Above and Beyond: Building Faculty Tools and Relationships

Michael T. Buchanon, Information Technologist, Academic Computing & Networking Services
buchanon@msu.edu

Kristin Schuette, Information Technologist
Office of the Registrar
schuett1@msu.edu

Copyright Kristin Schuette, Michael Buchanon 2005. This work is the intellectual property of the authors. Permission is granted for this material to be shared for non-commercial, educational purposes, provided that this copyright statement appears on the reproduced materials and notice is given that the copying is by permission of the author. To disseminate otherwise or to republish requires written permission from the author.
Overview

• LMS – ANGEL
  • Reasons for ANGEL
  • ANGEL <-> Attendance System
  • ANGEL <-> Scoring office
  • ANGEL Gradebook enhancements

• Registrar – Instructor Systems
  • Class List with Images
  • Exam Coversheets with Images
  • Grade Upload
• Office of Planning and Budgets (OPB): Course Load, Instruction, Funding and Modeling System (CLIFMS)
  • Departments do not have to enter Instructor information more than once
  • OPB gets better data by having more “buy-in”
• Administrative Information Services (AIS): Employee ID-MSU NetID crosswalk
• Faculty and TA’s identified on section-by-section basis
• Access “follows” users throughout web site in session variables
• Security updated daily, along with Class Lists from SISINFO
ANGEL -> A New Global Environment for Learning

- Replaced Blackboard at MSU in May 2003
- 1,929 Courses for Spring Semester 2005
  - Made up of 2,575 different sections
- 1,967 Faculty actively using the system
- 51,412 Students active
  - With 100,455 member-course enrollments
Many factors went into choosing ANGEL

- Newer Technology
- Ease of use
- Excellent customer support
- Ability to customize LMS code!
Attendance

Campus Wide Attendance Scanning System

• 19 Faculty active for Spring Semester 2005
• 179 Sections of Courses
• 235,296 Scans for Spring Semester 2005
ANGEL <->

Attendance

Needed link between disparate systems

- Crossed group/departmental boundaries
- Strong desire for automated process
Instructor’s view of Attendance data in ANGEL

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Username</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Aaron</td>
<td><a href="mailto:stu001@msu.edu">stu001@msu.edu</a></td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student, Abigail</td>
<td><a href="mailto:stu002@msu.edu">stu002@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student, Morgan</td>
<td><a href="mailto:stu084@msu.edu">stu084@msu.edu</a></td>
<td></td>
<td></td>
<td>P</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Student, Natalie</td>
<td><a href="mailto:stu085@msu.edu">stu085@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Student, Nathan</td>
<td><a href="mailto:stu086@msu.edu">stu086@msu.edu</a></td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Student, Nicholas</td>
<td><a href="mailto:stu087@msu.edu">stu087@msu.edu</a></td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Student, Nicole</td>
<td><a href="mailto:stu088@msu.edu">stu088@msu.edu</a></td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Student, Noah</td>
<td><a href="mailto:stu089@msu.edu">stu089@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Student, Olivia</td>
<td><a href="mailto:stu090@msu.edu">stu090@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Student, Paige</td>
<td><a href="mailto:stu091@msu.edu">stu091@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Student, Rachel</td>
<td><a href="mailto:stu092@msu.edu">stu092@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Student, Robert</td>
<td><a href="mailto:stu093@msu.edu">stu093@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Student, Ryan</td>
<td><a href="mailto:stu094@msu.edu">stu094@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Student, Samantha</td>
<td><a href="mailto:stu095@msu.edu">stu095@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Student, Thomas</td>
<td><a href="mailto:stu096@msu.edu">stu096@msu.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scoring Office

Campus Scoring Office AKA ‘that bubble sheet place’ statistics for 2004

- 3,302 Tests scored with feedback emailed to students
- 951 Courses using service
- 1,660,217 Sheets Scanned
### Scoring Office Data Import Process

#### Example Table

<table>
<thead>
<tr>
<th>Student, Aaron</th>
<th>A00000001101</th>
<th>306.10</th>
<th>14.0</th>
<th>14.0</th>
<th>6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Abigail</td>
<td>A00000002101</td>
<td>257.50</td>
<td>11.0</td>
<td>8.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Student, Morgan</td>
<td>A00000004101</td>
<td>289.50</td>
<td>15.0</td>
<td>8.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Student, Natalie</td>
<td>A00000005101</td>
<td>178.50</td>
<td>9.0</td>
<td>5.0</td>
<td>12.0</td>
</tr>
<tr>
<td>Student, Nathan</td>
<td>A00000006101</td>
<td>230.20</td>
<td>14.0</td>
<td>6.0</td>
<td>9.0</td>
</tr>
<tr>
<td>Student, Nicholas</td>
<td>A00000008101</td>
<td>252.80</td>
<td>15.0</td>
<td>8.0</td>
<td>8.0</td>
</tr>
<tr>
<td>Student, Nicole</td>
<td>A00000009101</td>
<td>323.40</td>
<td>14.0</td>
<td>8.0</td>
<td>14.0</td>
</tr>
<tr>
<td>Student, Noah</td>
<td>A00000009101</td>
<td>347.00</td>
<td>16.0</td>
<td>9.0</td>
<td>14.0</td>
</tr>
<tr>
<td>Student, Olivia</td>
<td>A00000009101</td>
<td>292.90</td>
<td>12.0</td>
<td>5.0</td>
<td>12.0</td>
</tr>
<tr>
<td>Student, Paige</td>
<td>A00000009101</td>
<td>298.00</td>
<td>15.0</td>
<td>7.0</td>
<td>14.0</td>
</tr>
<tr>
<td>Student, Rachel</td>
<td>A00000009201</td>
<td>306.10</td>
<td>14.0</td>
<td>8.0</td>
<td>8.0</td>
</tr>
<tr>
<td>Student, Robert</td>
<td>A00000009301</td>
<td>239.80</td>
<td>13.0</td>
<td>9.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Student, Ryan</td>
<td>A00000009401</td>
<td>383.80</td>
<td>13.0</td>
<td>8.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Student, Samantha</td>
<td>A00000009501</td>
<td>262.10</td>
<td>10.0</td>
<td>8.0</td>
<td>12.0</td>
</tr>
<tr>
<td>Student, Thomas</td>
<td>A00000009601</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANGEL Gradebook
Enhancements

• Highly configurable
• Import/Export from/to file for outside manipulation of grade data
• Enhanced to export CSV-Simple format required by Registrar’s Office online grade submission application
ANGEL Gradebook Enhancements

Exporting to CSV-Simple format
“RO” home page

Authorized users enter the Instructor Systems Menu through a link under “Faculty/Staff”.
Secure Login
With MSU NetID and password

Instructor Access from same source as ANGEL system
Welcome to the RO Instructor Systems Menu

INSTRUCTOR ACCESS
You are listed as an instructor for the following:
SSIS: MTH 104-001; MTH 106-002; MTH 106-004; MTH 106-005; MTH 106-006; MTH 106-007; MTH 106-011;
MTH 106-012

View access for all terms

If the classes listed above are not correct, please contact the department offering the course.

ADMINISTRATOR ACCESS
You do not have administrator access.

If you are an administrator and need access to this system, contact your college security administrator.

FERPA
This information is released to you in compliance with the Family Educational Rights and Privacy Act (FERPA) and MSU Guidelines Governing Privacy and Release of Student Records.
You are solely responsible for maintenance of the confidentiality of said information.

Instructor Systems minimum browser requirements

Help:
Frequently Asked Questions
Instructions for Online Grades
Instructions for Grade Upload

Academic Progress Reports:
Form Submission (Instructor Only)
Results (Support Staff Only)
Status & Archive

Class Information:
Class Lists and Graded Class Lists
Class Lists with Student Images
Email Students in a Class
Exam Corner Sheets with Student Images

INSTRUCTORS ARE URGED TO SUBMIT THEIR GRADES WITHIN 72 HOURS
AFTER THE FINAL EXAMINATION.
Grade Reporting Schedule

Grades:
Grade Reporting Form
Grade Upload
Grade Submission Summary (Administrators Only)
Grade Reporting Form Archive
Outstanding NGR/Conditional Grades Report (Administrators Only)

Other Links:
Administrative Action Form System
Agreement for Completion of (In)Complete (pdf form)
Department Administrator Information
Online Forms Menu
Questions/Comments
SIRS-SOCT
Textbook Order System
Class Lists with Student Images

- ID Image Policy Review
- Must Indicate Agreement
- Classes listed from Security profile
- Select class or classes to view
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Semester</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH</td>
<td>106</td>
<td>001</td>
<td>SS05</td>
<td>Significance of Mathematics</td>
<td>Sparty Instructor</td>
</tr>
</tbody>
</table>

- **A00000001**
  Student, Aaron

- **A00000002**
  Student, Abigail

- **A00000003**
  Student, Morgan

- **A00000005**
  Student, Natalie

- **A00000006**
  Student, Nathan

- **A00000007**
  Student, Nicholas

- **A00000008**
  Student, Nicole

- **A00000009**
  Student, Noah

- **A00000010**
  Student, Olivia

Class Lists with Student Images

- On-the-fly Images from Student ID Image System
- Page breaks
- Prints 3x3 per page
Exam Cover Sheets with Student Images

- ID Image Policy Review
- Must Indicate Agreement
- Classes listed from security profile
- Select class or classes to generate exam cover sheets

Spartan Instructor

Student ID Image Policy

In accordance with the guidelines put forth under the University's administrative rules governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g., personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an adviser file.

The following requirements must be understood and adhered to:
- Images will only be used for one of the above purposes.
- Images will not be re-transmitted, shared or otherwise reproduced.
- Images will be purged at the end of the term, or other short term period.
- If individual students request their images not be used, such requests will be honored.
- If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using this Image Class List system to view student images, you are held responsible for adhering to the above policy.

I AGREE

Instructor Access

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Check section(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>001</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>002</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>004</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>005</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>006</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>007</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>011</td>
<td>☑</td>
</tr>
<tr>
<td>Fall 2023</td>
<td>MTH</td>
<td>106</td>
<td>012</td>
<td>☑</td>
</tr>
</tbody>
</table>

Generate Exam Cover Sheets

If you are having problems printing the student images, please see the FAQs.

Administrator Access

You do not have access as an administrator.

* - * indicates that no students are enrolled in the section

Return To Instructor Menu

Log Out
Exam Cover Sheets with Student Images

- Adobe PDF link
- Auto-text
  - Term
  - Class
  - Student Name
  - Student Number
- Instructor Supplied Text
  - “Final Exam”
Exam Cover Sheets with Student Images

- New window
- PDF File
  - Term
  - Class
  - Student Name
  - Student Number
- On-the-fly Images from Student ID Image System
- Page breaks
## Class Lists

- Classes listed from security profile
- Display or Download

### Instructor Access

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH</td>
<td>106</td>
<td>001</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>002</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>004</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>005</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>006</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>007</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>011</td>
</tr>
<tr>
<td>MTH</td>
<td>106</td>
<td>012</td>
</tr>
</tbody>
</table>

- **Download**
- **Display**

### Administrator Access

You do not have access as an administrator.

- " - " indicates that no students are enrolled in the section

Return To Instructor Menu

Log Out
Class Lists
- Display
  
  - “Traditional” Class List look
  - Page break between multiple sections
Class Lists
- Download

- CSV format – compatible with many, if not all, systems
- Sort order choice
Class Lists - Download

- Typical file download
- Option to ‘Open’ or ‘Save’
Instructor can complete ‘Grade’ field and upload grades to the system.

Class Lists
Download
CSV example
Grade Reporting Form

- Traditional “Bubble” Sheet

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>PID</th>
<th>Lvl</th>
<th>Grade</th>
<th>If 0.0, did student complete course? (NR = No Record)</th>
<th>If no, last attendance date? (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student, Aaron</td>
<td>A00000001</td>
<td>UN</td>
<td>4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 0.0 1</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student, Abigail</td>
<td>A00000002</td>
<td>UN</td>
<td>4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 0.0 1</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student, Morgan</td>
<td>A00000003</td>
<td>UN</td>
<td>4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 0.0 1</td>
<td>Yes No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Student, Natalie</td>
<td>A00000004</td>
<td>UN</td>
<td>4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 0.0 1</td>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>

When entering many grades at one time, remember to “Save for later” often (button below).

Save for later
Submit final grades to Office of the Registrar

Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.
Grade Upload

- 3 Formats
  - CSV-Simple (ANGEL)
  - Fixed Text
  - CSV – Class list
Grade Upload

- Fills in “Bubble” Sheet
- Error Checking
  - Extra/Missing Students
  - Supplied grade – valid option
  - Grades can be saved at any time, but cannot be “submitted” until all errors are cleared
  - Can ‘re-upload’ if needed
- “Save for Later” Option
- Upon submission, email verification to Instructor
System Stat’s

Average 10,000 Sections per Term (Fall/Spring only)

- Class lists with Images, number of views
  - 7,069 Spring 2003
  - 12,150 Fall 2003
  - 13,574 Spring 2004
  - 13,942 Fall 2004
  - 14,391 Spring 2005*

- Exam Cover Sheets with Student Images
  - 113 Fall 2004
  - 326 Spring 2005

Average 172,000 Grades Records per Term (Fall/Spring only)

- Grades received via upload facility
  - 3% Fall 2002 (pilot with 2 colleges)
  - 14% Spring 2003
  - 15% Fall 2003
  - 17% Spring 2004
  - 19% Fall 2004

* Semester still in progress
Questions??

Michael T. Buchanon
Information Technologist
Academic Computing & Networking Services
buchanon@msu.edu

Kristin Schuette
Information Technologist
Office of the Registrar
schuett1@msu.edu