

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

Last Modified on 07/31/2020 4:01 pm EDT

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.

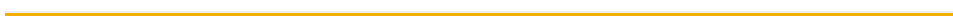
- ★ No more files full of paper...scan documents, then upload and store them in the record they relate to.
- ★ Resources added to a Class record can be shared with parents in the [Parent Portal](#).
- ★ Limit access to sensitive documents to only those Users with the required permissions.

[Resources Tab](#) |

[Add a Resource](#) |

[Add a Class Resource](#) |

[Manage Resources](#)



The image displays four screenshots of a user interface, each showing the 'Resources' tab for a different record type. The records are: Family: Agar, Student: Melody Agar, Class: Ballet - Beg - F, and Staff: Hannah Smith. Each record's Resources tab shows a list of resources and a progress bar indicating storage usage (15MB total). The resources are sorted by date modified (Newest to Oldest). The highlighted resources are: 'Insurance Info' (Family), 'Doctor's Note 3/26/20' (Student), 'Virtual Class Info' (Class), and 'Jackrabbit Front Desk Certificate' (Staff).





Setting the right permissions for your Users is very important! Review the [User Permissions for Jackrabbit Resources](#).

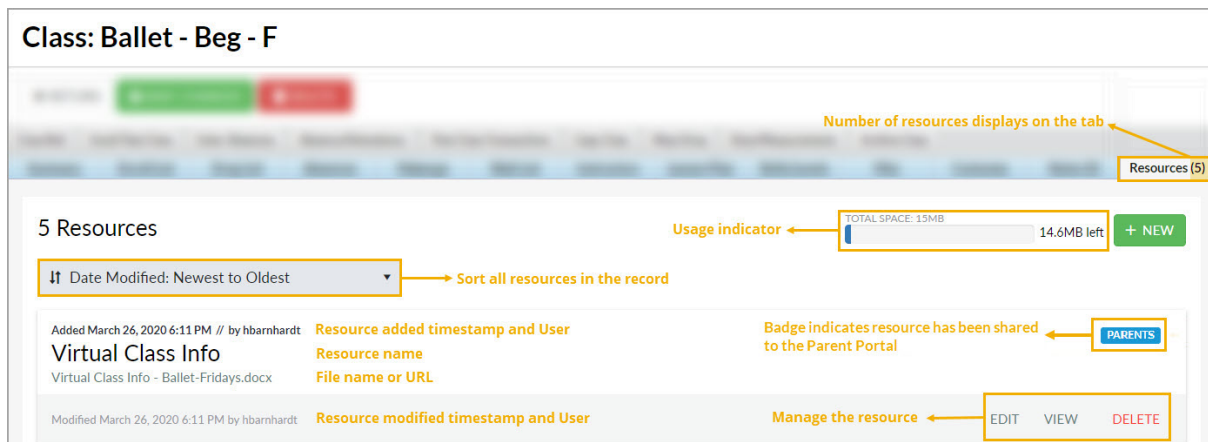
## The Resources Tab

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 will display a badge to indicate it has been published. 
- Each resource is **managed** (edited, viewed, or deleted) using the links in each individual resource card.



Class: Ballet - Beg - F

Resources (5)

5 Resources

Usage indicator ← TOTAL SPACE: 15MB 14.6MB left + NEW

Sort all resources in the record

Added March 26, 2020 6:11 PM // by hbarnhardt Resource added timestamp and User

Virtual Class Info Resource name


Virtual Class Info - Ballet-Fridays.docx File name or URL

Modified March 26, 2020 6:11 PM by hbarnhardt Resource modified timestamp and User

Manage the resource ← EDIT VIEW DELETE

Badge indicates resource has been shared to the Parent Portal

## 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:

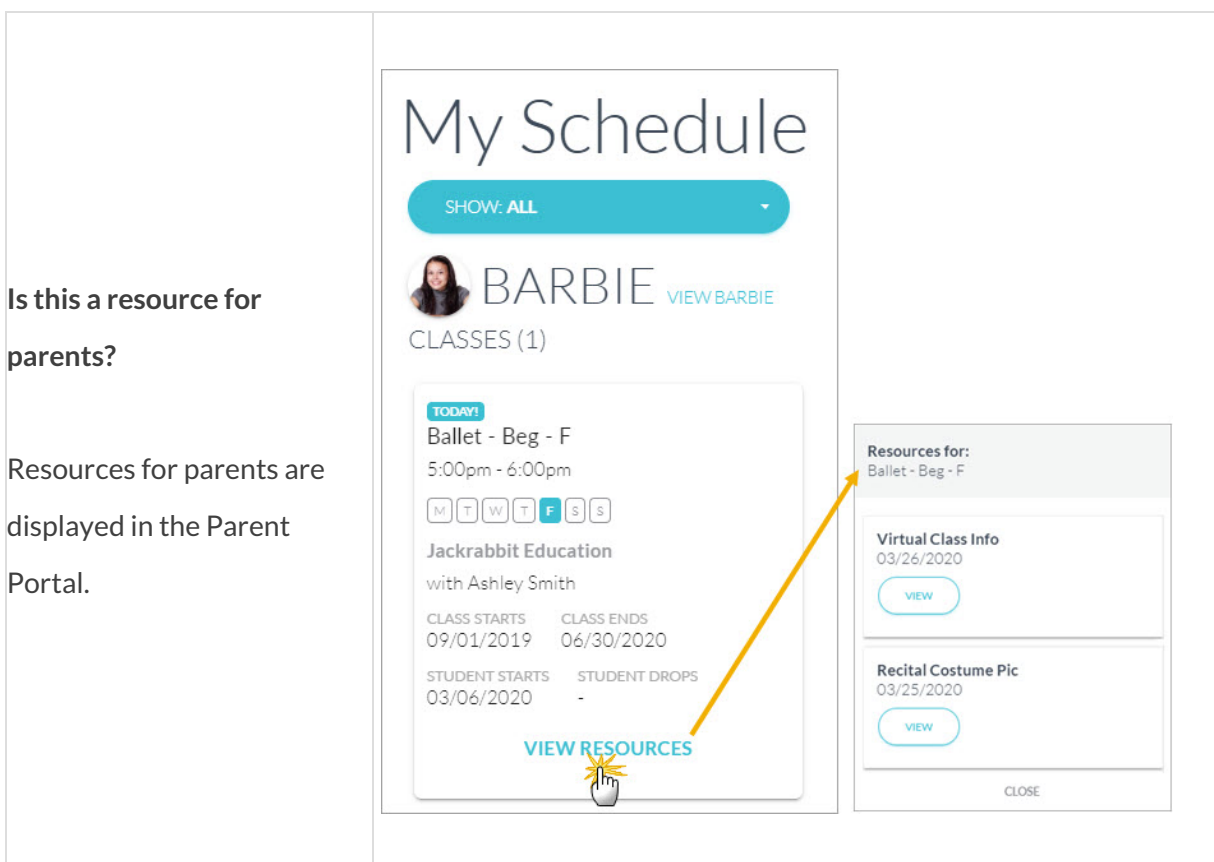
.doc	.pdf	.jpg	.txt	.xls	.jpeg	.odt	.rtf	.html	.epub	.png
.mp3	.mp4	.csv	.eml	.docx	.xlsx	.tex	.wks	.wps	.wpd	

- **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.*
3. Select the *Audience*. If you want parents and staff to see the resource you are adding, click both to enable.




**Is this a resource for parents?**

Resources for parents are displayed in the Parent Portal.

**My Schedule**

SHOW: ALL

 **BARBIE** [VIEW BARBIE](#)

CLASSES (1)

**TODAY!**

**Ballet - Beg - F**  
5:00pm - 6:00pm

M T W T **F** S S

**Jackrabbit Education**  
with Ashley Smith

CLASS STARTS 09/01/2019 CLASS ENDS 06/30/2020

STUDENT STARTS 03/06/2020 STUDENT DROPS -

[VIEW RESOURCES](#)

**Resources for:**  
Ballet - Beg - F

**Virtual Class Info**  
03/26/2020  
[VIEW](#)

**Recital Costume Pic**  
03/25/2020  
[VIEW](#)

CLOSE

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.*

## 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, 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.*

