



Uploading Files Into Angel

All assignments will be submitted [online with Angel](#) through the Angel [Assignment Dropbox].

1. Log on to Angel at: <http://scf.angellearning.com/>

Use your SCF Email Username (Just the username, not the "@student.scf.edu") as your Angel Username and your SCF PIN as the Password. Your PIN should only have 6 digits in it.

2. Click on [Lessons] tab (see top of Angel window) to use the Angel [Assignment Dropbox].

3. Click on [Assignment Dropbox]

4. Click on the appropriate assignment link

5. Click on the [Attachments] button.

6. Click on the [Browse] button and browse and find your assignment file on your local computer and click [Open] when you locate it.

7. Click [Upload File] when you see the file name appear in the **Upload a File text box**. (It is a good idea to check the file extension at this time. Is it correct such as .doc or .docx?)

8. Click [Finished]

9. Add a brief Title in the Title box, such as Resume.

10. Click [Submit] when done. Then click [OK].

Later, **to see your Grade and specific comments** indicating why you may not have earned a 100:

1. Click on [Lessons] tab (see top of Angel window) to use the Angel [Assignment Dropbox].

2. Click on [Assignment Dropbox]

3. Click on the appropriate assignment link to see exactly when you submitted your assignment and to view your grade and comments.

At this point you can even click on the file (listed under Subject) that you submitted to review exactly what you uploaded to your professor.

Or

Click the [Resources] tab and click on [My Grades](#) link to see ALL your grades and comments.

If you look at the comments, you will always be able to see exactly why every point is deducted on assignments.