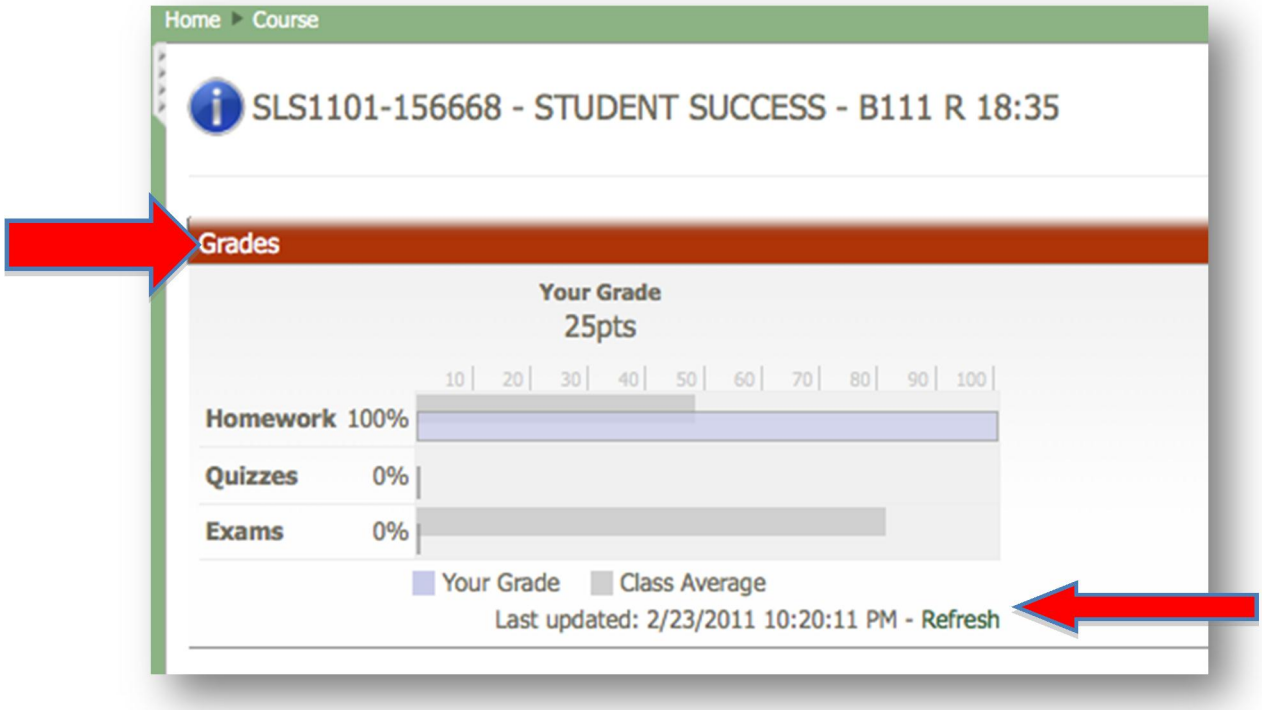
# Angel Tips for Mrs. Ensmann's Classes

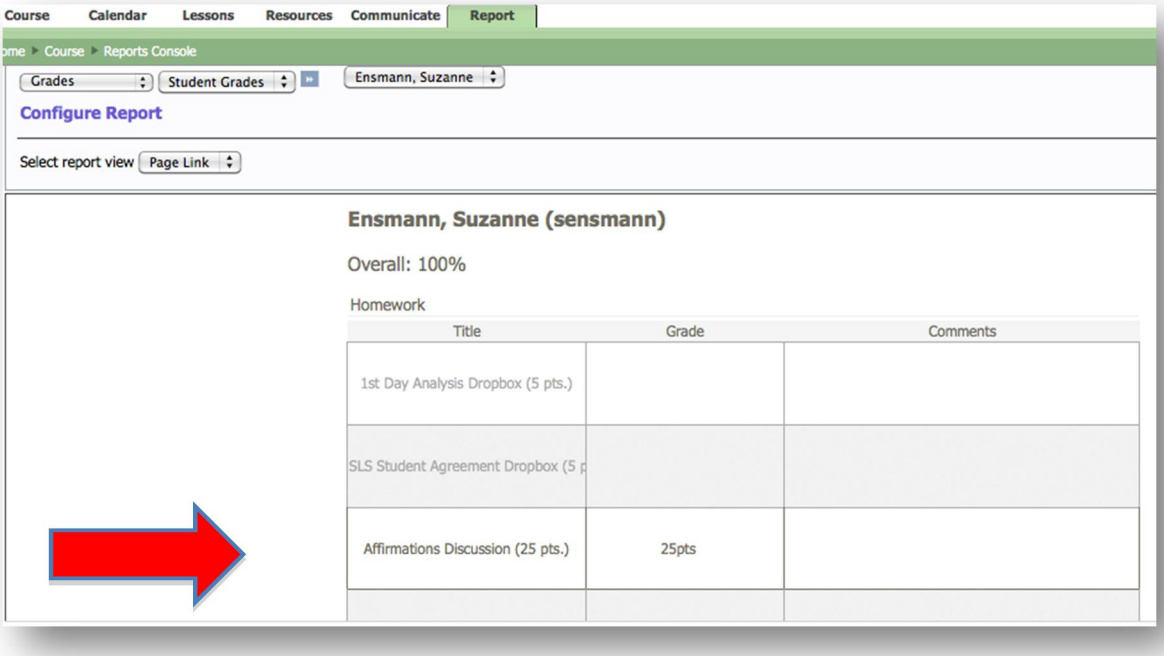
I. **To see your grades:**

1. **Select "Refresh" on the bottom right of your class home page Grades window.**




2. **View grades and comments in detail by selecting the Reports tab on the top right.**
   a. **Under Category, select Grades**
   b. **Under Report, select Student Grades**

c. **Select Run on the bottom right**

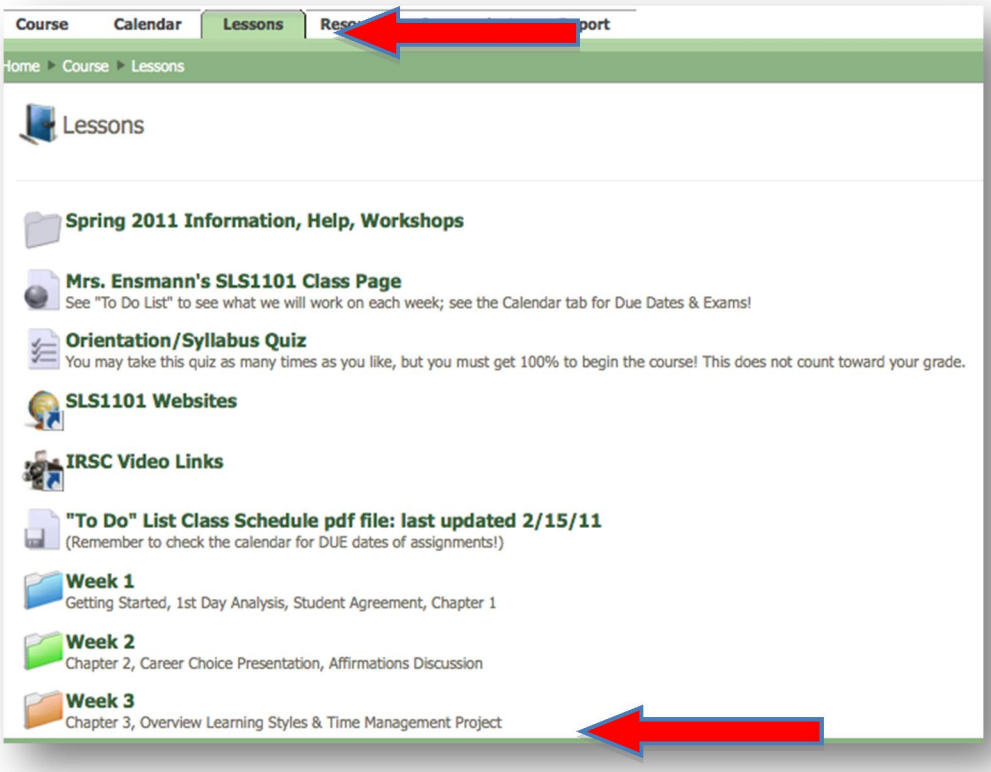



3. **See the points and READ the comments**

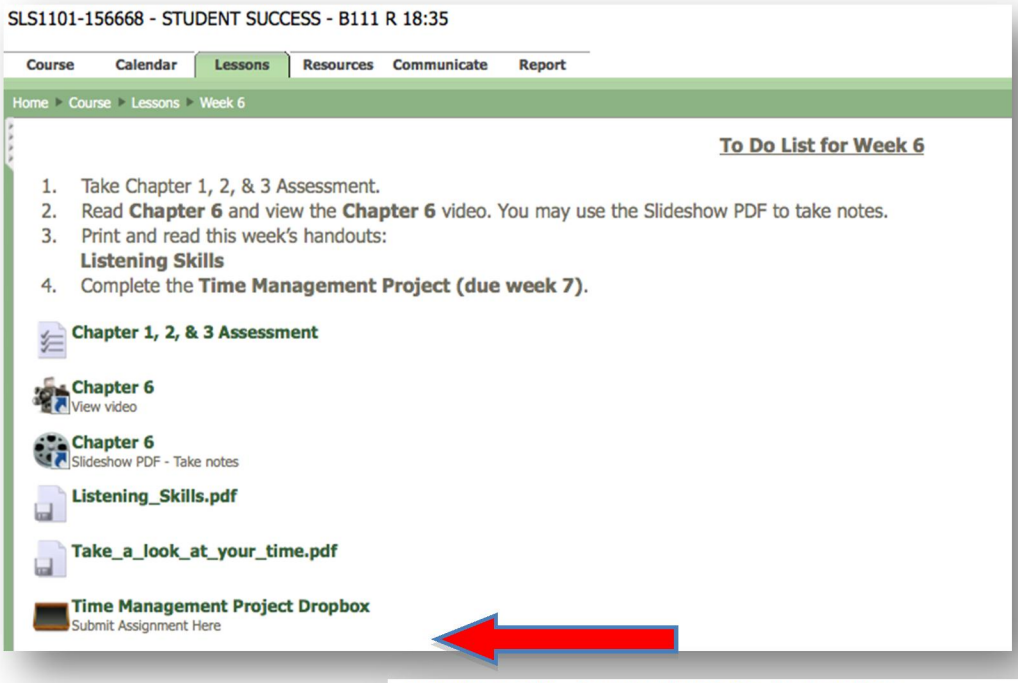
**What does this all mean?**

**Open the Syllabus on Mrs. Ensmann's class page for your class to see how many points you need to achieve an A!**
**(This was also provided to you on day 1 and located in your Angel shell).**

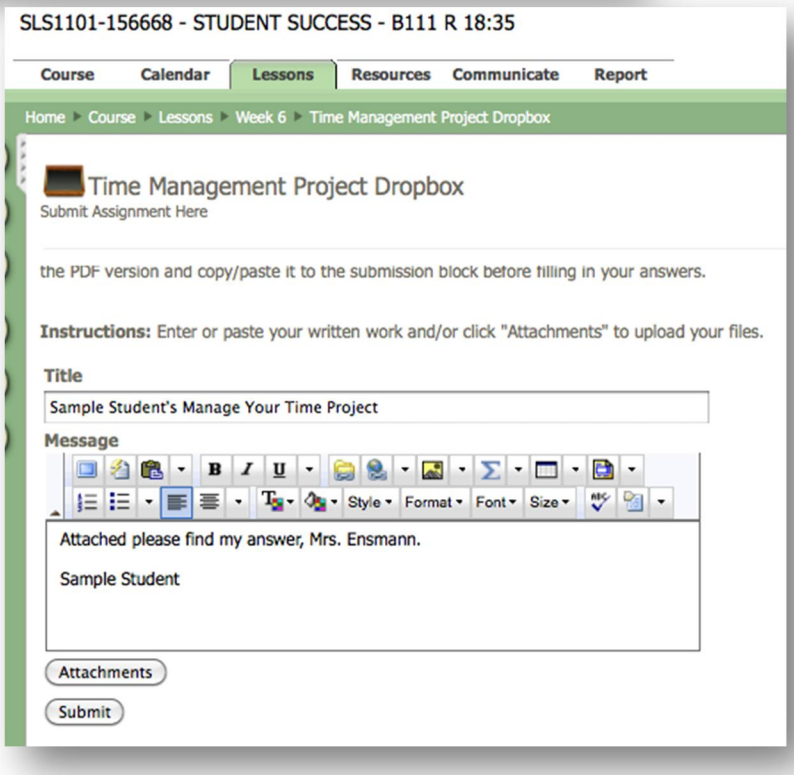
a. **<u>To upload assignments/projects:</u>**
   2. **Select the respective lesson (under the Lessons tab on top) and folder you are working on**



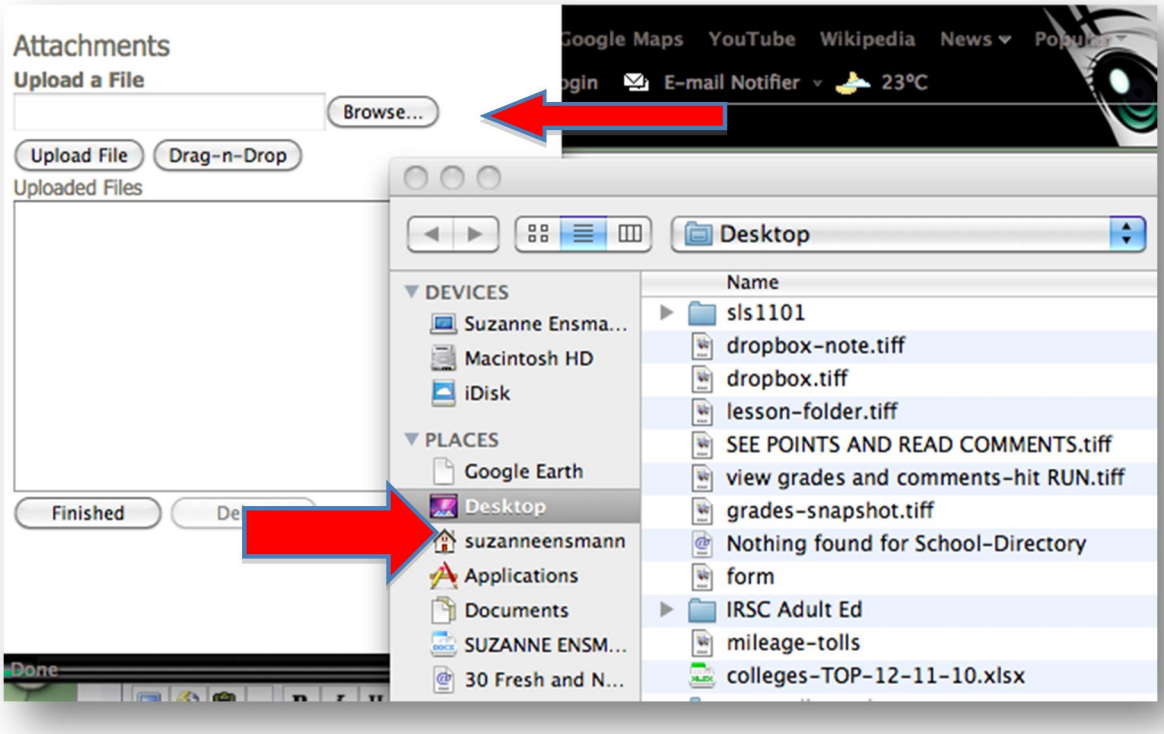
2. **Select the respective Dropbox, such as this Time Management Project Dropbox where you would submit the Manage Your Time: Project Answer Sheet**



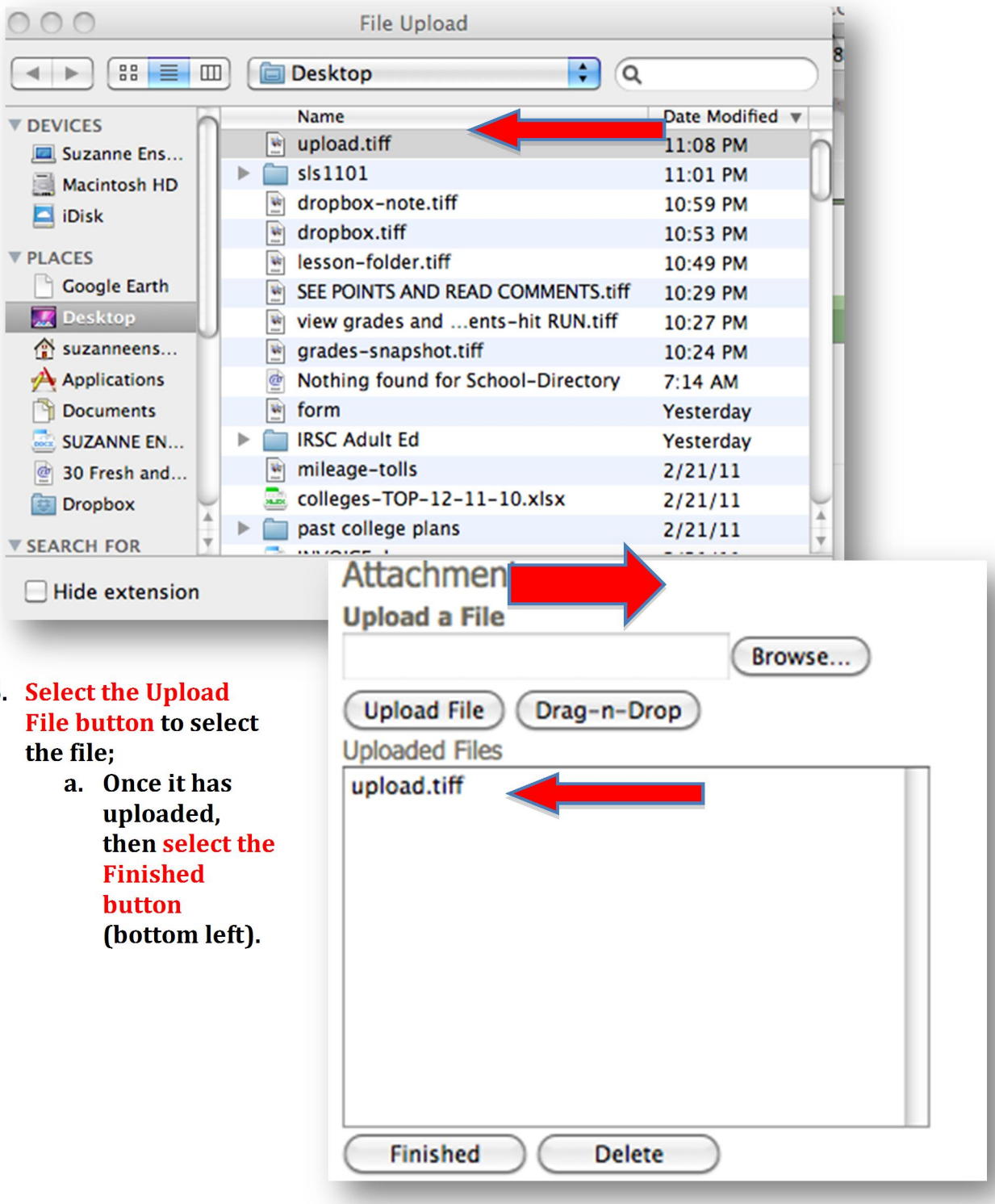

3. **Type in your name and title of your project in the Title line**
   a. **Type a note and/or your assignment in the Message box;**
   b. **And/or select the Attachment button to attach the assignment/ project your created and saved on your computer.**



4. **From the Attachments window, select the Browse button and locate the assignment/project you saved on your computer**

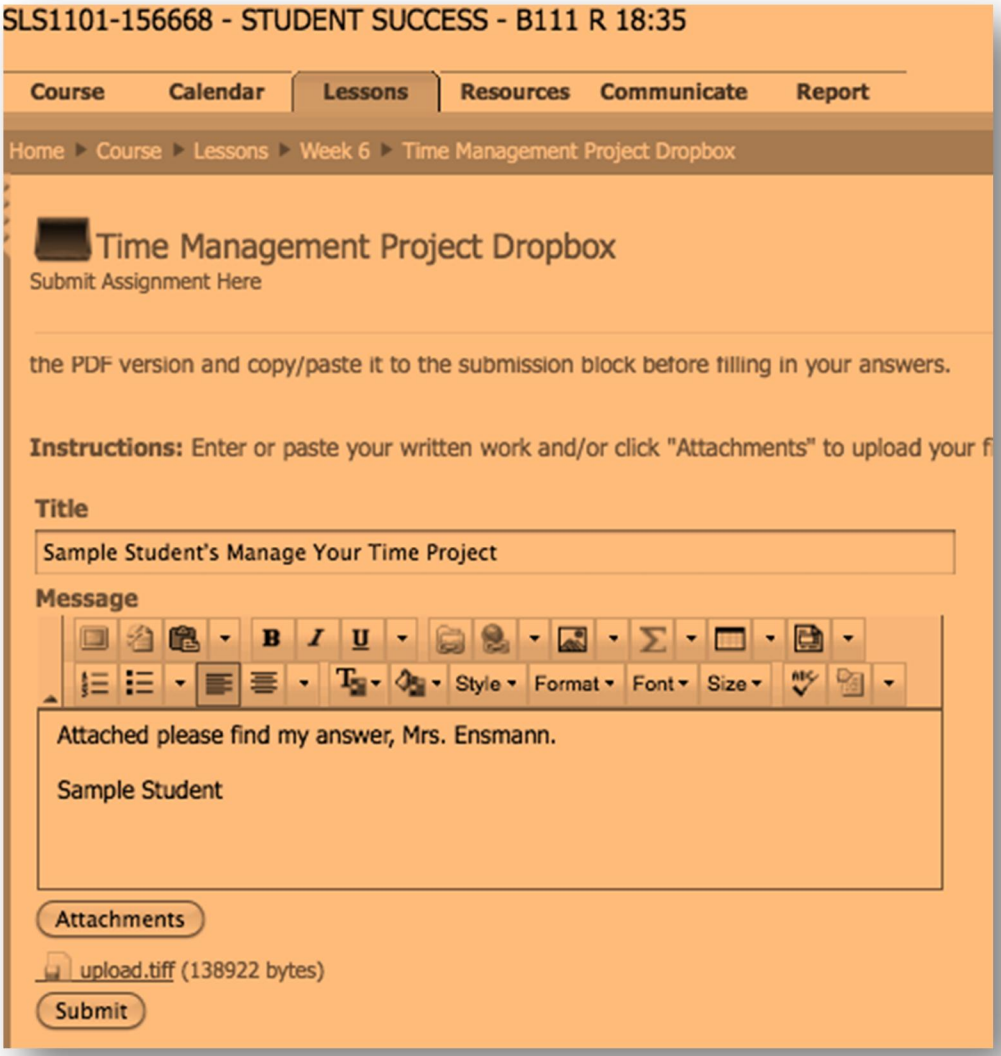



5. **Select your document and then select the Open button (bottom right) to upload it**

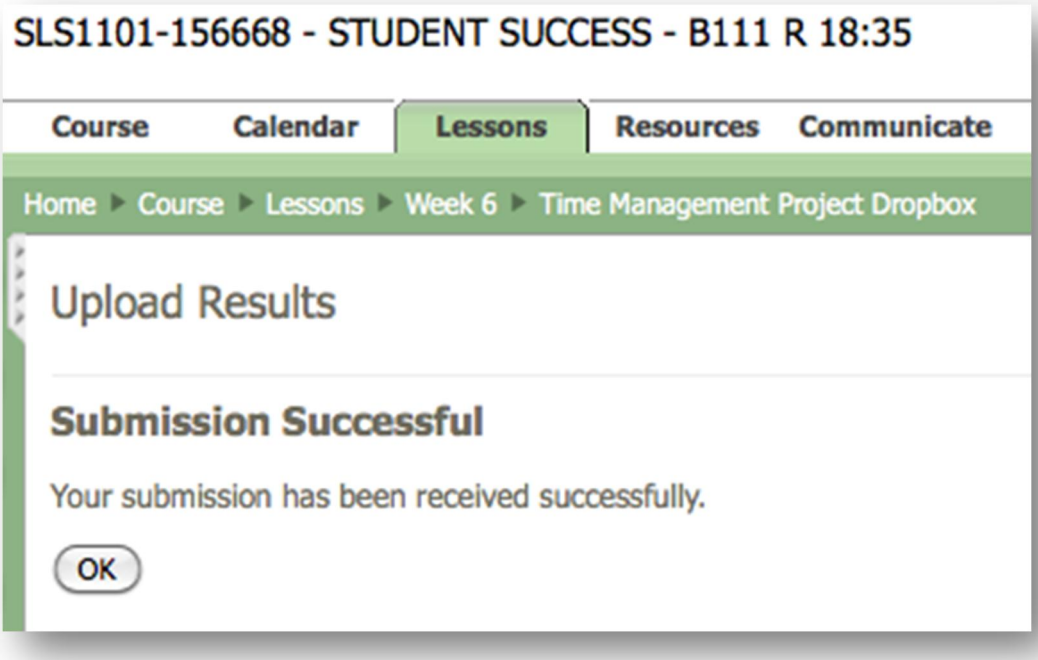



6. **Select the Upload File button to select the file;**
    a. **Once it has uploaded, then select the Finished button (bottom left).**

7. **Select the Submit button (bottom left)**




8. **Look for confirmation of your submission:**


SLS1101-156668 - STUDENT SUCCESS - B111 R 18:35
Course
Calendar
Lessons
Resources
Communicate
Home ▸ Course ▸ Lessons ▸ Week 6 ▸ Time Management Project Dropbox
Upload Results
Submission Successful
Your submission has been received successfully.
OK

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