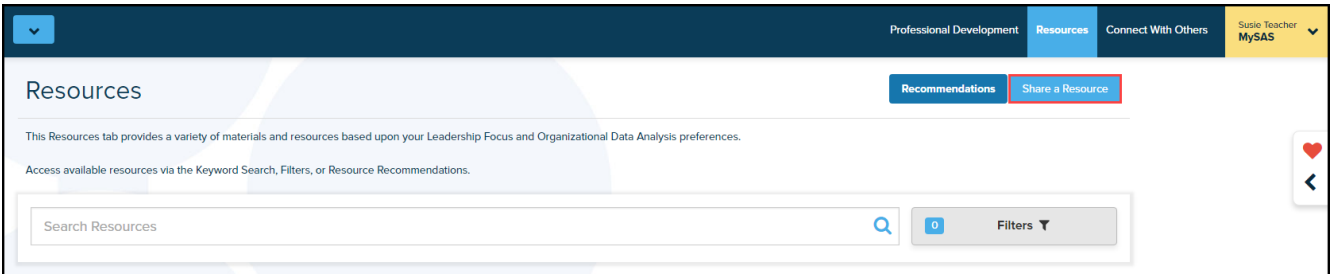


Resources (Share/Create A Resource)

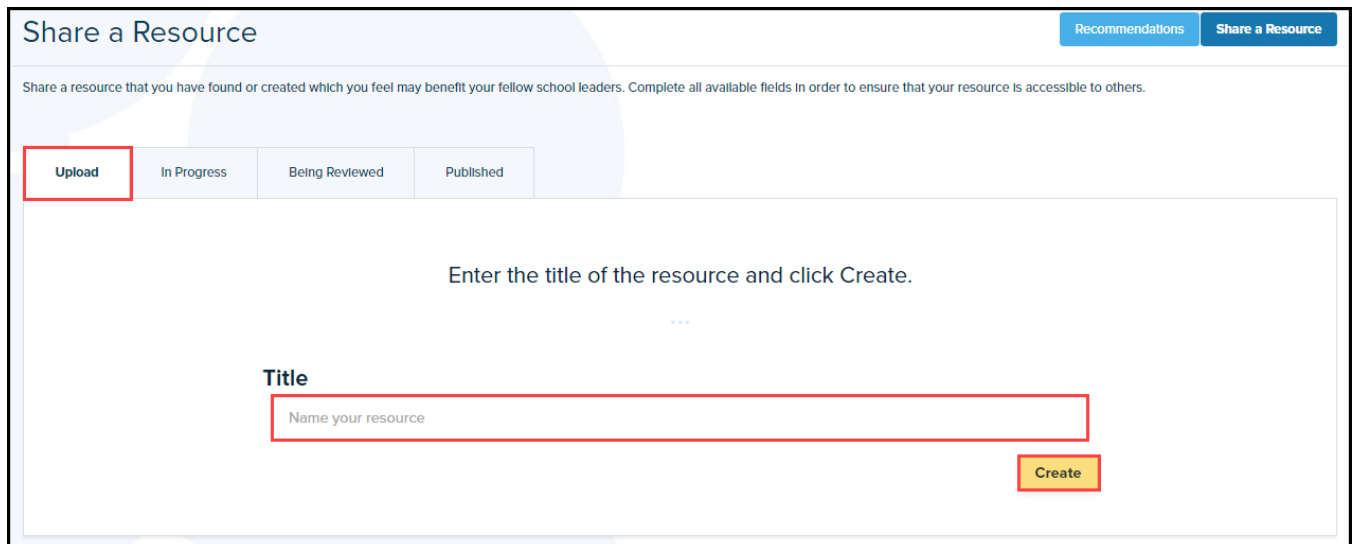
1. Click on the “Resources” tab along the top SAS Leadership System menu bar.



2. To share your very own resource that you have found or created which you feel may benefit your fellow school leaders, click the **Share a Resource** button along the top of the page.



3. Enter the title of the resource in the appropriate box under the Upload tab, then click **Create**.



4. Type in the Description box to outline what the resource is, then click on the **Tags** button to add the topics the resource aligns to.

The screenshot shows a form with three main sections: **Title**, **Description**, and **Tags**. The **Title** section contains the text "This Is Justin's Test Resource". The **Description** section features a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with icons for undo, redo, link, unlink, image, bold, italic, bulleted list, numbered list, indent, and outdent. The description text reads: "This resource is an article from Forbes outlining eight characteristics of effective school leaders." Below the text is a word count indicator: "Words: 14". The **Tags** section has a button labeled "0 Tags" with a tag icon, which is highlighted with a red box.

5. Select the appropriate topics from the four lists.

The screenshot displays a tagging interface with four columns of topic lists. The first column, "Topics of Interest", has sub-filters for "#/A - H", "I - N", and "O - Z". It lists eight topics: Mission and Vision, Parent and Community Involvement, Performance Evaluations (checked), Personalized Learning, Professional Development, Public Relations (checked), and Recognizing Achievements. The second column, "Community Setting", lists Rural (checked), Urban (checked), and Suburban (checked). The third column, "School Level", lists Elementary (checked), Middle (checked), and High (checked). The fourth column, "Content Type", lists Article (checked), Core Resource, Document, Template, Podcast, Presentation, Research Brief, Web Resource, Webinar, and Video.

6. If you wish to eliminate your selected tags and start fresh, click the **Remove All** button. Click the **Apply Tags** button to save your selections.

The screenshot shows three buttons in a row, enclosed in a black border. From left to right: "Cancel" (white background, red text), "Remove All" (white background, red text), and "Apply Tags" (yellow background, black text). The "Apply Tags" button is highlighted with a red border.

7. Next, complete the **Keywords** section by typing relevant words or phrases pertaining to the resource that will help other users effectively find it. Copy and paste the resource link URL (web address) into the **Resource** box. Click the drop down box beneath the **Content Type** heading to select the type of resource (i.e. Article, Video, Podcast, etc.).

Keywords
These words/phrases will help users search for your content. Separate keywords or phrases by a comma.

characteristics, effective, leader, administration, qualities

Resource
Resource Link Url

<https://www.forbes.com/sites/nickmorrison/2013/12/30/the-eight-characteristics-of-effective-school-leade>

Content Type

Article

8. Then, type in the name of the content provider and add the year the resource was published.

Content Provider

File Edit Insert View Format Table Tools

Formats B I

Forbes (online)

p Words: 2

Year of Publication

2013

9. If you wish to share original content (i.e. a resource you have personally created), click the **Choose File** button in the *File Upload* section, select the file from your computer, and click the **Save/Upload** button.

File Upload (if sharing original content)

Choose File No file chosen **Save/Upload**

Select a file from your computer to upload or attach to this resource.

10. Once you have completed all of the applicable fields for creating your resource, click **Save** at the very bottom of the page.

Year of Publication

2013

File Upload (if sharing original content)

Choose File No file chosen **Save/Upload**

Select a file from your computer to upload or attach to this resource.

Cancel **Save**

11. Click on the *In Progress* tab to view any resources you have created that have not yet been finalized.

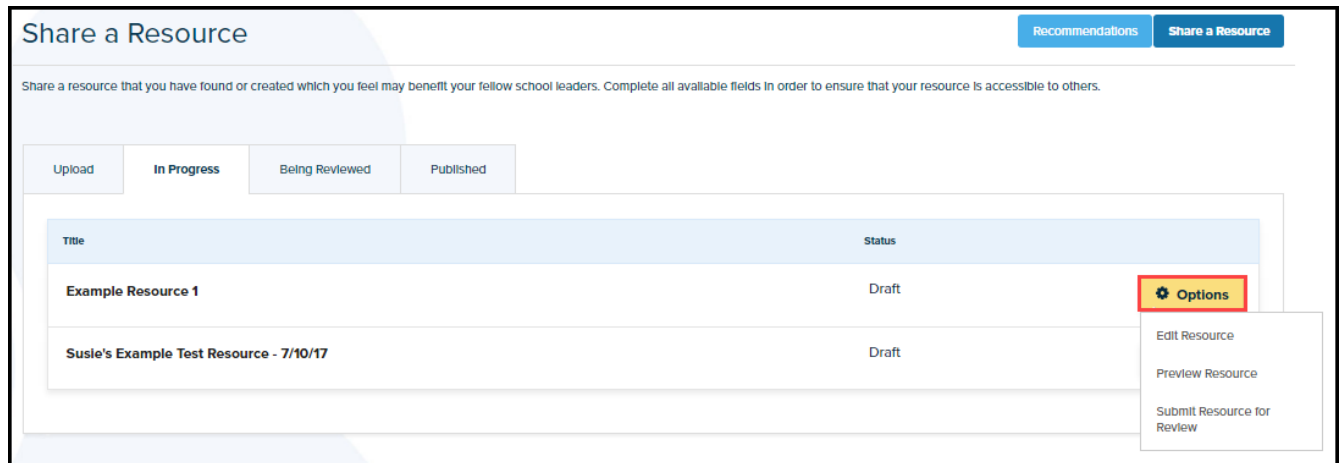
Share a Resource Recommendations Share a Resource

Share a resource that you have found or created which you feel may benefit your fellow school leaders. Complete all available fields in order to ensure that your resource is accessible to others.

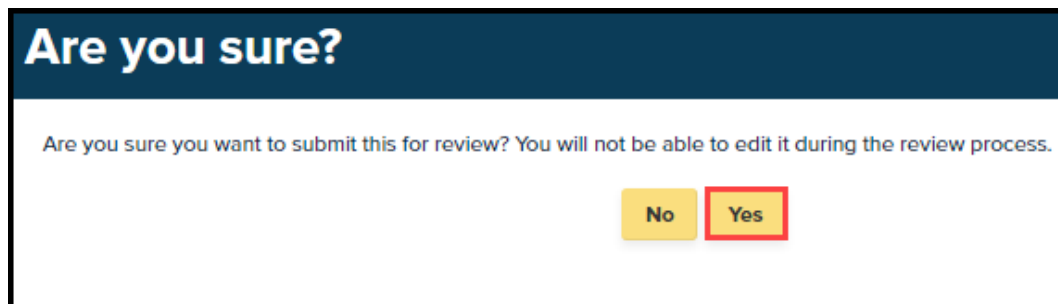
Upload **In Progress** Being Reviewed Published

Title	Status	
Example Resource 1	Draft	Options
Susie's Example Test Resource - 7/10/17	Draft	Options

12. Click the **Options** button for a given resource, and select the desired action. To make any changes to your resource, select “Edit Resource.” To view what your resource will look like on the site, select “Preview Resource.” To have the resource move on to the next stage of being published, select “Submit Resource for Review.”



13. Please be aware that once you have submitted your resource for review, it cannot be changed. Click **Yes** if you wish to continue.



14. Your resource will then be examined by an editorial review board. You can view the status and progress of your resource by clicking the *Being Reviewed* tab. Upon approval, your resource will be published and crowdsourced on the site via the resource rating system. To view any of your resources that have actually been published to the Leadership Portal, click the *Published* tab.

