

Resources in Jackrabbit - Family, Student, Class, and Staff

Last Modified on 09/04/2024 10:36 am EDT

Jackrabbit's **Resources** feature lets you upload files and add links to the Family, Student, Class, and Staff records where they are stored on the Resources tab.

Add a resource to a Class record to share with both parents through the Parent Portal and staff via the Staff Portal, or add it to a Student record to share with parents in the Parent Portal.

Limit access to sensitive documents to only Users with the required permissions.

Retain resources when a family is placed in the Lead file and later restore them.

Permissions determine what data your Users can access and what actions they can perform. Before proceeding, review [User Permissions for Jackrabbit Resources](#).

The Resources Tab

Each record features a Resources tab where you can upload files and add links (URLs). For example, add a Google Doc link with instructions in the Class record or upload a permission form document to the Family record.

- The Resources tab in each of the Family, Student, Class, and Staff records displays the number of resources on file.
- Each record type can store up to 15MB of data, with usage shown as a progress bar and available space counted down.
- Sort the resources by date created, modified, or alphabetized by resource title or filename.
- Each resource card displays a date created timestamp, the User who added the resource, resource name, file name or URL, time/date, and the name of the User who last modified the resource.
- A badge indicates a restricted resource. **Note:** The card for a restricted resource will not display to Users who don't have the *View Restricted Files* User permission.

- In the Class record, a resource that has been shared to the Parent or Staff Portal will display a badge to indicate it has been published.
- In a Student record, a resource that has been shared to the Parent Portal will display a badge to indicate it has been published.
- **Manage** each resource via the links in the Resource card to Edit, View, or Delete.

**Expand/Collapse
All**

Add a Resource in a Family or Staff Record

Follow these steps to add a resource to a Family or Staff record.

1. Locate and open the Family or Staff record.
2. Click the **+ New** button on the Resources tab to open the Add a resource window.
3. Add a **Name** to the resource. This will appear in the Resource card on the Resources tab.
4. Select the **Audience**:
 - *Is this a restricted resource?* This is off by default. Toggle it on to restrict access to specific Users. Only Users with *View Restricted Files* permission can see restricted resources.
5. Select the **Resource location**:
 - *I'll upload it* - Click **Select files** to locate the file on your computer. Accepted file types include:

.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* - Enter the URL in the *Resource Link* field, such as a YouTube video link or a Dropbox file.
6. Click **Add**, and the resource will be added to the record.

Add a Resource in a Student Record

Follow these steps to add a student resource to an individual Student record. The added resource is located in the Resources tab in the student's details section.

1. Locate and open the student's record using the **Students** (menu) > **All Students**.
2. Click the **Resources** (tab).
3. Click the button to open the **Add a resource** pop-up window.
4. Add a name for the student resource. This name will appear in the resource card on the *Resources* tab.
5. Select the **Audience**.
 - **Is this a resource for parents?** - If you want parents to see the student resource you are adding, click the *Publish to Parent Portal?* to toggle on.

<p>Student resources are displayed in the Parent Portal under the <i>Resources</i> tab in the student's details card.</p> <p>Click the <i>View Resource</i> link to open the resource.</p>	
--	--

- **Is this a restricted resource?**- Leave this disabled. If the file is restricted, this will disable the option to view it 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 student's record and will be viewable in the Parent Portal.

Add a Resource in a Class Record

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 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.

<p>Is this a resource for parents?</p> <p>Class resources for parents are displayed in the Parent Portal.</p>	
<p>Is this a resource for staff?</p> <p>Class resources for staff are displayed in the Staff Portal.</p>	

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.

Add a Resource to a Single Class in the All Classes Grid

Follow these steps to add a resource to a Class record in the All Classes grid.

1. Go to the **Classes** menu > **All Classes**.
2. Locate the Class column search field and enter the class name.
3. Select one of these options to add a resource to the class.

<p>Use the Class Column</p>	<ol style="list-style-type: none"> 1. Click the class name located in the Class column. 2. Add the resource directly to the Class record as detailed in the Add a Resource in a Class Record section above.
------------------------------------	---

Use the Class Row Menu

1. Click the **Row** menu in the class row.
2. Select **Add Resource**.
3. Complete the information in the Add a resource window.
 - Enter a **Name**. This will appear in the Resource card.
 - Select the **Audience**:
 - Is this resource for parents, staff, or both?
 - Is the resource restricted? This is off by default. Toggle it on to restrict access to specific Users. Only Users with *View Restricted Files* permission can see restricted resources.
4. Select the **Resource location**:
 - *I'll upload it* - Click **Select files** to locate the file on your computer. Accepted file types include:

.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* - Enter the URL in the *Resource Link* field, such as a YouTube video link or a Dropbox file.
5. Click **Add**, and the resource will be added to the record.

Add a Resource to Multiple Classes in the All Classes Grid

Follow these steps to add a resource to multiple classes in the All Classes grid.

1. Go to the **Classes** menu > **All Classes**. (Use the Filter icon to filter the classes if needed.)
2. Select the classes to which you want to add resource:
 - Leave the checkbox in the first column of the grid clear. This will automatically select all classes in the grid.
 - To select classes, select the boxes in the first column of the grid for each class you want to work with.
3. Click the **More** icon > **Add Resource**.
4. Complete the information in the Add a resource window.
 - Enter a **Name**. This will appear in the Resource card.
 - Select the **Audience**:
 - Is this resource for parents, staff, or both?
 - Is the resource restricted? This is off by default. Toggle it on to restrict access to specific Users. Only Users with *View Restricted Files* permission can see restricted

resources.

- Select the **Resource location**:
 - *I'll upload it* - Click **Select files** to locate the file on your computer. Accepted file types include:

.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* - Enter the URL in the *Resource Link* field, such as a YouTube video link or a Dropbox file.
- Click **Add**, and the resource will be added to the selected classes.

Add a Class Resource in the Staff Portal

When granted access, a staff person can add a class resource in the Staff Portal. To grant access, go to the **Staff** record. On the Portal Setting tab, set **Allow staff person to manage resources** to Yes.

Add the resource with a link or upload a file for a class in the Staff Portal. The added resource is also in the **Class** record > **Resources** (tab).

Note: Resources added in the Staff Portal can't be restricted.

[Click here to see this in action \(GIF\).](#)

Manage Resources (Edit, View, Delete)

Edit a Resource

From the Resource card, click **Edit**. You can update the resource name, adjust audience settings, replace a current file (if the resource was an uploaded file), or change the resource location to a link and vice versa. The Resource card will update the date modified timestamp and User information to reflect any changes made.

Note: A Resource record can only contain an uploaded file or a link, not both types.

View a Resource

Select **View** in a Resource card to access the resource. Depending on the resource type, it will download to your computer or open in a new tab. If the resource is on the Class record and published to the Parent Portal or Staff Portal, it can be viewed via download or in a new browser tab.

Delete a Resource

To remove a resource from the record, select **Delete** in the Resource card. You will be asked to confirm that you want to delete the resource.

Use the [All Families](#) or [All Students](#) pages with the Resources filter (in the Family or Student Details section) to locate families or students that either have or do not have resources on file.

Review [Jackrabbit's Terms of Use](#). Uploading a file confirms you have agreed and that you have consent to possess the resource you are uploading.
