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

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 timestamp for the date created, the User who added the resource, the 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.
- A resource shared to the Parent or Staff Portal will display a badge in the Class record to indicate

that it has been published.

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

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. 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 visible in the Parent Portal.
5. Select the Resource location:
   - *I'll upload it* - Select the files to upload. 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	.mov4

   - *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 resource to an individual Student record.

1. Go to the **Students** menu > **All Students**.
2. Locate and open the student's record.
3. Select the **Resources** tab and click the **+ New** button to open the Add a resource window.
4. Add a **Name** for the resource. This name will appear on the Resource card.
5. Select the Audience:
   - *Is this a resource for parents?* Toggle this on to enable parents to view the resource.
   - *Is this a restricted resource?* This is off by default. Toggle it on to restrict access to specific Users. 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 visible

in the Parent Portal.

Student resources are displayed on the Resources tab of the student information in the Parent Portal.	

6. 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	.mov4

- *I'll link to it* - Enter the URL in the *Resource Link* field, such as a YouTube video link or a Dropbox file.

7. Click **Add**, and the resource will be added to the Student record.

Add a Resource in a Class Record

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

1. Go to the **Classes** menu > **All Classes**.
2. Locate and open the Class record.
3. Select the **Resources** tab and click the **+ New** button to open the Add a resource window.
4. Add a **Name** to the resource. This will appear on the Resource card.
   - A Class resource published to the Parent Portal will display as a View Resources link on the Class card.
   - A Class resource published to the Staff Portal will appear on the Manage Classes tab > Actions > Resources (button).
5. Select the Audience:
   - *Is this a resource for parents?* This is off by default. Toggle it on to display in the Parent Portal.
   - *Is this a resource for staff?* This is off by default. Toggle it on to display in the Staff Portal.
   - *Is this a restricted resource?* This is off by default. Toggle it on to restrict access to specific Users.
     When restricted, only Jackrabbit Users with the *View Restricted Files* User permission can see the resource. Note: If the file is restricted, the resource will not be visible in the Parent Portal.

A View Resources link on the class details card provides access to Class resources in the Parent Portal.	

A Resources button on the Manage Classes tab provides access to Class resources in the Staff Portal.	

6. 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	.mov4

- *I'll link to it* - Enter the URL in the *Resource Link* field, such as a YouTube video link or a Dropbox file.

7. Click **Add**, and the resource will be 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.

Use the Class Column	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 a resource for parents?* This is off by default. Toggle it on to display in the Parent Portal.
	        ○ *Is this a resource for staff?* This is off by default. Toggle it on to display in the Staff Portal.
	        ○ *Is this a restricted resource?* This is off by default. Toggle it on to restrict access to specific Users. 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 visible in the Parent Portal.
	4. Select the Resource location:
	    • *I'll upload it* - Select the files to upload. Accepted file types include:
	
	File types table:
	
	| .doc
		.pdf	.jpg	.txt	.xls	.jpeg	.odt	.rtf	.html	.epub	.png

.mp3	.mp4	.csv	.eml	.docx	.xlsx	.tex	.wks	.wps	.wpd	.mov4	 • *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 a 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 checkbox 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 a resource for parents?* This is off by default. Toggle it on to display in the Parent Portal.
- *Is this a resource for staff?* This is off by default. Toggle it on to display in the Staff Portal.
- *Is this a restricted resource?* This is off by default. Toggle it on to restrict access to specific Users. 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 visible in the Parent Portal.

- Select the Resource location:
  - *I'll upload it* - Select the files to upload. 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	.mov4

  - *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.

You can 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** to edit an existing resource. 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 in 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 to the terms and that you have consent to possess the resource you are uploading.