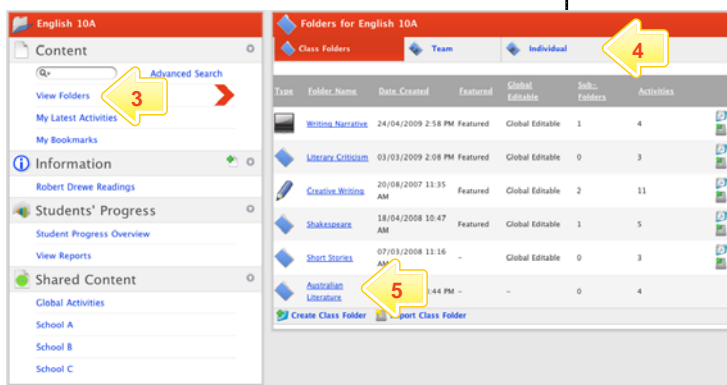# Resource

Create a new Resource

The Studywiz Resource feature allows you to load virtually any type of file into Studywiz. Other users can then download the file or copy it to their eLocker.

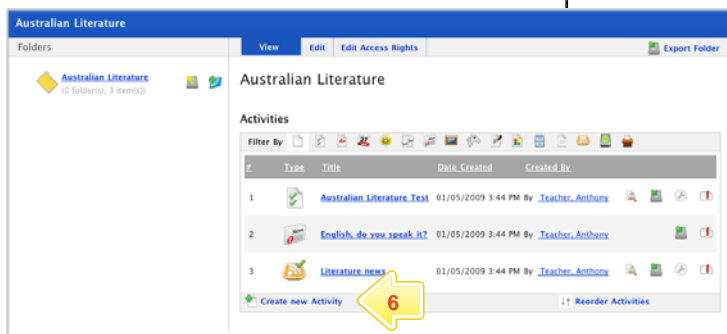**1** Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity.
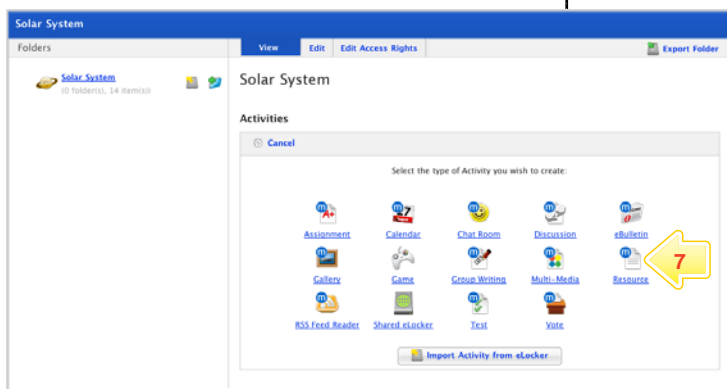

3 Click **View Folders**.

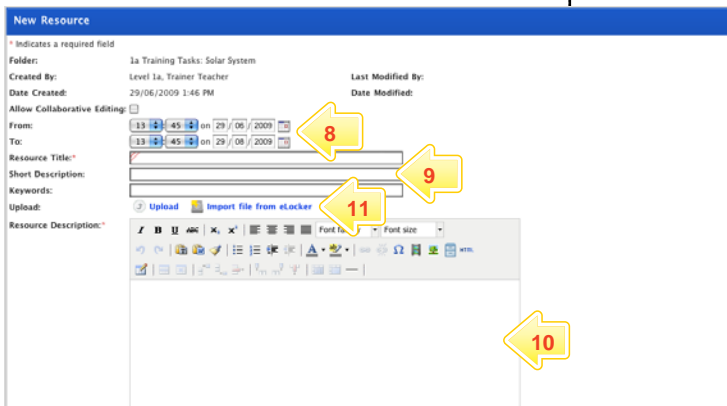**4** If you want to create the activity in a Team folder or Individual folder, click the appropriate tab.

5 Click the folder in which you want to save the activity.

6 Click **Create new Activity**.

7 Click **Resource**.

New Resource

* Indicates a required field
Folder: 1a Training Tasks: Solar System
Created By: Level 1a, Trainer Teacher
Date Created: 29/06/2009 1:46 PM
Last Modified By:
Date Modified:
Allow Collaborative Editing:
From: 13 : 45 on 29 / 06 / 2009
To: 13 : 45 on 29 / 08 / 2009
Resource Title:*
Short Description:
Keywords:
Upload: Upload   Import file from eLocker
Resource Description:*

Activity precedes   None Viewed
Featured A
Publish: (ticked, this activity is visible to the intended audience)
Save

8 In the **From** and **To** fields, set the times and dates between which you want the activity to be available.

9 Complete the **Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.

10 Enter a **Resource Description**.

11 Click **Upload** or **Import From eLocker**.

- If you are uploading a file, navigate to the file location, select the item and click the **Upload** button.

- If you are importing a file from your eLocker, locate the file and click the **Import from eLocker** button.

The Edit Resource page appears.

You can now preview, edit or remove the resource.

12 To set the Resource as a featured activity, select the **Featured Activity** checkbox.

13 If the Resource is ready to publish, select the **Publish** checkbox.

14 Click **Save**. The Resource is saved.

Tips and Hints

1 Use the Studywiz Resource activity to deliver resources 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 Cut and 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.