

# Resources

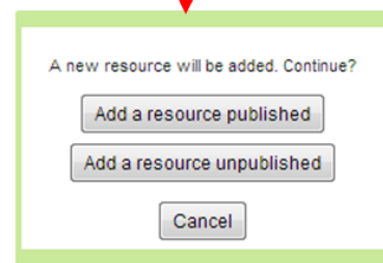
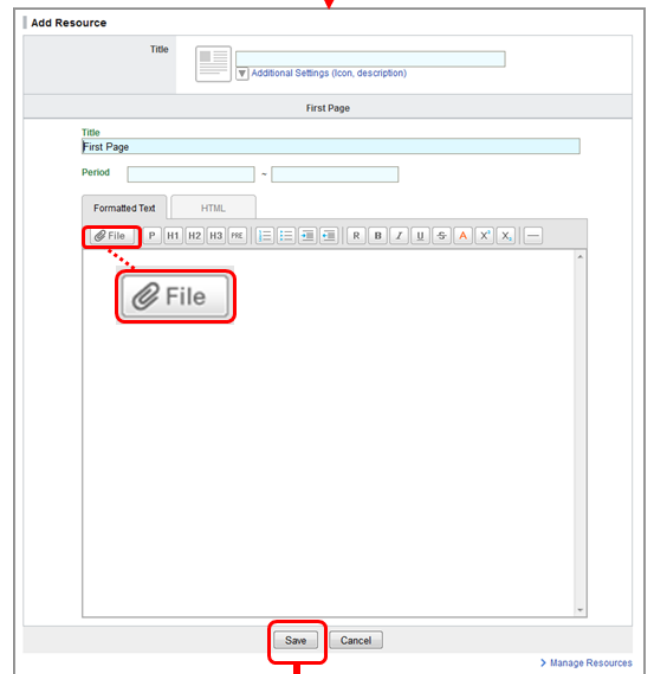
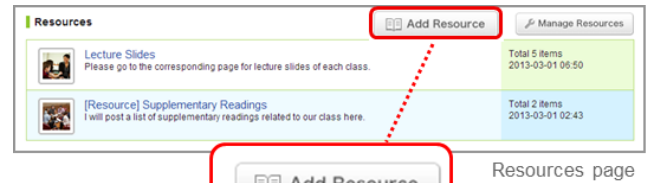
Resources is a space where instructors can easily post resources, including teaching materials. Resources added are published only to the course members.

## Add resource

1. Click **Add Resource** from Resources page, to open Add Resource Page.
2. Enter the title of the resource.
3. Set the resource icon or description, click Additional Settings. You can select the icon and enter the description. Size of an icon is 60x60 pixels. (Different image sizes can be uploaded.)
4. Enter the title of the page.
5. Set the period for this resource to be published.(optional)
6. Enter the text for the page of the resource.


You can attach various files such as video files and images. (For more information about adding a file, please check →"How to add a file" .)

7. A panel will appear after you click on **Save**.
8. Click on **Add a resource published** if you want to make the page available to the students immediately. Or choose **Add a resource unpublished** if you want to keep the page unavailable to students for the time being.




## Edit Resources


### Edit title and description of resources

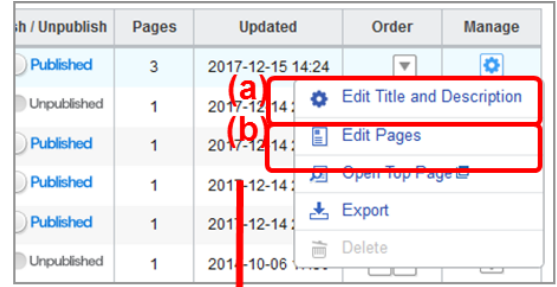
1. Click  in Manage Resources page and select **Edit Title and Description (a)**.
2. Modify the contents title, icon and description then click **Save**.

### Add page

1. Click  in Manage Resources page and select Edit Pages (b).
2. Click **Add Page (c)** and open Add Page screen.
3. Enter the page title and text. You may add multiple pages.
4. For each page, you may set the publication period.
5. Check details of the page and click **Add** to add the page if no revision is needed.

### Edit each page

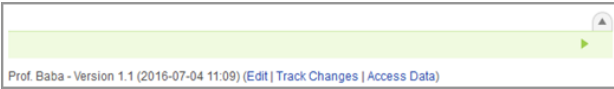
1. Click  in Manage Resources: Resource's page and select **Edit (d)**. Then, you can open the Edit Page.
2. Click **Update** after editing the page.  
\* You can also edit pages from the bottom of each page for the students.



Select Edit Pages




Manage Resources: Resource's page






## Publish Resources

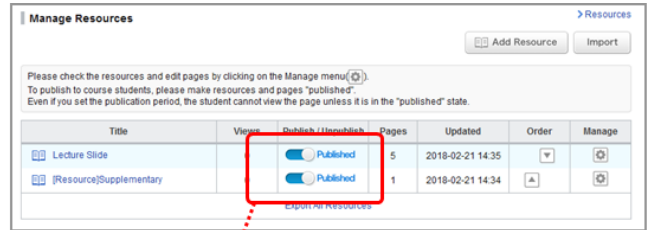
Pages can be published individually and the entire resource can also be published including all its pages.

### Publishing entire resource

Click  in Manage Resources page

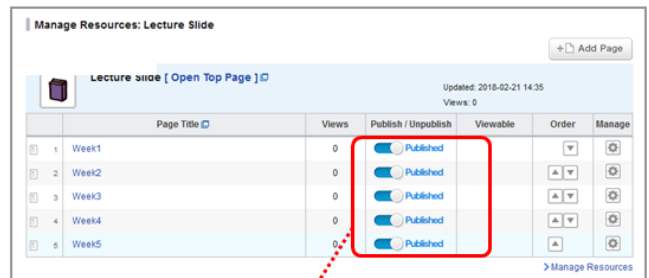
### Publish specific pages

1. Click  and select Edit, and open Manage Resources page.
2. Click  to publish or click  to unpublish each page.



Manage Resources page

Setting for publishing entire resource



Manage Resources page

Setting for publishing selected pages

**View access data**

Instructors can view access data of each student. Click **Access Data** on each page to view it.

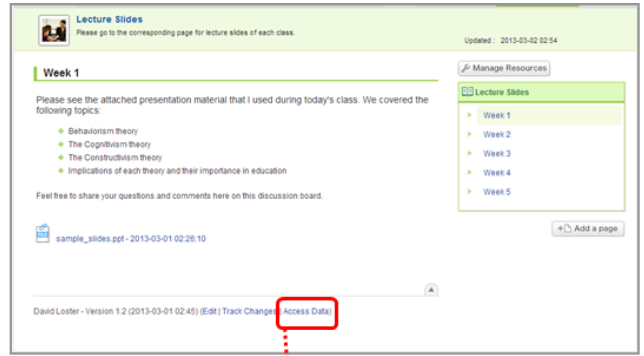
- Depending on the student's access, it will change into three status.

  - Unread :**  
The resource has not been accessed by the student after it has been published.  
\*Even if the resource is accessed outside the period for this resource to be published, it will be treated as unread.
  - Read :**  
The resource was accessed by the student during the period for this resource to be published after it was published.
  - Update unread :**  
Instructor has updated an already published resource (which students have accessed before), but that updated resource is not yet been accessed by students.

- The student's first access to the newly published resource after creating or editing the resource, is displayed in the "Viewed at" column.

Even if the resource is accessed many times after the first access, unless the instructor edits the resource, the "Viewed at" column is not overwritten, and the first access is displayed.

If you access the resource again with the status of "Update unread", the status will be changed to "Read" and "Viewed at" column will be overwritten by the date and time of the re-access.



Resource page

**Access Data**  
Resource 'Lecture Slides' was accessed 118 times.  
Page 'Week 1' was accessed 70 times.  
Of the 6 course students, 2 have accessed this resource.

Only students | Show Course Instructors

Name	ID Code	Status	Viewed at
Christina Jones		Read	2013-03-02 02:58
Andy Kennan	35693010	Unread	-
Carlos Macedo	35693055	Read	2013-03-02 02:59
Adelina Rossi	35693523	Unread	-
Alex Williams	35888423	Unread	-

Access Data page

**Import / Export a resource**

Instructors may export a resource and save it to own their computer. You may replicate the resource in another course by importing data you have exported.

Please refer to the tests or assignments' page, in order to import / export a resource.


**!** You cannot replicate the comments of the resources.




Manage Resources

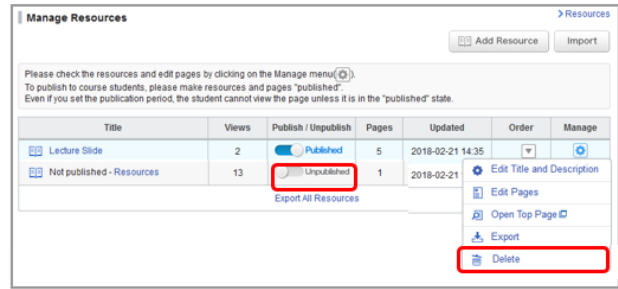
## Delete Resources

### Delete entire resource

1. Click **Manage Resources** on the top right button of the **Resources** screen.
2. Change the content to **Unpublish** on the **Manage Resources** screen.
3. Click  of the content and select **Delete**.

### Delete page by page of content

1. Click **Manage Resources** on the top right button of the **Resources** screen.
2. On the **Manage Resources** screen, click on the **Title** of the content.
3. Change the status of the page to **Unpublish**.
4. Click  of the page and select **Delete**.



Manage Resources

Manage Resources:  
Resource's page