

Resources in Jackrabbit - Family, Student, Class, and Staff

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Permissions control the ability for your Users to see certain data and take specific actions. Before moving forward review [User Permissions for Jackrabbit Resources](#).

With Jackrabbit's **Resources** feature you can upload files and add links to the *Family*, *Student*, *Class*, and *Staff* records where they are stored on the *Resources* tab.



- ★ No more files full of paper...scan documents, then upload and store them in the record they relate to.
- ★ Resources added to a Class record can be shared with both parents ([Parent Portal](#)) and staff ([Staff Portal](#)).
- ★ Limit access to sensitive documents to only those Users with the required permissions.

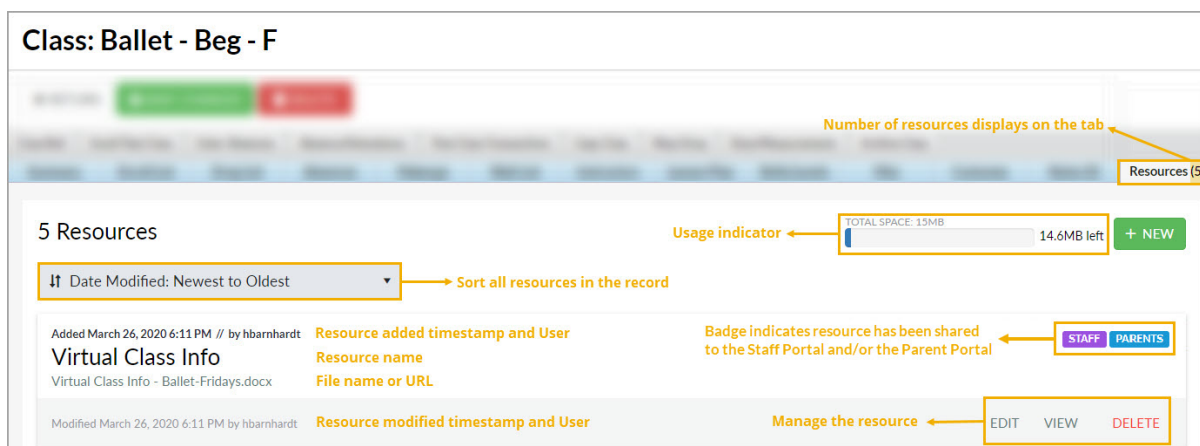
The Resources Tab

Each *Family*, *Student*, *Class*, and *Staff* record has a **Resources** tab where you can upload files and add links (URLs). For example, in the *Class* record, add a link to a Google Doc with instructions and video links for a virtual class that you have created.


- The Resources tab in each record shows the number of resources that have been added, e.g., Resources (5).
- Each of the records (Family, Student, Class, and Staff) can store up to 15MB of data. Usage is displayed in a progress bar and available space is counted down.
- Sort the resources by date created or modified, or alphabetically by resource title or filename.
- Each resource card displays the date created timestamp, the User who added the resource, the name you have given the resource, the file name or URL, and the time/date and name of User to last modify the resource.
- A badge will display to indicate a restricted resource . *Note:* The card for a restricted resource

will not display to Users who don't have the *View Restricted Files* User permission.

- In the Class record, the card for a resource that has been shared to the Parent Portal and/or Staff Portal will display a badge(s) to indicate it has been published.  
- Each resource is **managed** (edited, viewed, or deleted) using the links in each individual resource card.



Add a Resource in a Family, Student, or Staff Record

1. Use the  button on the *Resources* tab to open the *Add a resource* modal.
2. Add a name for the resource. This name will appear in the resource card on the *Resources* tab.
3. Enable **Is this a restricted resource?** if the resource should be restricted to specific users. Restrict access to the resource if it involves confidential or sensitive information. Only Jackrabbit Users with the *View Restricted Files* User permission will be able to see a restricted resource on the *Resources* tab.
4. Select the **Resource location**:


- **I'll upload it** - When you opt to upload the resource, you'll use the **Select files...** button to locate the file on your computer. Accepted file types include the following:

.doc	.pdf	.jpg	.txt	.xls	.jpeg	.odt	.rtf	.html	.epub	.png
.mp3	.mp4	.csv	.eml	.docx	.xlsx	.tex	.wks	.wps	.wpd	

- **I'll link to it** - When you opt to link to the resource, enter the URL in the **Resource Link** field, e.g., a link to a YouTube video or a file you have stored in DropBox etc.

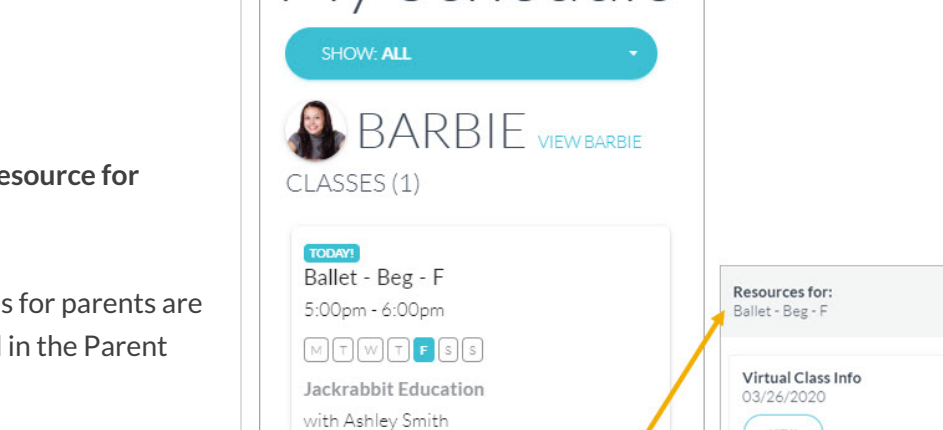
5. Click **ADD**. The resource has been added to the record.

Add a New Resource in a Class Record

1. Use the  button on the *Resources* tab to open the *Add a resource* modal.
2. Add a name for the resource. This name will appear in the resource card on the *Resources* tab.
 - Class record resources published to the Parent Portal will appear as a *View Resources* link in the *Class* card.

Is this a resource for parents?

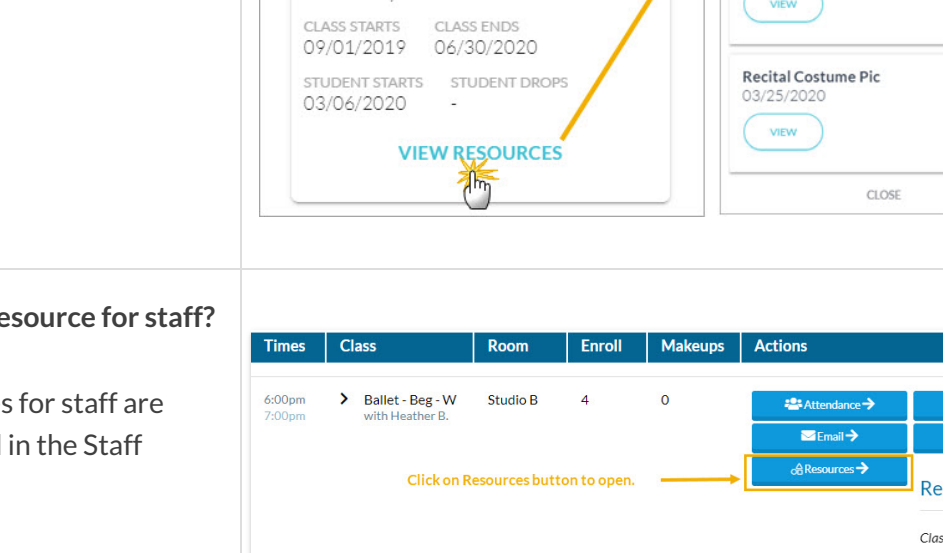
Resources for parents are displayed in the Parent Portal.



Is this a resource for staff?

Resources for staff are displayed in the Staff Portal.

See [Add a Resource in the Staff Portal](#) for more information.



4. Enable **Is this a restricted resource?** if the resource should be restricted to specific users. Restrict access to the resource if it involves confidential or sensitive information. When restricted, only Jackrabbit Users with the *View Restricted Files* User permission will be able to see the resource.
Note: If the file is restricted, the resource will not be viewable in Parent Portal.
5. Select the **Resource location**:
 - **I'll upload it** - When you opt to upload the resource, you'll use the **Select files...** button to locate the file on your computer. Accepted file types include the following:

.doc	.pdf	.jpg	.txt	.xls	.jpeg	.odt	.rtf	.html	.epub	.png
.mp3	.mp4	.csv	.eml	.docx	.xlsx	.tex	.wks	.wps	.wpd	

- o **I'll link to it** - When you opt to link to the resource, enter the URL in the **Resource Link** field, e.g., a link to a YouTube video or a file you have stored in DropBox etc.

6. Click **ADD**. The resource has been added to the record.



*Review **Jackrabbit's Terms of Use**. Uploading a file confirms you have agreed and that you have consent to possess the resource you are uploading.*

Add a Resource in the Staff Portal

A staff member can add a resource in the Staff Portal when they are granted access to do so. In *a staff Record > Portal Settings* (tab) set *Allow staff person to manage resources* to Yes.

Add the resource, with a link or upload a file, for a class in the Staff Portal. The added resource can also be seen the *Class Record > Resources* (tab). **Note:** Resources added in the Staff Portal can't be restricted.

Manage Classes	News	My Schedule	My Time Card	Manage Classes	Clock-In	Actions
Class Filters						
Fri, Jul 17 2020					4 Classes	
					Partial Attendance	Complete Attendance
Times	Class	Actions				
11:00am 11:45am	Intro to Violin - Beg - M-F with Hannah S., Heather B. 3 enrolled / 0 makeups	Attendance	Email	Resources		
3:00pm 4:00pm	Tap - Adv - M-F 3pm with Hannah S., Heather B. 7 enrolled / 0 makeups	Attendance	Skills/Levels	Email	Resources	
5:00pm 6:00pm	Ballet - Beg - F with Ashley S. 10 enrolled / 0 makeups	Attendance	Skills/Levels	Email	Resources	
5:00pm 5:30pm	Intro to Guitar - Beg - MWF with Heather B. 6 enrolled / 0 makeups	Attendance	Email	Lesson Plans	Resources	

Manage Resources (Edit, View, Delete)

Edit a Resource

From the resource card, click the **Edit** link to open the *Edit resource* modal. Here you can edit the resource name, change your audience settings, and either replace the current file (if resource was an uploaded file) or change the resource location to a link and vice versa. Note: there can only be one or the other, it is not possible to have both a file uploaded AND a link in the same resource record.

View a Resource

Use the **View** link in a resource card to access the resource. Depending on the type of resource it is, it will either download to your computer or open in a new tab. If it is a resource on the *Class* record, and you have published it to the Parent Portal and/or the Staff Portal, it can be viewed in the same way, a download or a new tab in their browser.

Delete a Resource

To completely remove a resource from the record, use the **Delete** link in the resource card. You will be asked to confirm that you want to delete the resource.





The resource card will update the *Modified* timestamp and User information to reflect any changes made.
