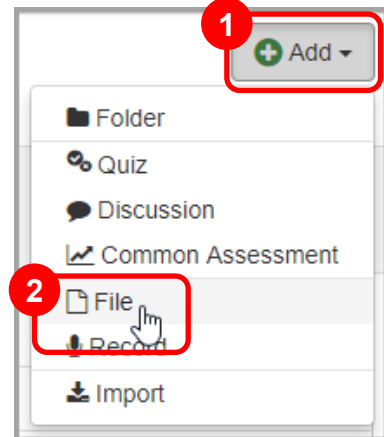


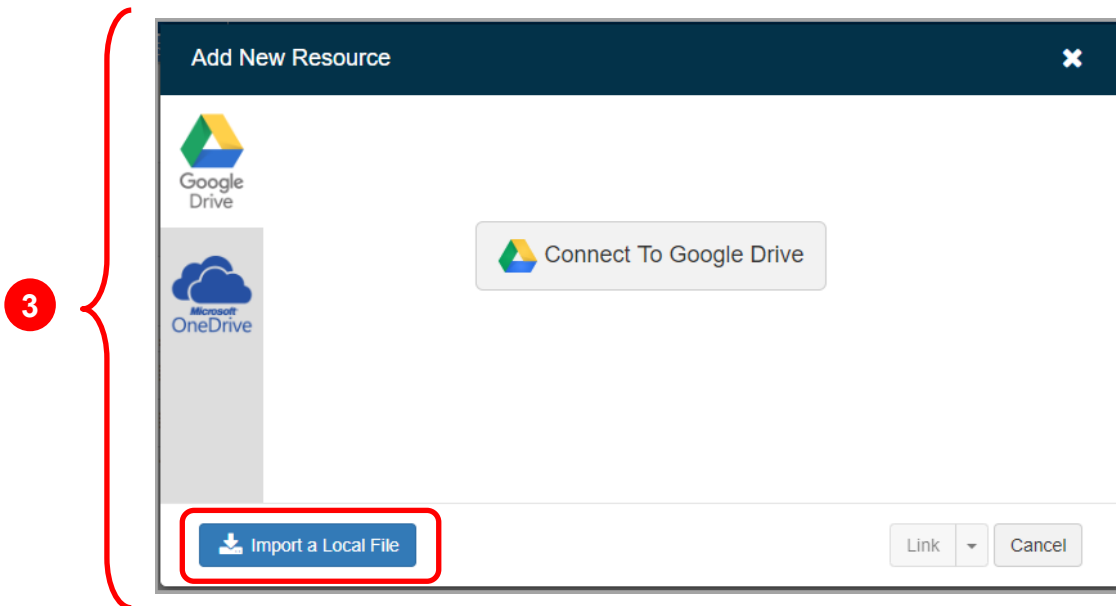


Publishing Resources to a Course

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 - **Unpublished** – Students cannot view this resource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

The screenshot shows a form for updating a resource. It includes the following fields and controls:

- 5** **Name:** A text input field containing "resource.docx".
- 6** **Publish Type:** A dropdown menu currently set to "Restricted".
- Start Time:** A date and time picker set to "03/06/2019 12:00 AM".
- End Time:** A date and time picker set to "03/13/2019 11:59 PM".
- Resource :** A label followed by a blue link "resource.docx".
- 7** **Update:** A button with a green checkmark icon and the text "Update".

The screenshot shows the "Resources" section of the ParentAccess interface. At the top right, it displays the user's name "Aidan Bush" and "Student ID: 4304021". Below this are two buttons: "+ Expand All" and "- Collapse All". A list of subject categories is shown with expand/collapse arrows:

- ▶ 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.