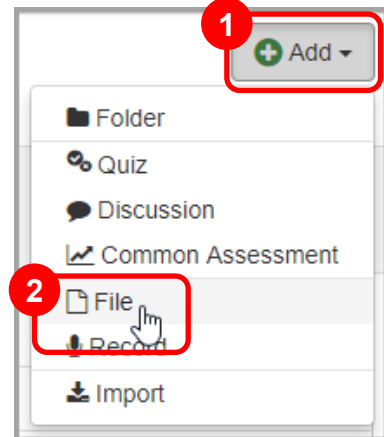# *Publishing Resources to a Course*

1 On a course **Content** screen, decide the folder (if any) you would like to add a resource, then click **Add**.

2 On the menu that displays, click **File**.

3 On the **Add New Resource** window, import a file from Google Drive, Microsoft OneDrive, or your local device (for more information, see the *Connecting to Google Drive* and *Connecting to Microsoft OneDrive* instructional sheets).
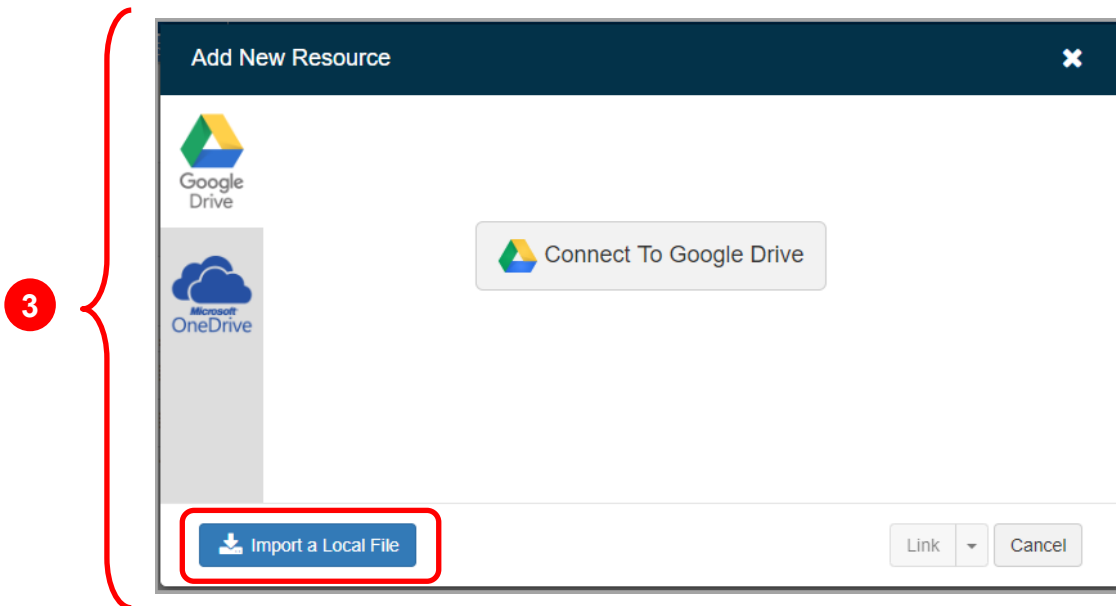
4 Optionally, when the resource name displays on the **Content** screen, click it to adjust settings explained on the next page.

5 If you want to change the name of the resource, in the **Name** field, enter the desired name for the resource.

6 If you want to change the viewing permissions of the resource, in the **Publish Type** drop-down list, select one of the following:

- **Unpublished** – Students cannot view this resource

- **Published** – Students can view this resource

- **Restricted** – Students can view this resource during the timeframe you designate in the **Start Time** and **End Time** fields

7 Click **Update**.

5 **Name:**	resource.docx
6 **Publish Type:**	Restricted ▼
Start Time:	03/06/2019 12:00 AM 🕐
End Time:	03/13/2019 11:59 PM 🕐
Resource :	resource.docx
7	✓ Update

Resources

Aidan Bush
Student ID: 4304021

➕ Expand All   ➖ Collapse All

▶ ALGEBRA I

▶ AMERICAN HISTORY

▼ AMERICAN LITERATURE

  📄 resource.docx   Available Until Mar 13

▶ BIOLOGY

▶ CHOIR II

▶ PHYSICAL EDUCATION 201

▶ SPANISH 2

▶ TOWARD INDEPENDENCE

Students can access the resource on the ParentAccess RESOURCES screen.