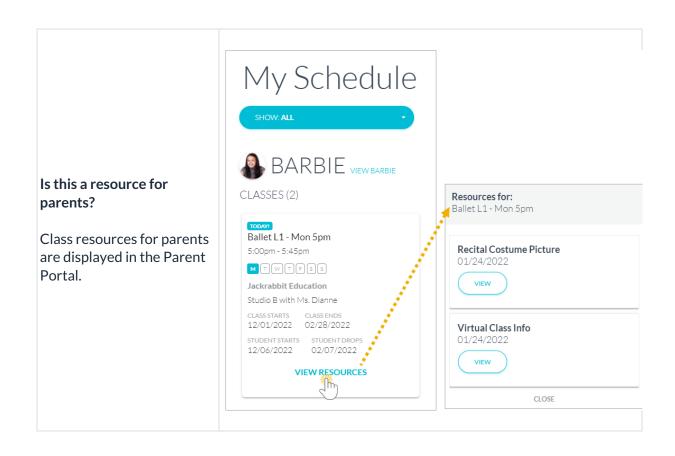
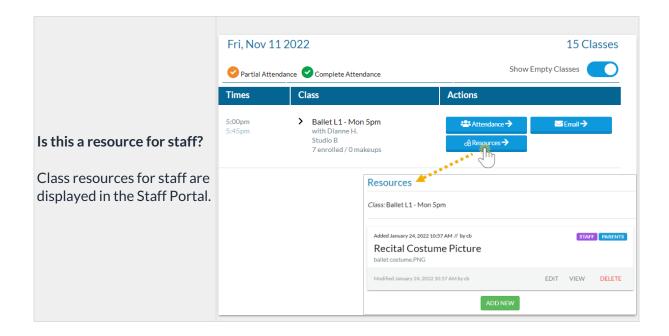
## Add a Class Resource to the Parent Portal

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 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 aView Resources link in the Class card.
  - Class record resources published to the Staff Portal will appear underManage Classes > Actions > Resources.
- 4. Select the **Audience**. If you want parents and staff to see the resource you are adding, click both to enable.





- 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.