auth.**

**ANGEL auth secondary**

3. Do you want the People Search (ANGEL Accounts) utility available on the public internet?

**Everyone is searchable**

**Must be logged in to search**

4. Do you want the Course Search (ANGEL Courses) utility available on the public internet?

Point to eCatalog or WebAdvisor

5. Do you want the Community Group Search utility available on the public internet?

**Yes, logged in**

### Personal Home Page Configuration

Preferences:

1. Can students/faculty modify their personal information?

**NO. Change in SIS only, not ANGEL**

2. Can students/faculty modify the theme of their personal home page?

**Yes**

3. Can students/faculty modify the layout of their personal home page?

**Yes, BUT some are locked.**

**Courses, announcements, ??? locked down**

4. Should students/faculty have access to ANGEL instant messenger?

**Yes. Leave as default.**

Courses:

1. Can faculty create their own courses?

**No**

2. Who enrolls students into courses?

**No**

3. Do you want to allow course editors (e.g., faculty) to delete their own courses?

**No, admin only**

4. Do you want to allow course editors to create new ANGEL accounts?

**No, this is handled by an ADMIN or the SIS**

5. Do you want to allow course editors to modify the layout of their course portal pages (Course, Resources, Communicate, Manage)?

**Yes.**

Community groups:

**DISABLED in ANGEL**

1. Can students create their own community groups? (if not, then a request to faculty sponsor or LMS administrator would be required)

2. Can faculty create their own community groups? (if not, then a request to supervisor or LMS administrator would be required)

3. Who controls group membership?

4. Do you want to allow group editors to delete their own groups?

Toolbox:

1. Can students/faculty access the personal file manager? **NO**
2. Do students/faculty need larger file manager quotas than the default value (10 MB)?
3. Do your faculty want to have one on-line course that represents multiple periods/sections?

#### Content Development

1. Do you have plans for reuse and sharing of learning content?  
**YES**