

This article provides step-by-step instructions for using the announcements and site resources features to communicate updates and share important information with site partners. It includes details on creating, editing, and organizing announcements and resources, ensuring that relevant information is easily accessible to all stakeholders.

[Adding Site Announcements](#)

[Adding Site Resources](#)

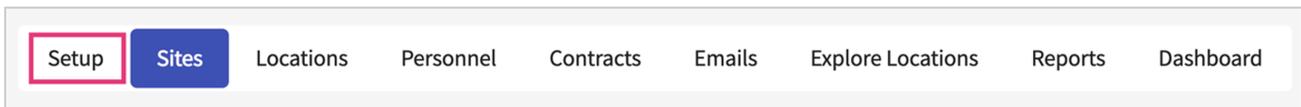
Setting Up Site Announcements

You can use the announcements feature to provide updates or inform sites of important information!

1. Select Sites from your left-menu or dashboard.

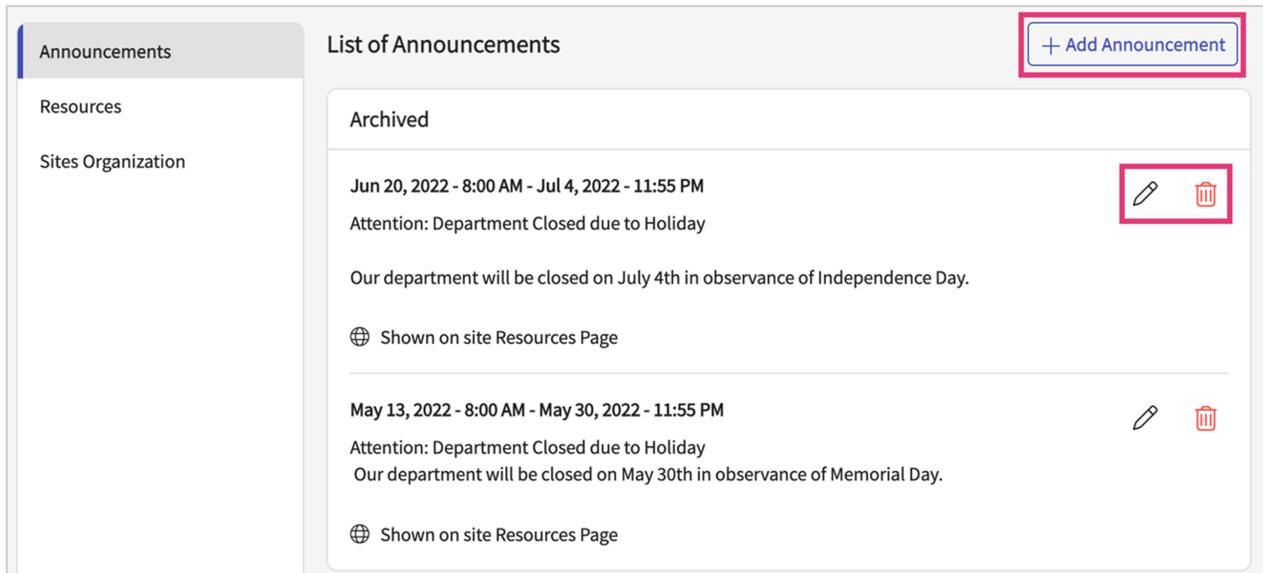


2. Click on Setup from the ribbon at the top of the page.



3. The system will load all announcements created previously. Click on + Add Announcement.

1. To edit existing announcements, click the pencil icon.
2. To delete existing announcements, click the trash icon.



4. A drawer will open. Enter in any necessary information and click Save once done.

1. Show on site resources page: this will be shared with sites on the Site Resources page.

The screenshot shows a form titled "Announcement" with a "Save" button in the top right corner. The form contains the following fields:

- Start date and time ***: 05/26/2023 8:00 AM
- End date and time ***: 05/29/2023 11:55 AM
- Title ***: Attention: Department Closed due to Holiday
- Description**: Our department will be closed on May 29th in observance of Memorial Day.
- Show on Site Resources Page**: A toggle switch that is currently turned on.
- Browse to upload**: A button with a cloud icon and an upward arrow.
- Supported formats**: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx, .pptx, .pptm, .potx, .potm
- File size limit**: You can only upload files with file size under 10 MB.

Setting Up Site Resources

You may want to share resources with your site partners. Read on to learn how!

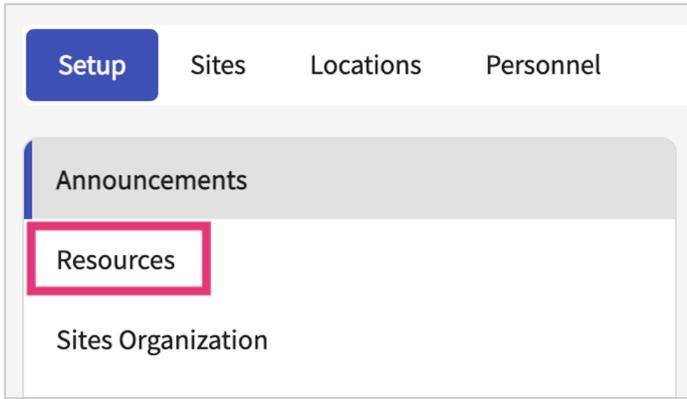
1. Select Sites from your left-menu or dashboard.



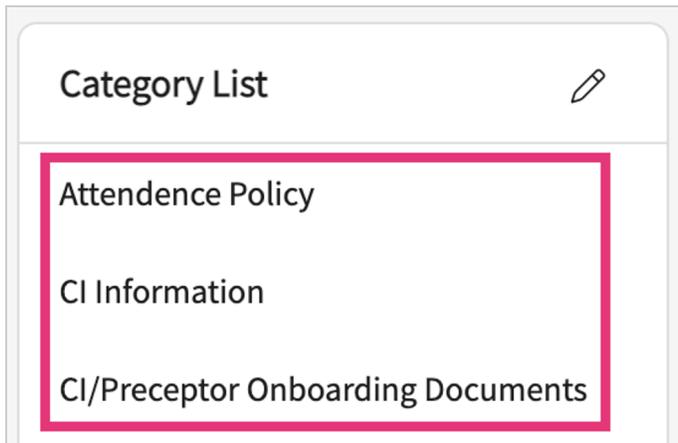
2. Click on Setup from the ribbon at the top of the page.



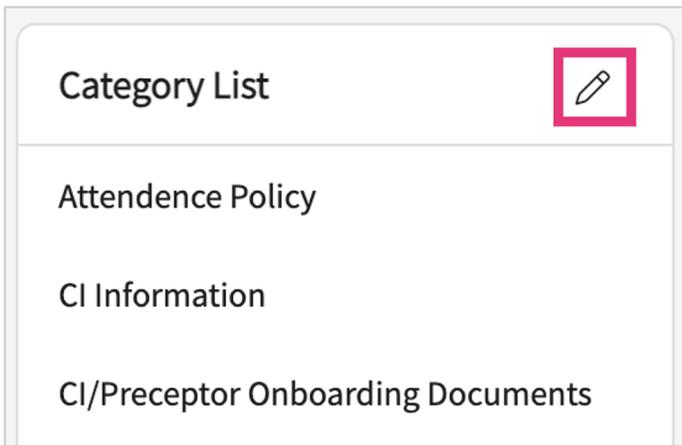
3. Select Resources from the left panel.



4. Select a category from the middle panel to start adding resources.



5. Not seeing any options within the category list, or would you like to update your list? Click on the pencil icon.



6. A drawer will appear showing you all your categories. Make all necessary changes and click Save once done.

✕ Category

Save

Category Name *

Attendance Policy 🗑️

Category Name *

CI Information 🗑️

Category Name *

CI/Preceptor Onboarding Documents 🗑️

7. Once you select an item within the category list, you will see all resources added for that category.

1. If you'd like to filter to view only documents, links, etc., you can uncheck any options.

Documents (0)

Videos (1)

FAQ's (1)

Links (1)

2. To edit an existing resource, click on the pencil icon.

Category List ✎

- Attendance Policy
- CI Information
- CI/Preceptor Onboarding Documents
- General
- Placements
- Sales
- Syllabi

Resources + Add Resource Re-order

Documents (2)
 Videos (0)
 Links (1)
 FAQ's (0)

🔗

APTA

The American Physical Therapy Association (APTA) is the national organization for physical therapists. The websites has m any resources available for students and physical therapists.

🌐 Shared on site resources

<https://www.apta.org>

Updated on - January 19,2023

✎ 🗑️

📄

Mission Statement

🌐 Shared on site resources

[View documents](#)

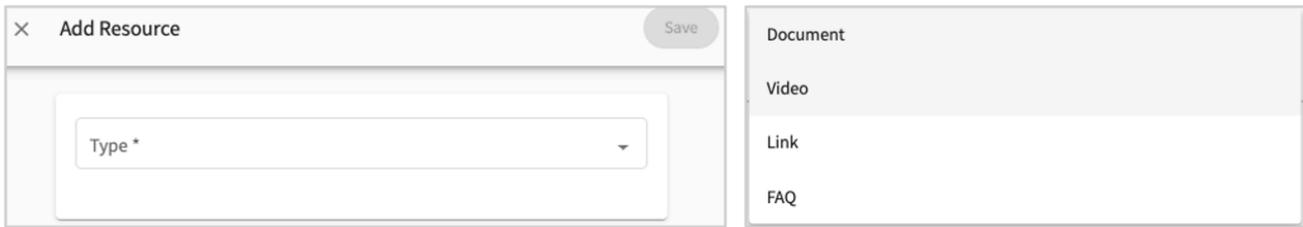
Updated on - June 20,2022

✎ 🗑️

8. To add a new resource, click +Add Resource.

+ Add Resource

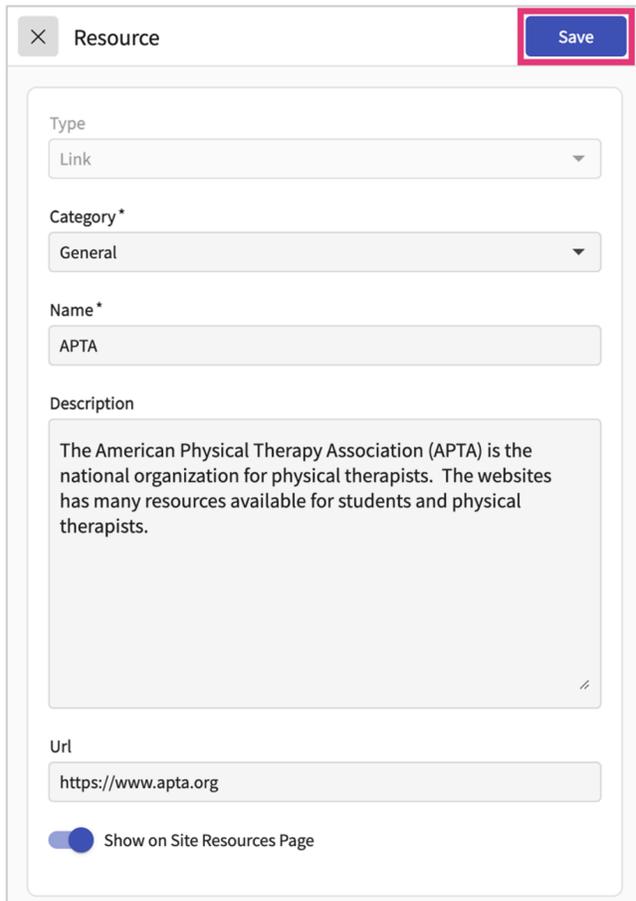
9. A drawer will open. Click on the drop down to select the type of resource you'd like to add.



The image shows a modal window titled "Add Resource" with a close button (X) and a "Save" button. Inside the modal, there is a dropdown menu labeled "Type *" with a downward arrow. To the right of the modal, a list of resource types is displayed: Document, Video, Link, and FAQ.

10. Enter the resource information and click save when done.

1. **Show on site resources page:** if you'd like this resource to be shared with your clinical partners, select this option.



The image shows a modal window titled "Resource" with a close button (X) and a "Save" button. The form contains the following fields:

- Type: Link
- Category*: General
- Name*: APTA
- Description: The American Physical Therapy Association (APTA) is the national organization for physical therapists. The websites has many resources available for students and physical therapists.
- Url: https://www.apta.org
- Show on Site Resources Page:

11. You may want to organize the order in which your resources appear. To do so, select Re-order.



12. Use the icon on the left to drag and drop items in the order you prefer. Click Save once done.

× **Re-order** Save

	Link	APTA
	Document	Policies
	Document	Mission Statement