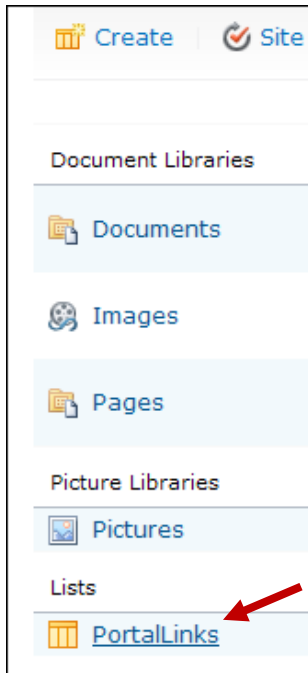
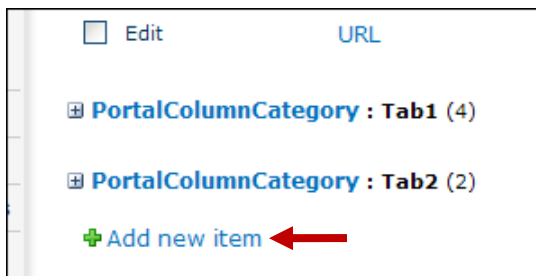


## ADDING A RESOURCE OR TOOLBOX ITEM



To create a Resource or Toolbox item, click on *Site Actions* and select *View All Site Content*. Beneath the Lists heading, click on *PortalLinks*.



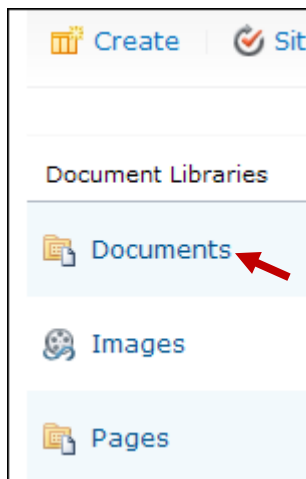
Click on *Add new item*.

The screenshot shows the 'Edit' form with the following elements:

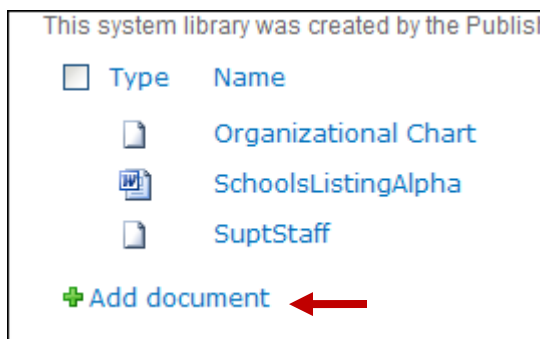
- PortalColumnCategory \***: A dropdown menu is open, showing 'Tab1' and 'Tab2' as options. A red arrow points to the dropdown arrow, and another red arrow points to the 'Tab1' option.
- URL \***: A text box containing the text 'web address: (Click here)'. A red arrow points to this text.
- Type the description:**: A text box below the URL. A red arrow points to this text.
- Open in new Window.**: A checkbox that is currently unchecked.

From the PortalColumnCategory dropdown box, select *Tab 1* for Resources or *Tab 2* for Toolbox.

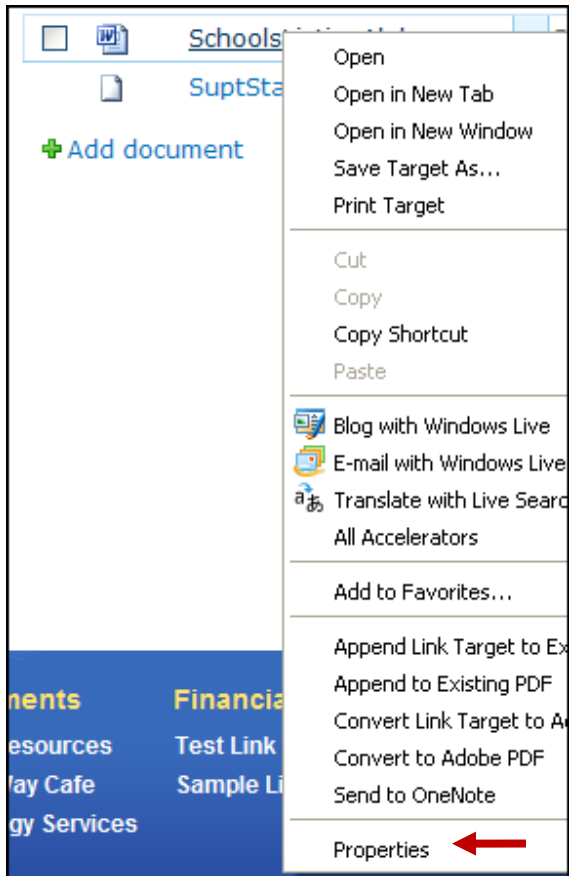
In the URL textbox, type the web address and then type the description. Click in the *checkbox* to open this item in a new window. Click *Save*.



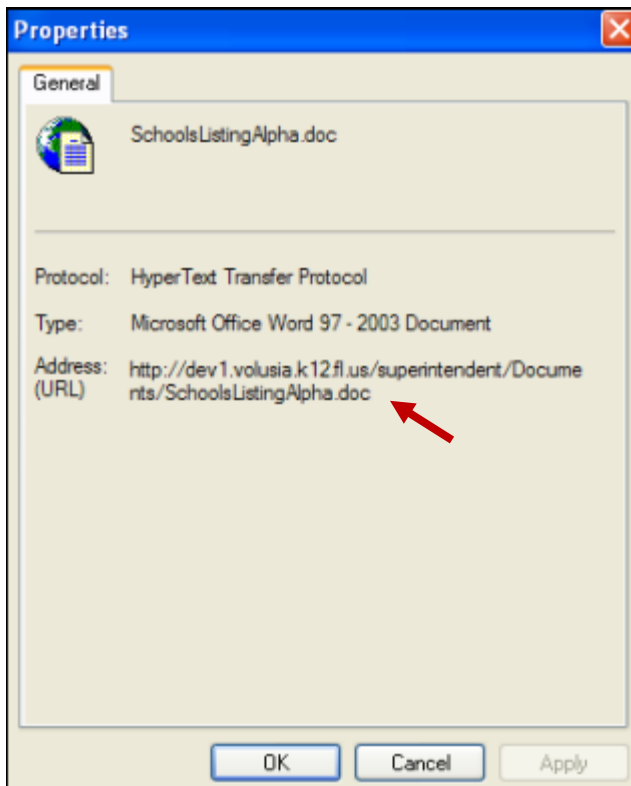
To attach a document to the link, you must first make sure that the document is uploaded into the Documents folder in the Document Library. Click on *Site Actions*, select *View All Site Content*, and click on the *Documents* folder shown within the Document Libraries.



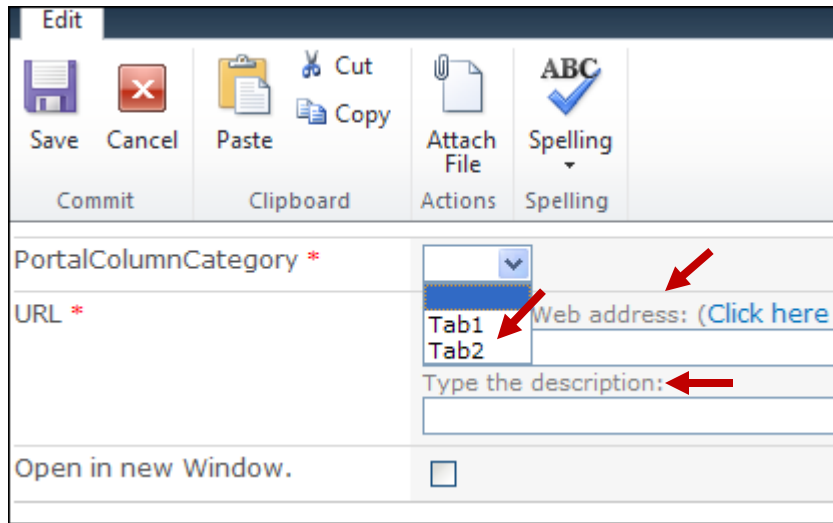
Click the *Add document* link to upload the document.



After the document has been uploaded, right-click on the document and select *Properties*.



Copy the URL Address.



From the PortalColumnCategory dropdown box, select *Tab 1 for Resources* or *Tab 2 for Toolbox*.

In the URL textbox, paste the URL address that was copied, and then type the description. Click in the *checkbox* to open this item in a new window. Click *Save*.

**SUPPORT:** For additional questions or assistance, dial extension 20000 for Support Services or send an e-mail to [custserv@volusia.k12.fl.us](mailto:custserv@volusia.k12.fl.us). After transition to SharePoint, training videos and helpful documentation may be found on the district Intranet Website, Propeller. Before transition, training videos and documentation may be found on <http://blackboard.volusia.k12.fl.us>, Propeller Tab, Propeller Studio folder within the Propeller Class Catalog module, **PS.webservices\_training**.