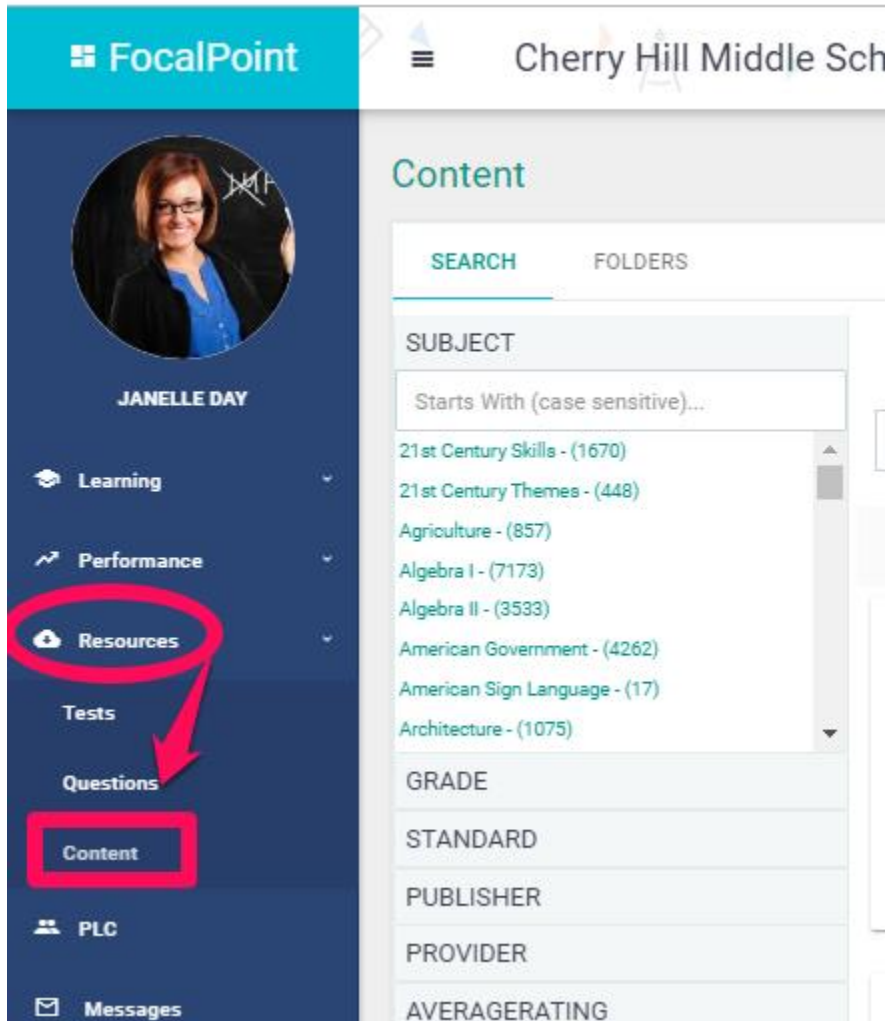# FOCALPOINT K12

CONTENTCLOUD™ QUICK START GUIDE

Essential Question: How do I find and assign digital content/resources?
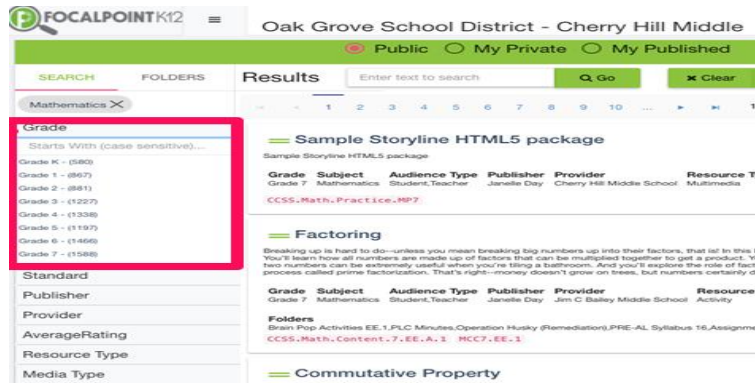
How do I use the filters to find content?

☐ Access the ContentCloud™ by clicking the 'Content Tab'.

☐ You now have access to the Digital Content Library containing approximately 50,000 open education resources from multiple providers. The resources are searchable using the filters located on the left side of the page using the 'Search' menu.
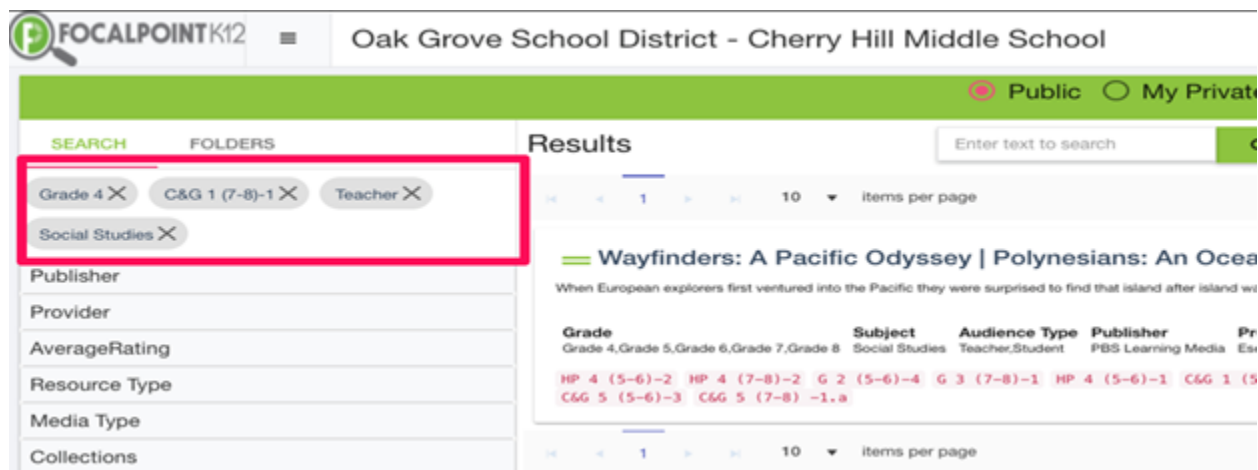
◻ To filter, click on the filter category you wish to use and select your desired choice(s). The filters being applied will be displayed at the top left side of the page. The example below illustrates filtering by 'Grade'.
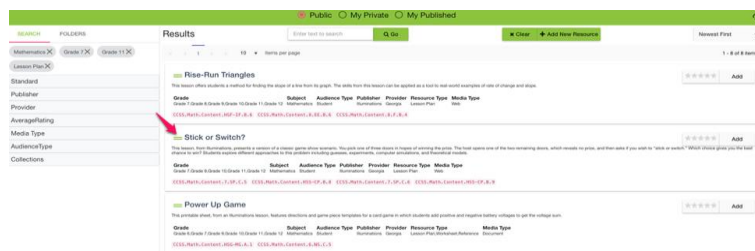
◻ The example below illustrates where a user has filtered for multiple categories. Again, filters can be removed at any time by 'deselecting' the filter by clicking on the 'X' that appears beside the filtered criterion/criteria.

How do I preview a resource?

◻ A high-level overview of the Digital Resource that includes the Title, Grade, Subject, Audience Type, Publisher, Provider, Resource Type, Media Type, Creator, and Folders is displayed on the main page. At any time, a user can preview the resource by clicking on the Resource Title. This will open a new tab in your browser.

◻ Clicking on the digital resource's title, will expand the resource allowing you to read details about it. Select the 'Launch' Tab, to fully preview the Digital Resource that is available in the ContentCloud™. For example . . .
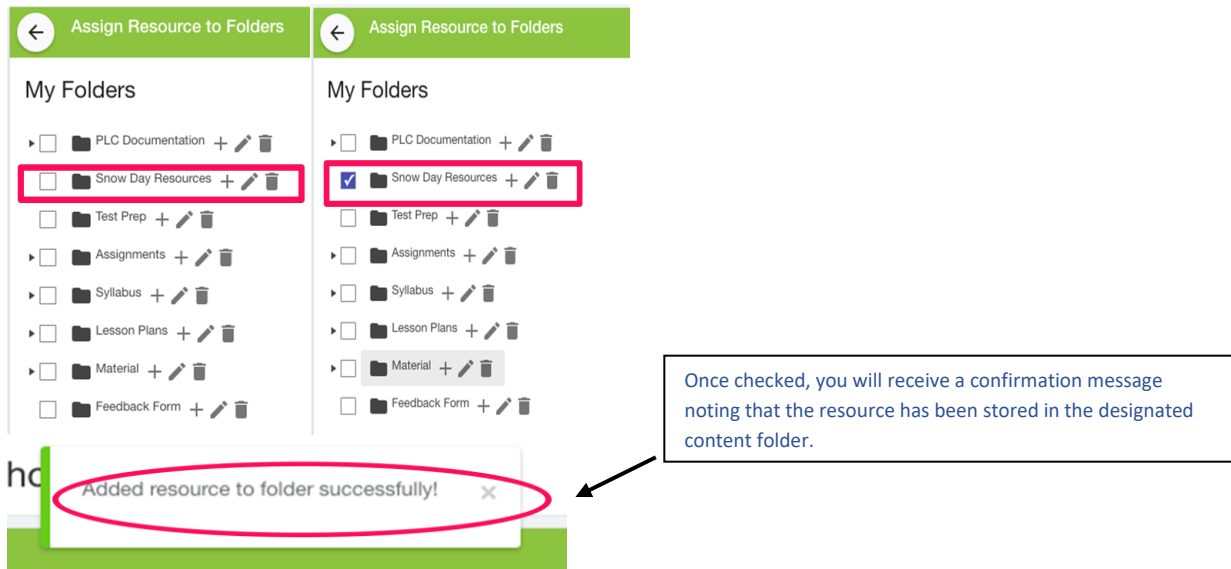
How do I add a resource to a folder?

#1: Selection from folder list

- ❑ Once you have completed your preview as described above and have found a digital resource you would like to use, it can be placed into a folder.
- ❑ To add a resource to a folder, click on the 'Add' tab located in the upper right corner of the resource.

- ❑ Your available folders will appear. Choose the folder(s) you would like to add the resource to and click on the box to the left of each folder.

Once checked, you will receive a confirmation message noting that the resource has been stored in the designated content folder.

- ❑ You can now return to the page where you began filtering and previewing resources by clicking the left arrow that appears in the upper left corner of the page.

#2: Drag & Drop

- ❑ Select the 'Folders' Tab at the top left side of the page. This shows all your folders on the left side of the page making it easy for you to drag and drop resources into selected folders. Click and hold the resource's title then drag the title into the desired folder.

☐ Once complete, you will receive a confirmation noting that the resources have been added to the folder.