



Scholar Quick-Start: Site Resources

Resources is the Scholar tool to manage files and website resources for course or project sites.

Adding Folders in Resources

Also see the built-in Scholar instructions for *Upload-Download Multiple Resources* by entering *Resources* and clicking on the link in the sub-menu with the same above name.

Scholar supports the uploading of files and the creation of folders. File and folders can be added through the web interface or through a WebDAV connection (through the *Upload-Download Multiple Resources* instructions). Creating folders to hold files of a similar topic makes items easy to find and makes the tool work more efficiently.

1. From the list of tools to the left, **Click Resources**
2. To the right of the folder title, **Move the mouse over Add**
3. In the drop-down list, **Click Create Folders**
4. In the Title field, **Type a meaningful title**
5. To add other folders, **Click the Add Another Folder link**
6. To complete the addition of the folder(s), **Click Create Folders Now**

Adding a file to Resources

Storing files in My Resources means that the items are available to you anywhere you can connect to the internet.

1. To the right of the folder title, **click Add**.
2. In the drop-down list, **Select Upload Files**
3. Next to the blank *File To Upload field*, **Click Browse**
4. **Select the file you wish to upload**
5. In *the Display Name field*, **Type a display name if you want**
Note: The display name appears in the Resources list. The name of the file appears if you don't provide a display name.
6. Optionally, **Click the Add details for this item link → Enter a description**
7. From *the Email Notification drop-down*, **Select a notification level**
8. **Click Upload Files Now**

Adding a URL

Items other than files can be added to Resources. These items include URLs, HTML pages and Text Documents. The process for adding each of these is similar but the exact steps vary.

1. To the right of the folder title, **Move the mouse over Add**
2. In the drop-down list, **Select Add Web Links (URLs)**
3. In *the Web Address (URL) field*, **Type the desired URL beginning with http://**

4. In *the Website Name field*, **Type a meaningful title**
5. **Click *Add Web Links Now***

Reordering Files and Folders

Also see the Knowledge Base Article, *Changing the Order of the Materials in the Resources tool in Scholar*: <http://answers.vt.edu/kb/entry/3509/>

Reordering the content in the Resources tool allows you to specify what order the files and folders should appear to users.

1. **Click the *Actions* button** next to the folder of content you wish to organize.
2. **Click *Reorder***.
3. Move an item within the folder by **clicking the up or down arrow** next to it. Alternatively, you can **use the drop-down position list** at the far right.
4. When finished, **click *Save***.

Getting the URL of a File Posted in Resources

All files posted in Resources have a URL which can be used to access the file. You will need to make the file publicly viewable if you want to share it with someone who is not a member of the site where you have the file posted.

1. From the list of tools to the left, **Click *Resources***
2. Next to the item to which you want to link, **from the *Actions* menu, Click *Edit Details***
3. Next to ***Web Address (URL)***, **Click the *Select URL (for copying)* link**
4. **Copy the URL**
5. **Paste this URL** into various locations or applications.

Note: You can use this URL within Scholar to create links between files or different areas. You can also paste the URL into emails or documents for direct and easy access.

Creating a “File Exchange” in Resources

Folders and files in Scholar are allowed to be read by participants. You can create folders that allow students to upload, revise, delete, and share files with everyone in the site.

1. From the list of tools to the left, **Click *Resources***
2. Next to the folder you wish to create as a “file exchange,” **Click *Actions***
3. **Click *Edit Folder Permissions***
4. **Check the boxes** to allow the following to occur in this folder:
 - a. **Student + New** = Students can add new files/folders.
 - b. **Student + .any** = Students can revise/delete other participants’ files/folders.
 - c. **Student + .own** = Students can revise/delete their own added files/folders.
5. Leave **Unchecked: Student + all.groups** and **Student + hidden**.
6. **Click *Save***

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