

Note: All users have access to Quick Start Guides in the Resource Library. Other resources are displayed based upon purchase.

A. View a Resource

1. Click **Resource Library**.
2. *Optional:* You may use the search, sort and/or filter to find a resource in the list.
3. Click **View** or **Download**. The button varies by resource type. The resource appears.

B. Sort

1. Select a sort option from the **Sort By:** drop down menu.
2. *Optional:* You may reorder to find a resource in the list by using the A-Z or Z-A buttons.
3. *Optional:* You may use the Browse tab to find specific types of resources in the list or to browse by look-for within a framework.

C. Search

1. Type a **search word or phrase** in the search box located at the top right of the list.
2. Click the **Search** icon. The search results display.
3. *Optional:* You may use the Browse tab to find specific types of resources in the list or to browse by look-for within a framework.
4. *Optional:* You may use the Sort feature to find a resource in the list.

D. Share a Resource via a Conference or Discussion

1. Click **Resource Library**.
2. **Locate** the resource in the list.
3. *Optional:* You may reorder, Search or use the Browse tab to find a resource in the list.
4. Click the **Share** button.
5. Select either **New Conference/Discussion** or **Existing Conference/Discussion** from the drop down list.
6. **New** Conference or Discussion
7. You will be redirected to the **Add New Conference** or **Add New Discussion** page.
8. Please see the Collaborate Quick Start Guide.
9. **Existing** Conference or Discussion
10. Select a **Conference** or **Discussion** from the drop down menu.
11. Type a **Post** in the box.
12. Click Post.