

Resources

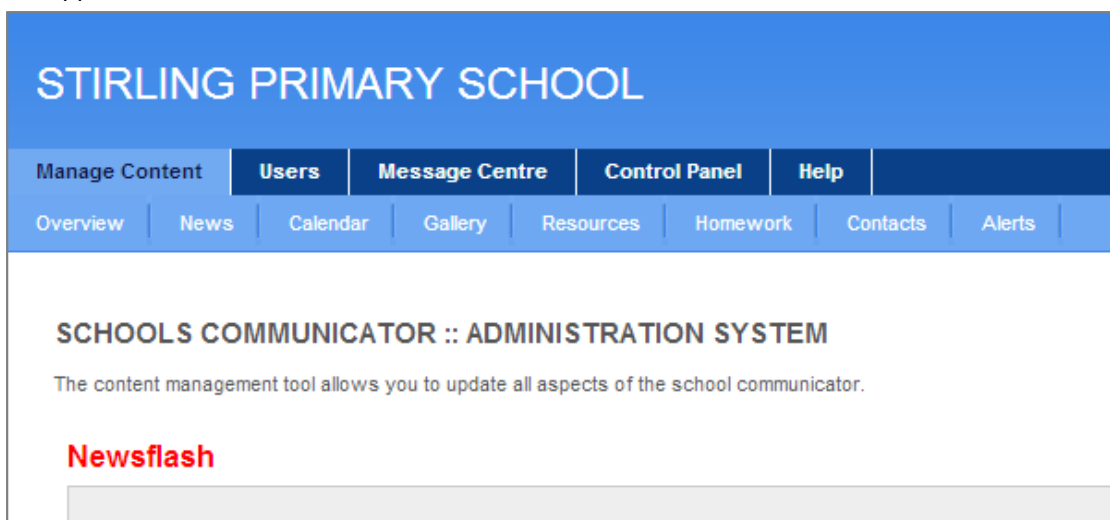
Want to save on printing costs? Need to get important forms or web links to your parents quickly and easily? Use the Resources function of the Communicator to distribute your documents.

It is important to note that news and resources are two very different things. News articles are time sensitive and relate to things happening within your school. For example, rugby practice cancelled due to weather.

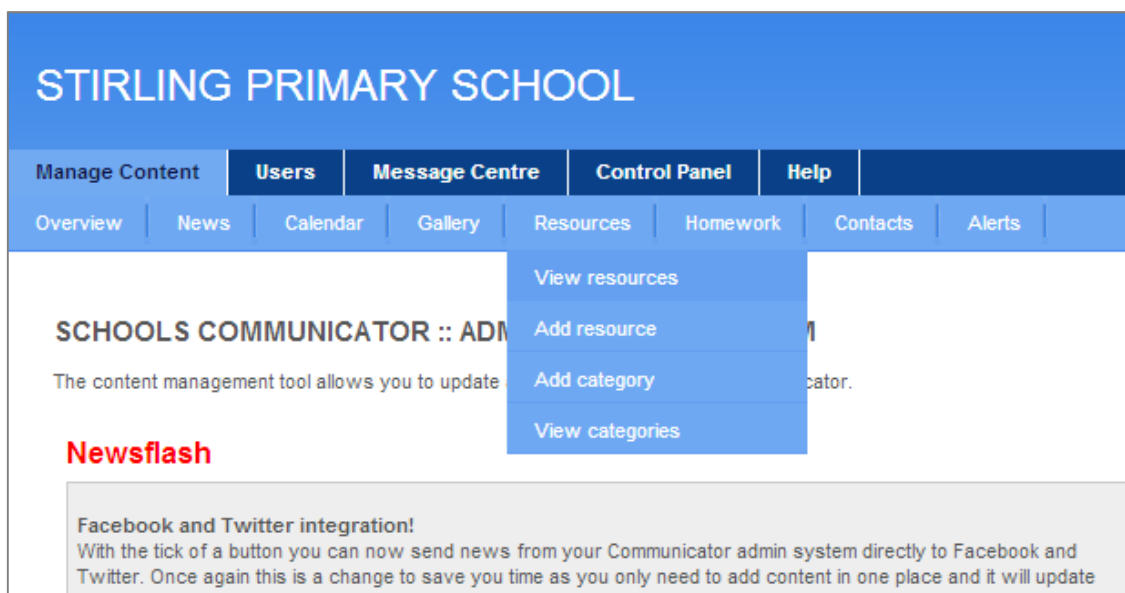
Resources are documents that could be of interest to parents and the school community at large. For example, a document about Sun Sense.

Adding a Resource

1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Resources] tab and click on the [Add resource] button at the top of the page.



3. A new window will load where you enter all the details of your resource.

STIRLING PRIMARY SCHOOL

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ADD RESOURCE

Name:

Description:

Category: [Add category](#)

Resource type: File Link

Please note:
 Only the following file types can be uploaded:
 - Document files (.pdf, .doc, .docx)
 - Excel files (.xls, .xlsx, .csv)
 - Powerpoint files (.ppt, .ppbx, .pps, .ppsx)
 - Image files (.jpg, .jpeg, .gif, .png)
 - Sound files (.mp3, .wav)
 - Video files (.mp4)

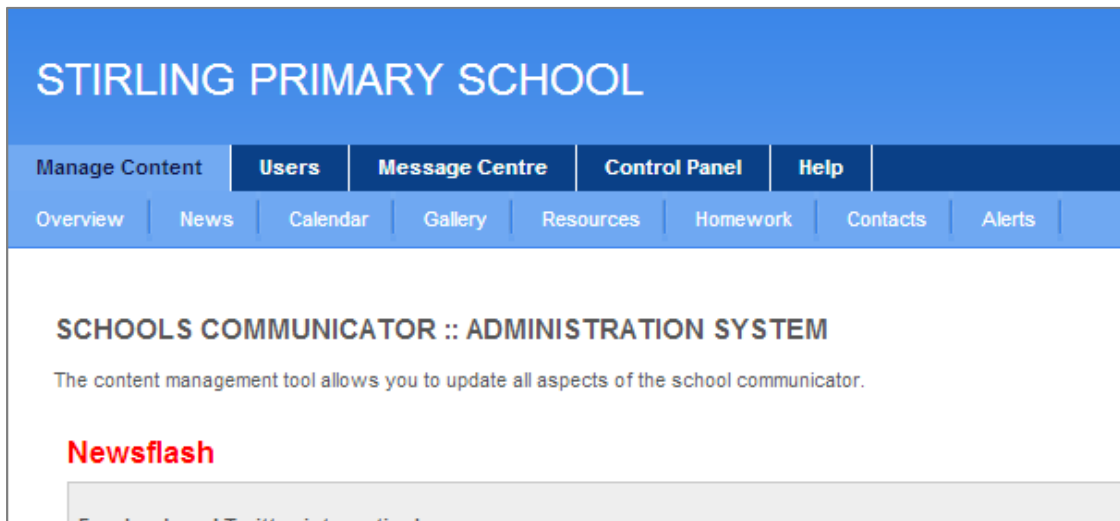
File: No file chosen

Audience (Channels): ---Select all---
 Fun@4
 Dates/Res

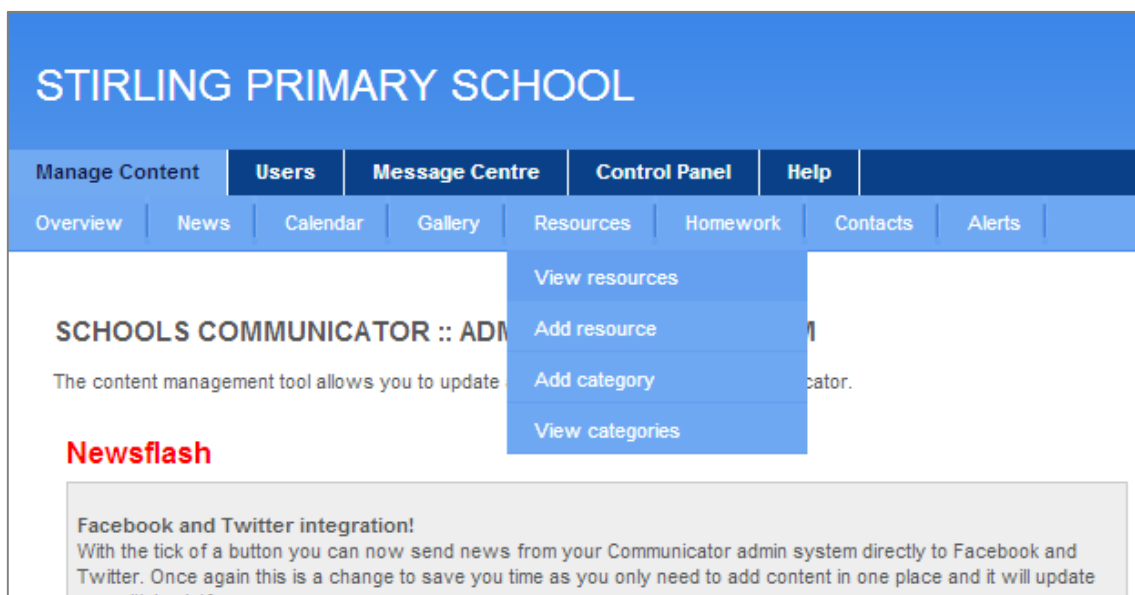
<i>Name</i>	Type in a heading for your resource. Example: "Pre-primary Application Forms"
<i>Description</i>	Type in an explanation of the resource you are adding. Example: "Applications for our Pre-Primary Schools for admission in 2015 are now open."
<i>Category</i>	Select the category that the resource belongs to. The Communicator will automatically group resources according to their category. To add a category, click on the [Add category] button adjacent to the category drop-down list. Type in a category title and press the [Submit] button.
<i>Resource Type</i>	A resource can be either a file saved on your computer or a link to a resource on the Internet. Choose the appropriate option.
<i>File OR Link</i>	<p>If the resource you want to share is saved on your computer, click the [Choose file] button. A file upload window will appear. Click the [Browse] button, find the item you want to upload, then click the [Open] button. The link to this document will now appear on the [Add Resource] page adjacent to the [Choose file] button.</p> <p>If the resource you want to share is on the Internet, type the website address in full, e.g. http://www.sPCA.com To ensure that you include the correct address, open the page in your web browser, copy the full URL and paste it into the link field.</p>
<i>Audience (Channels)</i>	Select the channels your resource applies to. Click the [Submit] button.

Editing an existing Resource

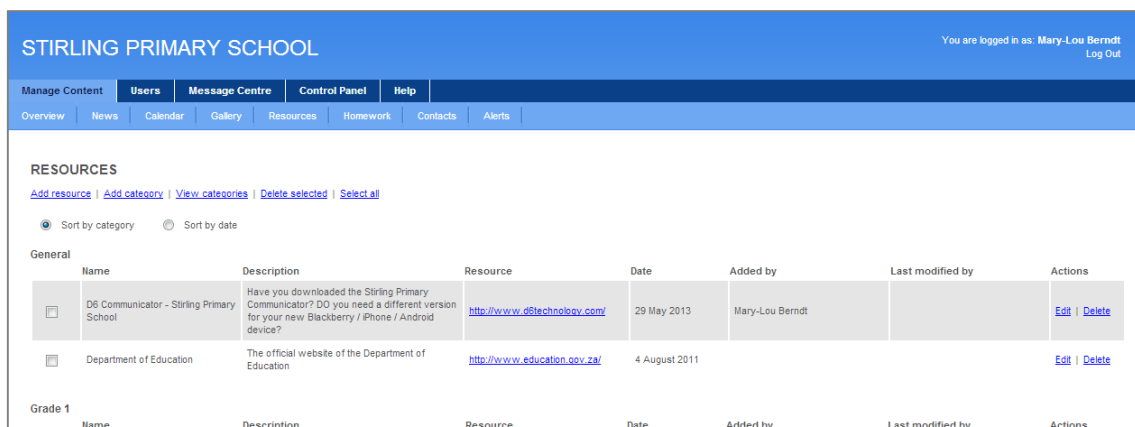
1. Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.



2. Move your mouse over the [Resources] tab and click on the [View resources] button at the top of the page.



3. Next, scroll down the list of resources until you have found the item you are looking for.



- Once you have found the relevant resource, click the blue [Edit] button. This will open the resource information page. You can now edit the resource information.

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EDIT RESOURCE

Name: D6 Communicator - Stirling Primary School

Description: Have you downloaded the Stirling Primary Communicator? DO you need a different version for your new Blackberry / iPhone / Android device?

Category: General [Add category](#)

Resource type: File Link

Link: <http://www.d6technology.com/>

Audience (Channels)

- Select all--
- Fun@4
- Peter Pan
- Pre-Primary
- Grade 1
- Grade 2
- Grade 3

- Once you are happy with your changes, scroll down and click the [Submit] button. Alternatively, click [Cancel] if you do not want to save the changes.

Deleting Resources

- Move your mouse over the [Manage Content] tab. The Communicator's list of features will then appear.

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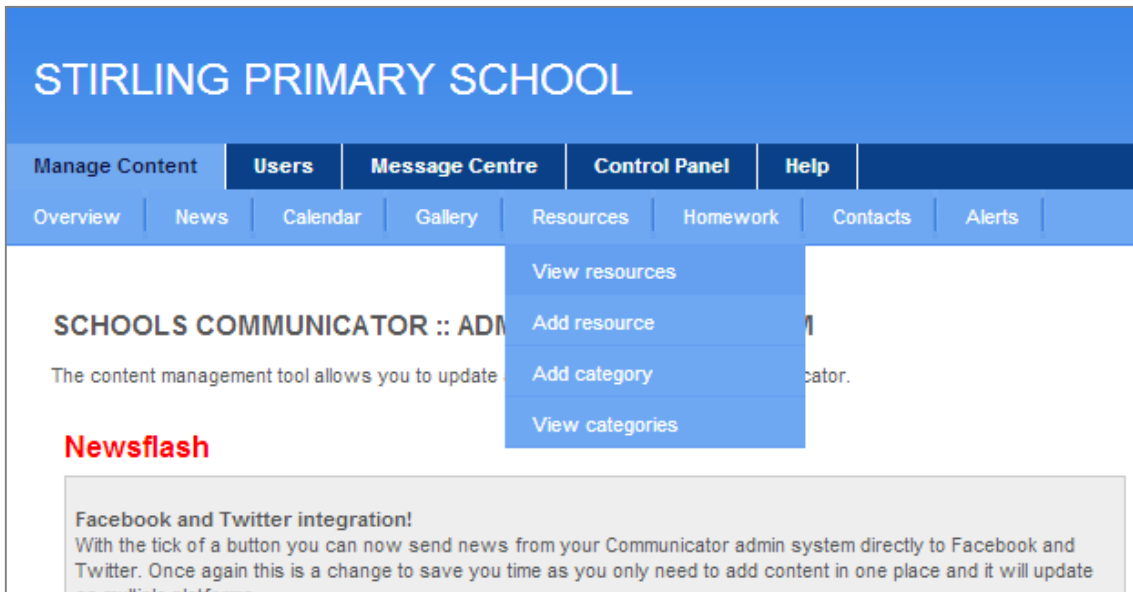
SCHOOLS COMMUNICATOR :: ADMINISTRATION SYSTEM

The content management tool allows you to update all aspects of the school communicator.

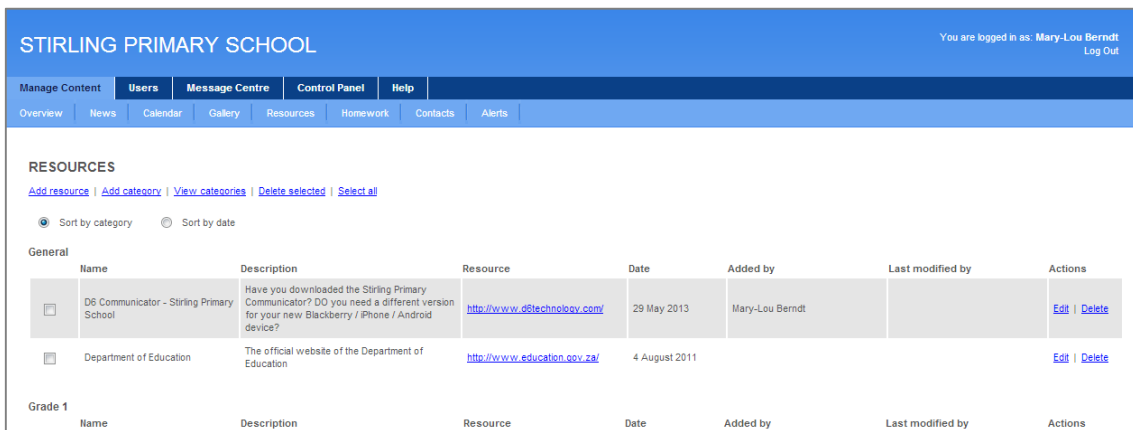
Newsflash

Facebook and Twitter integration

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3. Next, scroll down the list of resources until you have found the item you are looking for.



4. Once you have found the relevant resource, click the blue [Delete] button.

Go green! No more standing in front of the printer and folding letters. It is really easy to get resources to your parents without unnecessary printing.