

How to Use Resources

Updated 02/05/15

This guide will demonstrate how to (1) create resource folders, (2) add content to a folder, (3) move folders, and (4) move content from one folder to another.

Content Outline

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Creating a Resource Folder

1. Click Resources in the list of tools.



Figure 1. Resources link

2. Click the drop-down arrow next to Add.



Figure 2. Add drop-down arrow

3. Click the Create Folders link from the list of options.

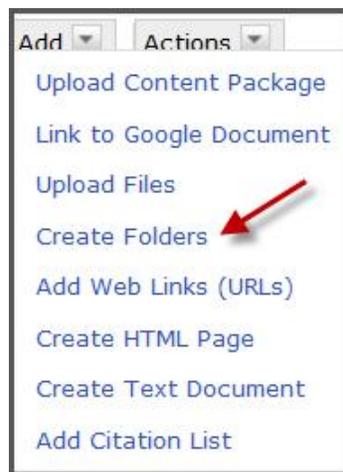


Figure 3. Create Folders link

4. Type a name for your folder in the box.

A yellow rectangular box with a black border. On the left side, the text "Folder Name" is displayed. To the right of the text is an empty white rectangular input field.

Figure 4. Folder Name box

5. Click Add details for this item if you would like to provide a description of your folder and adjust availability and access options.

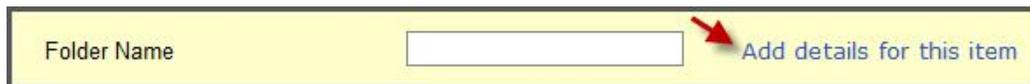
A yellow rectangular box with a black border. On the left side, the text "Folder Name" is displayed. To the right of the text is an empty white rectangular input field. To the right of the input field is a blue text link that says "Add details for this item". A red arrow points to the link.

Figure 5. Add details for this item link

6. Click Create Folders Now button to create your resource folder.

A rectangular box with a black border containing two buttons. The button on the left is blue with the text "Create Folders Now" in white. The button on the right is grey with the text "Cancel" in black.

Figure 6. Create Folders Now button

Adding content to a folder

1. Click the Add drop-down arrow, located to the right of the folder to which you wish to add content.

A small rectangular button with a grey background and a white border. The button contains the text "Add" followed by a small downward-pointing arrow. A red arrow points to the downward-pointing arrow.

Figure 7. Add drop-down list arrow

2. Click the Upload Files link.

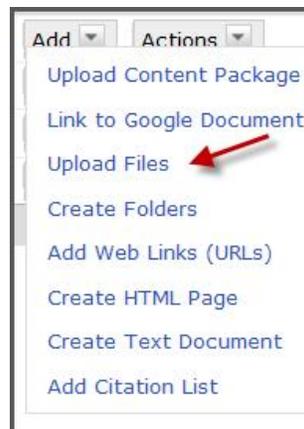
A vertical list of menu items. At the top, there are two dropdown menus: "Add" and "Actions". Below them are several menu items: "Upload Content Package", "Link to Google Document", "Upload Files", "Create Folders", "Add Web Links (URLs)", "Create HTML Page", "Create Text Document", and "Add Citation List". A red arrow points to the "Upload Files" menu item.

Figure 8. Upload files link

3. Use the Browse button to locate your file. You can add more files at the same time.

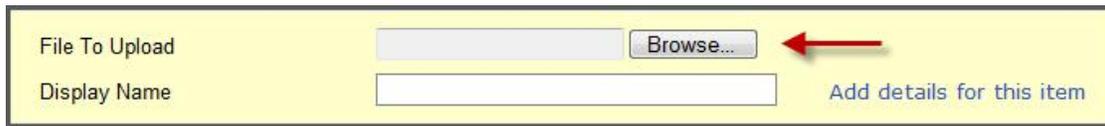


Figure 9. File upload

4. Click Add details for this item if you would like to provide a description of your resources, including copyright status, and adjust availability and access options.

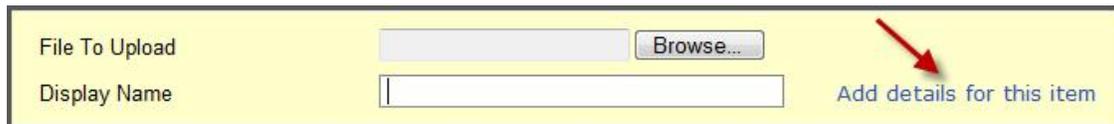


Figure 10. Add details link

5. Select the appropriate Email Notification option to notify students of content.

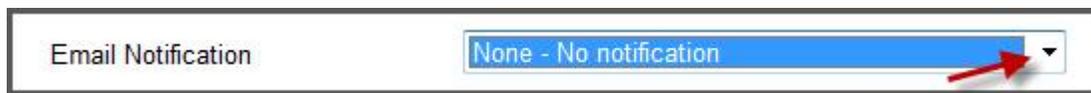


Figure 11. Email notification options

6. Click Upload Files Now.



Figure 12. Upload Files Now button

Moving Folders

1. Click the drop down arrow next to Actions and select Reorder.

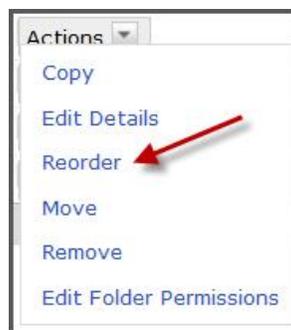


Figure 13. Reorder link

2. Drag and drop folders to desired location. Note: To drag a folder, you must press and hold down the mouse button while moving the folder. Once the folder is in the desired location, release the mouse button.

3. Click Save.

You may also nest one folder within another folder by using the action command, Move.

1. Click the drop-down arrow next to Actions and select Move.

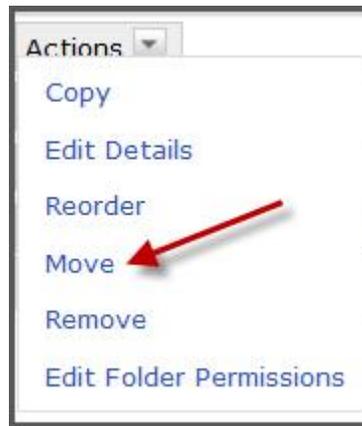


Figure 14. Move link

2. Click the clipboard and paper icon which appears on the same line as the folder in which you would like to place another folder.



Figure 15. Paste icon- clipboard and paper

How to Move Content from one folder to another

1. Open a folder by clicking it to display its contents.



Figure 16. An open folder

2. Click the drop-down arrow located next to Actions and select Move.

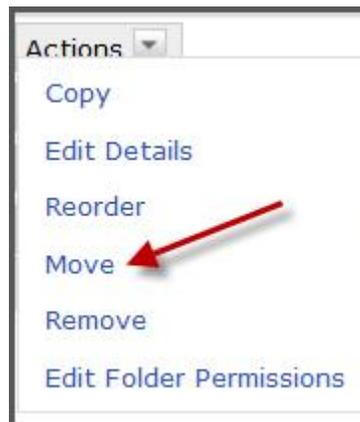


Figure 17. Move link

3. Click the clipboard and paper icon which appears on the same line as the folder in which you would like to place your content.



Figure 18. Paste icon- clipboard and paper

*For further assistance, contact the Innovation in Learning Center at (251) 461-1888 or visit <http://usailc.org>.