Uploading and Sharing Resources

Upload Resources

Educators can share resources with other members, groups, or the entire Digital Chalkboard community.

To upload a resource, click the **Add a Resource** link under the Resources tab.

1. **Enter the Basics**
   - Upload a file OR enter the address (URL) of a website
   - Enter the title / name of the resource
   - Enter a description for the resource
   - Check “available to public” if you wish to share the resource with the entire Digital Chalkboard community.

2. **Provide Relevant Tags**
   - Select the appropriate options for Resource Type, Subject(s), and Grade(s).

3. **Agree to the Terms of Use**

4. **Save and Continue**
   - **Save and Add Details**: Add additional information about the resource such as keywords, instructional strategy, audience, or suggested standards.
   - **Submit Resource**: Save and finish
Share Resources

After uploading a resource, you can choose to share it with other members or entire groups of people.

When viewing a resource you have uploaded, click the Share link.

1. Click the plus (“+”) sign to add additional users or groups to the resource sharing.
2. Select a group and click “Add”.
3. Save Sharing when finished.

Notes: