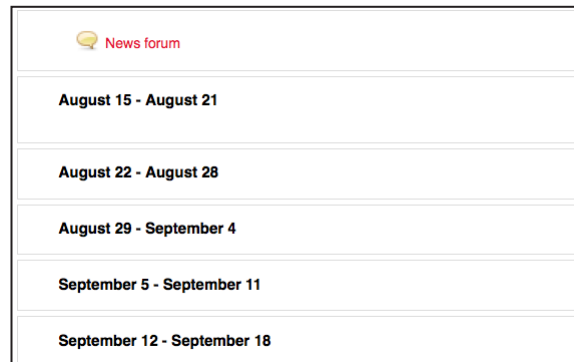


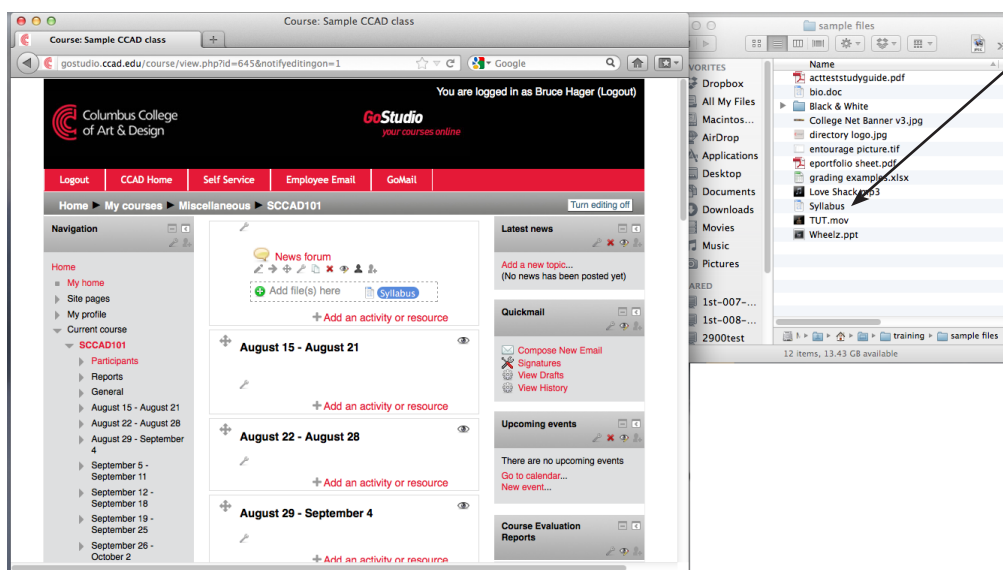
How do I add a Syllabus (or any resource file) to my GoStudio class?

Every semester as you set up your classes in GoStudio you will want to post resource files. These files may be Word documents, Excel worksheets, videos, websites, acrobat files or even PowerPoint presentations. The number of files that you upload is up to you, but you should at least have a course outline or syllabus available to the students. Each resource file may be up to 64MB in size. The steps below explain how to add a syllabus to your GoStudio course, but can be used to add any of your resource files.

1. Login to GoStudio and open one of your classes. If you have not added (or imported) any resources your class page will look something like this:



2. Click the Turn Editing On button in the upper right corner (if it is not on already). The fastest way to add a resource file is the Drag and Drop method. In the screenshot below I have resized and placed my GoStudio window and an open sample file folder side by side on the desktop. I have started to drag a Word document titled Syllabus (from the Sample Files folder) into my class in GoStudio.



As I drag the file into GoStudio a dashed line rectangle (with a green plus sign and Add File(s) Here label) will appear in whatever week I drag the file to. When you release the mouse button the file is uploaded and will appear in the course (with the file name as a label). You can change the label appearing with the file by clicking on the Edit Title icon. You can make additional changes to the resource by clicking the Update icon.

