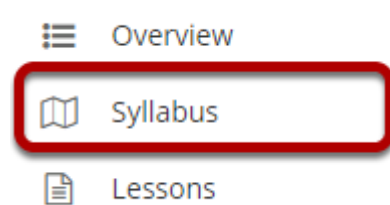


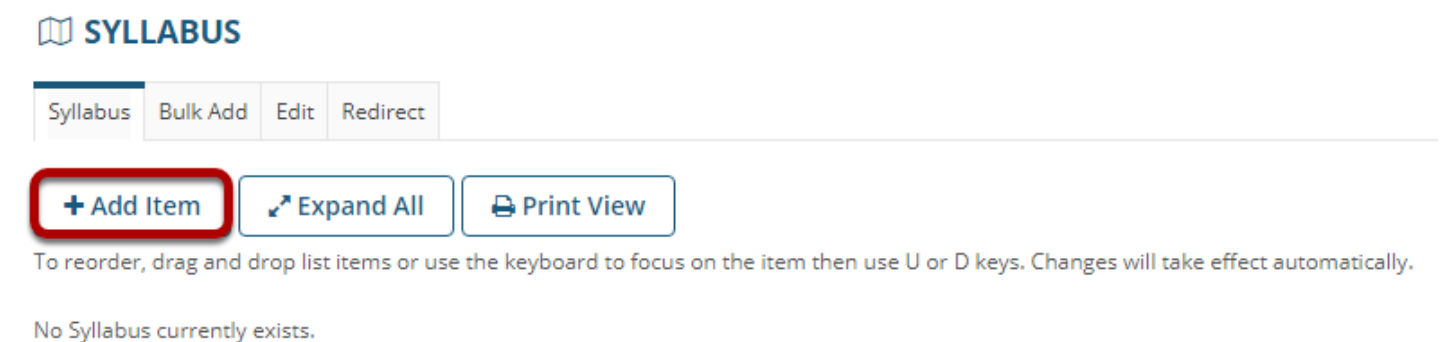
# How do I add my syllabus as a file attachment?

## Go to Syllabus.



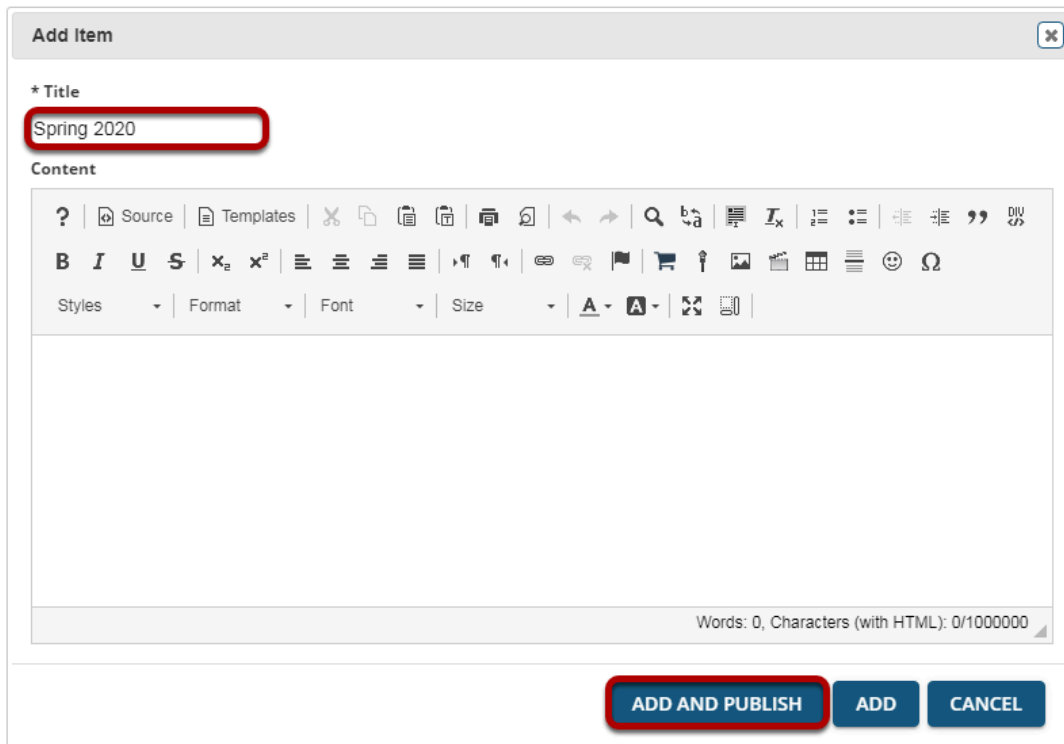
Select the **Syllabus** tool from the Tool Menu in your site.

## Click Add Item.



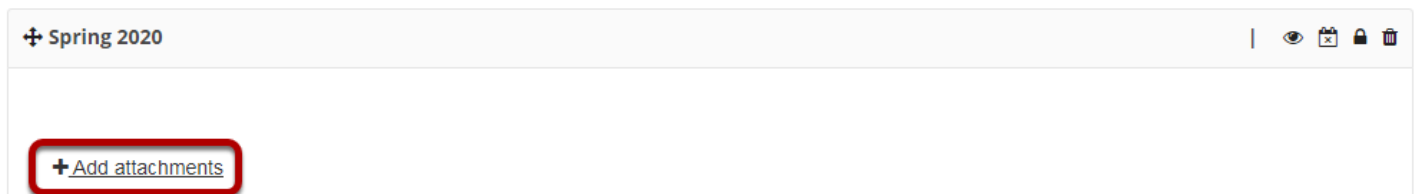
An "Add Item" window opens where you type the name of the item - "Syllabus Spring 2020" for example.

Type the Title of the item and click Add and Publish.



The screenshot shows a web form titled "Add Item". At the top, there is a header bar with the text "Add Item" and a close button. Below this, the form is divided into sections. The first section is labeled "\* Title" and contains a text input field with the text "Spring 2020". This input field is highlighted with a red rectangular box. Below the title section is a large text area labeled "Content". Above the content area is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom of the form, there are three buttons: "ADD AND PUBLISH", "ADD", and "CANCEL". The "ADD AND PUBLISH" button is highlighted with a red rectangular box. A status bar at the bottom of the content area shows "Words: 0, Characters (with HTML): 0/1000000".

## Add Attachments



The screenshot shows a web page for an item titled "Spring 2020". The title is displayed in a header bar with a plus icon on the left and several action icons (eye, calendar, lock, trash) on the right. Below the header, there is a large white area. In the bottom left corner of this area, there is a link that says "+ Add attachments". This link is highlighted with a red rectangular box.

Click the **Add attachments** link to browse for your file.

## Browse for your file.

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when done.

Items to attach	Remove?
Syllabus 2.pdf	Remove

1 Upload local file  
**Choose File** No file chosen

or a URL (link to website)  Add

**Continue** Cancel

Select a resource  
Location: Discussion 1 SMPL101 Resources

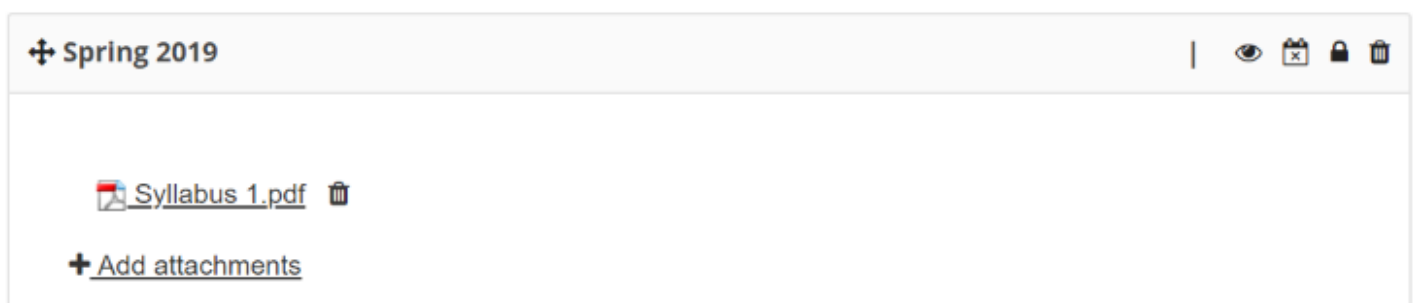
Title	Actions
Discussion 1 SMPL101	
Syllabus 1.pdf	<b>Attach a copy</b>

Show other sites

2 **Continue** Cancel

1. To select the file from your computer, click the **Choose File** button. OR if the file is in your Resources, you may attach it by clicking **Attach a copy**.
2. Click **Continue** to save.

## Your file attachment will display.



For more information on syllabus items, see [How do I edit syllabus items?](#)