



Use My Resources

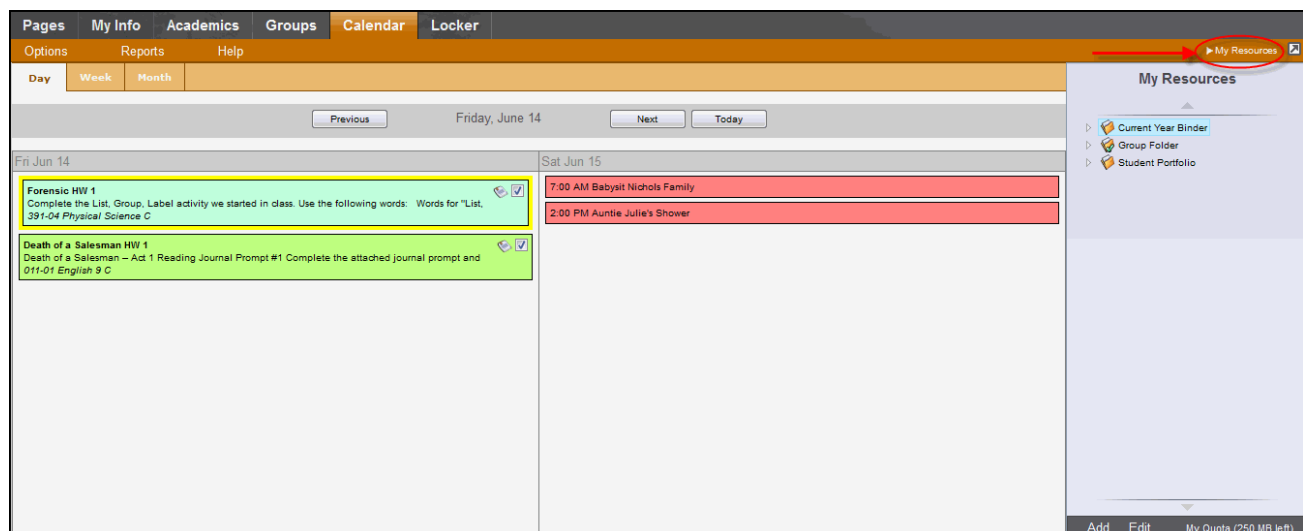
Use My Resources in Aspen's Student portal to store and organize your schoolwork.

You need to know how to do the following:

- [Add folders](#)
- [Add files](#)
- [Add weblinks](#)
- [Add notes](#)
- [Edit resources](#)
- [Keep enough free space](#)

To use My Resources:

1. Log on to your Aspen Student portal, and click the **Calendar** tab.
2. In the upper-right corner, click **My Resources**. Your My Resources opens:



The Group folder automatically appears. Inside it, there is a folder for each group you belong to, such as each of your classes, the debate team, and the yearbook club.

You can access files and links within those folders, but you can't edit them.

Add Folders

Add your own folders to My Resources to organize your school work. For example, you might make a folder for the current year. Within that folder, create a folder for each class. Then, within each class folder, you can store your files, links, and even notes. My Resources can act like your online class binder!

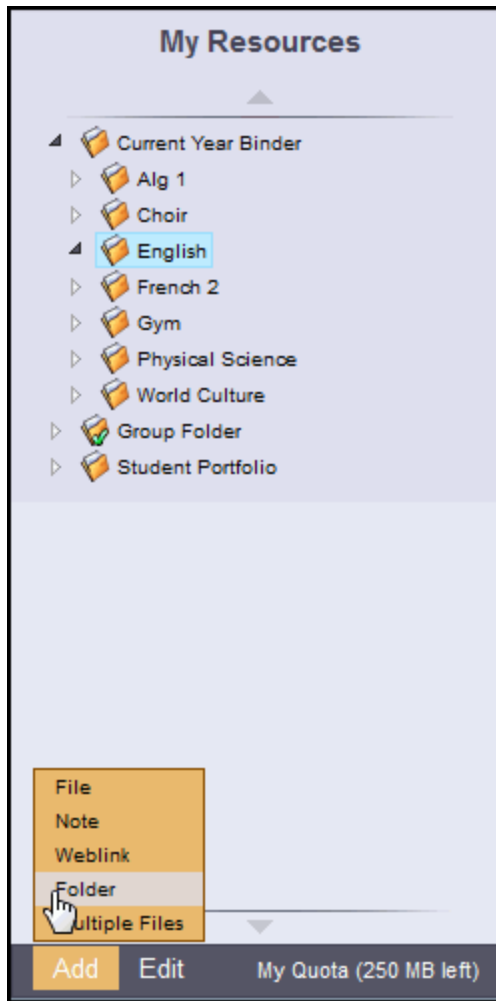
You can also create a student portfolio to store your best work from each school year. This way, when senior year rolls around, you have quick and easy access to all of your portfolio pieces. You can even link to your portfolio video that you have posted on the web.



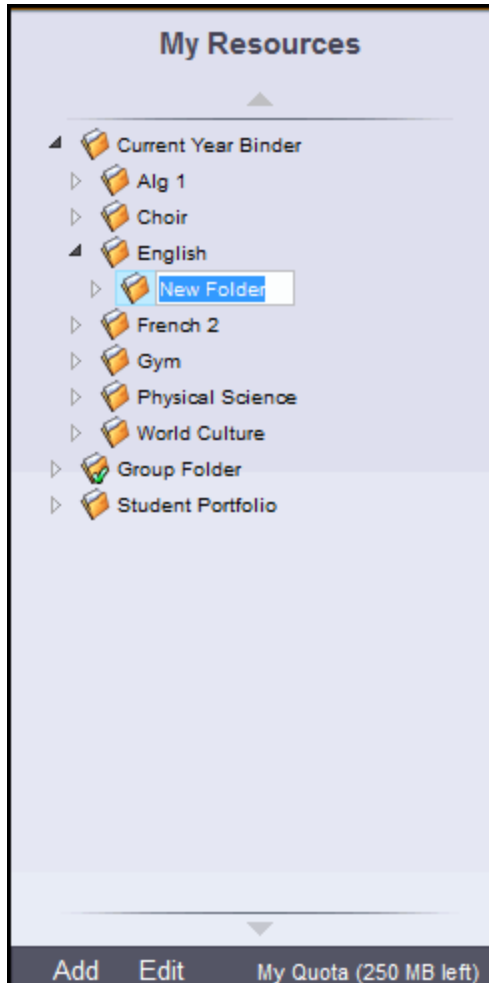
Note: Your My Resources has a storage quota set by your district; you have a limited amount of storage space.

To create folders in My Resources:

1. Be sure that the Group Folder is not selected.
2. At the bottom of My Resources, click **Add**. Then,click **Folder**:



A new folder appears in My Resources:



3. Type a name and press **ENTER**.
4. To make a folder within that folder, select the folder, and click **Add**, then **Folder**. The new folder appears within the folder you first created.

Note: You can click, drag, and drop files, links, notes and folders within the My Resources folders that you create.

Add Files

My Resources is a great place to store drafts of your work. This way, you can access them from any computer with Internet access.

There are two ways to add files to My Resources:

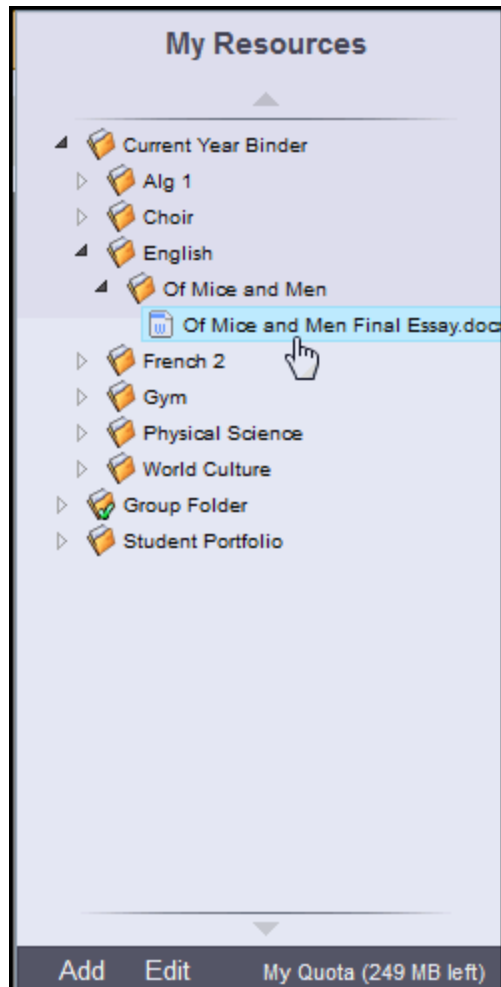
- Add one file at a time.
- Add multiple files.

To add one file to My Resources:

1. Select the folder you want to store the file in.
2. At the bottom of My Resources, click **Add**. Then, click **File**. The Upload window appears.

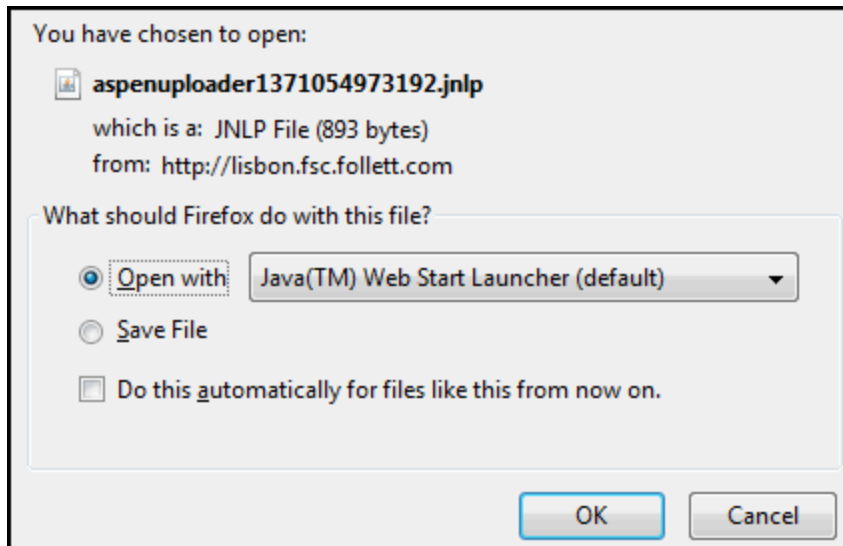


3. Next to the file field, click **Browse** to find the file on your computer.
4. Click **Open**.
5. If you want, type a description of the file in the **Description** field.
6. Click **Save**. The file appears in the folder:

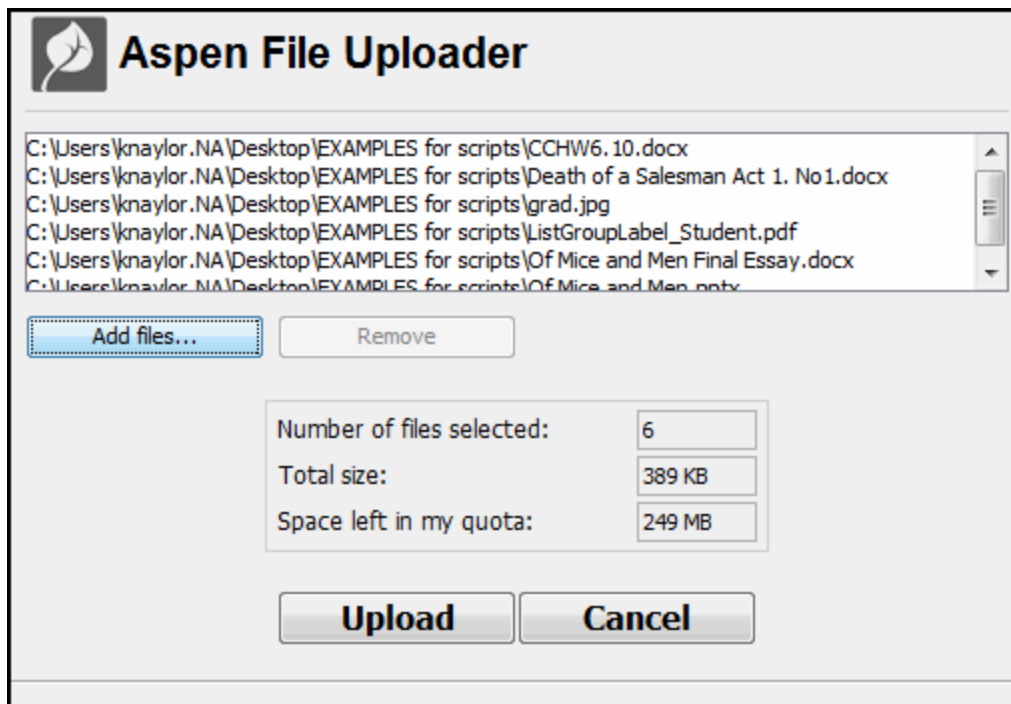


To add multiple files to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**. Then, click **Multiple Files**. Select how you want to open the Aspen Uploader, and click **OK**:



The Aspen File Uploader appears:



3. Click **Add files**.
4. Find the files you want to upload on your computer. To select more than one file, press **CTRL** while you click each file name if you are using a PC, or press **Command** if you are using a Mac.
5. Click **Open**. The file names appear in the Aspen File Uploader.
6. Click **Upload**. The Aspen File Uploader uploads all of the files to the folder you selected.



Add Weblinks

Store links to websites in My Resources. For example, you might have a folder that is holding all of the resources you need for your history paper. You can store the link to each of your online sources in that folder, right alongside your draft, and any other resources you might need.

To add a weblink to My Resources:

1. Go to the web address you want to save in My Resources.
2. Copy the web address in the **Address** bar of your web browser.
3. In My Resources, select the folder you want to store the files in.
4. At the bottom of My Resources, click **Add**. Then, click **Weblink**.
5. Type a **Name** and **Description** to help you identify the link.
6. In the **URL** field, paste the web address that you copied in step 2.
7. Click **Save**.

Add Notes

Create and save notes within My Resources. For example, if you can use your tablet or laptop in class, you might type your notes for class and save them. Or, if you are at the library doing research for a paper, you can type your notes, and copy weblinks into your notes to save all of your information.

To add notes to My Resources:

1. Select the folder you want to store the files in.
2. At the bottom of My Resources, click **Add**. Then, click **Note**.
3. In the **Title** field, type a title for your note. This is the title that appears in My Resources
4. In the **Text** box, type your text. You can use the formatting in the text editor, such as adding bulleted lists or using different fonts. You can also insert weblinks or images:



Details

Type

Title *

Text *

Note

Socratic Seminar 6/13/13 Of Mice and Men

Arial 12 Normal

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Notes for Socratic Seminar Of Mice and Men 6/13/13

Close-ended question: Lennie, Curley's wife, and Crooks share the unfortunate prejudices of the time in our history (1930s). Discuss each character's struggle, and how their lives might be different if they lived today.

- Lennie - more support for learning disabled, empathy
- Curley's wife- less emphasis on looks for women
- Crooks - less prejudices today, more opportunities

Open-ended question: Is George a good friend to Lennie? You need three reasons to prove your answer.

- Yes
- He protects him from others (Curley)
- He knows that death at his hands will be kinder than death at the hands of the others
- He allows him kindnesses for his condition (likes soft things)

Universal theme: What might Steinbeck be saying about the American dream as it applies to all Americans? What about this, if anything, is valid today?

Literary Analysis: Is it worth looking at Steinbeck's description of the setting and its possible body p

Save Cancel

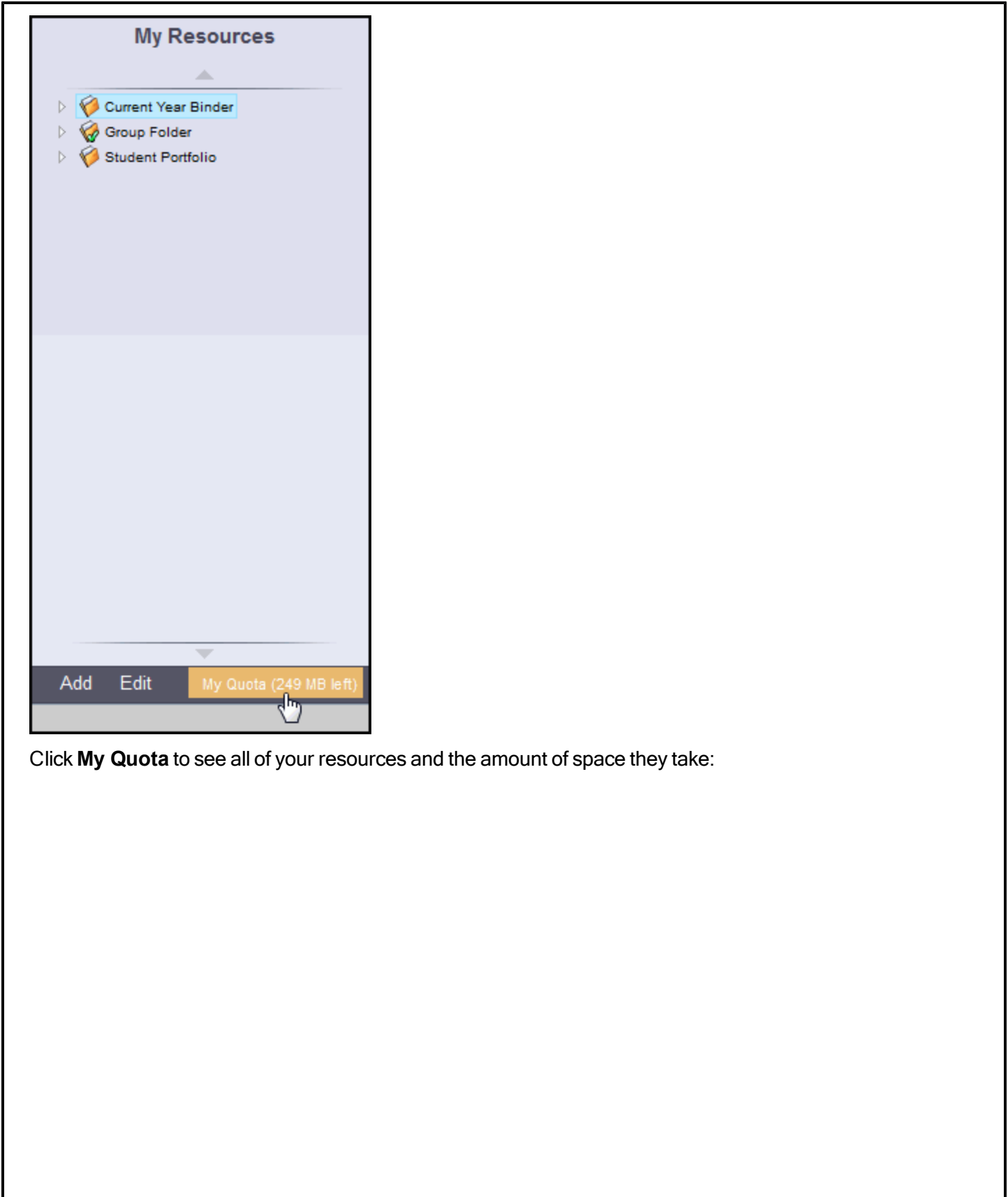


2. Then, select one of the following to edit the files in your My Resources:

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"> • Download the item, edit it, and upload the edited version. • Edit the version that's on your computer, upload it, and delete the unedited version. <p>Note: You cannot edit a folder.</p>
View	<p>Based on your selection, one of the following occurs:</p> <ul style="list-style-type: none"> • For a folder: The folder expands (if it was already expanded, nothing happens). • For a file: The file opens directly, or a dialog box asks you whether you want to save or open the file. • For a note: The note details appear, where you can make edits. • For a Google Doc: You need to have a Google account and might need to grant Aspen access to Google Docs. <p>Note: This is a feature of Aspen Curriculum and Learning.</p> <ul style="list-style-type: none"> • For a video: The video opens in a new window. • For a web page: The web page opens in a new window. <p>Note: Clicking Edit and then View 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 Enter on your keyboard.</p> <p>Note: You cannot rename a file.</p>
Delete	<p>A confirmation message appears. Click OK.</p> <p>Note: If you are running out of space and want to delete multiple files at once, click the My Quota link.</p>
Copy	<p>A copy of the file appears, with a number, starting with (2), appended to the file name.</p> <p>Note: You cannot copy a folder.</p>

Keep Enough Free Space

You have a limited amount of storage space in My Resources, which is determined by your school district. The amount of storage space you have is called a quota. View the amount of space you have used at the bottom of My Resources:




Click **My Quota** to see all of your resources and the amount of space they take:



Andrews, Lillian

Using 408 KB of your 250 MB (0.16%)

0 of 7 selected 

<input type="checkbox"/>	File Size	LastMod	File Name	Repository Name
<input type="checkbox"/>	0.22 MB	6/12/2013 12:39 PM	grad.jpg	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.10 MB	6/12/2013 12:39 PM	ListGroupLabel_Student.pdf	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.04 MB	6/12/2013 12:39 PM	Of Mice and Men.pptx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.02 MB	6/12/2013 12:32 PM	Of Mice and Men Final Essay.docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.02 MB	6/12/2013 12:39 PM	Of Mice and Men Final Essay (2).docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.01 MB	6/12/2013 12:39 PM	Death of a Salesman Act 1. No1.docx	Andrews, Lillian - User Folder
<input type="checkbox"/>	0.01 MB	6/12/2013 12:39 PM	CCHW6.10.docx	Andrews, Lillian - User Folder

If you are running low on available space, select several files you no longer need, and click **Delete**. Keep in mind, that once you delete files, you can no longer access them.