# SLED HOW TO: Creating Resources

SLEDHUB 2011

**1. CLICK ON RESOURCES**

Overview
Members
Wiki
Resources
Messages

**2. TO THE FAR RIGHT CLICK ON:**

Start a contribution

**3. CHOOSE A CONTRIBUTION TYPE**

**Contribute: Start**

→ DOWNLOADS
→ EXTERNAL LINK
→ NOTES
→ PUBLICATIONS
→ SEMINARS
→ TEACHING MATERIALS

steps.

**What if I want**

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2. how yo

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Title: REQUIRED

**4. ADD A DESCRIPTIVE TITLE AND ABSTRACT**

Abstract/Description:

Attachments                    Browse...  Upload

**5. UPLOAD THE RESOURCE– USE PDF OR .DOC FORMAT**

Group ownership

Group: OPTIONAL
Select group ...

Access level: OPTIONAL
Public

**Public** = anyone may view/download the resource
**Protected** = abstract is visible, files restricted to group members
**Private** = only visible to group members

**6. GROUPS AND SETTINGS. RESOURCES ARE BY DEFAULT PUBLIC. IF THIS IS MEANT FOR A PARTICULAR GROUP THEN SPECIFY HERE.**

Authors

Select author...
Select author...
Aagard, Hans
Tanja Alavanja
Alcock, Cheryl
Cheryl Alcock
Ellen Anderson
Ellen C Anderson
Robyn Armsworth–Brack
Mike Arvola
Attardo, Donalee H
Jessica Austin
Kelly L Babb
Aaron Michael Baker
Beiswenger, Stephanie L

**7. THE PERSON UPLOADING THE RESOURCE WILL AUTOMATICALLY BE LISTED AS FIRST AUTHOR. IN ORDER TO ADD OTHERS USE THE DROP DOWN LIST. THEY MUST BE REGISTERED ON SLEDHUB TO BE AN AUTHOR.**

Add Tags

Assigned Tags:
How To ×   Resources ×   sledhub ×

If a specific tag does not already exist, simply type it in the field above. This will create and
assign the new tag to your resource.

**8. USE 2 TO 3 TAGS TO DESCRIBE THE RESOURCE.**

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**9. AGREE TO THE DISCLAIMER INFORMATION AND CLICK ON SUBMIT**

Submit Contribution

**Contribute: Contribution Submitted: Step 5: Review**

✓ Thank you for your contributio

Contribution submitted:

**Title:** How To: Compose a Resource
**ID#:** 373

Start a new submission or Return to

**10. YOUR RESOURCE HAS BEEN SUBMITTED. CLICK TO VIEW IT OR START A NEW RESOURCE.**

**TIPS FOR CREATING RESOURCES: KEEP IT SIMPLE AND UPLOAD ONE DOCUMENT PER RESOURCE. MAKE SURE THAT THE NAME OF THE RESOURCE IS DESCRIPTIVE OF THE ACTUAL RESOURCE. YOU AS THE AUTHOR CAN ALWAYS GO BACK AND EDIT THE RESOURCE AFTER SUBMITTING.**