

Quick Steps to Copying Content into your Personal LOR:

1. At your Angel Home Page, go to your Personal LOR under the **Resources** Tab
2. Select **Add Content**
3. Select **From a Course or Group**
4. In Section, select the course or group the info is coming from
5. Select **Browse**
6. Using check boxes, select documents, or main folders, or click on the FOLDER icon, and select content from within the folder
7. Choose to “Include Question Keywords” in order to facilitate search capabilities [NOT REQUIRED]
8. Select **Copy Items**
9. When items have been loaded, the word “Added” will replace the check box
10. Select your LOR from your home page to view the new contents. (A browser refresh might be required to see the content)

11. Note: the **Import Menu** button is to refresh the view of the source menu by reselecting it. [NOT REQUIRED]