

What is the Resources tool?

The *Resources* tool allows instructors or site owners to share a wide variety of files with their students or members within a site. Individual users also have their own *Resources* within their Home site.

Instructors or site owners can upload files (e.g. word processing documents, spreadsheets, slide presentations), create and post HTML (web) pages and simple text documents, and share library citations and links to useful web sites.

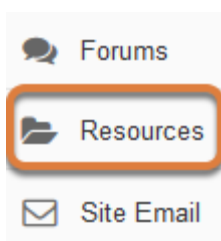
Instructors or site owners can organize these files and links into folders and subfolders making it easier to locate and access items. Folders and files in *Resources* can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Site owners and administrators can automatically notify site members by email that an item has been added to *Resources*.

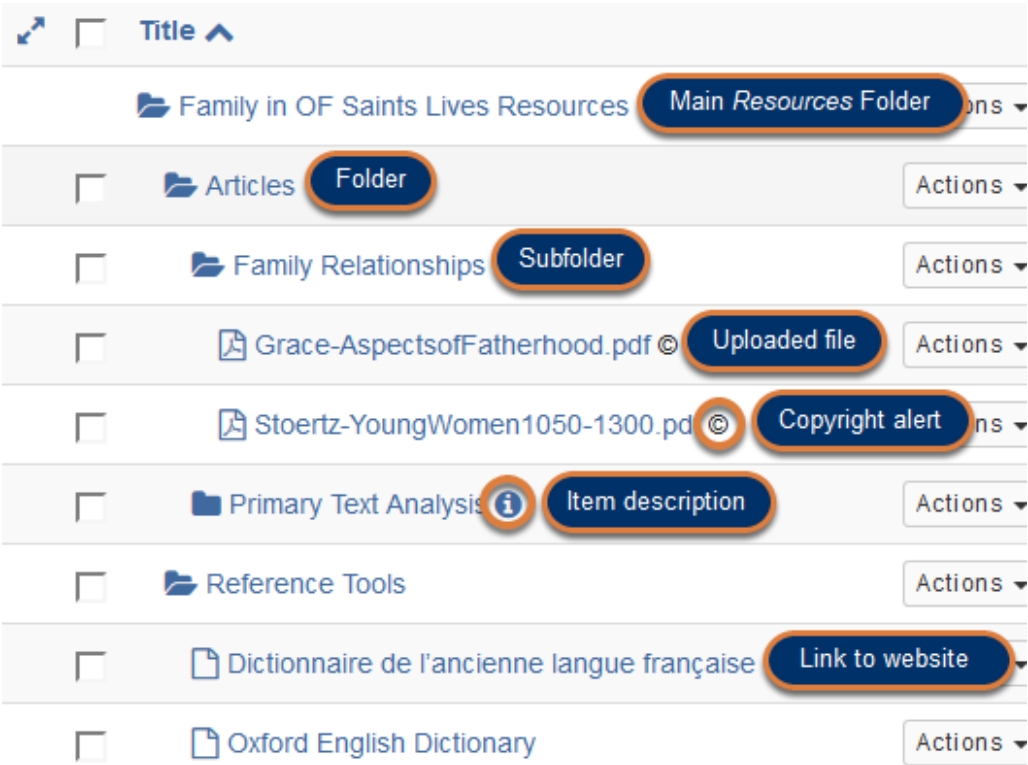
Resources allows users to upload multiple files using the [drag-and-drop](#) interface, or transfer files using the [WebDAV](#) protocol.

Note: For instructions on how to add this or any other tool to your site, see [How do I add a tool to my site?](#)

To access this tool, select Resources from the Tool Menu in your site.



Example of a Resources page.



Pictured above is an example of a site's *Resources*. It contains folders, subfolders, uploaded files, and links to websites.

Some of the uploaded files shown above have **Copyright alerts**, and one of the subfolders has an **Item description**. If a **Copyright alert** is added, site participants accessing the resource must agree to abide by the copyright terms before they can download it. If someone has entered a *Description* in a file's or folder's details, a letter i icon (**Item description**) appears to the right of the item in *Resources* and the icon can be clicked to view the description.