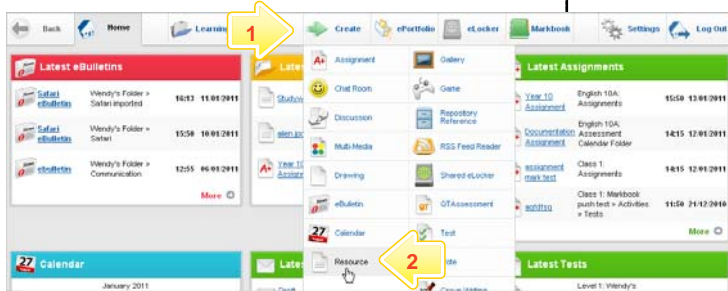


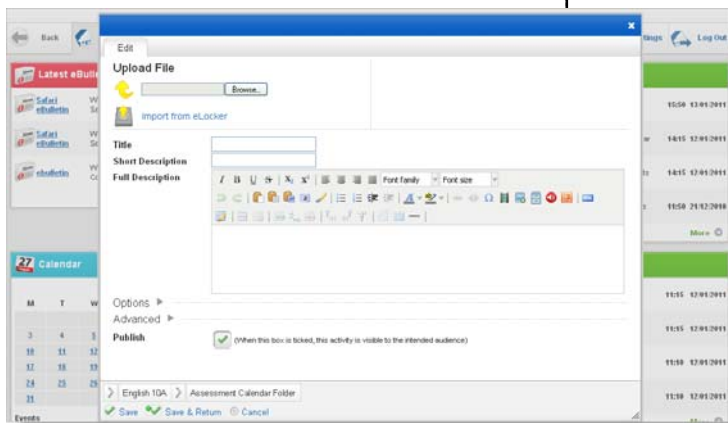
# Create a Resource

## Create a new Resource

The Studywiz Resource is the easiest way to deliver files to a Student, a Class or a Group. You can upload as many files as you need to a single Resource. Other users can then download the files or copy them to their eLockers.



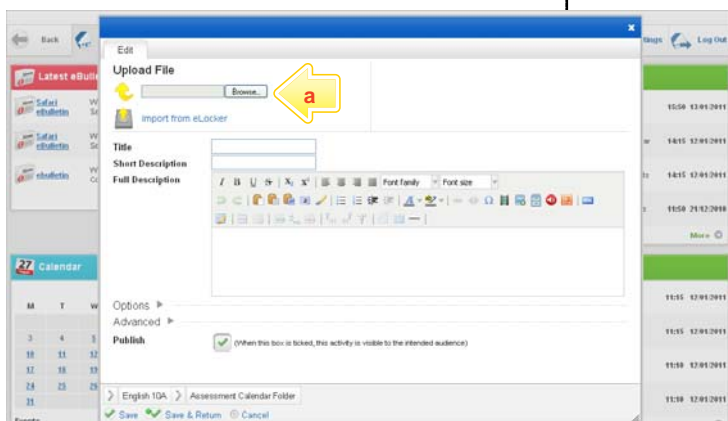
- 1 Roll the mouse pointer over the **Create** tab. The Activity list appears.
- 2 Click **Resource**. The floating resource creation panel appears.



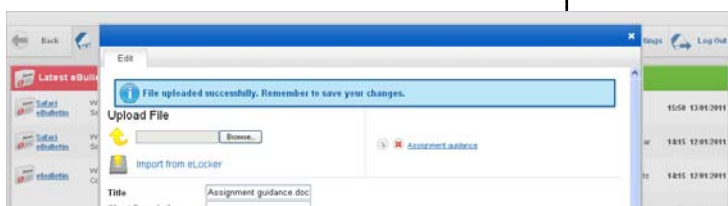
You don't need to enter any Activity information yet. Just follow the procedures below to add files.

You can add as many files as you need from any accessible storage location, or from your Studywiz eLocker.

## Add a File from a Storage Location

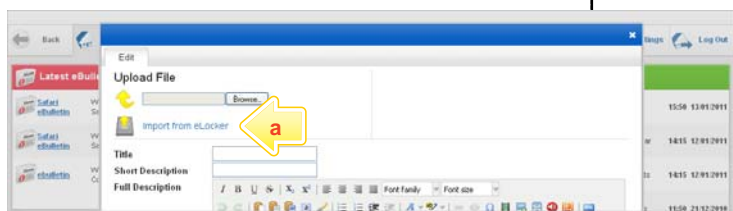


- a Click **Browse**.
- b Navigate to the file you want to upload.
- c Upload the file. The file is added to the files list in the Resource panel.

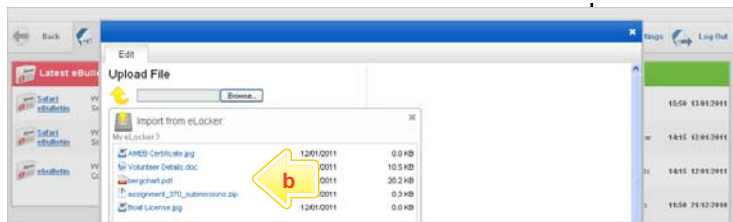


# Create a Resource

## Add a File from your eLocker

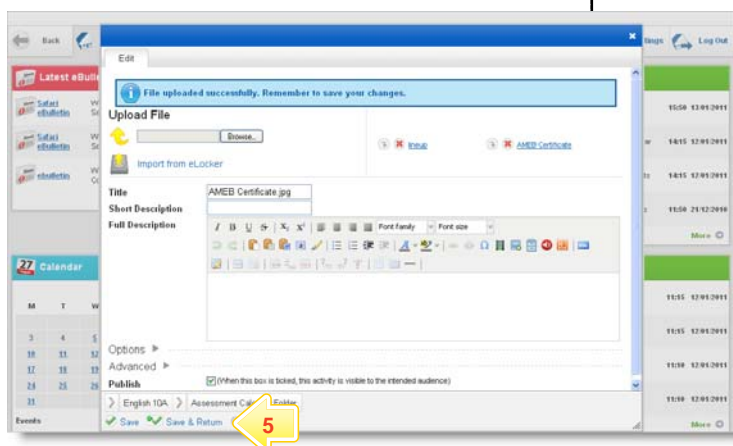


**a** Click **Import from eLocker**. Your eLocker contents appear.



**b** Click a file. The file is added to the files list in the Resource panel.

## Add Extra Information



The Resource is automatically named with the name of the first file you added.

**3** Repeat the **Add a File** steps until you have all the files you need in the Resource.

**4** Complete or change any of the fields to suit your needs. You can add descriptions and expand the **Options** and **Advanced** sections for more control over the Resource.

## Save the Resource

**5** Click **Save and Return**. The Resource is saved and the popup window closes.

## Tips and Hints

- 1** Use the Studywiz Resource activity to deliver files to students while a class is in progress.
- 2** Upload a numbered series of files that students can open and use in order during a class. This makes it easy to make sure that your students are looking at the right material at the right time.
- 3** Paste notes into the Description area to get information to students quickly.

If you have any ideas for Studywiz Resources, you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.