

Add a Student Resource to the Parent Portal

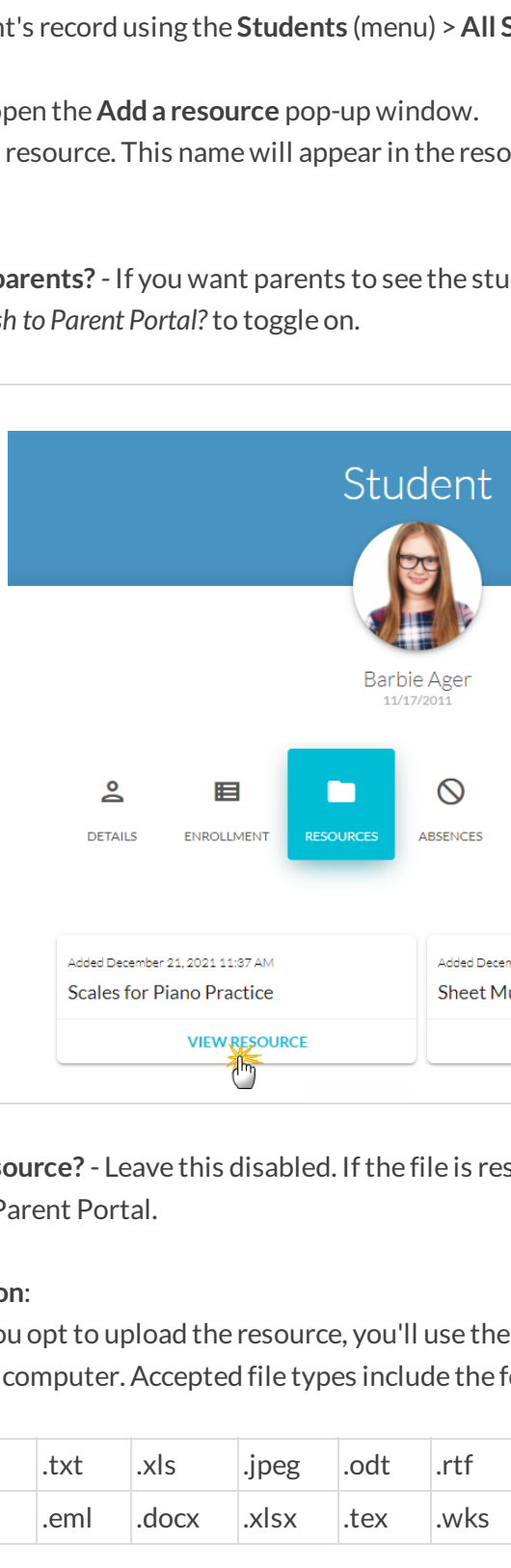
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Follow these steps to add a student resource to an individual Student record. The added resource is located in the Resources tab in the student's details section.

1. Locate and open the student's record using the **Students** (menu) > **All Students**.
2. Click the **Resources** (tab).
3. Click the **+ NEW** 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**.
 - o **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.

Student resources are displayed in the Parent Portal under the *Resources* tab in the student's details card.

Click the *View Resource* link to open the resource.



The screenshot shows a student profile for Barbie Ager. The 'Resources' tab is active, displaying two resource cards. The first card is titled 'Scales for Piano Practice' and the second is 'Sheet Music for Performance'. Both cards have a 'VIEW RESOURCE' link at the bottom, which is highlighted with a hand cursor icon.

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