

Add a Student Resource to the Parent Portal

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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.	
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6. Select the Resource location:

- *I'll upload it* - Select 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.

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