

# **Quick Start Guide: Resource Library**

Note: All users have access to Quick Start Guides in the Resource Library. Other resources are displayed based upon purchase.

## A. View a Resource

- 1. Click Resource Library.
- 2. Optional: You may use the search, sort and/or filter to find a resource in the list.
- 3. Click **View** or **Download**. The button varies by resource type. The resource appears.

### B. Sort

- 1. Select a sort option from the **Sort By:** drop down menu.
- 2. Optional: You may reorder to find a resource in the list by using the A-Z or Z-A buttons.
- 3. *Optional:* You may use the Browse tab to find specific types of resources in the list or to browse by look-for within a framework.

#### C. Search

- 1. Type a **search word or phrase** in the search box located at the top right of the list.
- 2. Click the **Search** icon. The search results display.
- 3. *Optional:* You may use the Browse tab to find specific types of resources in the list or to browse by look-for within a framework.
- 4. Optional: You may use the Sort feature to find a resource in the list.

#### D. Share a Resource via a Conference or Discussion

- 1. Click Resource Library.
- Locate the resource in the list.
- 3. Optional: You may reorder, Search or use the Browse tab to find a resource in the list.
- 4. Click the **Share** button.
- 5. Select either **New Conference/Discussion** or **Existing Conference/Discussion** from the drop down list.
- 6. **New** Conference or Discussion
- 7. You will be redirected to the Add New Conference or Add New Discussion page.
- 8. Please see the Collaborate Quick Start Guide.
- 9. Existing Conference or Discussion
- 10. Select a **Conference** or **Discussion** from the drop down menu.
- 11. Type a **Post** in the box.
- 12. Click Post.

