



# Uploading Student Resources

## *Training Guide*



**ProgressBook®**  
***VirtualClassroom***

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# *Lesson Objectives*

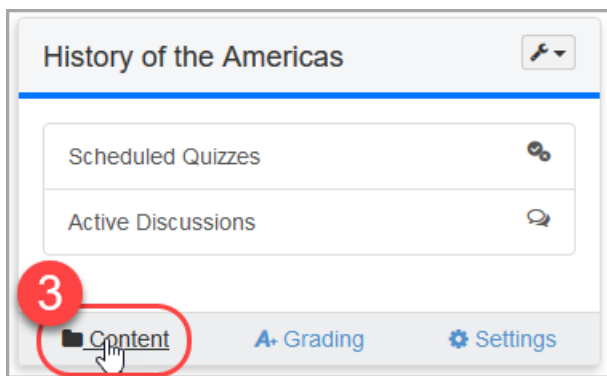
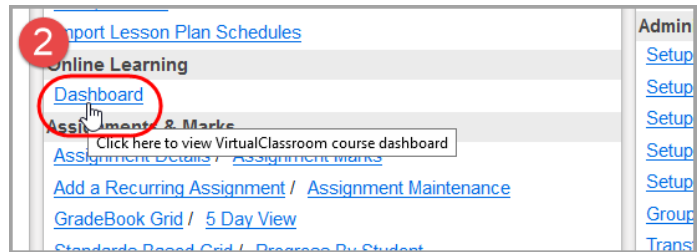
-  Upload a student resource to a course
-  Upload a student resource to an activity
-  Upload a student resource to an individual question

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# Access & Navigation

1. Log in to GradeBook.
2. On the **Teacher Home Page**, under **Online Learning**, click **Dashboard**.



3. Click **Content** on the course containing the quiz activity you want to assign to students.

The **Content** screen displays.

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# *Publishing Resources*

In VirtualClassroom, you can publish resources to the **Content** screen for your courses, to the **Questions** screen on an activity, or to an individual question on an activity. Navigational steps for each are located at the end of this section.



**Course**



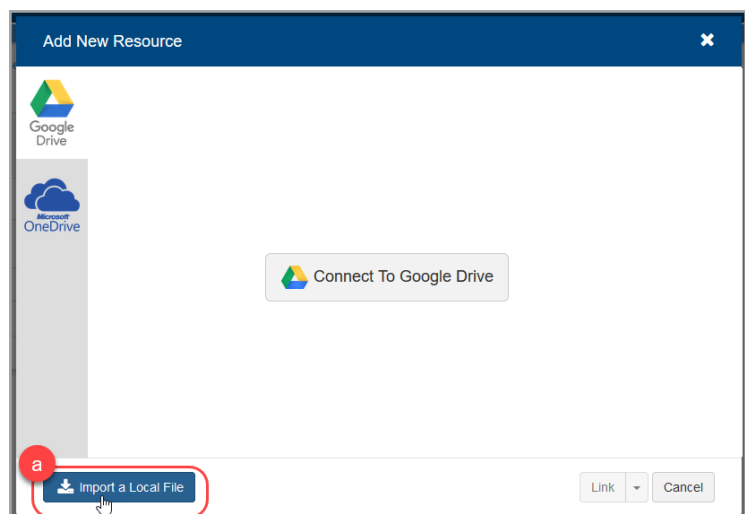
**Activity**



**Question**

Any time you are presented with an **Add a Resource** button or a **File** menu option, you can upload a student resource. The steps for after you have located one of these buttons or options are as follows:

1. Choose your file:
  - a. Click **Import a local file**.
  - b. Select the file from a folder on your computer.





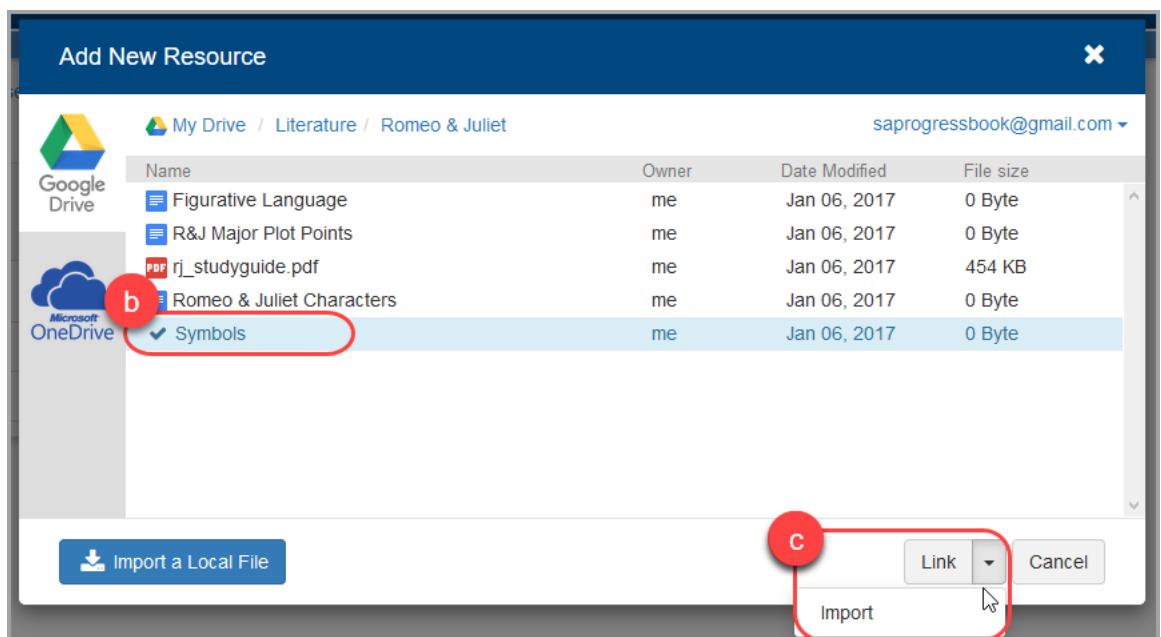
## Publishing Resources (continued)

2. Select a file from your Google Drive account:

- a. Be sure  is selected.

*This option is only available for districts whose administrators have enabled the use of Google Drive. See APPENDIX A to learn how to connect your ProgressBook account to Google Drive.*

- b. Click the name of the file you want to upload.
- c. If you want the resource to be a link the students can click, at the bottom of the screen, click **Link**. If you want to import the resource as a document that your students can download, click **Import**.





## Publishing Resources (continued)

3. Select a file from your Microsoft OneDrive account:

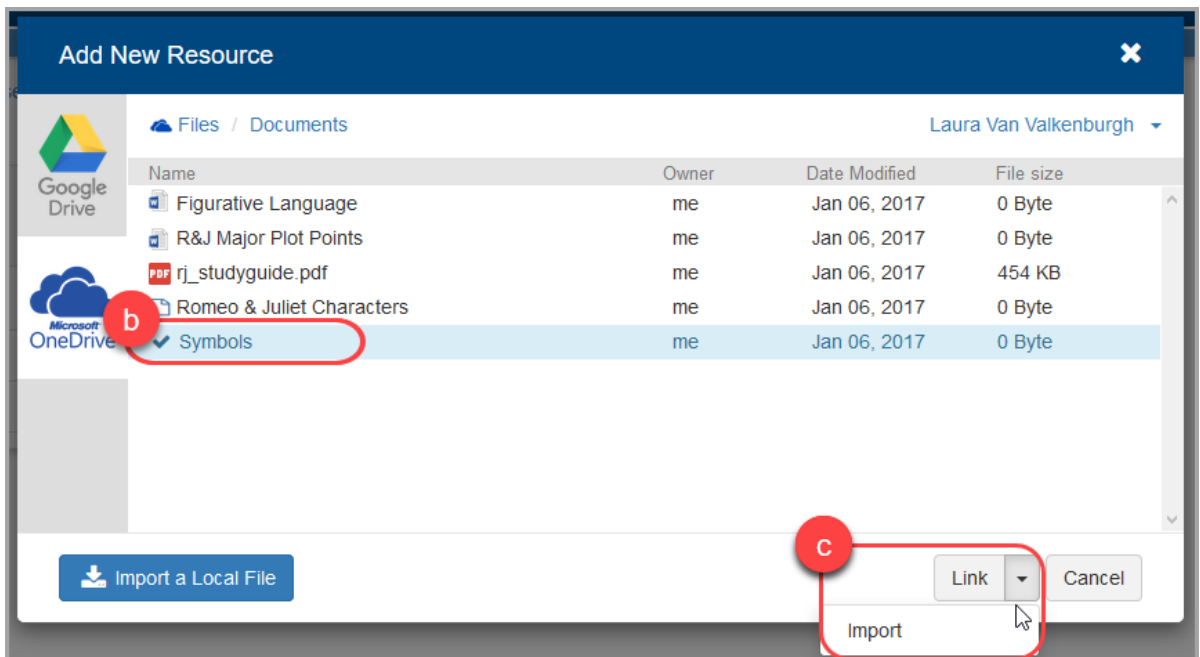
a. Click



*This option is only available for districts whose administrators have enabled the use of Microsoft OneDrive. See APPENDIX B to learn how to connect your ProgressBook account to OneDrive.*

b. Click the name of the file you want to upload.

c. If you want the resource to be a link the students can click, at the bottom of the screen, click **Link**. If you want to import the resource as a document that your students can download, click **Import**.

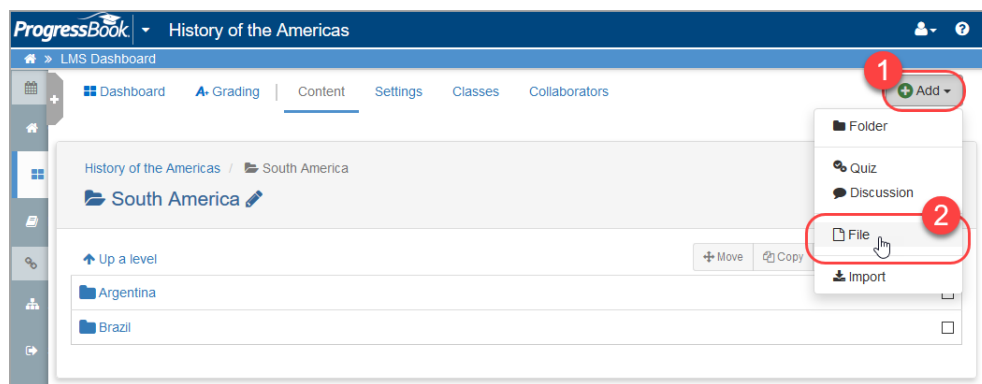




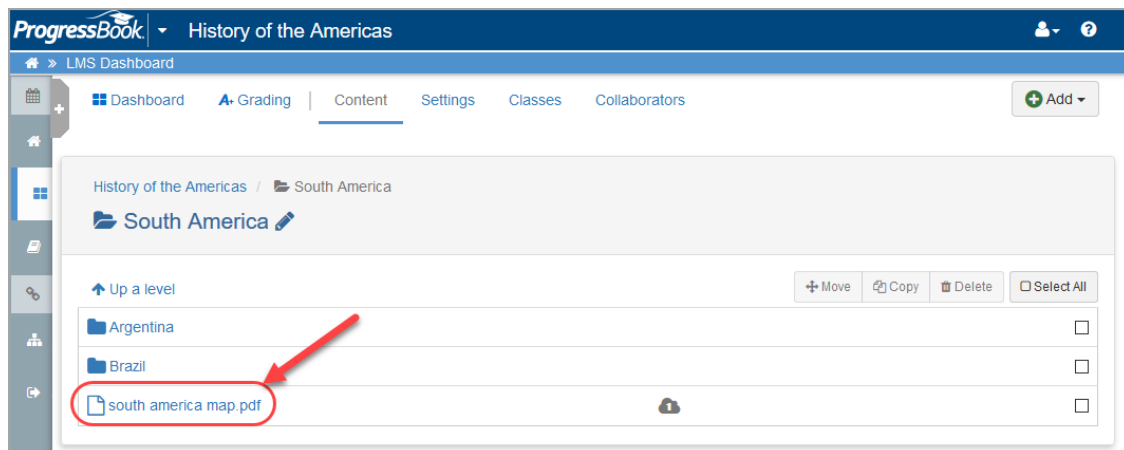
## ***Publish to Course***

Publishing resources to a course allows you to give content to students to reference while completing the course. These resources display on the students' **Resources** screens in their personal ProgressBook accounts.

1. On a course's **Content** screen, decide the folder (if any) you would like to add a resource, then click **Add**.
2. On the menu that displays, click **File**.



After you have selected your resource from your local computer or from your Google Drive account, the resource displays on the **Content** screen.





## **Publishing Resources** (continued)

2. Optional: If you want to change the name of the resource:
  - a. Click the name of the file on the **Content** screen.
  - b. On the screen that displays, in the **Name** field, enter the desired name for the resource.
3. Optional: If you want to change the viewing permissions of the resource:
  - a. Click the name of the file on the **Content** screen.
  - b. On the screen that displays, in the **Publish Type** drop-down list, select one of the following:
    - **Unpublished** – Students cannot view this resource
    - **Published** – Students can view this resource
    - **Restricted** – Students can view this resource during the time frame you designate in the **Start Time** and **End Time** fields
4. If you completed either or both of the above steps, click **Update**.

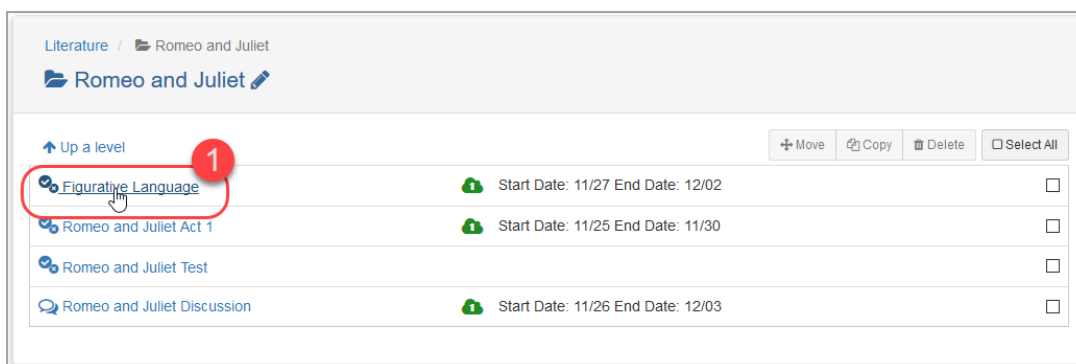
The screenshot shows a form with three main sections: **Name:**, **Publish Type:**, and **Resource :**. The **Name:** field contains the text "South America Map" and is circled in red with a red circle containing the number "2" and a red circle containing the letter "a". The **Publish Type:** section shows a dropdown menu with "Unpublished" selected, and a red circle containing the number "3" and a red circle containing the letter "a" is next to it. The **Resource :** section shows a list with three options: "Unpublished", "Published" (which is highlighted in blue), and "Restricted". A red circle containing the number "4" is next to the "Published" option. Below the list is a button with a green checkmark and the text "Update", which is also circled in red.



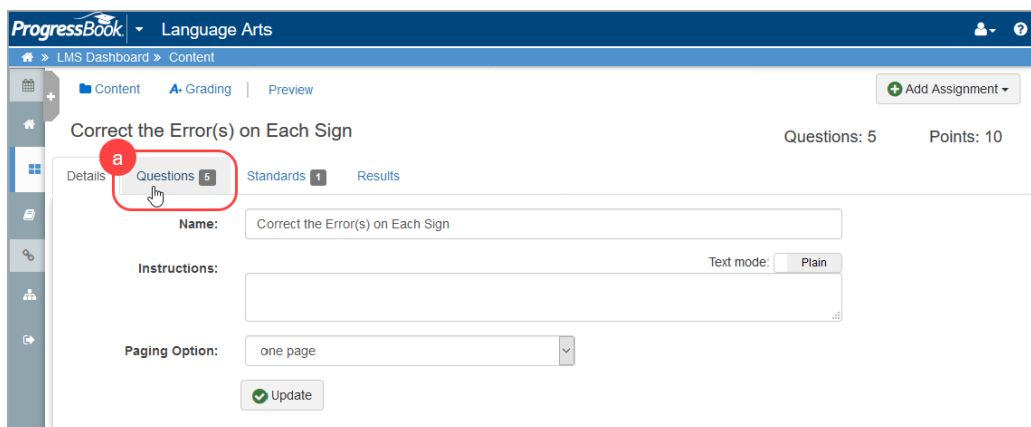
## ***Publish to Activity***

Publishing resources to an activity can be helpful if you want to ask questions about an external resource or if you just want to include a document that students can reference at any time while they take the activity.

1. On a course's **Content** screen, locate the activity to which you want to publish a resource.



2. On the activity's **Details** screen:
  - a. Click the **Questions** tab.





## Publishing Resources (continued)

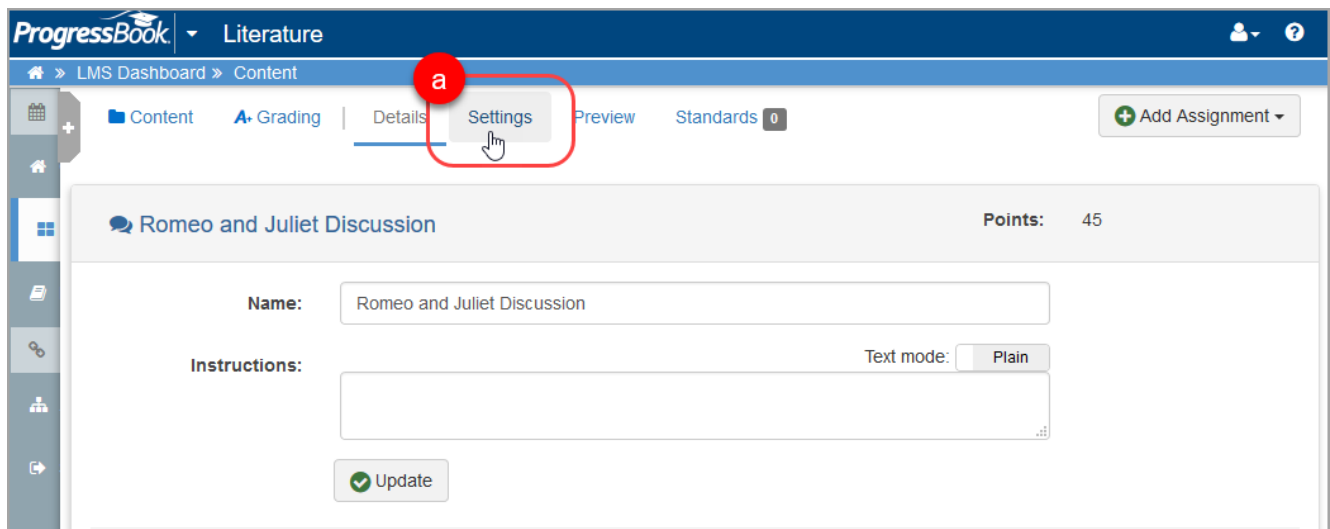
- b. At the bottom of the screen, in the **Add to Quiz** area, click **Text or Resource**.



- c. In the new area that displays, click **Add a Resource**.

Once you select a resource (as described earlier in the chapter), the resource displays within the quiz. You can now move it or add it to a section. When the quiz is published, students can view the resource wherever you placed it in the quiz.

- If the activity is a discussion:
  - a. At the top of the screen, click **Settings**.



- b. Click **Add a Resource**.

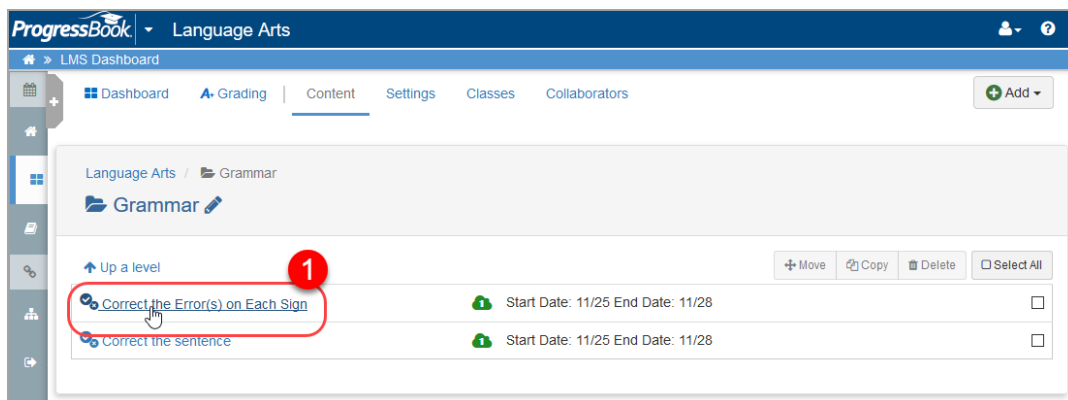
Once you select a resource (as described earlier in the chapter), the resource displays at the top of the discussion for the students.



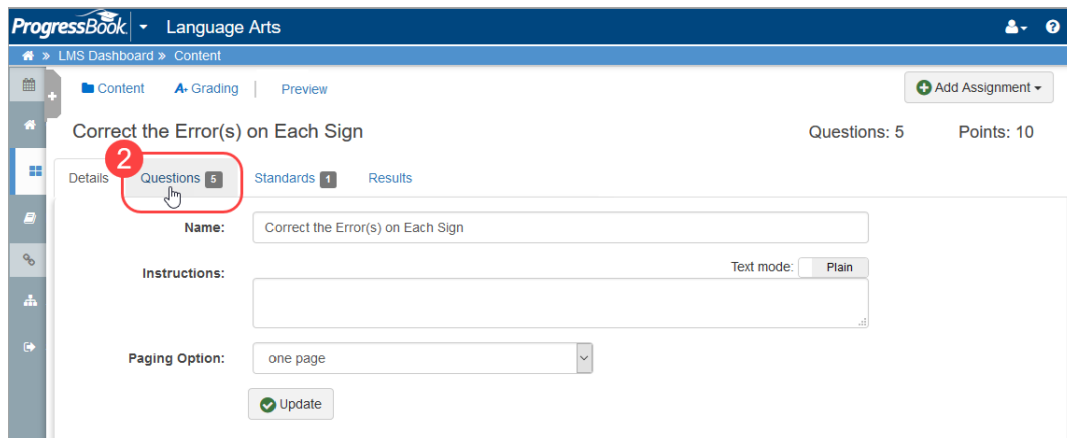
## ***Publish to Question***

Publishing resources to an individual quiz question allows you to provide a resource for just one question rather than for several questions. If you want to scramble the items on your quiz but also want students to always be able to reference the correct resource, this is the best option.

1. On a course's **Content** screen, locate the activity with the question to which you want to publish a resource.



2. On the activity's **Details** screen, click **Questions**.







## Publishing Resources (continued)

- On the activity's **Questions** screen, locate the question to which you want to add a resource, and then click **Edit**.

A screenshot of the 'Edit' interface for a question. At the top, it shows '2 point(s)' and 'Essay'. On the right, there is a red circle with the number '3' around an 'Edit' button with a pencil icon. Below this, the question text reads '7) Correct the sign. Retype the sentence.' followed by a 'Response:' label and a large empty text box for the answer.

- On the screen that displays, click **Add a Resource**.

A screenshot of the 'Add a Resource' interface. At the top, it shows '1 point(s)', 'Essay', and a 'Question Types' link. The 'Question Text' field contains 'Correct the sign. Retype the sentence.' with a 'Text mode: Plain' dropdown. Below this, the 'Points' field is set to '2'. The 'Resources' section has a red circle with the number '4' around an 'Add a Resource' button. There are also checkboxes for 'Options' (Allow Rich Text, Allow Students to Upload File). At the bottom, there are fields for 'Example Response' and 'Example File' (with an 'Add a Resource' button), and 'Save' and 'Cancel' buttons.

After you have posted the resource, it displays in the **Resources** area for the question. When the quiz is published, students can view the resource in association with the question to which you added it.



## Appendix A

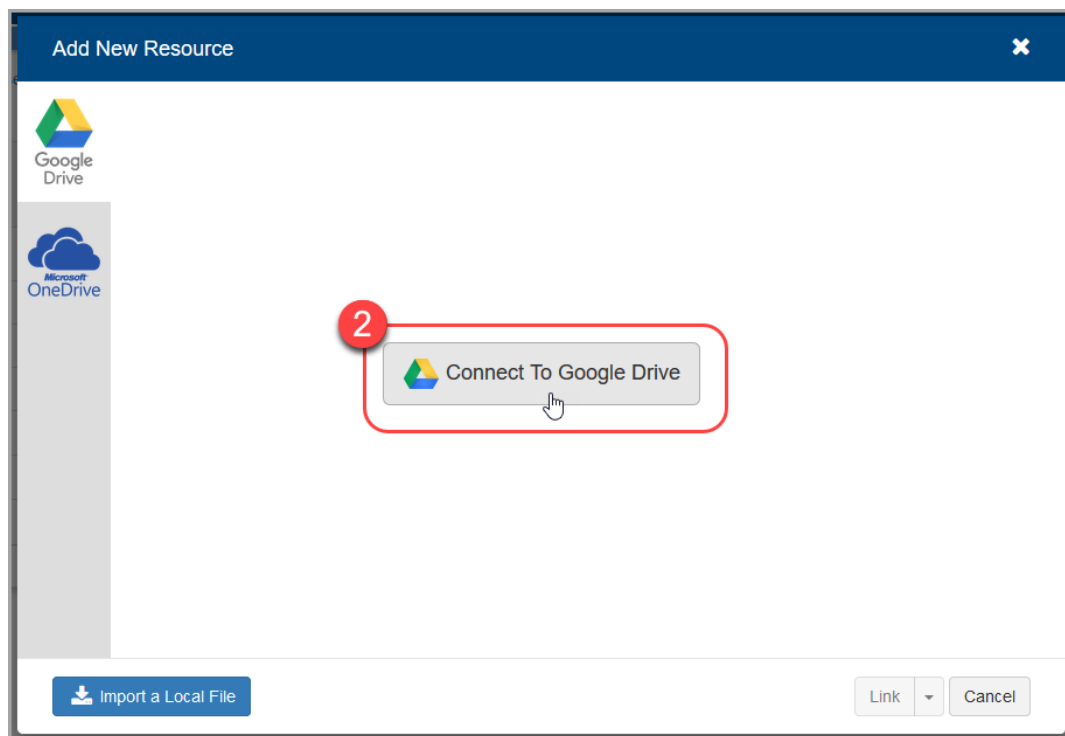


### Connect to Google Drive

The first time you select Google Drive (or any time you have logged out of your Google Drive account in VirtualClassroom), you are prompted to connect your Google Drive account to VirtualClassroom.



1. After you initiate a file upload, on the **Add New Resource** window, be sure is selected.
2. Click **Connect to Google Drive**.





## **Appendix (continued)**

3. Log in to your Google Drive account with your username and password.

**Note:** *You may be prompted to allow permission to ProgressBook to access your Google Drive files.*

Your VirtualClassroom account is now linked to your Google Drive account so you can access files for posting resources.

*If you want to log out of your Google Drive account in VirtualClassroom to switch to another Google Drive Account, click your email address at the top right of the Google Drive tab on the file picker window, and then click LOG OUT.*




## Appendix B

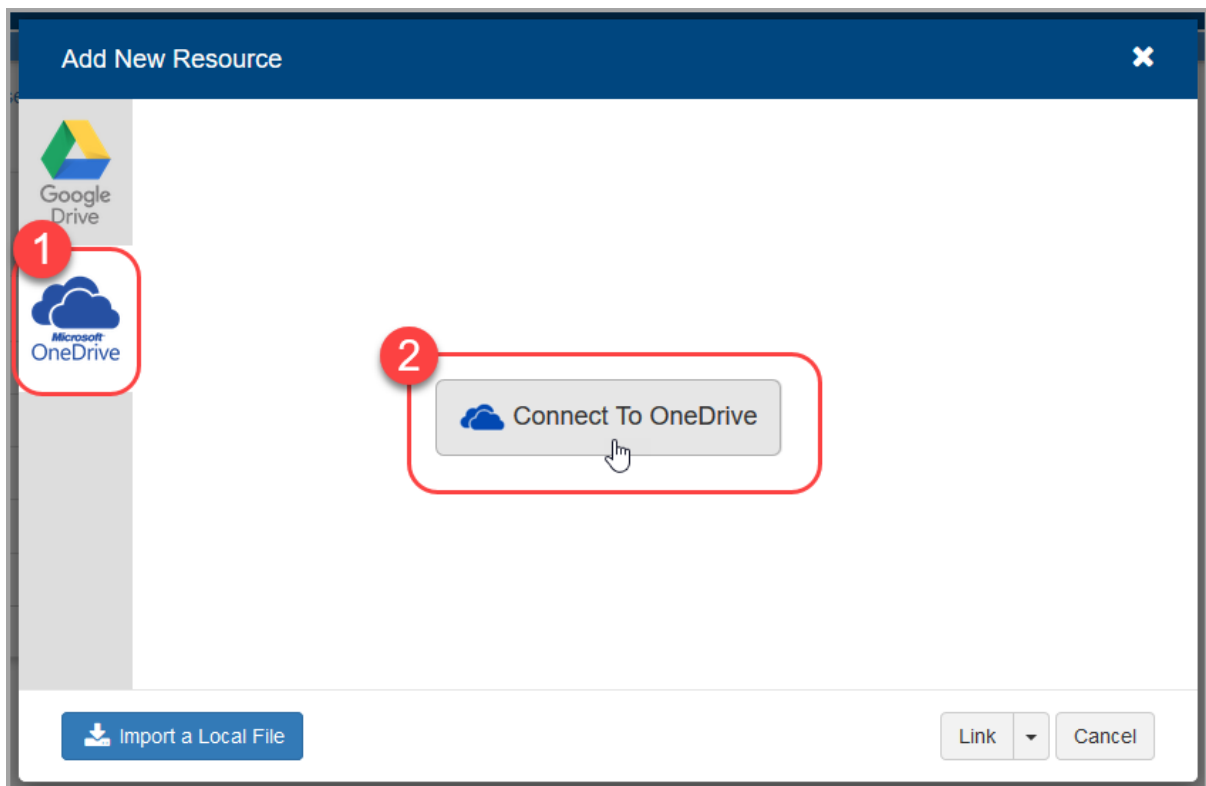


### Connect to Microsoft OneDrive

The first time you select Microsoft OneDrive (or any time you have logged out of your OneDrive account in VirtualClassroom), you are prompted to connect your Microsoft OneDrive account to VirtualClassroom.



1. After you initiate a file upload, on the **Add New Resource** window, click .
2. Click **Connect to Microsoft OneDrive**.





## **Appendix (continued)**

3. Log in to your Microsoft OneDrive account with your username and password.

**Note:** *You may be prompted to allow permission to ProgressBook to access your Microsoft OneDrive files.*

Your VirtualClassroom account is now linked to your Microsoft OneDrive account so you can access files for posting resources.

*If you want to log out of your Microsoft OneDrive account in VirtualClassroom to switch to another OneDrive Account, click your email address at the top right of the OneDrive tab on the ADD NEW RESOURCE window, and then click LOG OUT.*