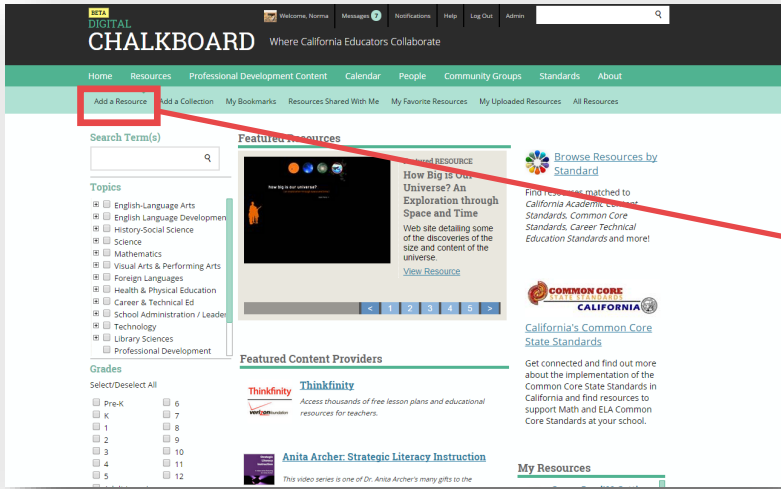


## Uploading and Sharing Resources



### 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.

**Add Resources**

**Resource Info & Bookmarking**

Upload File:  No file chosen  
 -OR- Website/URL:   
 Title/Name:   
 Description:

**Add Bookmark**

No Bookmark

**Sharing**

Available to Public  
 Available to All Digital Chalkboard Users

**Share With Groups**

Select from My Groups:  
 - Share with your groups -

**Ownership**

Attribute Ownership To:  
 Set Me as Owner  
 Select one of your groups  
 Digital Chalkboard New Users Group

**Topics**

English-Language Arts  
 English Language Development  
 History-Social Science  
 Science  
 Mathematics  
 Visual Arts & Performing Arts  
 Foreign Languages  
 Health & Physical Education  
 Career & Technical Ed  
 School Administration / Leadership  
 Technology  
 Library Sciences  
 Professional Development  
 Special Education  
 Education Theory and Practice  
 Charter Schools

**Grades**

Pre-K  6  
 K  7  
 1  8  
 2  9  
 3  10  
 4  11  
 5  12  
 Adult Learning  
 Community College  
 Undergraduate

#### 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

# DIGITAL CHALKBOARD

Where California Educators Collaborate



## 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.

**Sharing: Conrad Wolfram: Teaching kids real math with computers**

If you'd like to share this resource with others, simply click the [+ ] sign below and type in the name of a known user or group within Digital Chalkboard [dev-n1]. If you would like to provide some or all of those you share with, access to editing rights to your resource, make sure to mark the checkbox for "edit rights."

Share with People	Contact	View Rights	Edit Rights	Delete
<b>Global Sharing Options</b>				
Public, including Guests		<input checked="" type="checkbox"/> View	<input type="checkbox"/> Comment	
All Digital Chalkboard [dev-n1] Users		<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Comment	
<b>Share with Users</b>				
Norma Gamez (Owner) (Me) Imperial County Office of Education		<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Comment	<input checked="" type="checkbox"/> Edit All
<input type="text" value="User to share with"/>				
<b>Share with Groups</b>				
Share with your groups -				
<input type="text" value="Find a group"/>				
Save Sharing				

## Notes :

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