

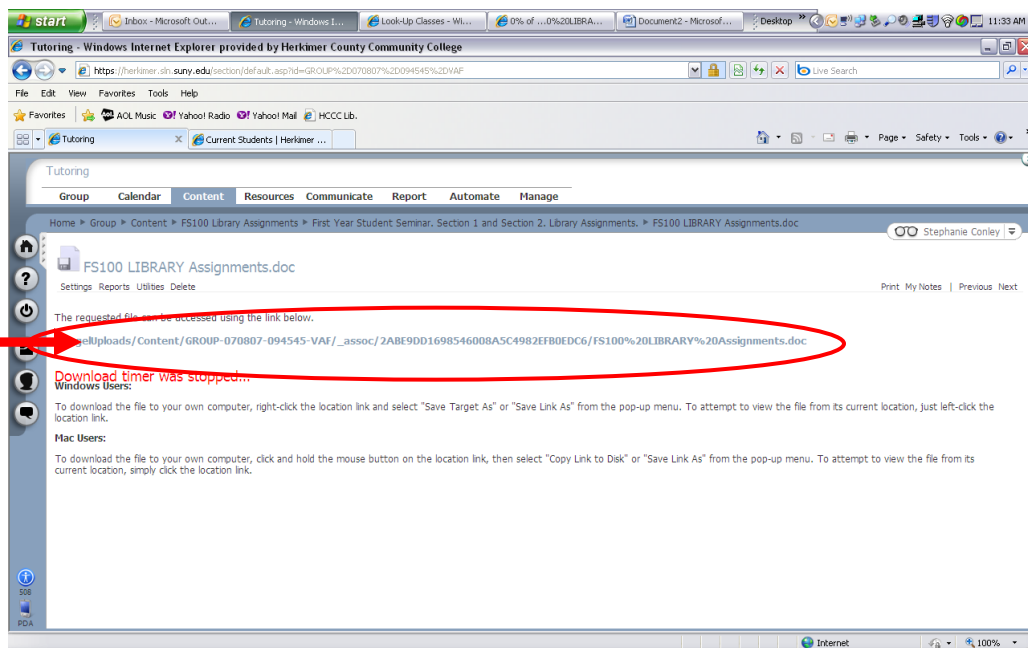
How to Complete the First Year Student Seminar Library Assignments:

The First Step is to enroll in the Tutoring Community Group. You Must Do This:

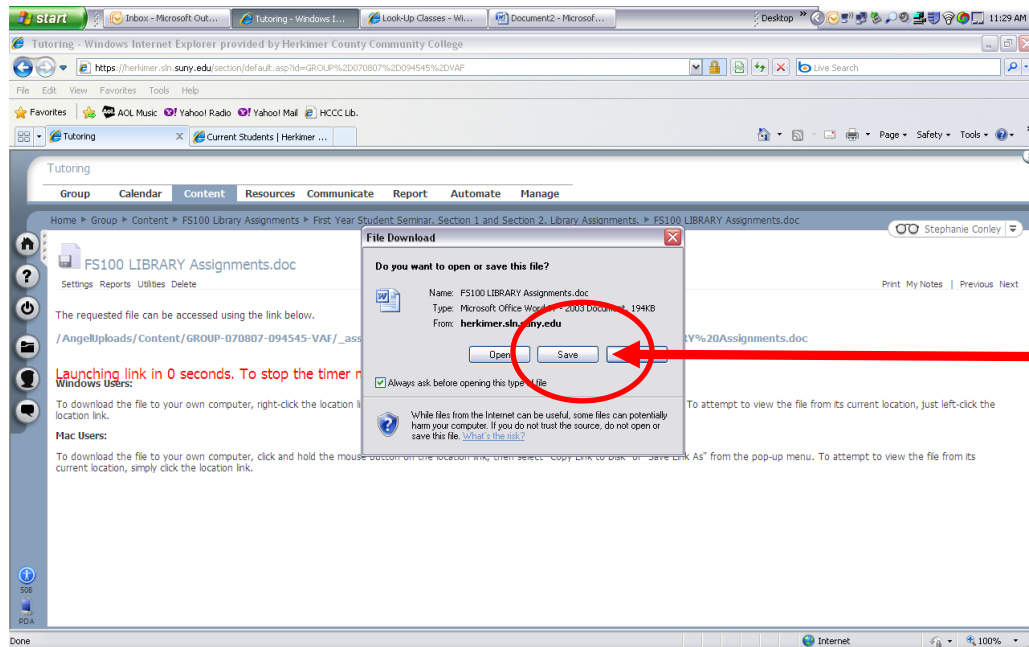
1. On the homepage of your ANGEL account, in the Community Group section, click on **Find a Group**.
2. In the **Keyword** search type: Tutoring. Click search.
3. One result will appear: **Tutoring**. Click on **Enroll (no pin required)**.
4. A box will appear with your confirmation.
5. Go back to your ANGEL homepage. Tutoring will now appear in the Community Group box.

The Second Step is to save the Library Assignments to your computer:

1. On your ANGEL homepage, click on the Tutoring Community Group (that you just enrolled in).
2. Click on the **Content** tab located in the top menu bar.
3. Click on "First Year Student Seminar Library Assignments".
4. Click on your section of First Year Student Seminar.
5. Click on "FS100 LIBRARY Assignments.doc".
6. DO NOT click on anything else or move the mouse until you are asked to save the file. There is a download timer which counts down from 5-1.
7. If the download timer stops and the file does not open, you can click on the link and it will open the file for you.



- Once the file downloads, a box will appear. Click on **Save**.



- Choose where you want to save the file. It is recommended that you save it in **My Documents**.
- Keep the file name the same "FS100 LIBRARY Assignments.doc". Click **save**.
- Now you can work on the assignments right away, and in the future.
- REMEMBER: if you work on the assignments a little at a time, **SAVE** every 10 minutes and when you are finished for the day.

The Final Step is to Submit the Assignments to the Drop Box Once you finish them:

- On your ANGEL homepage, click on the Tutoring Community Group.
- Click on the **Content** tab located in the top menu bar.
- Click on "First Year Student Seminar Library Assignments".
- Click on your section of First Year Student Seminar.
- Click on "DROP BOX: FS100 LIBRARY Assignments.doc".
- Enter the Title as: **Your Name and Section Number**.
- Click on Attachments. A box will appear.
- Click on **Browse**.
- Find where you saved the FS100 LIBRARY Assignments.doc file and double click it.
- Click **Upload File**.
- Once it appears in the "Uploaded Files" box, click **Finished**.
- Click the **Submit** button. Remember to do this, this is how your assignment is submitted!!