

WebCT™ to ANGEL® 7.3 Conversion Guide for Instructors



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

ANGEL is a web-based course management and collaboration system that helps educators to manage course materials effectively, communicate quickly, easily, and effectively. ANGEL is designed as a complement to traditional courses as well as distance learning courses.

With ANGEL, Instructors can evaluate comprehension through uploaded assignments using drop-boxes, assess mastery of content through surveys, quizzes and tests, encourage communication and interaction through the use of course mail, threaded discussions and chat rooms, and so much more all via the easy to use and effective tools built-in to ANGEL. Students are empowered to manage their own learning through the use of tools that allow them to check their progress and review their grades at any time during the course. ANGEL even provides tools for creating and managing teams for project or committee work.

A significant part of ANGEL's power is its customizability. Whatever your institutional needs may be, ANGEL can be tailored to meet them. 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 WebCT and ANGEL as well as the similarities.

Fundamental Differences

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

- Designer Options (WebCT) vs. Perpetual Designer View
- Isolated Content Tools (WebCT) vs. Integrated Content Tools
- Manage Files (WebCT) vs. Course Files Manager
- Manage Course (WebCT) vs. Manage Tab
- Reports & Agents

Designer Options (WebCT) vs. Perpetual Designer View

Designer Options (WebCT)

In WebCT, the Instructor's default view of the course is from the Student perspective. This means that any time a change is going to be made to the contents of the course, the Instructor must switch to Designer Options view. Additionally, this creates a requirement that the Instructor "Update the Student View" in order to make the changes available to Students.

Perpetual Designer View (ANGEL)

In ANGEL, the Instructor is always in Designer View. The only time an Instructor must force a change in perspective is when they want to view the course from the Student Preview mode. This is easily accomplished by simply clicking on the Sunglasses icon found in the top right corner of every page of the course.

Isolated Content Tools (WebCT) vs. Integrated Content Tools

Isolated Content Tools (WebCT)

In WebCT, one is often restricted in course design by the discrete and isolated nature of the tools available. All quizzes must reside within the quizzing tool. All assignments must reside within the assignments tool. There are no folders in WebCT for organizing content pages. Instead, you have an organizer page that acts like a folder and content modules that are primarily used as table of contents for linking content items together. And while it's true that there is an action menu that integrates some of these distinct tools for the user, for the most part this type of navigation is difficult from both the developer's perspective and the users.

Integrated Content Tools (ANGEL)

On the contrary, ANGEL allows for a great deal of flexibility in design and layout as many of the content components can be integrated into a folder structure that is similar to the explorer view in Windows. For example, in WebCT there is a distinct tool for

Discussions in which all topics for the semester are listed. In ANGEL, an instructor has the option to put all of their discussion forums in one folder but also may choose to put the individual discussions into the folder for the unit to which they are related. The same is true for assignments, and tests and quizzes i.e., the Unit One folder contains Unit One Discussion, Unit One Notes, Unit One Drop box and Unit One Quiz.

This difference allows the course to be organized in a way that is very intuitive for the user to navigate.

Manage Files (WebCT) vs. Course Files Manager

Manage Files (WebCT)

In WebCT, an Instructor accesses files by uploading them into the Manage Files area. In this area, it is possible to create folders for organizing files, and you can create a new file using the built in text editor or you can upload individual files. You may also upload and unzip zipped files, rename and delete files. Once files have been uploaded into the Manage Files area, they can be integrated into the course content through the Add Page or Tools function.

Course Files Manager (ANGEL)

The Associated File Manager feature allows you to upload, download, rename, copy, move, zip, manage or delete files associated with a content item. This feature may be particularly useful when embedding files into content items. For example, if you create a page of text that also includes an image you can upload the image files as an Associated File. The associated file manager can be accessed from within an individual content item or it can be found on the Manage Tab. Because it can be accessed from these two locations, files may be added in line as needed during development or they can be added into the Associated File Manager on the Manage Tab, and then integrated into content items at a later date.

Manage Course (WebCT) vs. Manage Tab

Manage Course (WebCT)

WebCT's Manage Course area provides access to functions for managing students, managing and updating the gradebook, tracking student activity and statistics, creating presentation groups, managing TA's and backing up and restoring courses.

Manage Tab (ANGEL)

ANGEL's Manage Tab provides a well-organized interface, which provides access to the three primary management areas: Course Management, Environment Settings and Data Management. Course Management contains links to the Attendance Manager, Assignment Manager, Gradebook Manager, Roster Manager, and Teams Manager. The Environment Settings area provides the instructor with functionality to customize the look and feel of the course, as well as manage many of the general and advanced course settings. The Data Management area organizes many of the essential course functions such as managing course files, importing and exporting data and course backup capabilities.

Reports & Automate

Reports

In WebCT, the reporting is limited at best. You can view and print statistics about how often the class as a whole accesses certain course pages and discussions. You can also view and print a narrow range of statistics specific to individual students such as which pages a student accessed and how often. Most of the information available is superficial and incomplete. In reality, instructors want and expect much more detailed data about their students in order to insure that both the content and the students are on the right track.

ANGEL is committed to making teaching your priority; therefore, the Reporting tools have been designed to make managing your classroom easier. ANGEL has a significant number of preset reports you can run. All the reports can be run over a specified period of time and include reports regarding learner profile, class level reports, reports about content usage, and WhoDunIt reports. The WhoDunIt reports can 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 Reports, you can easily generate a report and take action on those results. With ANGEL's easy-to-use Automate feature, you can set up tasks that run automatically when an event occurs (i.e. when an Exam is taken), or when they are scheduled to run (i.e. once a week). Let's say that once a week you are running a report to find out who has an overall class score of less than 70%, and then you are emailing the learners on this list to inform them of their status in your class. Instead of running this same report weekly, and manually sending an email to the identified learners, you can use the Automate feature to set up a recurring event that runs this same report and sends the email for you every week. The possibilities are endless, and the focus is to free up the time you spend managing your classroom so you can spend more time engaging your students in learning.

Are They Really That Different?

Since both WebCT and ANGEL are Learning Management Systems (LMS), it's fair to assume that they have many common elements. All Learning Management Systems provide tools for completing two primary LMS functions, namely managing users and managing content. This is certainly true for both WebCT and ANGEL. However, the trick to making the transition from one LMS to another is correlating the way your use to doing things in your old LMS (WebCT) to how you need to do things in your new LMS (ANGEL).

Courses are developed in ANGEL in two ways:

- Migrated from WebCT into ANGEL
- Created from scratch in ANGEL. Let's take a look at these two scenarios.

Migrated Your Course from WebCT to ANGEL

One of the first things you need to do is decide how you plan to organize your course. Remember, ANGEL uses integrated content tools that allow you to arrange your course in chunks that are based on content and not the tools used to deliver the content. Perhaps you want to organize your course into separate folders based on chapters in a textbook or objectives from the course curriculum guide. Regardless of the structure you choose, the most important thing to remember is that it's your decision to make.

Once you've planned the organization of your course, it is time to create the new structure, rearrange the content that was imported from WebCT, and add any new content that you want to include in the course. You notice that all of the content came into ANGEL in folders based on either the tool they used or the structure from the Manage Files area in WebCT. The Discussions are now separate Discussion forums but they are located in a folder called discussions. The quizzes are in a folder called quizzes. The Assignment drop boxes are in their own folder as well. As an example, let's say you've decided to organize your content by chapters that correlate with the course textbook. You start by creating new content folders on the Lessons tab (Chapter One folder, Chapter Two folder, etc.) and moving your files into the appropriate folder. Chapter One is the holder for Chapter One Discussion, Chapter One Quiz, Chapter One Drop box and any other content you want to move into or add to the folder.

Now that you have all of your essential content rearranged, you may want to delete some of the unnecessary components that were included in the migration. An example of this is the mail tool. In WebCT, you must add the mail tool to your course. In ANGEL, it is a built in component of the Communication tab. During migration the mail tool comes over as an extraneous link on the Lessons tab. Feel free to delete it. Other unnecessary tools that migrate as useless links into ANGEL from WebCT include My Grades, My Progress, Chats and Calendar.

If you used the Syllabus tool in WebCT, it also came over as a link to a file in the associated file manager. Since you have the option to put the syllabus on the course tab, you need to decide how to move it. A great way to do this is to view the Syllabus by clicking on the icon on the Lessons tab and once it is open, highlight and copy the entire page. Now, go to the Course tab and click the edit link for the syllabus. Now click the Syllabus Files button, then click the add content link and choose to create a file. Open the html editor and paste what you copied into the new file. Accept the changes and save. Now your syllabus is incorporated on the Course tab, in the location that students will learn to expect it in all of their ANGEL courses. You can feel free to delete the old syllabus link on the lessons tab since it is now redundant.

The last thing to do is organize your gradebook. The gradebook management tools allow you to create and edit categories, assignments, and macros, and to edit the grading scale.

Build Your Course from Scratch

The first step in course development is to identify your objectives and goals. Once that's been accomplished you can begin to gather your course content. In some cases content may already exist in the form of text documents, PDFs, spreadsheets, test question databases, images, etc. In other cases, the content needs to be developed for the very first time. Either way, ANGEL is a perfect fit. Let's address some of the development tools and processes for building a course in ANGEL and how they differ from WebCT.

Add a Folder

In WebCT, content would be organized on an organizer page. You might have an organizer page for all of your lessons. You might also have an organizer page for all of your communication tools or for all of your student tools. Additionally, you would use separate tools for testing, submitting assignments and discussions.

In ANGEL, content can be organized in folders. This allows for related content items such as discussions, tests, text pages and more to be organized by a common topic or time frame. This type of organization is very intuitive for students to follow.

Add a Page

In WebCT, you can create new pages of content using the online text editor. Once these pages have been created they can be included in a content module to organize them. You can set when the page is available to learners. Through other tools you can view some limited statistics about the page.

In ANGEL, you can create new pages of content through the use of ANGEL's online editing tools. The Add a Page tool recognizes Smart Text, Plain Text, and HTML. You can also use the built-in online HTML editor. This easy to use tool makes creating HTML documents online a snap. There is also a Spell Checker to help with your development. You can even include a custom icon or help file URL. All the options available in WebCT for a page are available in ANGEL and more. In addition, you can also set the page only viewable by a specified team, lock the page with a password and limit who can edit the page.

Add a Link

In WebCT, you can add a Link to external content not contained in your course along with a description of the link. You can set when the page is available to learners. Through other tools you can view some limited statistics about the page.

In ANGEL, you can easily add an external or internal link to content not contained in your course along with a description of the link. As in “Add a Page”, all options available in WebCT for a link are available in ANGEL. In addition, you can also set the link only viewable by a specified team, lock the link with a password and limit who can edit the page.

Add an Assessment

In WebCT, practice tests and quizzes are created through the add page or tool function and then by adding questions to the question database and adding them to the Practice Test or Quiz.

This process is not only simpler is it more robust with the Add an Assessment function in ANGEL. You can create a new assessment, quiz, practice test or exam all from within the same location. All the features available for tests in WebCT are available in ANGEL. In addition, there is extended functionality in the settings that are available with this tool. You can allow anonymous submissions, scramble the questions and/or the choices, specify an IP address from which the test can be taken and offer the item as a graded or upgraded item. Assessments can be used as triggers for other events such as unlocking the next lesson or placing students in teams.

Add a Survey

In WebCT, you can create a Survey add page or tool function. The survey tool is limited and difficult to use. It also does not provide extensive functionality or reporting capabilities.

In ANGEL, you can create a new form or online survey to get more information from your class. Many of the options available under “Add a Quiz” are available under “Add a Survey”. You can specify when a survey is available and identify which individuals or teams have access to it. You can specify a survey to be a gradebook assignment or not. You can allow anonymous submissions and limit the number of attempts a users has for the survey. This is a rich and flexible tool with the capacity to meet a variety of needs.

Add a File (upload a file)

In WebCT, uploading files was accomplished through the Manage Files area. Once in this area, files could be integrated into single pages or other content areas.

In ANGEL, it is easy to add previously created content to your course by uploading it. Many file types are supported including but not limited to Adobe® Acrobat® (pdf); HTML (htm); GIF Image (gif); JPEG Image (jpg); Microsoft® Access® (mdb); Microsoft® Excel® (xls); Microsoft® PowerPoint® (ppt); Microsoft® Word® (doc); Plain Text (txt); Rich Text (rtf); and ZIP Archive (zip) and Macromedia Flash (swf). A great feature of this tool is the ability it provides to upload multiple files and even folders via the drag and drop function. This function does not require zipping the files before uploading.

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

In WebCT, you could include an assignment drop box tool that allowed you to create areas where students could submit their work. This tool could not be integrated into individual content items but had to stand-alone.

In ANGEL, you can add a separate Drop Box for every assignment the students submit. You can specify that the submissions be anonymous. In addition, there is extended functionality in the settings that are available with this tool. You can set the number of allowed submissions and create it as graded or non-graded. You can set the dates the drop box is available, and secure it with a password. Another great function of this tool is the ability to download all ungraded submissions at one time to your computer, grade them and then resubmit them to activate the grades in the gradebook.

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, one way to reduce development time is by using the Copy Items function. It allows the Instructor to create a duplicate of an existing folder or content item. The system forces you to choose a new name, so there is no danger to the original folder or item.

Communication Tab

In WebCT, many of the communication tools had to be added one at a time from the Add page or tool function.

In ANGEL, many of the communication tools are built-in so all you need to do is learn how to use them. One tool that is available in ANGEL that was not in WebCT is the Announcements tool. Here an instructor can add announcements for the course. The HTML editor is available in this area so announcements can be formatted in an attention getting manner. What's wonderful about this tool is that the instructor can create announcements in advance as time allows and ANGEL manages their release based on the dates established at the time of creation.

Appendix 1

Exporting WebCT Course Content

For best results, your WebCT course content should be exported in an IMS content package format. This may require the WebCT administrator to install the WebCT CE Migration Tool and enable the option to allow instructors to export their courses as IMS packages for individuals using WebCT version 4.x.



Figure 1. WebCT Administrator Console with CE Migration tool not installed



Figure 2. WebCT Administrator Console without CE Migration tool installed

The following instructions outline the required steps to export WebCT course content in an IMS content package format (based on WebCT Version 4.1 Campus Edition).

1. Log into your WebCT course.
2. Click the **Control Panel** button.
3. Click the **Manage Course** button.
4. Click the **Export Content** hyperlink.

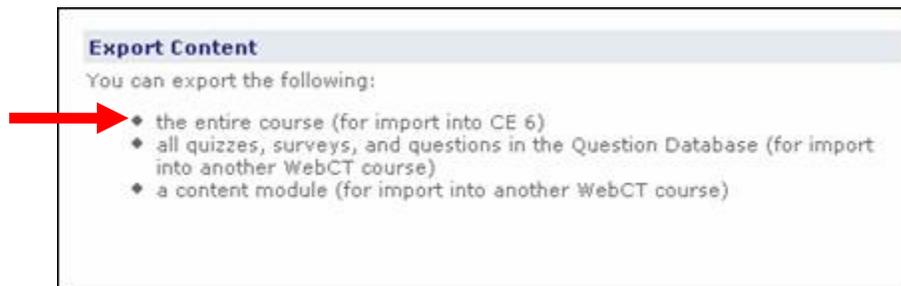


Figure 3. Export Content with CE Migration tool installed

5. Under the option **Select Content to Export**, select the Export course option.

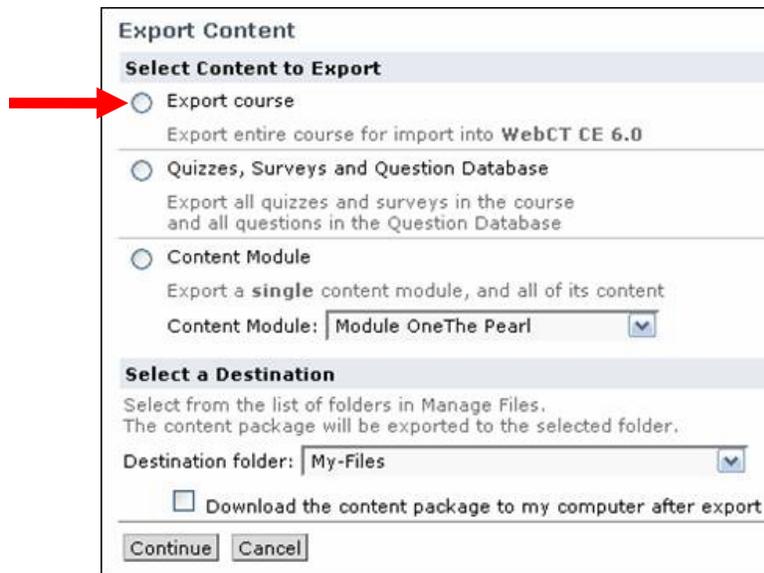
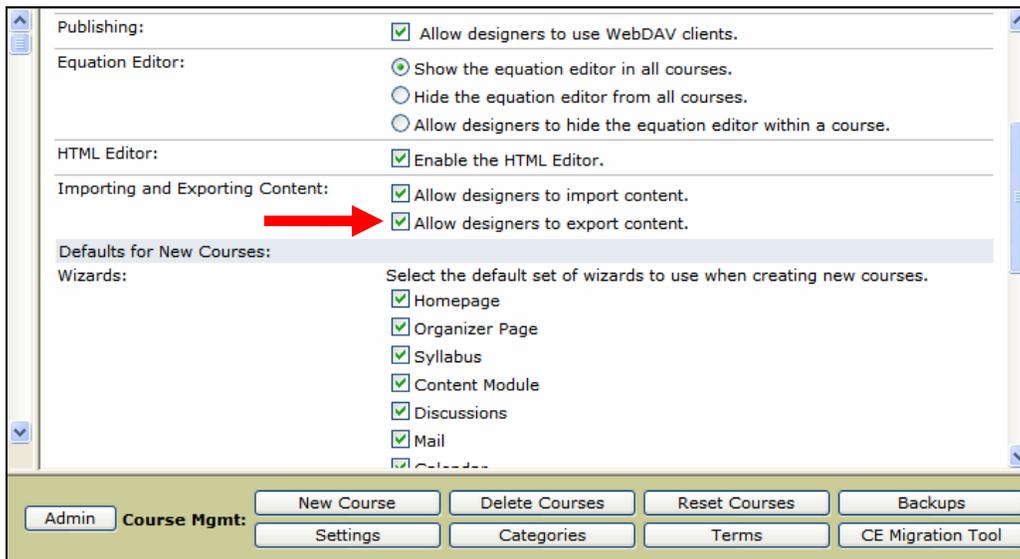


Figure 4. Export Content

6. Under the **Select a Destination** option, place a check mark in the selection box adjacent to **Download the content package to my computer after export**. Click the **Continue** button.
7. In the File Download dialogue box click the **Save** button and select the location on your computer that you wish to save the archive file.



In the event the course designers do not see the 'Export entire course for WebCT CE 6.0' option displayed above the administrator will need to ensure the 'Allow designers to export content' option in the following screen has been enabled (Admin > Course Mgmt > Settings).





If you are unable to obtain an export of your WebCT content in an IMS content package format, it is possible to export your WebCT course content in an alternate standard zip file format suitable for import into ANGEL.

For information regarding how to export your WebCT course content in a standard zip file format, see the ANGEL Knowledge Base document (available at <http://support.angelllearning.com>) titled How can I export my WebCT course content?



MSXML 4.0 SP2 on the web server is required for WebCT Imports.

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Appendix 2

How to Import a WebCT 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 WebCT 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 WebCT/ExamView Import Settings menu appears.



If the Zip Import Wizard menu appears instead of the WebCT Import Settings menu (displayed above), this is an indication that you are importing a WebCT export file that was exported either using an older version of the WebCT IMS export utility or by other means. For best results, we recommend exporting the WebCT content using the latest version of the WebCT IMS export utility.

8. From **Add To** section, select the Lessons directory you want to import into.



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. Select the **Add system links** checkbox if your import file contains WebCT system link items (such as links to student gradebook, chat rooms, etc.) that you want to import along with the course data.
10. Select the **Add chat rooms** checkbox if your import file contains chat rooms that you want to import along with the course data.

11. Select the **Optimize folder structure** if you would like ANGEL to attempt to optimize the folder structure for the content being imported.
12. Select the **Remove unused files after import** checkbox to remove unused files from ANGEL once the import is complete.



If the above option is not selected, following the import the unused files can be located in the root level of the Associated File Manager (Lessons tab > Utilities > Associated File Manager). For more information about using the Associated File Manager, refer to the section of this document titled Associated File Manager.

13. Select the **Migrate Quizzes to Assessment** checkbox if you would like all quizzes to be available in assessment form.
14. Click the **OK** button once. If prompted to create backups of quizzes, answer the prompt. Once the import has completed, an “Import Complete” message appears on the screen.



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

15. Click the **OK** button and 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.

Appendix 3

Unsupported Items

The following list contains a list of items or functions from WebCT imports that are not supported in the ANGEL environment.

Item	Reason
Link items opening a new window	The file created at the time of the export from WebCT (imsmanifest.xml) does not contain the information needed to tell ANGEL that the link item is to open in a new window. ANGEL, by default, uses the setting of opening in the same window.
Quiz points default to 1 point	WebCT exports the questions with a percentage based scoring and does not include the number of points the question was assigned inside of WebCT. On import to ANGEL the default value of 1 is assigned to the quiz question. For some question types with partial grading options points may be based on the number of correct responses possible.
Matching and ordering survey question types do not import.	Matching and ordering survey question types are not supported by ANGEL surveys. ANGEL surveys support Text Box (short answer), Text Area (essay), Checkbox, Check List, Drop-down list, Option list, and Likert Scale.
Calculated Questions	Calculated Questions are not supported for versions of WebCT prior to WebCT CE 4.  More information about this topic can be found in the ANGEL 7.3 Upgrade Supplement available to ANGEL administrators through the ANGEL Support Portal and http://support.angellearning.com .
Gradebook Import	Gradebook settings do not import from WebCT. Once the content is imported and the course is configured, the Gradebook Wizard should be run. During the Wizard, all content will be available for addition to the gradebook for the course.
Roster Information	Roster information does not migrate.