

Configuring and Managing Your Hub: Publishing New Resources – Activity Solutions

Step 1: Create a “Standard” resource from the frontend and make it private

1. Go to myhub.org/contribute
2. Start a new contribution (you will have to log in)
3. Follow the steps!
 - a. Make sure that, while on the Authors page, you set the Access Level to “Private” and place the resource a group.

Step 2: Create a “Multitier” resource on the backend and make it public

1. Begin by logging on to the administrator side of the site (myhub.org/administrator/)
2. Navigate to “Resources -> Components” at the top of the screen
3. Then select “New” from the top right corner buttons (do not select “Add Child”)
4. Enter the data for your course
 - a. Make sure that the “Type” field is set to Course
 - b. Also be sure to “Publish” the course (using the drop-down box on the right)
 - c. And select save
5. Select “New” again from the top right corner buttons (again, do not “Add Child” yet)
6. Now create a Lecture
 - a. *NOTE:* A lecture is not an actual resource type, but this is how it will be referred to, as that is its function within a typical course
 - b. The type of actual resource chosen is not important for the lectures within a course
 - i. This relationship is established via a parent/child designation, not by resource type
 - ii. A good option is “Teaching Materials” for the Lecture resource type
 - iii. But don’t forget, the resource type *is* important for the “Course” resource
7. Type in the information for this lecture
 - a. Select an option for “Type”, such as “Teaching Materials”
 - b. Be sure to publish this resource as well
 - c. Select save
8. Note the resource number of your “Lecture/Teaching Materials”
9. Next, click the “[+]” button in the “Children” column and in the row of your Course Resource (i.e. the first resource that was create)
10. Select the “Add existing – Resource ID:” radio button, and type in the resource ID of the “Lecture/Teaching Material” that was created
11. Click “Next”
12. Click the “Resource Manager” text at the top of the screen to go back to viewing all resources
13. Now, select the “[+]” button again, this time next to the Lecture/Teaching Materials resource that you created
 - a. Yours might not necessarily be a “Teaching Materials” if you chose to label it something different

14. This time leave the radio button on "Create New" and click "Next"
15. Type in the info about the media item being uploaded for the course
 - a. Select the appropriate information (if a PDF of class slides is being uploaded, "PDF" and "Presentations Slides" would be a good choice)
16. Now, select the file box on the right to upload the file for this Lecture
 - a. Click in the browse box and locate the file on your computer
 - i. NOTE: When uploading "Breeze" files, place all of the files associated with that video in a .zip folder. Then select that .zip folder to upload in the upload box. Also select "Unpack File". Once uploaded, continue with the process below, while simply setting the main file as the "viewer.swf" file.
 - b. Back in the file box, click "Create or Upload"
 - c. Then select the radio button for the file that you uploaded and make sure the "With Selected" drop down box above says "Set as main file"
 - d. If so, click "Apply" next to that drop down box
 - e. This will add the URL to the "File/URL" box to the left
17. Now select Save