

LION

How to Add a Link Resource to a Class

Create Group Space Resource Folders

Any Resource that you want to share with your class members must be stored inside a Resource Folder.

Resource Folders are what allow some Resources to be shared among multiple classes, while other Resources are kept to just one class. They also allow teachers to archive some Resources, removing them from students' view, without archiving all of the Resources in a class. Every Resource Folder has its own controls for archiving, sharing and so on.

If you don't want to get that fancy, you can always just create a single folder and save all your Resources in it, but all Resources must be saved to a Resource Folder. Likewise, if you want to get **very** fancy, you can create folders within folders.

1. Go to formanschool.org
2. At the bottom of the page, click Faculty



3. Enter your username (firstname.lastname) and password
For first time users, click on the "Forgot your username/password?" link and enter your email address. You will receive an email with your username and password

LOGIN



Please provide your username and password to log in:

Username

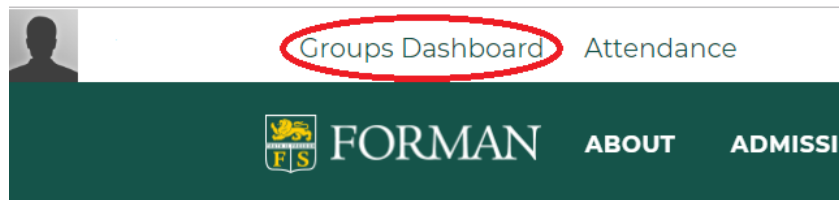
Password

Login

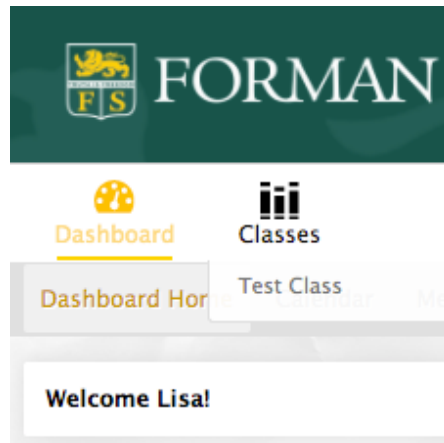
[Forgot Username or Password](#)

[Create New Account](#)

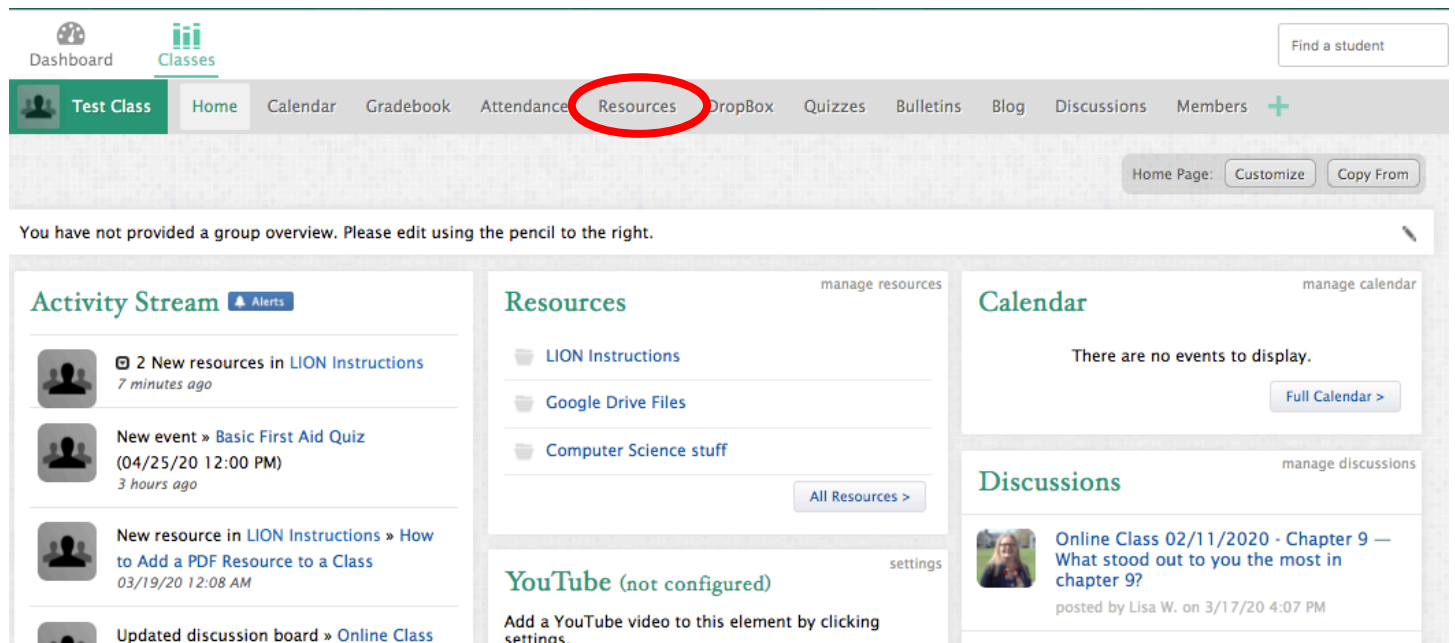
4. Click Groups Dashboard



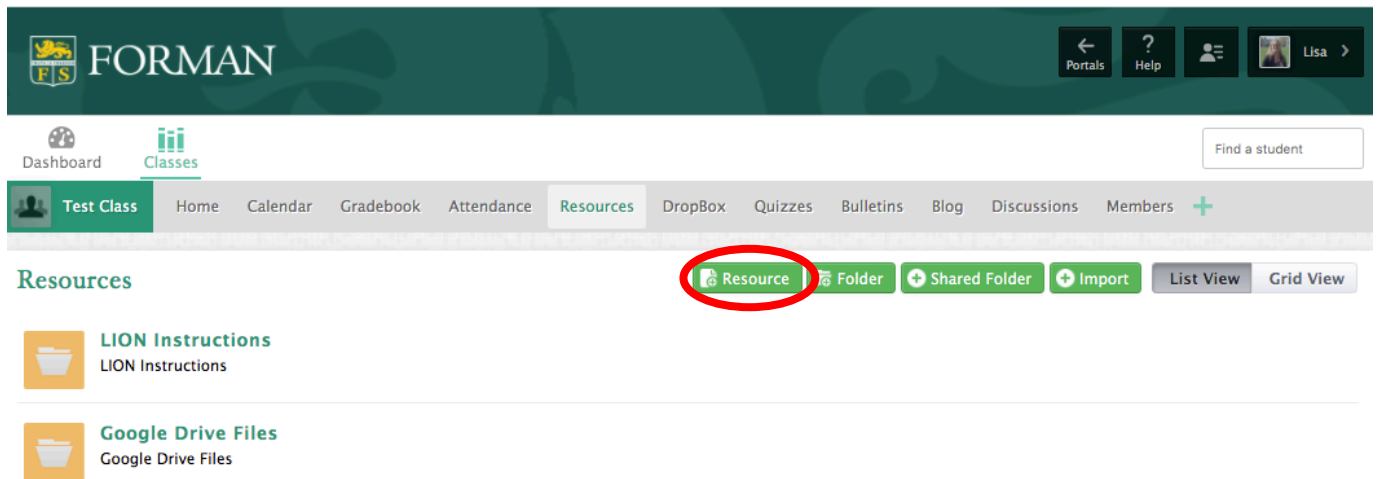
5. Place cursor over Classes and click the appropriate class



6. Click the Resources tab



7. Click Resources



8. Enter the Resource **Title**

9. Use the Folder dropdown to select a **Folder** for this resource (resources *must* be saved to a folder) (other fields described below)

A **Description** of the resource is optional – the Name and Description will give end users more information about the Resource before they click to open it.

You can also add a **Thumbnail** image to Folders or Resources. Thumbnails will be displayed when the Resources page is set to Grid View. If no Thumbnail image is applied, the Resource/Folder will be represented by an icon indicating the Resource type. Click "New File" to upload a thumbnail image, or "Existing File" to re-use one that's been uploaded previously.

The **Display Date** and **Archive Date** controls allow you to set a date range for the resource. The folder will only be visible during that date range, and will be considered archived at the conclusion of the date range. Prior to the date range, the resource will display the date on which it will be made active (when resources are displayed in the List View).

Use the checkbox to **Archive** a resource folder. Archived resources are still present and attached to a group, but are not visible to its members. On the Resource page, archived resources are displayed at the bottom of the list, and are grayed out to distinguish them from active resources. Admins can access and edit archived resources at any time. Resources in archived folders can still be shared to other classes.

11. Click Link and add the External web link
12. Click Save Resource

The screenshot shows the 'New Resource' form with the following fields and options:

- Title: How to Add a Link Resou
- Description: (empty)
- Folder: LION Instructions
- Thumbnail: New File, Existing File
- Display Date: 3/20/2020
- Archive Date: (empty)
- Archive this resource (it will not be visible on the website):
- Link, File, Content, Multiple Files (Link is selected and circled in red)
- Enter an external web URL or select an internal site page as a resource
- External web link (radio button selected)
- URL: https://www.finalsitesupport.com/hc/en-us/articles/11500142128i (with a red arrow pointing to it)
- Buttons: Cancel, Save Resource (circled in red)

13. File will be available on LION as a Resource for the students enrolled in the class

The screenshot shows the LION interface with the following elements:

- Header: FORMAN logo, navigation icons (Portals, Help, Lisa), and a search bar.
- Navigation: Dashboard, Classes, Test Class, Home, Calendar, Gradebook, Attendance, Resources (selected), DropBox, Quizzes, Bulletins, Blog, Discussions, Members.
- Resources Section: LION Instructions folder, buttons for Resource, Folder, Shared Folder, Import, List View, Grid View.
- Resource List: 'How to Add a Link Resource to a Class' (March 20, 2020) is highlighted with a red arrow. Another resource 'How to Add a PDF Resource to a Class' (March 20, 2020) is also visible.