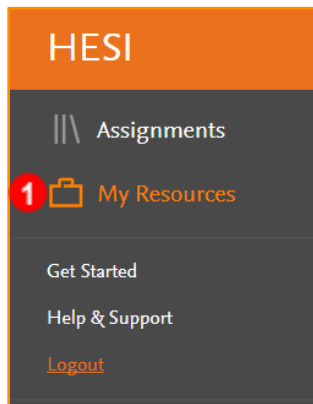# HESI Preparation Suite: Making Content Accessible
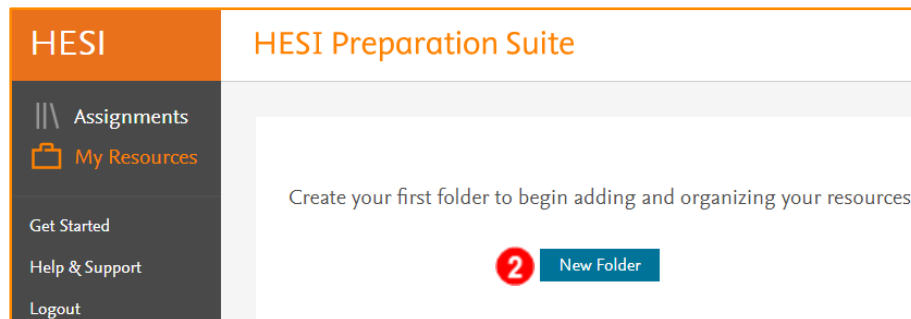
Purpose: This document walks through how to make HESI Preparation Suite material available to students.

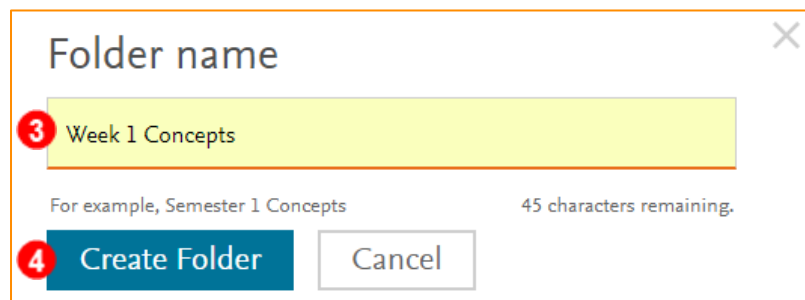## Adding Resources to HESI Preparation Suite

1. Click **My Resources**.

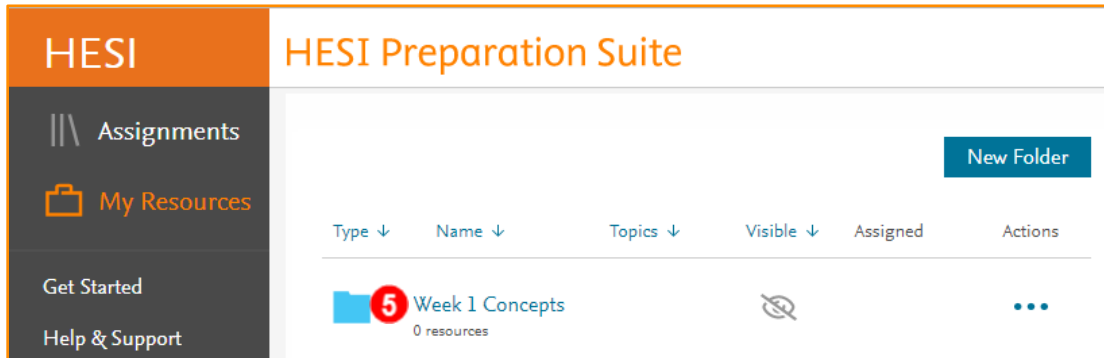2. Click **New Folder**.

3. Name the folder.
4. Click **Create Folder**.
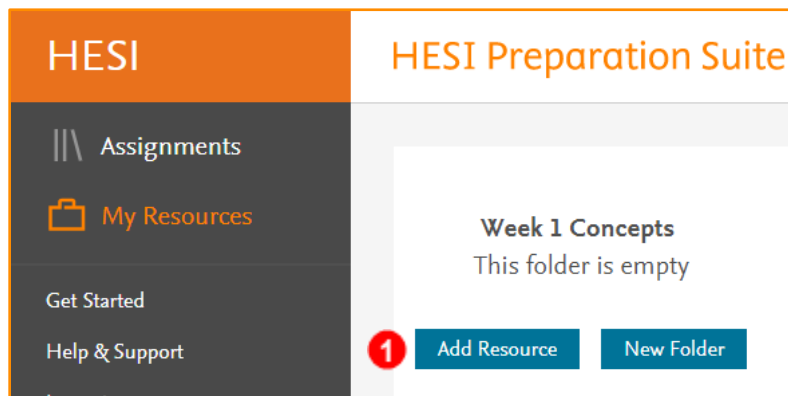
5. Click into the newly created folder.

   NOTE: Resources can be added directly into the main folder or subfolders can be created.

Adding a Resource Directly into the Folder
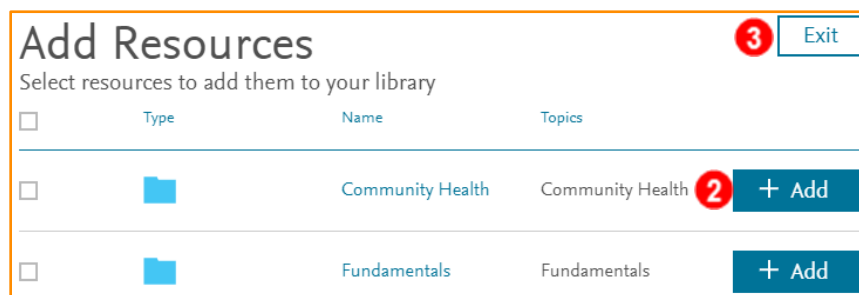
1. Click **Add Resource**.

   NOTE: Concepts can be added as entire folders or individual items can be added.
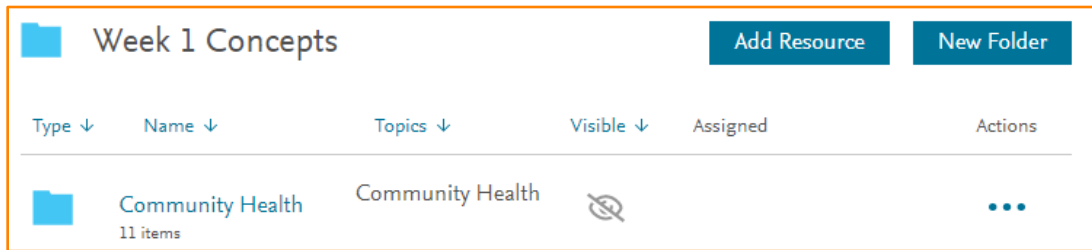

2. Click **+Add** on the right to add Resources or to add individual resources click the **Resource Name**.

   NOTE: The +Add button flashes green and says Added. It then returns to blue.

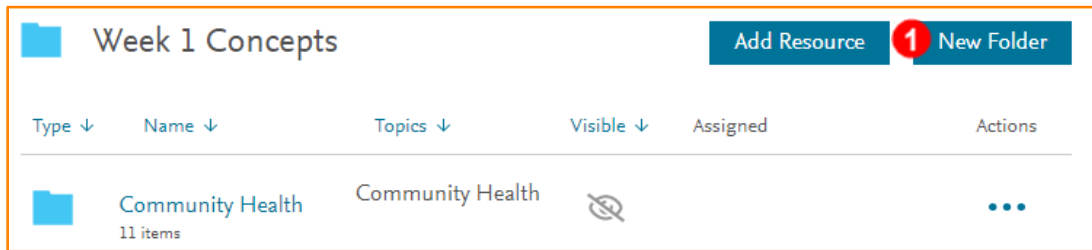3. After all the desired content is added, click **Exit**.

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4. All content displays in the folder.

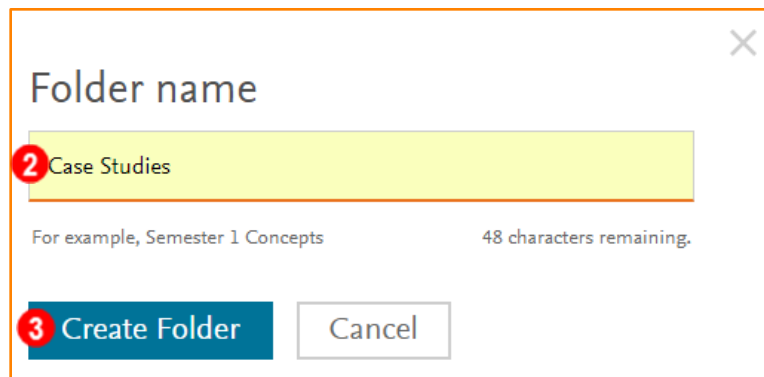## Creating a Sub-folder with Resources

Adding a Sub-folder into a Main Folder that Already Contains Content
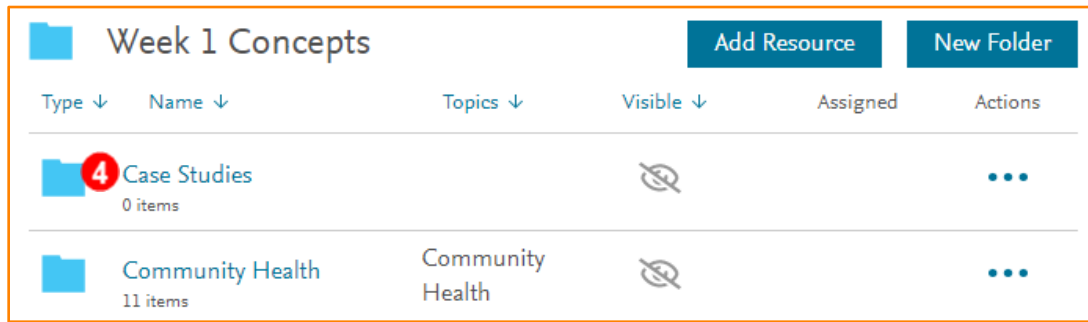
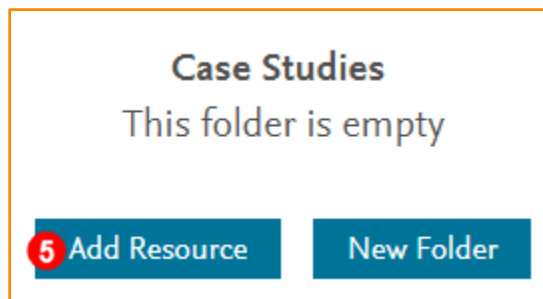1. Click **New Folder**.

2. Name the folder.
3. Click **Create Folder**.

4. Click into the newly created folder **[Case Studies]**.
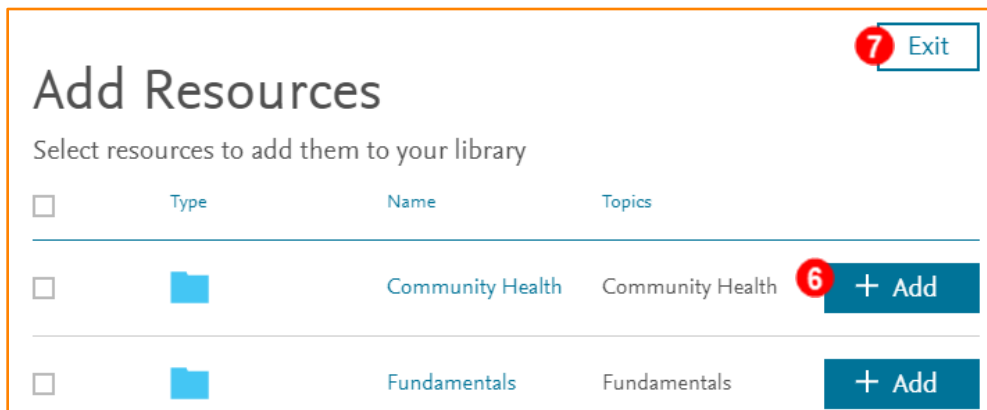

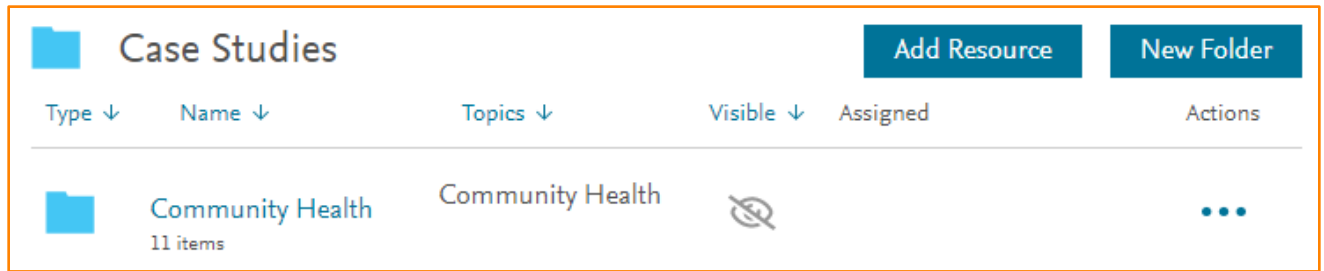5. Click **Add Resource**.

6. Click **+Add**.

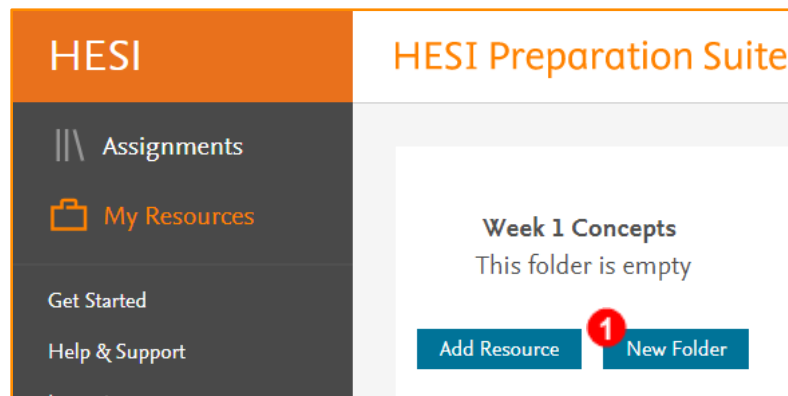7. After all Resources are added, click **Exit**.
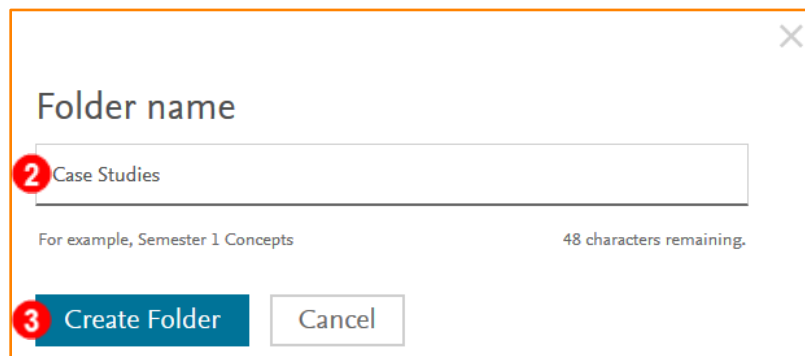
8. The sub-fold now contains content.

Adding a Sub-folder into a Main Folder that does not Contain Content

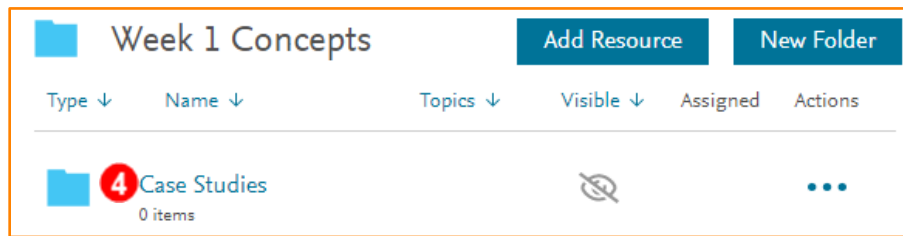1. Within the main folder, Click **New Folder**.

2. Name the folder.
3. Click **Create Folder**.

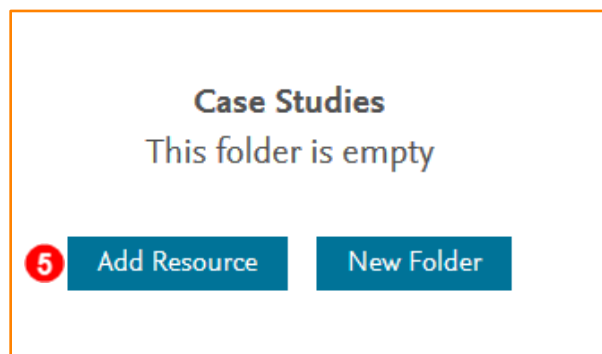4. Click into the newly created sub-folder.

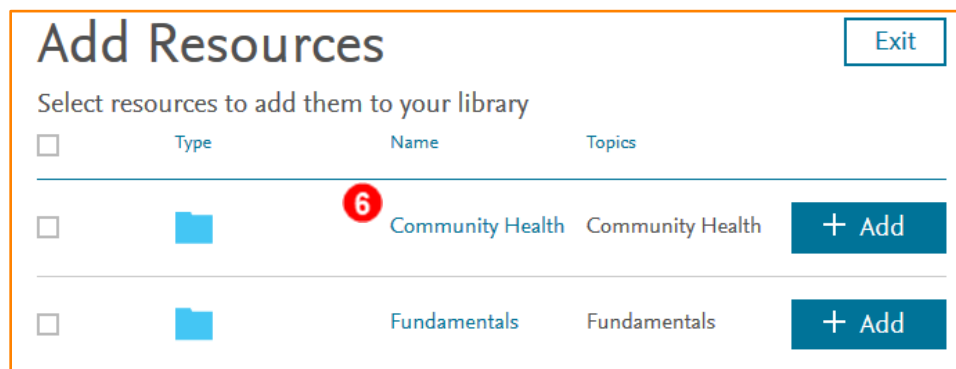   *NOTE: You can add resources into the sub-folder or create another folder within the sub-folder.*

5. Click **Add Resource**.

6. Click **+Add** on the right to add entire topic folder or to add individual resources click the **Resource Name [Community Health]**.

   NOTE: Concepts can be added as entire folders or individual items can be added.
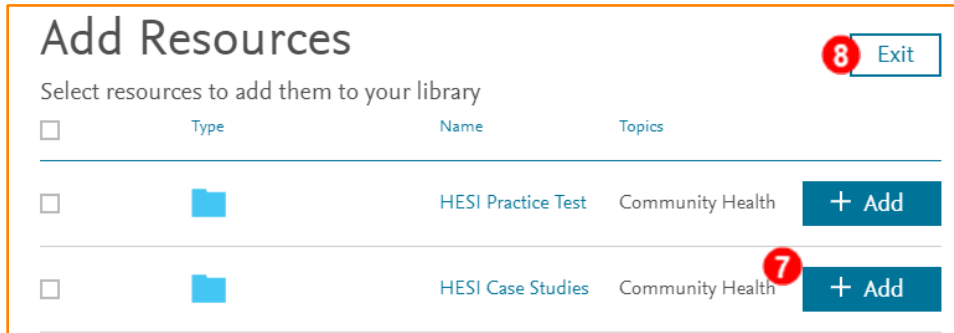
7. Click **+Add** to add all the Case Studies to the folder.

   NOTE: Click the Resource Name to add specific Case Studies to the folder.

   NOTE: The +Add button flashes green and says Added. It then returns to blue.

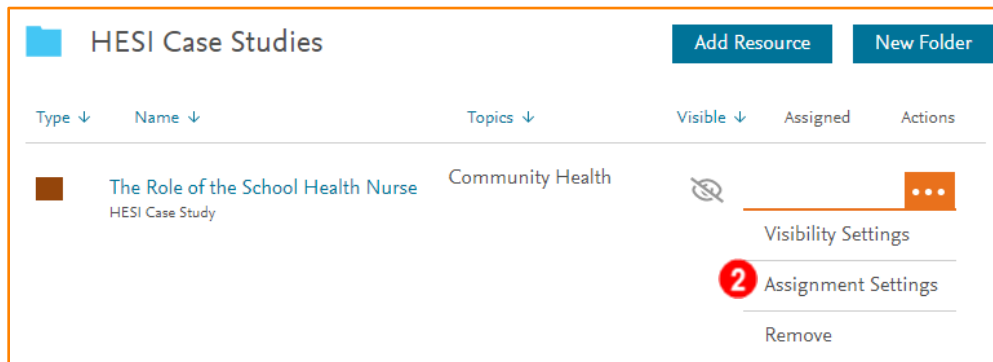8. After all the desired content is added, click **Exit**.

9. All content displays in the sub-folder.

Creating Assignments

1. Find the Resource that needs to be made visible.

2. Click the ellipsis and select **Assignment Settings**.

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3. Set the date the assignment begins.

   NOTE: This is when the assignment automatically becomes visible to students.

4. Set a due date for the assignment.

5. Turn **ON** the **Assignment is visible but not gradable, to students after due date has passed**.
   NOTE: The default setting is now **OFF**, the old default setting was **ON**. Recommendation is to turn this to **ON** if it is anticipated that students need to review these submissions past the due date.

6. Select desired grading options.

7. Click **Create Assignment**.

8. The assignment displays in the folder and in the **Assignments** section.