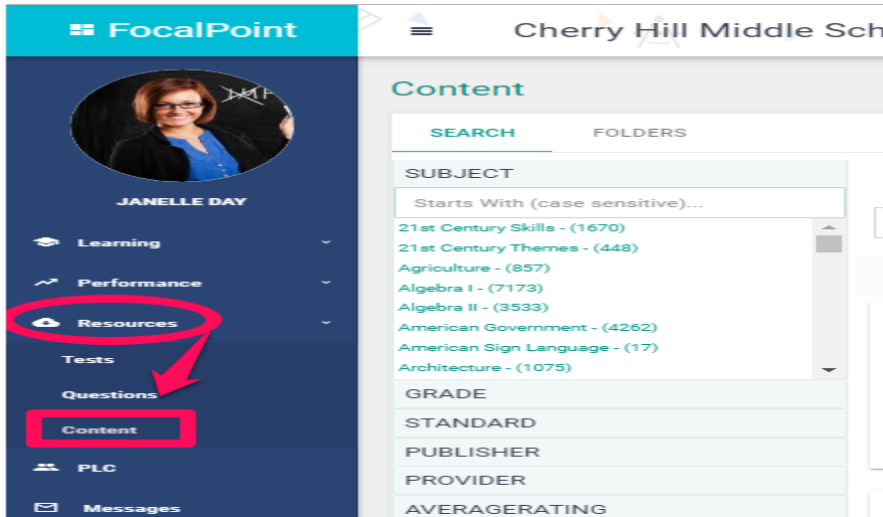
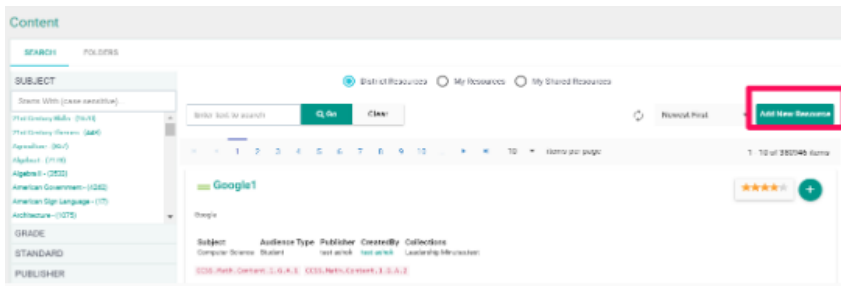


Essential Question: How do I create and publish my own digital content?

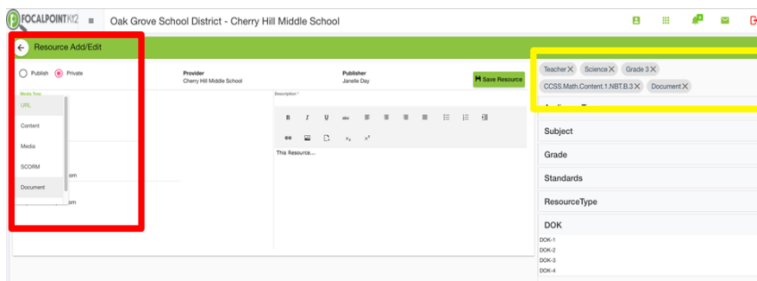
- ❑ Select the course for which you wish to add/create resources from your drop-down in the green bar at the top of your screen.
- ❑ Select the 'Menu' icon to expand/collapse various tools/tabs within the ContentCloud™. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.



- ❑ Select the 'Folders' tab on the left side of the page.
- ❑ To create a new resource, select the '+Add New Resource Tab' at the top of the page.



- ❑ Use the drop-down menu for 'Media Type' in the upper left corner of the window to select the type of resource (URL, Document, SCORM, Media).
- ❑ Provide the resource with a Title name and description



VERY IMPORTANT: Be sure to use the meta tags on the right to tag the resource according to grade, subject, audience, standard(s), DOK, etc.

- ❑ If applicable, use the 'Upload' button to upload content to the ContentCloud™.

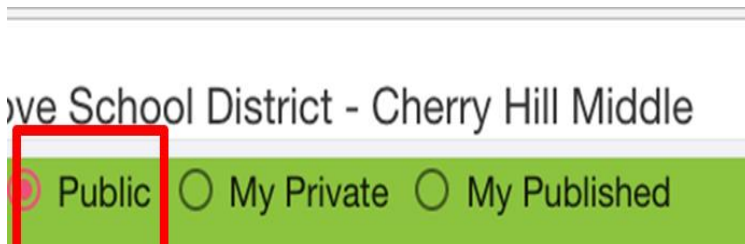
- Once complete, select the 'Save Resource' tab and you will receive confirmation at the top of the page that the resource has been saved and is now available.



Publishing my digital resources/making it Public

As a teacher, you have the option to keep your resource private, allowing permission for only you to have access, or you can elect to share the resource with others in your school/school district.

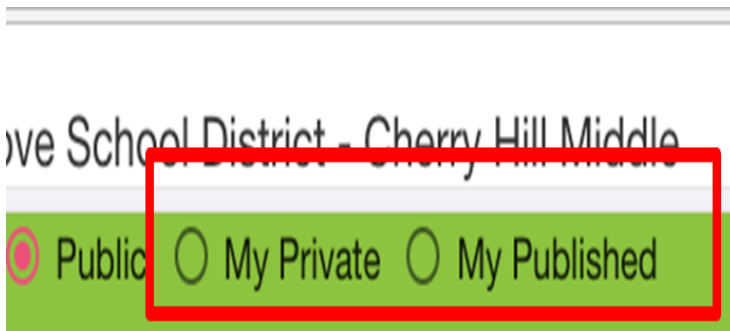
- To make the resource 'public' and available to other teachers in your district, select the 'Public' option prior to saving the resource. This will then make the resource available to all teachers across the district.



Note: Districts may have an approval process in place where a designated administrator would review and approve/reject a resource prior to its publication.

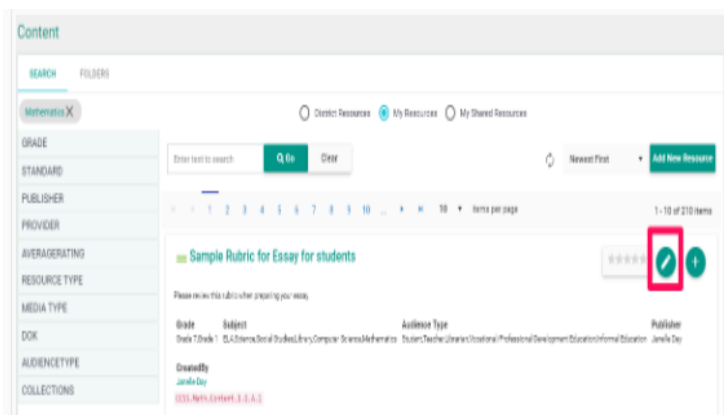
Viewing my digital resource

- To view resources, you have created that are private and accessible only by you, check the 'My Private' tab.
- To view a list of digital resources that you have published, and that are available to other teachers, check the 'My Published' tab.



Editing my digital resource

- To edit resource you created, select the 'Edit' tab located on the right side of the resource, make your changes, and select the 'Save changes' tab. Please note that you can only edit resources you created in the system.



Note: If you see the need for an edit to a resource created (and shared) by someone else, please notify the appropriate school/district administrator.