

Upload a File to ANGEL Lessons

Modified by Qi Dunsworth, 12/02/2010


Supported File Types

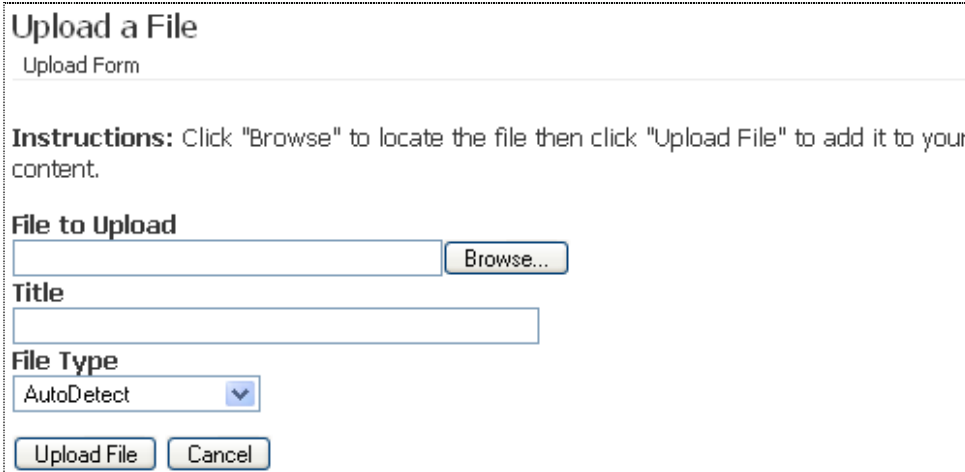
Web pages (single file web page .mht or .mhtml) text documents, spreadsheets, slide presentations, audio files, and more. Almost all file types are supported within ANGEL, although it is important to make sure students have access to the appropriate software or plug-in for each file type.

File Size and Course Space

The maximum size of an uploaded file permitted by ANGEL is 100 MB. Bear in mind that large files open more slowly, particularly for students with low-bandwidth Internet connections. Each course has 1 GB space limit between faculty and students. It is recommended that you compress graphic files before uploading them. As to media files, it is best to add a link pointing to the media file which is stored on a non-ANGEL site.

To Upload a File

1. Within the course, select the **Lessons** tab.
2. Select the **Add Content** link in the toolbar.
3. Select the  **File** link.
4. Click the **Browse** button and browse your local drive for your file.



Upload a File
Upload Form

Instructions: Click "Browse" to locate the file then click "Upload File" to add it to your content.

File to Upload

Title

File Type
AutoDetect

5. A **File Upload** dialogue box appears allowing you to select the file from your computer. Once you have located your file, select the file name and click the **Open** button. The file name appears in the form.

6. Enter a title for the file in the **Title** field. The title entered into the **Title** field does not need to match the actual file name. If it is left blank, the title will be the same as the file name. It is often a good idea to include a file type in the title, e.g., Some Data (Excel) so students know what kind of file they are about to download.

The **File Type** pull-down list is set to **AutoDetect** your file type by default. You may optionally use this pull-down list to select the type of file that you are uploading.

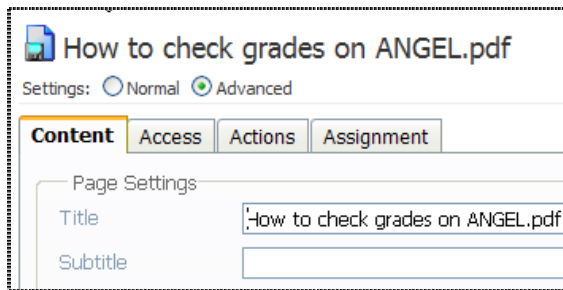
7. Click the **Upload File** button. Once the upload process is complete, a **File Upload Successful** message displays on the screen.

Note: The upload process may take a few seconds to several minutes depending on your connection speed and the size of your file.

8. Click the **OK** button to return to the location in **Lessons** to which you added the file. A link to the uploaded file should be visible.

Note: If you have problems uploading a file, try manually setting the **File Type** to one that matches your file type.

To modify the file settings (such as title and subtitle) or access settings (such as hiding), click the **Settings** link when mouse over the item:



9. To delete the file, click the **Delete** button when mouse over the item.