

Add a Class Resource to the Parent Portal

Last Modified on 11/17/2022 7:32 am EST

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.

My Schedule

SHOW: ALL

**BARBIE** [VIEW BARBIE](#)

CLASSES (2)

TODAY

Ballet L1 - Mon 5pm

5:00pm - 5:45pm

M T W T F S S

Jackrabbit Education

Studio B with Ms. Dianne

CLASS STARTS	CLASS ENDS
12/01/2022	02/28/2022
STUDENT STARTS	STUDENT DROPS
12/06/2022	02/07/2022

[VIEW RESOURCES](#)

Resources for:

Ballet L1 - Mon 5pm

Recital Costume Picture

01/24/2022

[VIEW](#)

Virtual Class Info

01/24/2022

[VIEW](#)

CLOSE

Is this a resource for staff?

Class resources for staff are displayed in the Staff Portal.

Fri, Nov 11 2022
15 Classes

☒ Partial Attendance
 ☒ Complete Attendance

Show Empty Classes ☐

Times	Class	Actions
5:00pm 5:45pm	> Ballet L1 - Mon 5pm with Dianne H. Studio B 7 enrolled / 0 makeups	<div style="display: flex; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Attendance →</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Email →</div> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Resources →</div> </div>

Resources

Class: Ballet L1 - Mon 5pm

Added January 24, 2022 10:37 AM // by cb

Recital Costume Picture

ballet costume.PNG

Modified January 24, 2022 10:57 AM by cb

[EDIT](#)
[VIEW](#)
[DELETE](#)

ADD NEW

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**:

- o **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	

- o **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.