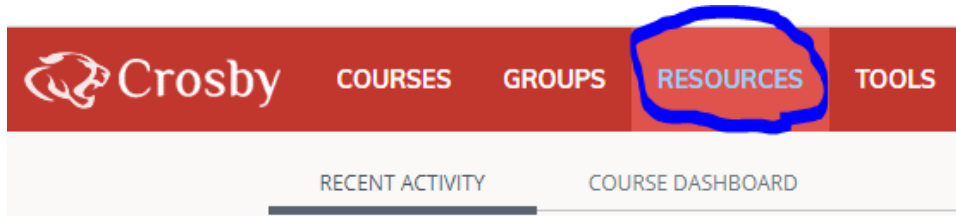
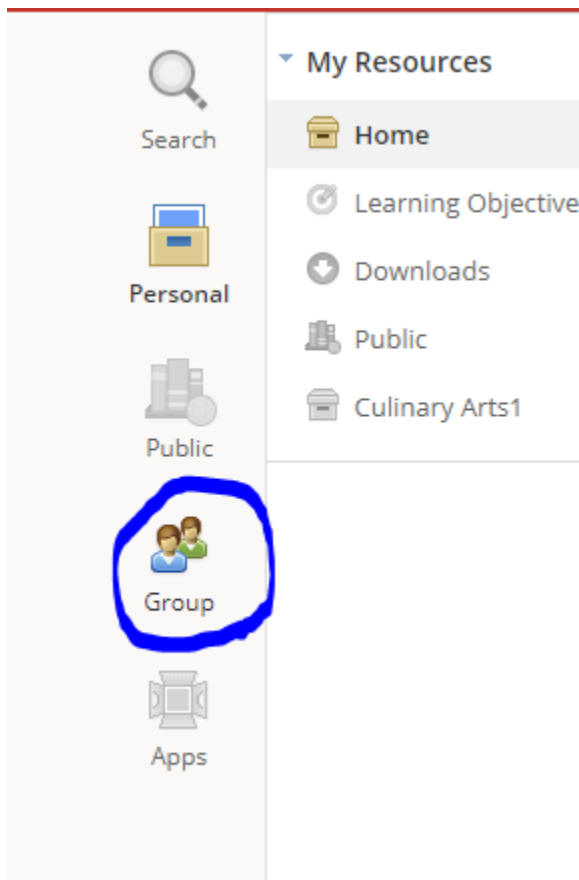


Add a Resource to Your Class

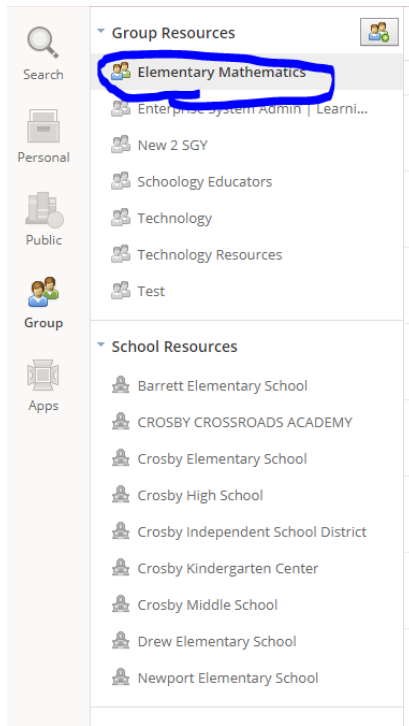
1. Click on Resources in the red bar at the top.



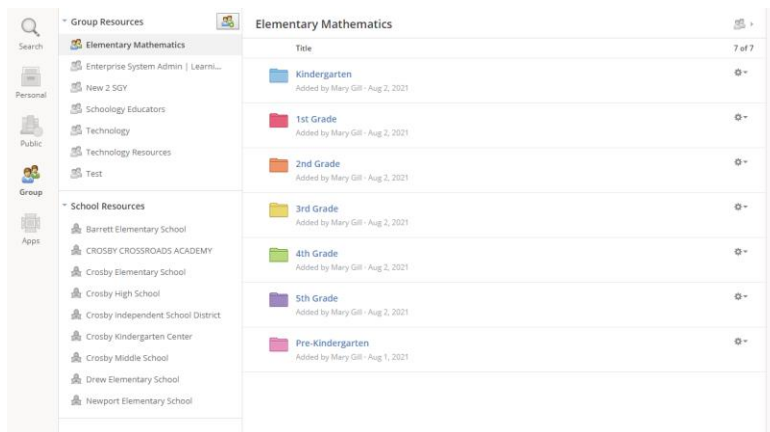
2. If this is a group/shared resource (like from curriculum or one you made on campus), click on Group along the left.



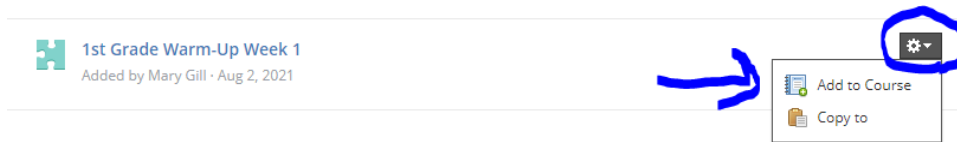
3. Highlight the group that you want to view the resources.



4. The resources appear on the right for the group you selected.



5. Navigate down to the resource you want to copy to your course. Click the gear icon next to the resource you want to add. Then click Add to Course.



6. A new box will pop up with a list of all of your classes. You can choose which classes to add the resource to by clicking the box next to each class.
7. If you are copying over an assignment, you will see this under each course that you choose to add it to. You must fill out the category and grading period under each class. Once you are done, you can press Add.

A screenshot of the "Add to Course" dialog box. It features a list of classes with checkboxes. The class "Ms. Cole's Elementary Experience: Section 1" is selected. Below the selected class, there are several fields: "Folder" (set to "(None)"), "Max pts" (set to "100" with a "Set as midterm/final" checkbox), "Due date" (with a calendar icon), "Category" (a dropdown menu), "Scale/Rubric" (set to "Numeric"), and "Period" (set to "Training"). At the bottom, there are "Add" and "Cancel" buttons.

8. If you are copying over a link or a file, you will just see the option under each class to place that link in a folder if you wish to do so.

