Add a Class Resource to the Parent Portal

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* - 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.

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