**School Center: Upload and Link Documents**

1. **Upload notes to your webpage**

Go to: ***All pages*** > ***AG Document Manager*** > ***New Document*** > ***Select Upload Method*** > Browse to find your file > ***Done*** > Select proper category (Chapter 1, 2, etc.) > ***Done***

1. **Get the hyperlink to your file**

In the ***AG Document Manager***, click on the name of the file you just uploaded - this will take you to the download page. Right-click on ***Download Now!*** > ***Copy Shortcut***

1. **Paste your hyperlink to the webpage for that chapter**

Go to: ***All Pages*** > Select your chapter > Click text box to edit > Type the title of the notes > Highlight the title of the notes > Click the link button (looks like a chain link) > Paste the URL into the box titled “Link URL” > Change Target to “Open link in new window”