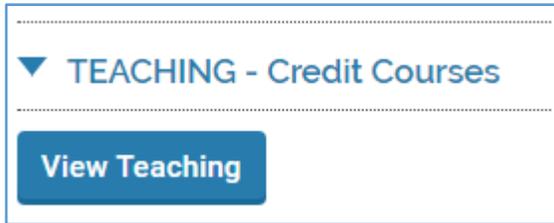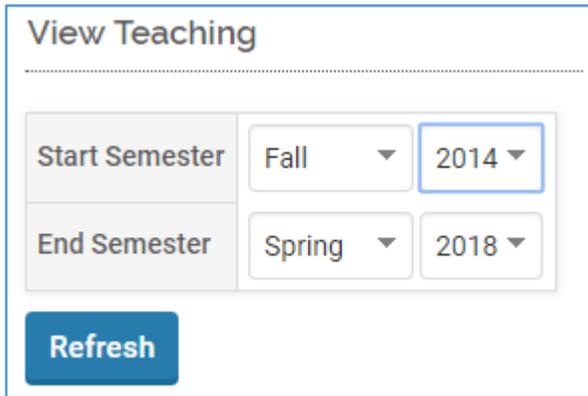# Uploading attachments to TEACHING – Credit Courses records in Faculty 180

Go to **Activities** in your left-hand sidebar.

Click on **View Teaching** under *TEACHING – Credit Courses*

When the menu expands, date counters to set the range of semesters' courses you wish to work with and click **Refresh**:

Find the *Course Attachments* semester table containing the course for which you which to provide attachments and click **Add**:

Course Attachments					
Fall 2017					
Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
POLS 200 Lecture (LEC) 005 (1)	–	–	–	–	Add

In the pop-up, attach your file or provide a URL, if applicable. Be sure to indicate the *type* of file you are uploading e.g., syllabus. Click **Upload**. You may upload multiple documents for each document type.

- Note: If you teach multiple sections of the same course in a given term, it is highly advisable that you attach the file separately for each section of the course.

To **remove** an attachment or URL, click on the hyperlink under in the column type you wish to edit:

Click the ⊗ for the file you wish to delete; click **Delete.**