

## Five Things Faculty Should Know about the Manage Tab

In ANGEL 7.1, the **Manage** tab replaces the **Tools** tab found in earlier versions. The **Manage** tab houses the **Management Console**, which is comprised of common course management tools to help you manage students, grades, and attendance. Additionally, this is where you will find the course settings tools that enable you to alter a variety of environment settings and data management tools that allow you to back up and restore, import and export, and manage files.

Here are five things faculty should be aware of regarding the **Manage** tab:

1. The **Manage** tab is visible to course editors. Students do not see the **Manage** tab. Students should go to the **Report** tab to view their grades and to the **Communicate** tab to view the roster and see their team files.
2. The **Manage** tab is where you go to set up and maintain the gradebook. The gradebook allows course editors to track and display grades for ANGEL lesson content items (quizzes, drop boxes, etc.) and for assignments handed in outside of the ANGEL environment (presentations, speeches, etc.).
3. The **Manage** tab is where you manage your roster and teams. The **Roster** editor allows course editors to manage enrollments and rights. The **Teams** editor screen allows a course editor to create teams, assign users, check for unassigned users, randomly generate teams, and rebalance generated teams.
4. The **Course Files Manager**, found under the **PSU Data Management** subheading, is where you go to manage all the files associated with the course. This includes any associated files, mail files, syllabus files, and team files where content may be uploaded to the course. This is also where you go to see how much course space has been used and how much space remains available. Remember, each course is limited to 1 gigabyte (GB) of space.
5. Many new themes were added in ANGEL 7.1, including some that are discipline-related such as biology or history. You can use the **Course Theme Selector**, found under the **PSU Course Settings** subheading, to pick the theme that best represents your course.



### Management Console

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**Course Management**

**Gradebook**  
Manage both on-line and off-line grades for this Course

**Roster**  
Manage enrollments and rights

**Teams**  
Manage team enrollments and settings

**Attendance**  
Take attendance and review attendance information

#### Course Management Tools

**PSU Data Management**

**Course Files Manager**  
Manage Course files

**Import Wizard**  
Import content from the content library or a file

**Export Wizard**  
Export Course content for archive or distribution

**Student Drop / Add List**  
Show those dropping the class, or who've added it, through PSU's registration system.

#### PSU Data Management Tools

**PSU Course Settings**

**General Course Settings**  
Modify settings such as title and URL for this section.

**Course Theme Selector**  
Change the colors and fonts used for this section.

**Tab Settings**  
Control which tabs are displayed and where they link.

**Lessons Settings**  
Control advanced Lessons options.

**Communicate Settings**  
Control access to Communicate tools and features.

#### PSU Course Setting Tools

## To Find out More about the Manage Tab

To learn more about this and other topics related to ANGEL, Penn State's Course Management System, check out the ANGEL Community Hub at <http://ets.tlt.psu.edu/angel/>.