

Setting Dates for Student Access

ANGEL is set by default to allow student access to online classrooms on the first day of the quarter. However, instructors have the option to change that access date to a day prior to the start of the quarter if they choose. This allows students to start pre-class activities, familiarize themselves with the course syllabus, or complete the *ANGEL Online Orientation* tutorial.

CHANGE A COURSE START DATE

1. In your course, click the **Manage** tab.



2. In the **Course Settings** nugget, select **General Course Settings**.



3. On the **Course** tab (the first one), scroll down until you see the setting for **Course Begins**.

A screenshot of the 'Course Settings' form for a 'Practice Course Shell'. The 'Course' tab is selected. The form has several sections: 'General Information', 'Access', 'Enrollment', 'Standards', 'Objectives', and 'Advanced'. The 'Course Begins' field is highlighted with a red rectangular box. It contains a checked checkbox, a date selector for 'September 14, 2009', and a time selector for 'AM 6:00'. Below it, the 'Course Ends' field is visible with an unchecked checkbox and a date selector for 'September 14, 2009' and a time selector for 'PM 11:55'.

4. Set the date and time you want the class to open for students, check the box to the left of the date, and click **Save**.

Leave the check box next to the **Course Ends** date unchecked. Leaving the check boxes unchecked allows students access to the course. The system will automatically refuse access to students one week after the end of the quarter.