Faculty: Post Your Syllabus (or Other File)

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There are two ways to post a single file in your course. If you have a batch of related files to post, see these instructions for [creating a folder resource](#). For either method, begin by turning editing on in your course.

Drag and Drop Method

To post a file, locate the file on your computer, then simply drag the file in the lower part of a section and drop it where you see the *Drop files here...* message. Once the file has been uploaded, use the Edit title pencil to update the display name of the file, if desired. Open the Edit link and select Edit settings to see the options described below.

Appearance Settings

Whichever method you use to upload a file, the **Appearance** options area can be used to customize how the file is displayed.

- Update the **Display** option if you want to control how the file reacts when selected by students.
- Select the **Show size, Show type** and/or the **Show upload/modified date** fields to display additional information on the main course page along with the file name.

The other option areas available for files offer the same features that you'll find in most other activities and resources: