

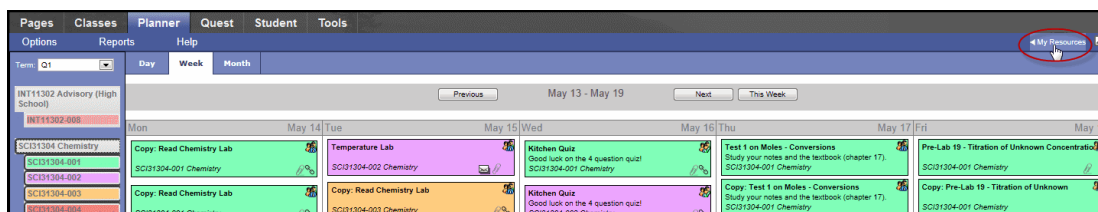
## Manage My Resources in the Staff View

My Resources is available on your Planner and on the **Quest** tab. You can store files for lessons, weblinks, notes, etc. See [Use My Resources](#) to learn about all its features.

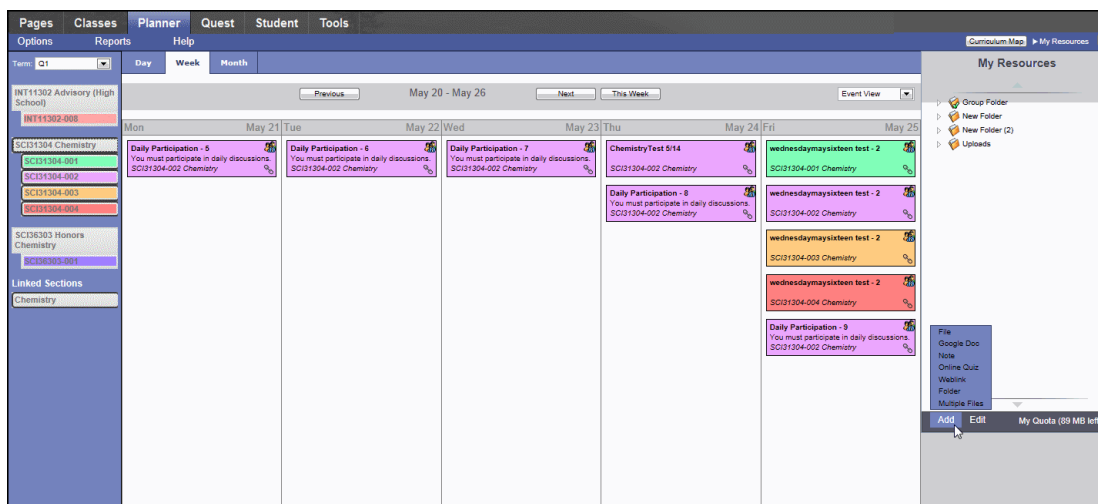
After you add items to My Resources, you can attach those items to assignments on your Planner.

## Accessing My Resources on Your Planner

To access My Resources on your planner, click **My Resources** in the upper-right corner of the page:



My Resources appears:



**Note:** Click **My Resources** again to close the My Resources window.

My Resources includes folders for organizing content. You can upload items from your local hard drive (such as PDF, Word, or PowerPoint files), or create them in My Resources (such as notes.)

For example, you might have a folder in My Resources that contains your lesson plans. Within the lesson plan folder are individual folders for each unit. Within the unit folders are the actual daily lesson plans.

Each daily lesson plan folder contains weblinks to videos, document files for handouts, and PowerPoint presentations. You can access it all seamlessly from your Planner for the projector in your room. You can also drag and drop the handout files to attach them to your assignments on your Planner.

## Accessing My Resources on the Quest Tab

To access My Resources on [the Quest tab](#), use one of the search tools to find a list of digital content. Then, click **My Resources** in the upper-right corner of the page:



Drag and drop resources your search tools find to the appropriate folders in My Resources. You can share this content by dragging and dropping it to a Group Resources folder, which group members can access on the group's page, or to a folder for you to drag and drop into a specific assignment's details.

## Adding Items to My Resources

In addition to adding weblinks, files, notes, and folders, My Resources contains the following options on the **Add** menu:

- [Google Docs](#)
- [Online quizzes](#)

## Adding My Resources to Assignments on Your Planner

To share links and files with students, you can attach items in My Resources to assignments by clicking and dragging.

Click on any file in My Resources and drag it to a date in the calendar to create a new assignment with that item attached.

## Manage My Resources

My Resources is each user's personal document repository within Aspen. It is accessible from the [Group Resources widget](#).

For example, teachers can store items such as course materials, classroom policy documents, links to web sites of interest, and PowerPoint presentations. Students can store homework assignments, science fair projects, recommendation letters, and more.





No one can ever access another user's My Resources.

For teachers and page administrators, My Resources can serve as a central storage area for materials that need to be shared with many groups. Any files uploaded to My Resources can be copied to a Page's Group Resources widget by dragging and dropping.


Members of a Page can see and download the resources but cannot edit or delete them. All files uploaded are owned by the uploader.

Also, teachers can easily [attach a resource stored in My Resources to a homework assignment](#). Use the **Resources Provided by the Teacher** section of the new assignment page.

There are four different folder icons used in My Resources:

- : user-created folder.
- : group folder (only page administrators can upload files into and delete from this type of folder).
- : group folder with read-only access (group members can only view files in a group folder).
- : uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

### Notes:

- You can move, rename, and delete user-created folders and files.
- Teachers can rename their Uploads folder, such as to *Amy's Uploads*. For each class that you upload files to, Aspen will create another subfolder within your Uploads folder .
- You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2)**, to the name of the file that's been added or moved.

You can do the following:

- [Add different types of files to My Resources.](#)
- [Edit, delete, and copy files that have been added to My Resources.](#)
- [Drag and drop individual files or folders from My Resources to Group Resources \(and vice versa\).](#)
- [Manage your storage quota.](#)

## To add files to My Resources:

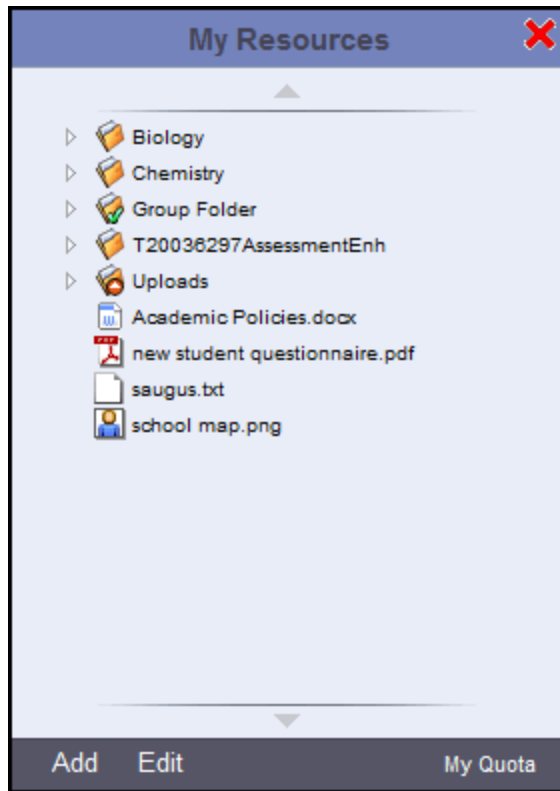
1. Go to the Group Resources widget:



2. Click **Edit** in the title bar of the widget. The widget displays options:



3. At the top of the widget, click **My Resources**. A pop-up window appears:




**Note:** You only have one My Resources storage area. No matter what Page you are on in Aspen, your My Resources pop-up contains the same files.

4. At the bottom of the widget, click **Add**. The menu expands.

**Note:** When a teacher with Aspen IMS accesses My Resources from the Staff view's Planner, the ability to [add online quizzes](#) and [Google Docs](#) is available.

5. Select one of the following:

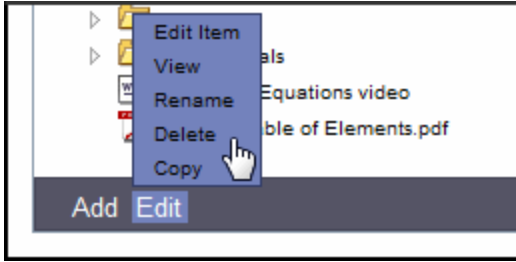
Field	Description
File	<p>Click <b>Browse</b> to locate the file, and add a <b>Description</b>.</p> <p><b>Note:</b> Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.</p>
<a href="#">Google Doc</a>	<p>Type a <b>Description</b>. Then click <b>Select Google Document</b> to select from the available files. Click <b>Select Document</b>.</p> <p><b>Note:</b> This is a feature of Aspen IMS.</p>
Note	Type a <b>Title</b> and the <b>Text</b> of your note (such as comments about a particular lesson plan).
Weblink	Type a <b>Name</b> , <b>Description</b> , and <b>URL</b> (you can copy and paste into this field).

Field	Description
Folder	A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.
Multiple Files	<p><b>Note:</b> If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the files.</p> <p>When you click <b>Multiple Files</b>, the resulting messages/dialog boxes that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security dialog box appears, click <b>Run</b>.</p> <p>The application automatically starts to run, and an Aspen File Uploader dialog box appears.</p> <p>Click <b>Add files</b> to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the <b>Shift</b> key to select multiple files or folders adjacent to each other; press and hold the <b>Ctrl</b> key to select multiple files or folders not adjacent to each other).</p> <p><b>Note:</b> Once you make a selection, it is possible to continue adding files until you reach your quota.</p> <p>Click <b>Upload</b>. A confirmation message appears. Click <b>OK</b>. The selected files or folders appear in My Resources.</p> <p><b>Note:</b> If you saved the Aspen Uploader file to your computer, the next time you click <b>Multiple Files</b>, find and select the  icon in your taskbar to view the Aspen File Uploader dialog box.</p>

**Note:** Files uploaded to My Resources cannot be edited in My Resources. To edit a file stored in My Resources, download it to your computer, edit the file, and upload it again.

**To edit, delete, and copy files in My Resources:**

1. Select the file or folder that you want to edit.
2. At the bottom of the My Resources pop-up, click **Edit**. The menu expands as follows:



3. Select one of the following:





Field	Description
Edit Item	<p>A details pop-up appears, where you can edit details such as file name, description, and file location.</p> <p>You cannot edit the contents of a file. To do that, you need to do one of the following:</p> <ul style="list-style-type: none"> <li>• Download the item, edit it, and upload the edited version.</li> <li>• Edit the version that's on your computer, upload it, and delete the unedited version.</li> </ul> <p><b>Note:</b> You cannot edit a folder.</p>
View	<p>Based on your selection, one of the following occurs:</p> <ul style="list-style-type: none"> <li>• <b>For a folder:</b> The folder expands (if it was already expanded, nothing happens).</li> <li>• <b>For a file:</b> The file opens directly, or a dialog box asks you whether you want to save or open the file.</li> <li>• <b>For a note:</b> The note details appear, where you can make edits.</li> <li>• <b>For a <a href="#">Google Doc</a>:</b> You need to have a Google account and might need to grant Aspen access to Google Docs.</li> <li>• <b>For a video:</b> The video opens in a new window.</li> <li>• <b>For a web page:</b> The web page opens in a new window.</li> </ul> <p><b>Note:</b> Clicking <b>Edit</b> and then <b>View</b> is the same as double-clicking the item.</p>
Rename	<p>A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press <b>Enter</b> on your keyboard.</p> <p><b>Note:</b> You cannot rename a file.</p>

Field	Description
Delete	A confirmation message appears. Click <b>OK</b> .
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>If you are running out of space and want to delete multiple files at once, click the <b>My Quota</b> link on the Group Resources widget.</li> <li>If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.</li> </ul>
Copy	A copy of the file appears, with a number, starting with <b>(2)</b> , appended to the file name.
	<p><b>Note:</b> You cannot copy a folder.</p>

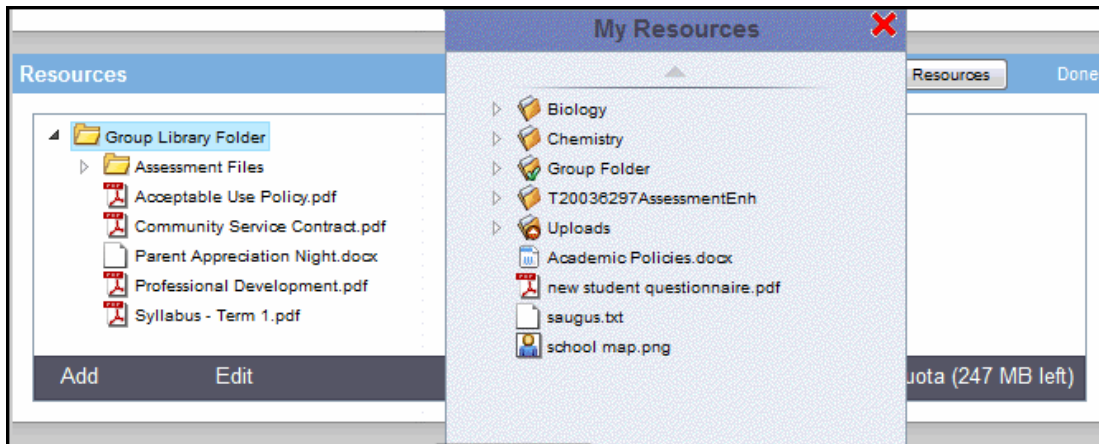
### To copy a file or folder of files between Group Resources and My Resources:

Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

**Notes:**

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .

- In the Group Resources widget's title bar, click **Edit**. The **My Resources** button appears.
- Click **My Resources**. The My Resources pop-up appears (which you can click and drag to the desired location):



3. Click your mouse button to select the file or folder in Group Resources or My Resources that you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

**Note:** If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

**Additional notes:**

- When you drag and drop folders between Group Resources and My Resources, the folders are actually being copied, not moved. They exist in both places.
- Online quizzes in My Resources can't be copied to the Group Resources widget.
- If you have reached your space quota, the folders or files will not copy, and an error message appears.

**Manage your storage quota**

Every Aspen user has a storage quota for the files they can upload to My Resources and Group Resources. In the Group Resources widget and My Resources, the **My Quota** indicator


**My Quota (246 MB left)** at the bottom of the box displays how much storage space you have left (in MB - megabytes).

**To manage your storage quota:**

1. Click **My Quota**. The My Quota pick list displays all of the individual files that make up your current quota:

**Wielgat, Ann**  
Using 2 MB of your 250 MB (1.17%)

< 1: 1.62 MB >

0 of 15 selected 

<input type="checkbox"/>	File Size	LastMod	File Name	Repository Name
<input type="checkbox"/>	1.62 MB	2/28/2012 1:50 PM	Science Fair Format.ppt	Local Repository
<input type="checkbox"/>	0.38 MB	2/28/2012 1:51 PM	Periodic Table of Elements.pdf	Local Repository
<input type="checkbox"/>	0.15 MB	3/7/2012 1:18 PM	Parent Appreciation Night.docx	Local Repository
<input type="checkbox"/>	0.15 MB	6/28/2012 6:11 PM	Camp Granada - Information.docx	Local Repository
<input type="checkbox"/>	0.12 MB	5/14/2012 1:46 PM		
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Acceptable Use Policy.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Community Service Contract.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Professional Development.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	2/28/2012 1:51 PM	Syllabus - Term 1.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	6/28/2012 5:13 PM	Syllabus - Term 1.pdf	Local Repository

Delete Cancel

2. From here, you can do any of the following:

- View the details of the files that you have uploaded, including size and date last modified.
- To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.
- To delete a file or files, select the appropriate checkbox(es) and click **Delete**. A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

## Use Google Docs to Collaborate With Your Students

Within [My Resources](#), you can add Google Docs as resources for your own use, to share with your students, and to attach to assignments. Google Docs lets you create and upload text documents, spreadsheets, presentations, and more.

Using Google Docs as a teacher has many advantages for your classroom, such as:

- Online collaboration with your students. Students work on the document online, and submit it online. Then, you can score and edit the document and make it available for the student to review.
- Additional storage space for files. Google Docs are stored in your Google account, freeing up space in your My Resources quota. All Google Docs users get 5GB of storage space for free.
- Moving towards a paperless classroom. With assignments assigned, completed, edited and scored online, the need for mounds of papers and copies in your room is drastically reduced.

Learn how to do the following:

- [Complete one-time Google Docs setup.](#)
- [Add a Google Doc to My Resources.](#)
- [Create an assignment using a Google Doc.](#)
- [Review and score a Google Doc posted by a student.](#)

### To complete one-time Google Docs setup:

1. In Aspen, on the settings bar, click **Set Preferences**.
2. Click the **Security** or **Communication** tab.
3. At the **Google Docs email** field, click **Add Google Access**.
4. If the Google Accounts page appears, do one of the following:
  - If you have a Google, Gmail, Google Docs, or Google Drive account, enter your **Email** and **Password**. Click **Sign in**.
  - If you do not have a Google, Gmail, Google Docs, or Google Drive account, click **Sign Up**. Complete the fields to create a Google account and sign in.

**Note:** If you are currently signed in to your Google account, no sign-in is necessary. Your email address appears in the following dialog box.

The Request for Permission dialog box appears: