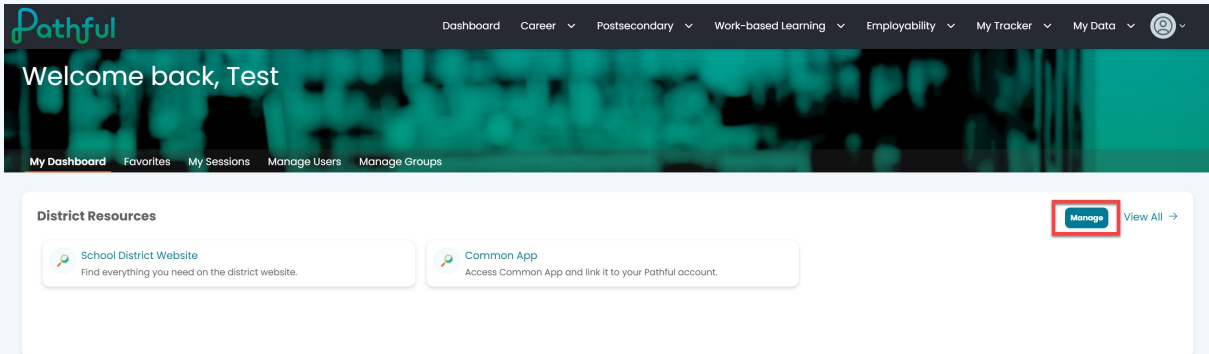


Create a District Resource Post

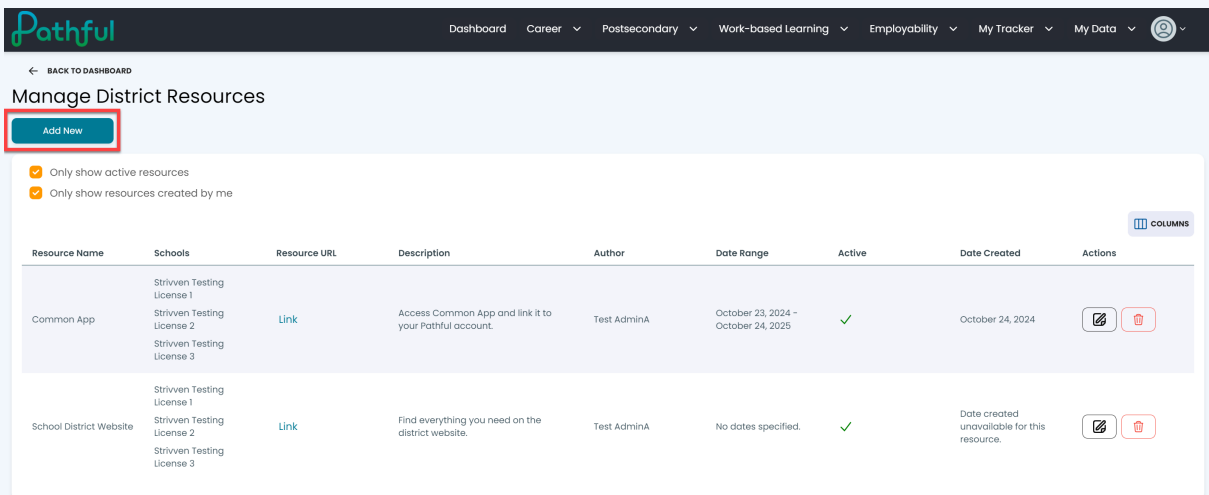
Last Modified on 10/24/2024 9:23 am EDT

1. From your **Dashboard**, select **Manage** in the District Resources section.







The screenshot shows the Pathful dashboard with a navigation bar at the top containing 'Dashboard', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', 'My Tracker', and 'My Data'. Below the navigation bar is a welcome message 'Welcome back, Test' and a 'My Dashboard' section with links to 'Favorites', 'My Sessions', 'Manage Users', and 'Manage Groups'. The main content area is titled 'District Resources' and contains two resource cards: 'School District Website' and 'Common App'. A red box highlights the 'Manage' button in the top right corner of the 'District Resources' section, next to a 'View All' link.

2. Select **Add New** to create a new post.



The screenshot shows the 'Manage District Resources' page in Pathful. It features a navigation bar at the top with a 'BACK TO DASHBOARD' link. Below the navigation bar is the title 'Manage District Resources' and a red box highlighting the 'Add New' button. There are two filter options: 'Only show active resources' and 'Only show resources created by me'. A table displays the list of resources with columns for 'Resource Name', 'Schools', 'Resource URL', 'Description', 'Author', 'Date Range', 'Active', 'Date Created', and 'Actions'. The table contains two rows of data: 'Common App' and 'School District Website'. A 'COLUMNS' button is visible in the top right corner of the table.

Resource Name	Schools	Resource URL	Description	Author	Date Range	Active	Date Created	Actions
Common App	Striven Testing License 1 Striven Testing License 2 Striven Testing License 3	Link	Access Common App and link it to your Pathful account.	Test AdminA	October 23, 2024 - October 24, 2025	✓	October 24, 2024	 
School District Website	Striven Testing License 1 Striven Testing License 2 Striven Testing License 3	Link	Find everything you need on the district website.	Test AdminA	No dates specified.	✓	Date created unavailable for this resource.	 

3. Complete all of the required fields and any optional fields.
 - a. If you have access to multiple licenses, you can choose to "Select All" to create a post for every user in your district. Optionally, you can also select licenses individually.
 - b. If you do not select a date range, the post will appear immediately and remain active until you remove it.
4. Select **Publish**.

Add Resource



Resource Name (required)	<input type="text"/>
Resource URL (required)	<input type="text"/>
Resource Description (required)	<input type="text"/>
Schools (required)	<input type="text" value="Select schools..."/> ▼ <input type="button" value="Select All"/>
Start Date If left blank, resource will appear immediately when saved.	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/>
End Date If left blank, resource will appear until deleted.	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/>