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

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Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for Jackrabbit Resources**.

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

- ⭐ No more files full of paper...scan documents, then upload and store them in the record they relate to.
- ⭐ Resources added to a *Class* record can be shared with both parents (**Parent Portal**) and staff (**Staff Portal**).
- ⭐ Resources added to a *Student* record can be shared with parents in the Parent Portal.
- ⭐ Limit access to sensitive documents to only those Users with the required permissions.
- ⭐ Resources are retained when a family is placed in the Lead file and can be restored at a later date.
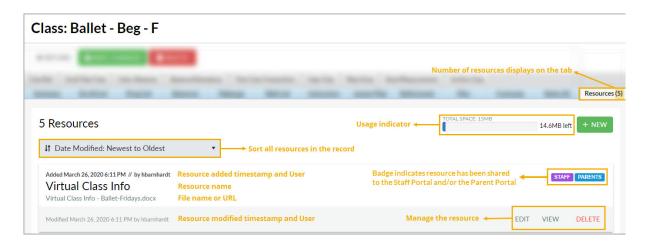
Review **Jackrabbit's Terms of Use**. Uploading a file confirms you have agreed and that you have consent to possess the resource you are uploading.

The Resources Tab

Each *Family*, *Student*, *Class*, and *Staff* record has a **Resources** tab where you can upload files and add links (URLs). For example, in the *Class* record, add a link to a Google Doc with instructions and video links for a virtual class that you have created.

- The Resources tab in each record shows the number of resources that have been added, e.g., Resources (5).
- Each of the records (Family, Student, Class, and Staff) can store up to 15MB of data. Usage is displayed in a progress bar and available space is counted down.
- Sort the resources by date created or modified, or alphabetically 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, and the time/date and name of the User that last modified the resource.
- A badge will display to indicate a restricted resource. **RESTRICTED** *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 Portal and/or Staff Portal will display a badge(s) to indicate it has been published. **STAFF** **PARENTS**

- In a *Student* record, a resource that has been shared to the Parent Portal will display a badge to indicate it has been published. **PARENTS**
- Each resource is **managed** (edited, viewed, or deleted) using the linksin each individual resource card.

Expand/Collapse All

✔ Add a Resource in a Family or Staff Record

✔ Add a Resource in a Student Record

✔ Add a Resource in a Class Record

✔ Add a Resource to a Single Class in the Classes (menu) > All Classes

✔ Add a Resource to Multiple Classes in the Classes (menu) > All Classes

✔ Add a Class Resource in the Staff Portal

✔ Manage Resources (Edit, View, Delete)