

## Add a Resource for the Group Calendar

To add a resource to the school's site:

In the right hand navigation – click on Site Contents

The screenshot shows the SharePoint interface. On the left is the navigation pane with the following items: Recent, Group Calendar, Links, Announcements, Calendar, Documents, and Site contents. The 'Site contents' item is circled in blue. The main content area features a green banner with a yellow and white tiger head logo. Below the banner is the 'ANNOUNCEMENTS' section, which contains a single announcement titled 'School Holidays Starting December 22'. Below that is the 'CALENDAR' section, showing a calendar for December 2016. The calendar grid shows Sunday the 27th, Monday the 28th, and Tuesday the 29th. A blue event titled 'After School Meeting' is visible on Monday, December 28th.

Click On the Resources app

The screenshot shows the 'LISTS, LIBRARIES, AND OTHER APPS' section. It contains several app tiles. The 'Resources' app tile is circled in blue. The tiles are as follows:

- add an app
- Announcements: 1 item, Modified 10 days ago
- Calendar: 1 item, Modified 10 days ago
- Documents: 21262 items, Modified 23 hours ago
- Group Calendar: 2 items, Modified 10 days ago
- Links: 7 items, Modified 10 days ago
- Pages: 2 items, Modified 6 weeks ago
- Resources: 4 items, Modified 10 days ago
- Site Assets: 2 items, Modified 6 weeks ago

Select New – create your resource here

The screenshot shows a web interface for 'Resources'. At the top, there is a yellow navigation bar with 'NEWS' and 'LIST'. Below it, the 'Teaching and Learning' section includes dropdown menus for 'Elementary School', 'Middle School', 'High School', and 'Professional'. The main heading is 'Resources' with an information icon. A blue banner contains a circled '+ new item or edit this list' button. Below the banner, there are tabs for 'All Resources' and 'Resource Groups', and a search box labeled 'Find an item'. A table lists resources with columns for 'Name' and 'Description'. The table content is as follows:

	✓ Name	Description
ouncements	Cart 1	...
endar	Cart 2	...
ents	Projector	...
itents	Video Camera	...