

# Add a Student Resource to the Parent Portal

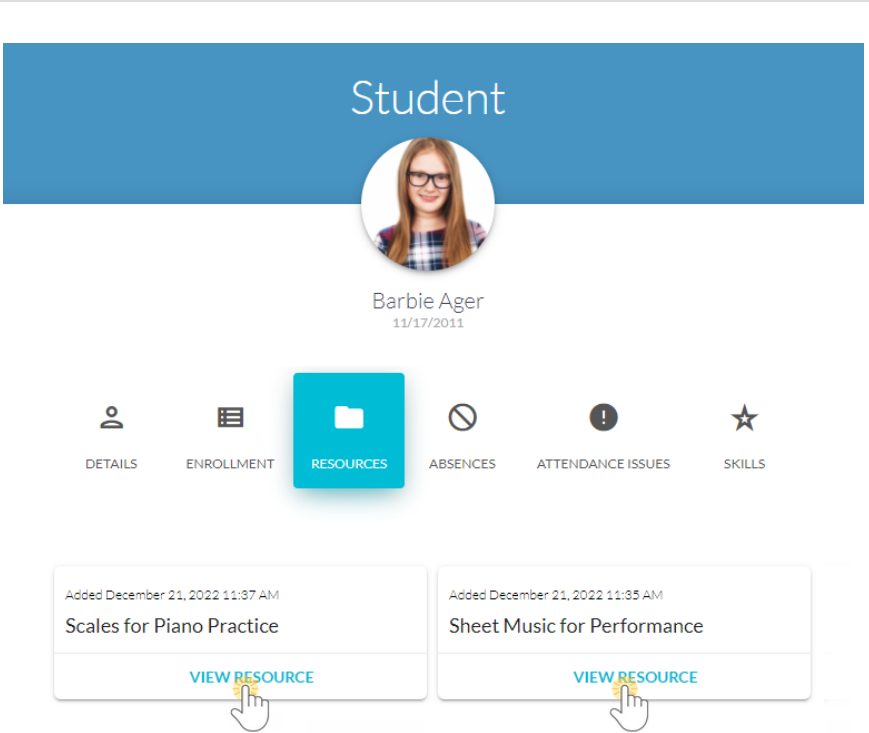
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Follow these steps to add a student resource to an individual Student record. The added resource is located in the Resources tab in the student's details section.

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.



- o **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**:

- 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	

- **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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