

How to upload a Syllabus or other file to the “My Courses” Tab

1. After logging into my.whittier.edu, go to the “My Courses” tab

Law Library My Info My Courses August 21, 2009

My Courses

August 21, 2009

Course Schedule for: [My Consolidated Courses](#)

Courses I'm Teaching:

Section	Department	Instructor(s)
<input type="checkbox"/> Real Property I	LAW-109-C	Law
<input type="checkbox"/> Evidence	LAW-406-01	Law
<input type="checkbox"/> Real Property I	LAW-109E-01	Law

2. Choose the course you want to add a file. Then Click “Files” from the left column:

Course Homepage - Real Property I

Your Location: Course Homepage

Course Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- Manage Announcements

Announcements

[More announcements...](#) [Send announcements](#)

Message Board Topics

There are no message board topics.

[More Topics...](#) [Post a topic](#)

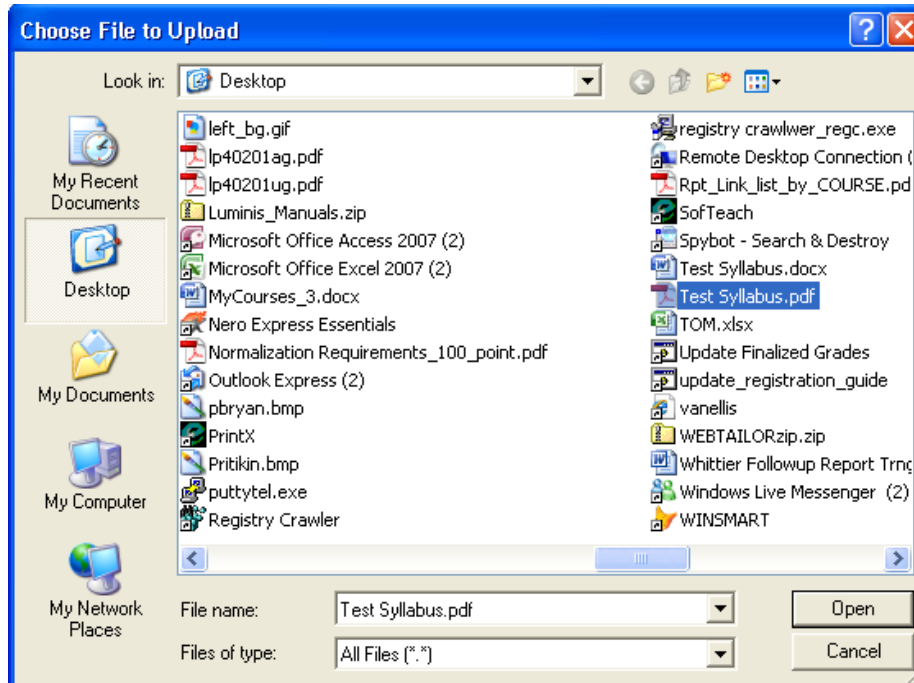
3. To add a file, click on the “Add a new File to...” link

The screenshot shows the 'Course Files - Real Property I' page. The header includes the course name and the date 'August 21, 2009'. Below the header, there is a navigation menu on the left with 'Course Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (Manage Homepage, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar, Manage Announcements). The main content area shows a tree view of folders, with 'Real Property I' selected. Below the tree view, there is a link 'Add a new File to Real Property I' which is circled in red. An arrow points from the text above to this link. Below the link is a 'File and Folder Search' box with checkboxes for 'File Names', 'Folder Names', and 'File Content', and a 'Search' button.

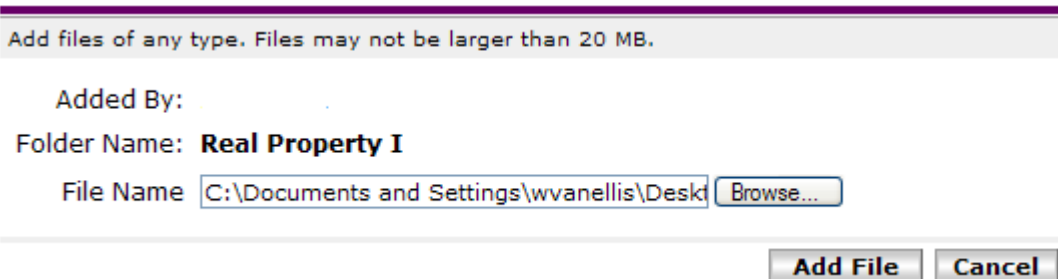
4. Hit the “Browse...” to search your directory for the file to add:

The screenshot shows the file upload form. At the top, it says 'Add files of any type. Files may not be larger than 20 MB.' Below this, there is a section for 'Added By:' and 'Folder Name: Real Property I'. The 'File Name' field is empty, and there is a 'Browse...' button next to it. At the bottom right, there are two buttons: 'Add File' and 'Cancel'.

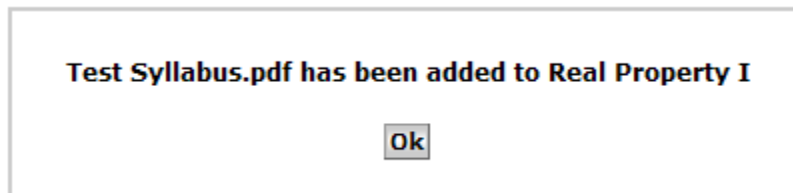
5. Once you find the file to upload, then hit the “Open” button





6. The filename then appears. Click “Add File” to upload the file.



7. You will receive clarification that the file has been updated:



8. You will see the files added in your directory:

Folders	Files in Real Property I
 Real Property I	 Test Syllabus.pdf

▶ **Add a new File to Real Property I**

File and Folder Search

Search for: File Names Folder Names File Content

that contain:

Students now are able to see all files you've uploaded to your Course Files Directory, when they log in and view their "My Courses" tab.