Add a Class Resource to the Parent Portal

Follow these steps to add a resource to a Class record.

1. Locate and open the Class record.
2. Use the **+ NEW** button on the *Resources* tab to open the *Add a resource* pop-up window.
3. Add a name for the resource. This name will appear in the resource card on the *Resources* tab.
   - *Class* record resources published to the Parent Portal will appear as a *View Resources* link in the *Class* card.
   - *Class* record resources published to the Staff Portal will appear under *Manage Classes > Actions > Resources.*
4. Select the **Audience**. If you want parents and staff to see the resource you are adding, click both to enable.

Is this a resource for parents?

Class resources for parents are displayed in the Parent Portal.

Is this a resource for staff?

Class resources for staff are displayed in the Staff Portal.

5. Enable **Is this a restricted resource?** if the resource should be restricted to specific users. Restrict access to the resource if it involves confidential or sensitive information. When restricted, only Jackrabbit Users with the *View Restricted Files* User permission will be able to see the resource. *Note:* If the file is restricted, the resource will not be viewable in the Parent Portal.

6. Select the **Resource location**:

   - **I'll upload it** - When you opt to upload the resource, you'll use the **Select files...** button to locate the file on your computer. Accepted file types include the following:

.doc	.pdf	.jpg	.txt	.xls	.jpeg	.odt	.rtf	.html	.epub	.png
.mp3	.mp4	.csv	.eml	.docx	.xlsx	.tex	.wks	.wps	.wpd	

   - **I'll link to it** - When you opt to link to the resource, enter the URL in the **Resource Link** field, e.g., a link to a YouTube video or a file you have stored in DropBox, etc.

7. Click **ADD**. The resource is added to the Class record.