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**.
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**.
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.