

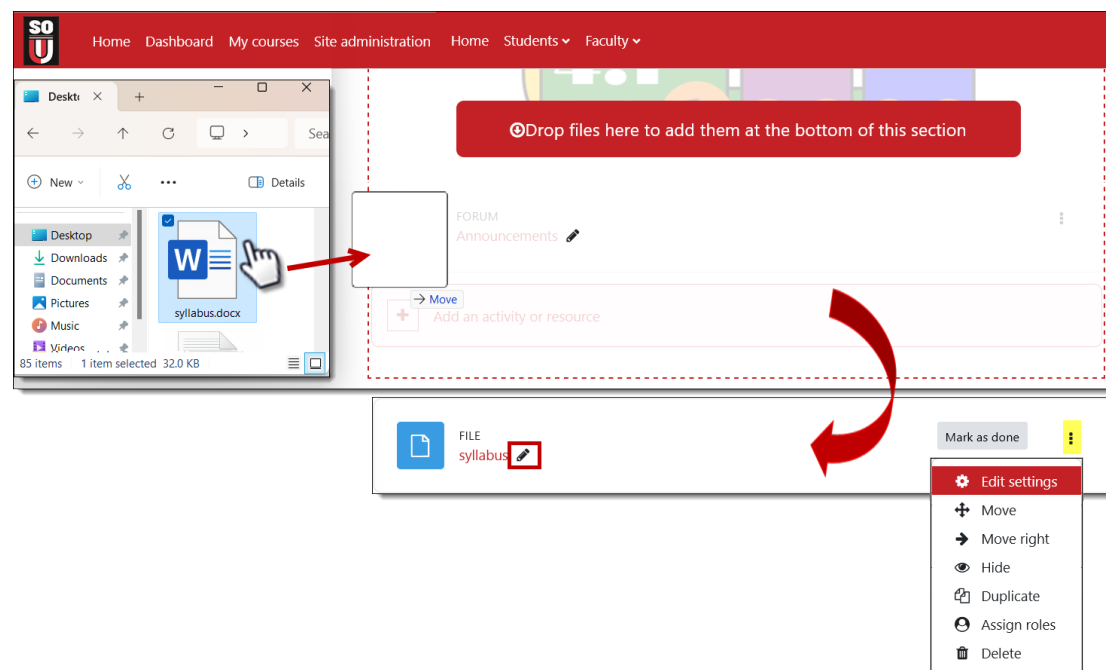
## Faculty: Post Your Syllabus (or Other File)

Hart Wilson - 2025-12-03 - [Comments \(0\)](#) - [Faculty](#)

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.



### Add File Method

**NOTE:** This only works for a single file. **Don't attempt to load multiple files to one file link.**

You can also upload a file using the **Add an activity or resource** method:

1. Click on the **Add an activity or resource...** link in the section where you wish the file to appear.
2. Click on the **File** icon.

3. Enter a **Name** for the file link (not necessarily the actual file name).
4. Add a brief description in the "Description" text box if you intend for it to be displayed on the main course page.
5. In the **file selector box**, drag and drop a file or click on "Add" in the upper left border of the box to upload a file.
6. Once your file appears in the file selector box, **Save and return to course** unless you need to adjust some settings.

**Adding a new File** [Expand all](#)

**General**

Name

Description

Edit View Insert Format Tools Table Help

↩ ↪ B I ...

p 0 words

☐ Display description on course page [?](#)

Select files Maximum size for new files: Unlimited

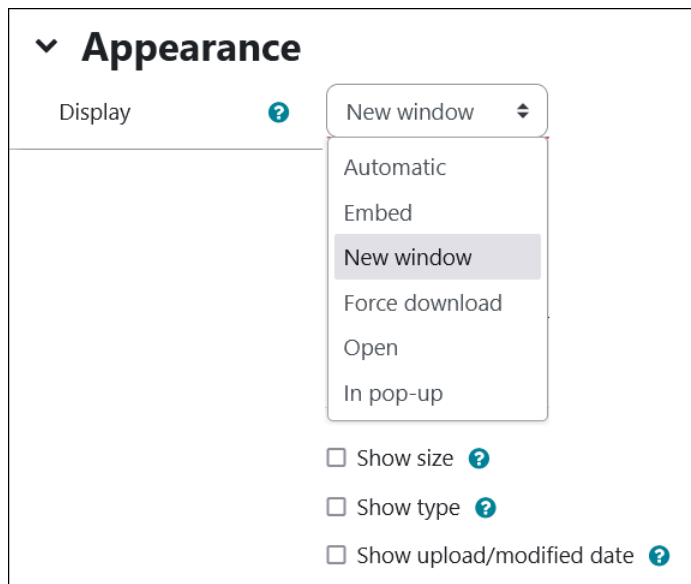
**Files**

You can drag and drop files here to add them.

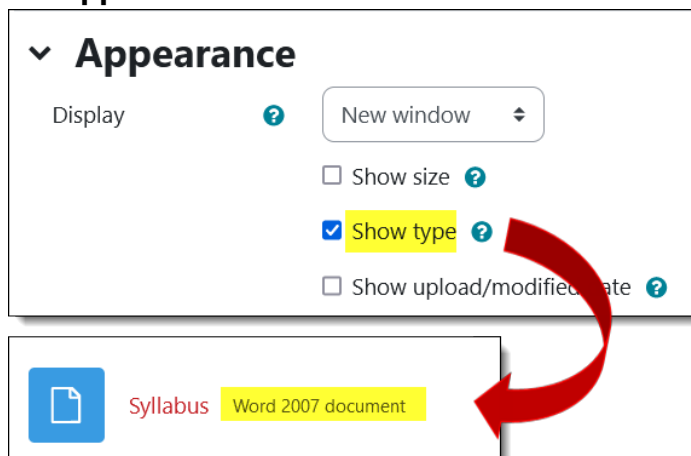
## Appearance Settings

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

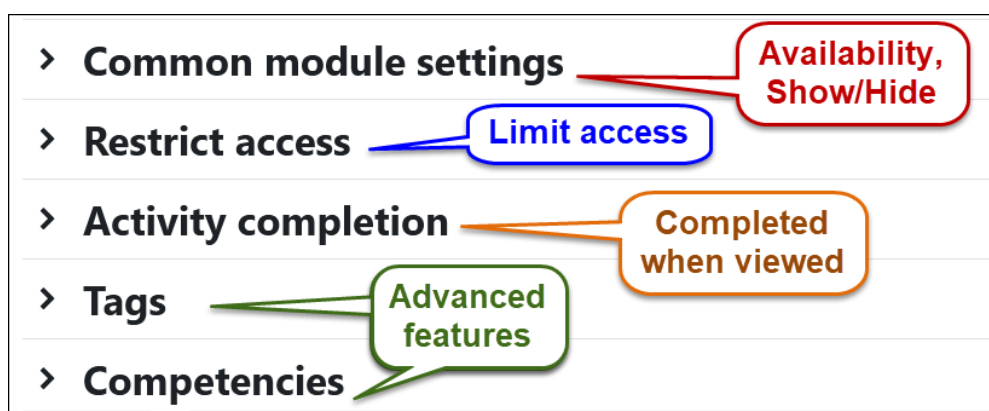
- Update the **Display** option if you want to control how the file reacts when selected by students.
- Select the **Show size**, **Show type** and/or the **Show upload/modified date** fields to display additional information on the main course page along with the file name.



Files are displayed with a small icon that denotes the type of file (ppt, doc, xls, pdf, etc.). Consider adding the file type to the course page by updating the options in the **Appearance** area.



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



Learn more about [restricting access](#) and [tracking completion](#).