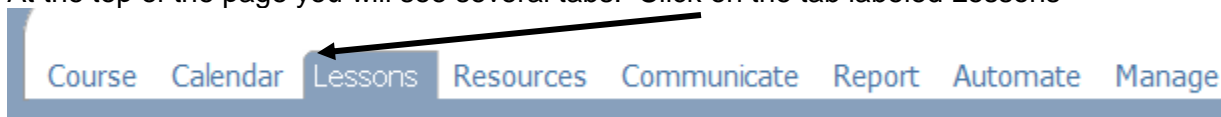


Adding a File to ANGEL

The process for adding a file, of any type, to ANGEL is simple.

1. If you are using a PC open either Internet Explorer or Firefox. If you are using a Mac open Firefox. Go to <https://angel.fredonia.edu> and log on to ANGEL using your e-Services username and password.
2. On your homepage find the section labeled Courses
3. In this nugget select the link for the course that the file will be uploaded to
4. At the top of the page you will see several tabs. Click on the tab labeled Lessons



5. On the Lessons tab click on the Add Content link.
6. To upload a file, click on the File link.
7. Press the Browse button and locate the syllabus where it has been saved
8. If you would like to rename the file, type a title in the Title field.
9. Press the Upload File button.
10. Press OK and you will see the file listed on the Lessons tab.
11. To view the file, click on the link. Then, either wait for the countdown to end, or click on the file name.

To Delete the File

1. If you ever need to remove a file go to the Lesson tab
2. Hover over the link until Delete appears
3. Click on the Delete link
4. Click on Delete This File and press OK.

Want to see this happening? This link will take you to a short tutorial.

http://www.fredonia.edu/angel/jing/Upload_Syllabus_or_File.swf