

ANGEL 7.1 Insight Window Quick Reference Guide

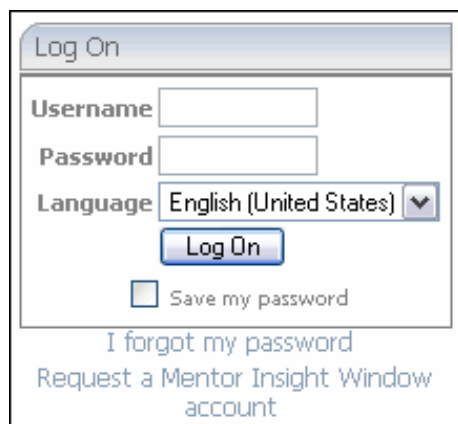


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Insight Window is a tool which provides parents, mentors, and advisors access to grades and reports for their children, students, or advisees. In order to use Insight Window, your ANGEL administrator needs to activate this option. Information on how your ANGEL administrator activates the Insight Window is available in the Administrator's Reference Manual.

Request a Mentor Insight Window Account

To request an Insight Window account, you must know the ANGEL username and password of the student or advisee. If you already have an ANGEL account, you can request that your Insight Window account be merged into your existing ANGEL account to allow access to all of your ANGEL resources from a single account.



The image shows a screenshot of a web form titled "Log On". The form contains the following elements: a "Username" text input field, a "Password" text input field, a "Language" dropdown menu currently set to "English (United States)", a blue "Log On" button, and an unchecked checkbox labeled "Save my password". Below the form, there are three links: "I forgot my password", "Request a Mentor Insight Window account", and "Request a Mentor Insight Window account".

To request an Insight Window account:

1. Navigate to the ANGEL homepage and click the **Request a Mentor Insight Window account** hyperlink located below the Log On section. The Mentor Insight Window Account Request form appears.

6. To exit the course view, click the **Exit** button.

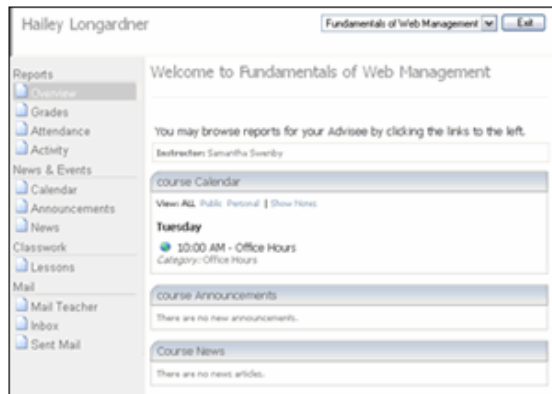
Log Out

Logging out of Insight Window requires clicking the logout icon located on the left power strip. Click the **Log Off** button to complete the log off process.

Viewing Course Reports

To view activity of an advisee's course:

1. Access your advisee account following the steps under Accessing the Insight Window.
2. Click the hyperlink name of the course you wish to view. The welcome page of the course displays.

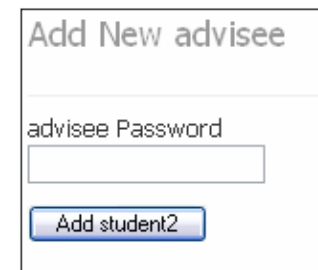


- Report** items available are listed in the left menu and are hyperlinks to Overview, Grades, Attendance, and Activity. Click on the hyperlink name of the item you wish to view.
2. The **News and Event** items are listed under the Reports. The hyperlink names take you to the Calendar, Announcements, and News for the course you are viewing.
 3. The **Classwork** section contains a link to the lessons in the course. Clicking on the hyperlink Lessons displays all course-work for the course you are viewing.
 4. The **Mail** section allows you to email the instructor of the course, view any email sent to you by the instructor and view any sent mail.
 5. To change courses, select a new course from the drop-down menu on the upper right.

A screenshot of the 'Mentor Insight Window Account Request Form' in the ANGEL Learning Management Suite. The form title is 'Mentor Insight Window Account Request Form'. Below the title, there is a paragraph of instructions: 'To sign up for your Mentor account, please fill out the request form below. Your request will be reviewed and upon approval your password will be delivered by e-mail. All fields are required.' The form contains several input fields: 'First Name' and 'Last Name' (two separate boxes), 'E-mail Address' (one box), 'Phone' (one box), and 'ANGEL username of your advisee.*' (one box). At the bottom of the form are 'Submit' and 'Cancel' buttons. A footnote at the bottom reads: '* If you are authorized to counsel multiple advisees, enter only the first here. You will have an opportunity to add additional advisees later.'

Type your first name and last name in the appropriate fields.

1. Type your email address in the **E-mail Address** field.
2. Type your phone number in the **Phone** field.
4. Type the username of the ANGEL user in the **ANGEL username of your advisee** Field.
5. Click the Submit button. The Add New advisee page appears.

A screenshot of the 'Add New advisee' form. The form has a title 'Add New advisee' and a single input field labeled 'advisee Password'. Below the input field is a blue button labeled 'Add student2'.

6. Type the advisee password in the **advisee Password** field.
7. Click the **Add username** (where *username* is the name you have provided) button. The **Insight Window Account Requested** page appears.
8. Click the **Done** button.

You are sent an email confirming the account request with username and password information. Use this information to access the Mentor Reports and advisees that you listed.

Accessing the Insight Window

Using the information provided in your confirmation email:

1. Navigate to the ANGEL homepage and type your username in the **Username** field.
2. Type your password in the **Password** field.
3. Click the **Log On** button. Your Insight Window with your Mentor Tools and Advisee Reports displays.
4. Click the hyperlink name of the advisee. The **Grade Transcript** page displays showing assignments and grades for completed assignments.

Hailey Longardner - Grades Transcript	
View Attendance	
Click on a course name to view details for the course or communicate with the instructor. Note that if a course has ended you will not be able to review the course details.	
Date of report:	Wednesday, March 29, 2006 6:43:08 AM
User name:	Hailey Longardner
Fundamentals of Web Management	
Homework	
Internet Protocols	
Number Conversion Assignment: Binary, Octal, and Hexidecimal conversions	
Understand Unix Commands	
Quizzes	
Binary Numbers	
Understanding Internet Protocols	
Understanding Unix	


Viewing Attendance

To view attendance for an advisee:

1. Access your advisee account following the steps under Accessing the Insight Window.
2. Click the **View Attendance** hyperlink located underneath the name of the advisee. The Attendance Transcript page appears.

Hailey Longardner - Attendance Transcript		
View Grades		
Click on a course name to view details for the course or communicate with the instructor.		
Date of report:	Wednesday, March 29, 2006 7:11:07 AM	
User name:	Hailey Longardner	
Fundamentals of Web Management		
Day	Status	Notes
3/28/2006	P	
3/27/2006	P	
3/24/2006	P	
3/23/2006	P	
3/22/2006	P	
3/21/2006	P	
3/20/2006	P	
3/17/2006	V	
3/16/2006	V	
3/15/2006	V	
3/14/2006	V	
3/13/2006	V	
3/10/2006	P	
3/9/2006	E	Provided doctor's note upon return
3/8/2006	E	Provided doctor's note upon return
3/7/2006	P	
3/6/2006	P	
3/3/2006	P	
3/2/2006	P	
3/1/2006	P	
2/2/2006	P	

Legend			
A	Absent	T	Tardy
P	Present	U	Unexcused
E	Excused	V	Vacation
H	Holiday		

 Attendance is displayed with a status code. A legend is displayed at the bottom of the page explaining the status code. If attendance is not recorded a message of *Attendance has not been recorded by the instructor of this course* displays underneath the hyperlink name of the course.