

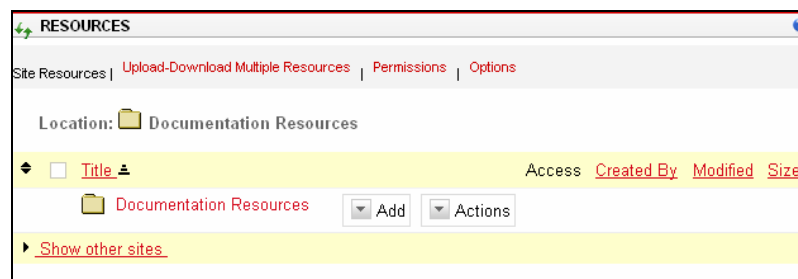
Resources

The Resources tool allows you to make many kinds of materials available online. Resources can include word processing documents, spreadsheets, slide presentations, links to web sites, and simple text documents.

In Resources, you can post up to 10 items at a time, post items outside of folders, create folders inside other folders, and create HTML documents. You can show or hide an item at any time, and set a start and/or end time for its availability.

Using the Permissions feature, site owners can control which types of users can read, post, revise, and/or delete files in specific folders. Site owners and instructors can make a resource available to anyone by choosing to post it with the "public view" setting ticked.

When you first open your 'Resources' tool it will look like this:

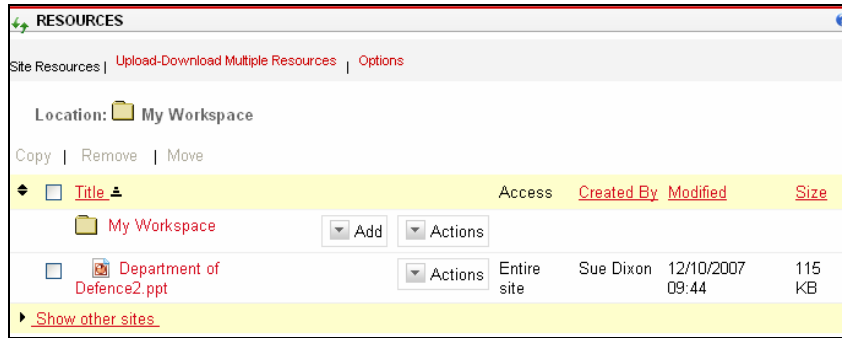


Adding information to Resources

1. From the window shown above select '**Add**'
2. You have five choices. These are:
 - a. Upload Files
 - b. Create Folders
 - c. Add Web Links (URLs)
 - d. Create HTML Page
 - e. Create Text Document
3. When you have chosen the type of information you would like to upload to 'Resources' the appropriate window will display and you will be able to fill in the information required.

NB. You can create 'folders' within your 'Resources' to keep like documents and information together

When you have added information to your 'Resources' it will display in the window as below



To view an item from 'Resources' simply click on the red heading and it will open.

Alternatively, select the folder in the 'Resources' window to view which items are held within the folder. You can then select the heading and open the document.