The following is step by step pictorial instruction for Angel tutorial for beginners

**Step 1**

Go to [www.gulfcoast.edu](http://www.gulfcoast.edu)
Step 2

Click on Angel Login

Step 3

Click Lessons
Step 4

Click Add Content

Step 5

In here there are all the options Folder, page, File, Discussion Forum, Assessment, etc
Step 6

All types of options available click on **Folder**

Step 7

*Complete the information (title, subtitle and text) & click Save*
Step 8

Click **Add Content** each time you need to add something like a (folder, discussion or an assessment - etc)
Step 9

You can add a folder inside a folder. For example, Lessons (a folder) can contain many folders (unit 1, unit 2 etc.).

Step 10

when creating a graded assignment, (like a discussion thread) click on the assignment tab to connect it to assigned work in your grade-book.
Step 11

Under the communicate tab include the discussion threads (those can be in more than one place) but they are the same one.

Step 12

You can change the permission level by checking or unchecking the above boxes. For examples if students have to post the first 2 days of the week and then only respond to each other's post after that, on the third day of the week, uncheck under "New Post"
Step 13

Assessment (for creating tests, exams and quizzes)

Step 14

Make sure the assessment is connected to the gradebook
Step 15

Click Add Question

Step 16

You can add/create all types of questions, You can also copy and paste from other tests, documents etc.
Step 17

Drop Box is created for students to submit work (as an attachment format) a paper, PowerPoint etc.

Step 18

Click on the bar where the word Syllabus is until you see a pencil and click on it
Step 19

Click on **Browse**
Find the syllabus wherever you have saved it

once you click on the file (syllabus) click **Upload File**
Step 20

After uploading the syllabus, open it to insure that you have uploaded the correct one!