Setting up Resources

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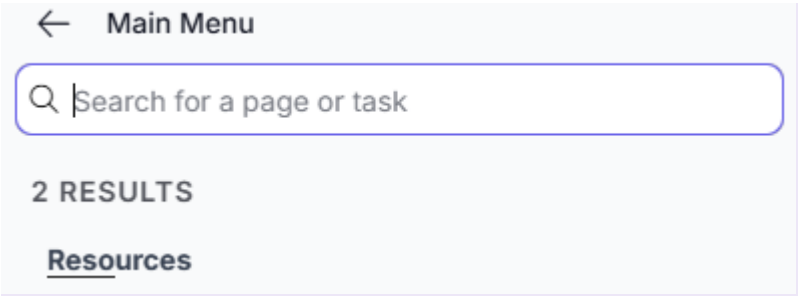
Get started

Resources is where you share guides, policies and useful links with your learners. Nothing in it has a due date, and none of it shows in your compliance reports.

1 Open **Resources** from the main menu, under **Content**

You can also use the **Resources** button on your home page, or the menu under your initials.



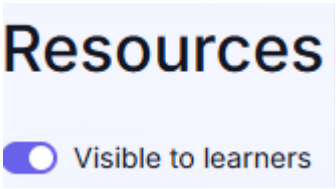
Who can set up Resources

Anyone with full Admin access to Astute. If you're new to Resources, it starts switched off, so turning it on is your first step.

Turn Resources on or off

Learners only see Resources while it's switched on, and only see a folder once it has something in it, so it's fine to switch it on before you start. If you'd rather finish setting up first, leave it off until you're ready.

1 At the top of the Resources page, click the **Visible to learners** switch

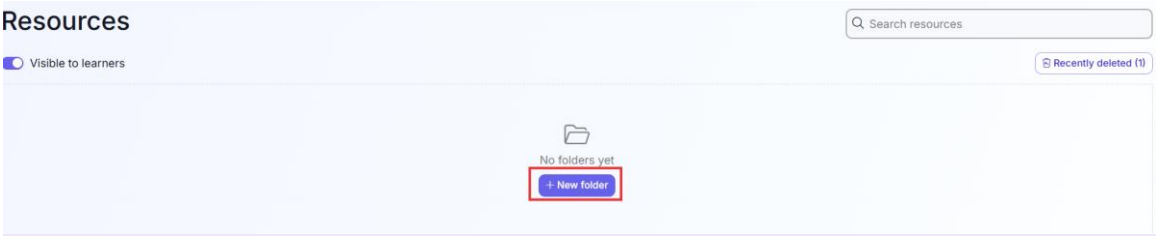


✓ **Resources is switched on.**

> **Where learners find it**
>
> A **Resources** button on their home page, just above their Activities, and an item in the menu under their initials. These only appear once a folder shared with them has something in it.

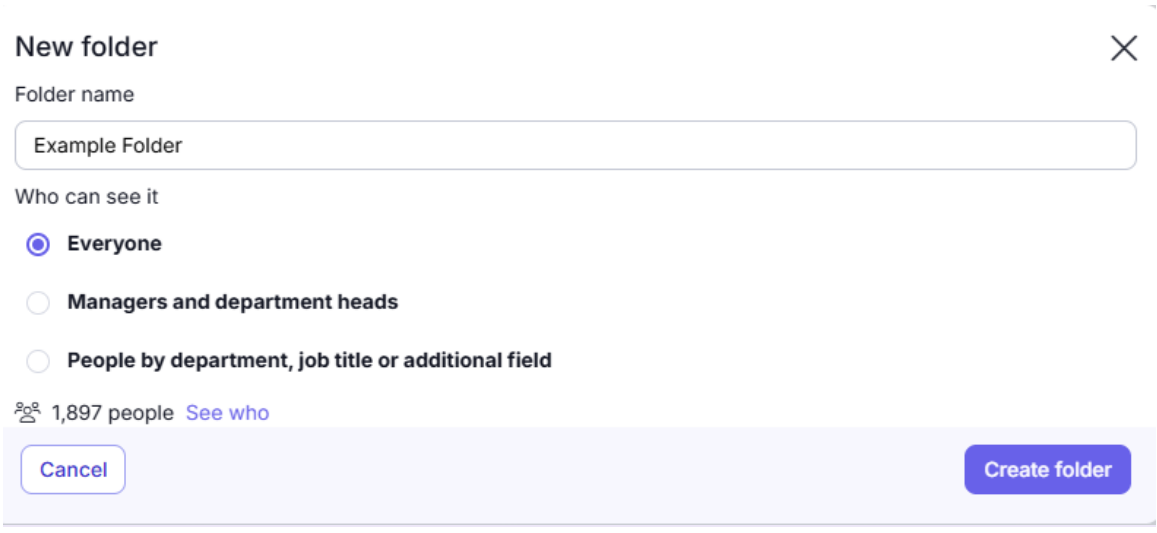
Add folders

1 Click **New folder**



2 Type a name, choose who can see it, then click **Create folder**

You can change who can see it at any time.



✓ **Your folder is ready. Learners see it once there's something in it.**

Folders inside folders

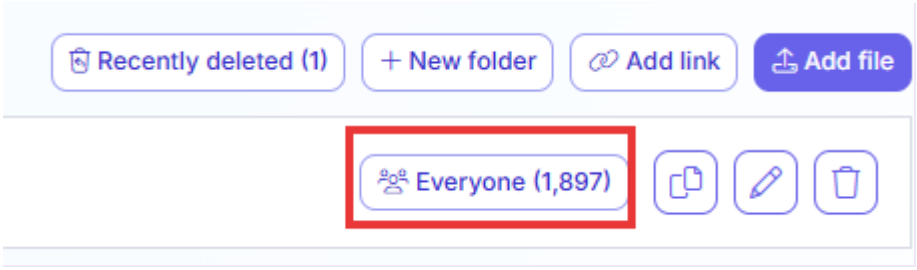
Open a folder and click **New folder**. A folder inside another one follows it for who can see it.

Choose who can see a folder

You choose this on folders at the top level. Everything inside them follows it.

1 Open the folder and click the button that shows who can see it

It shows who can see the folder now and how many people that is, for example **Everyone (1,898)**.

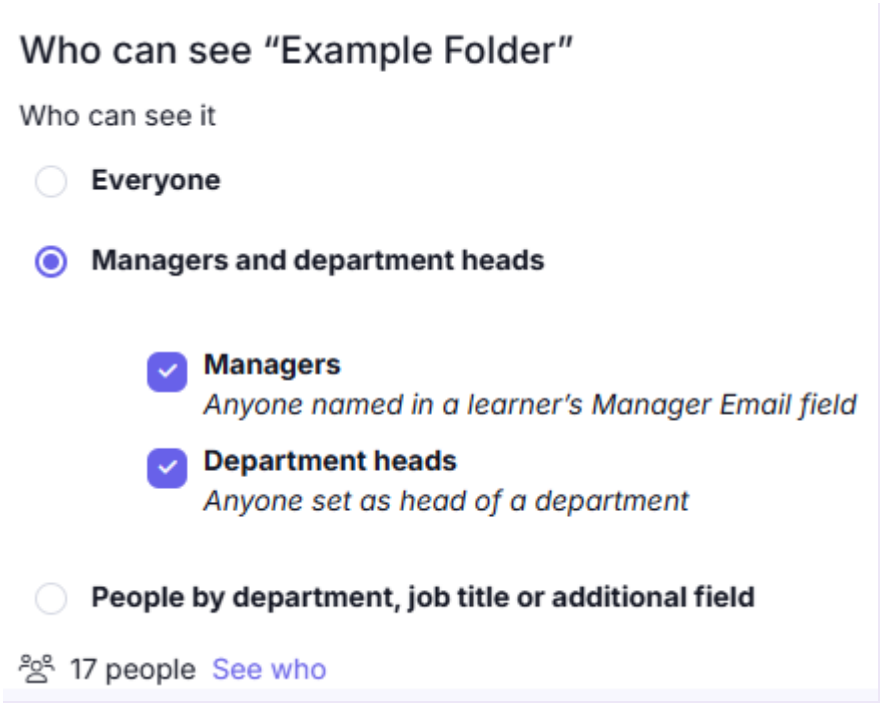


2 Choose who can see it

Everyone: everyone in your organisation.

Managers and department heads: tick **Managers**, **Department heads** or both.

People by department, job title or additional field: choose what to base it on, then search and tick the ones you want.

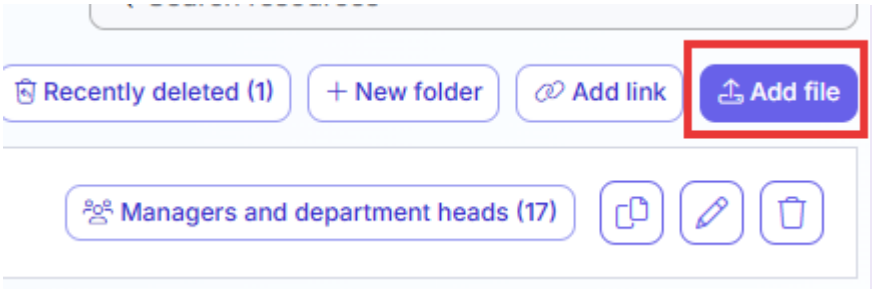


3 Click **Save changes**

Add files

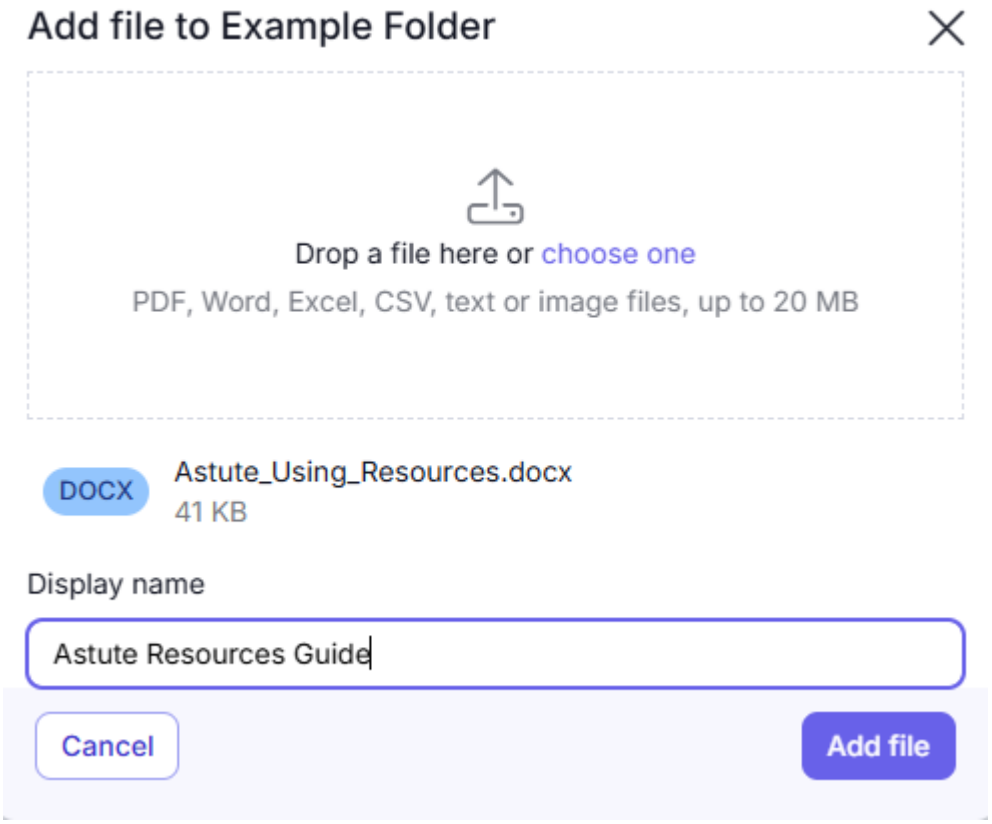
1 Open a folder and click **Add file**

PDF, Word, Excel, CSV, text or image files, up to 20 MB.



2 Upload your file

Change the **Display name** if you'd like learners to see a different name.



3 Click **Add file**

A bar shows how far it has got. Keep the window open until it finishes.

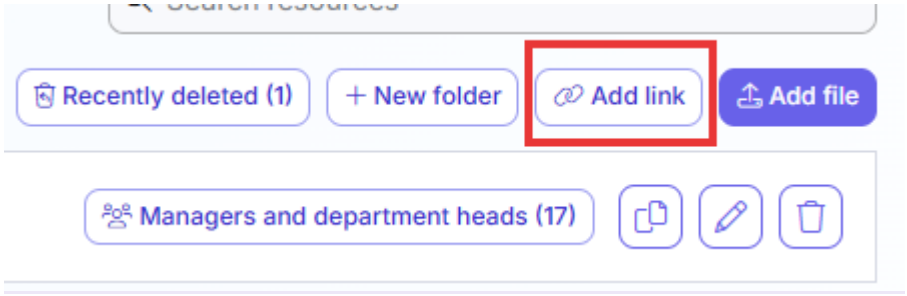


✓ **Your file is in the folder.**

Add links

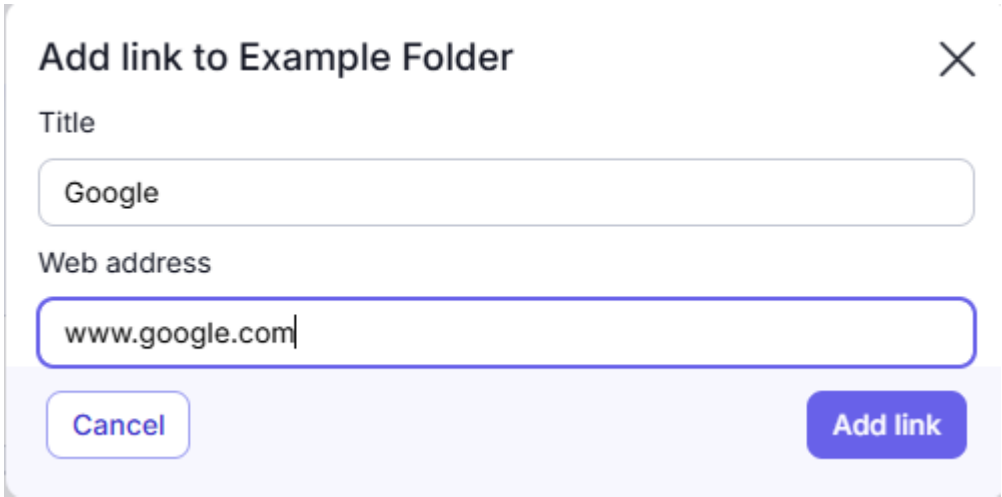
Use a link for anything kept somewhere else, such as a video or a page on your intranet.

1 Open a folder and click **Add link**



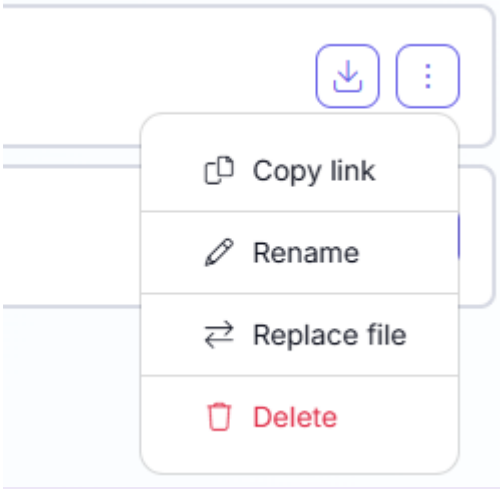
2 Give it a title and the web address, then click **Add link**

You don't need to type https://. Links open in a new tab.



Change or remove things

Click the three dots at the end of a file or link.



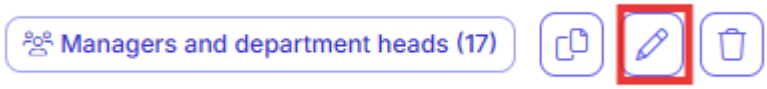
Rename something
Choose **Rename** and type the new name.

Swap a file for a newer version
Choose **Replace file** and pick the new one. It keeps its place and name, so any links you've shared still work.

Share a link to it
Choose **Copy link** and paste it into an email. For a whole folder, use the link icon at the top of the folder. People still need to sign in, and only see it if it's shared with them.

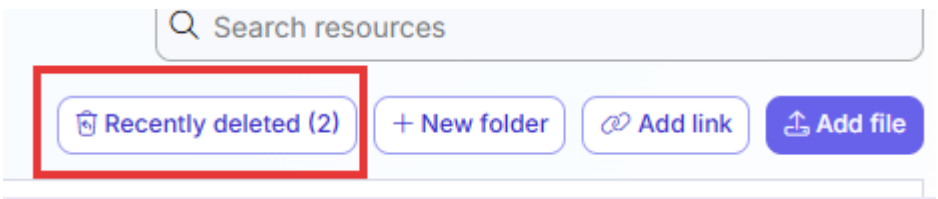
Delete something
Choose **Delete**. You can get it back from **Recently deleted** for 30 days.

Rename or delete a folder
Open the folder and use the pencil or bin icon at the top.



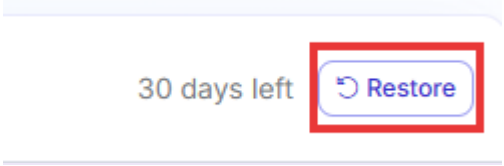
Get something back

1 Click **Recently deleted**



2 Click **Restore** next to what you want back

A folder comes back with everything that was in it.



Anything left in Recently deleted is removed for good after 30 days.

FAQ

Who sees what

Why can't a learner see Resources?
Check that **Visible to learners** is switched on, that a folder is shared with them, and that the folder has something in it. Empty folders are only shown to Resources admins.

How do I check who can see a folder?
The button at the top of the folder shows who and how many. Click it, then click **See who**.

Can I share a folder with named people?
Not one by one. Share it by department, job title or an additional field instead, so it stays right as people join and leave.

Someone has changed department. When will they see the right folders?
The next time they sign in.

Can anyone outside our organisation open our files?
No. Everyone has to sign in, and people only see files in folders shared with them.

Files and links

What can I upload?
PDF, Word, Excel, CSV, text and image files, up to 20 MB each. For a video, add a link to wherever it's kept.

Why won't it take my link?
It needs to be a full web address, for example www.example.com.

Do learners have to complete anything?
No. Resources is for reference, so nothing in it has a due date or shows in your compliance reports.

Setting it up

Who can manage Resources?
Anyone with full Admin access to your Astute, but others can be given access upon request.

We used the Document Library. Where has everything gone?
It's all in Resources, with the same folders and files, and it's already switched on.

Can I undo a delete?
Yes, for 30 days. Click **Recently deleted**, then **Restore**.

Need a hand?
Contact your account manager or astutesupport@vinciworks.com