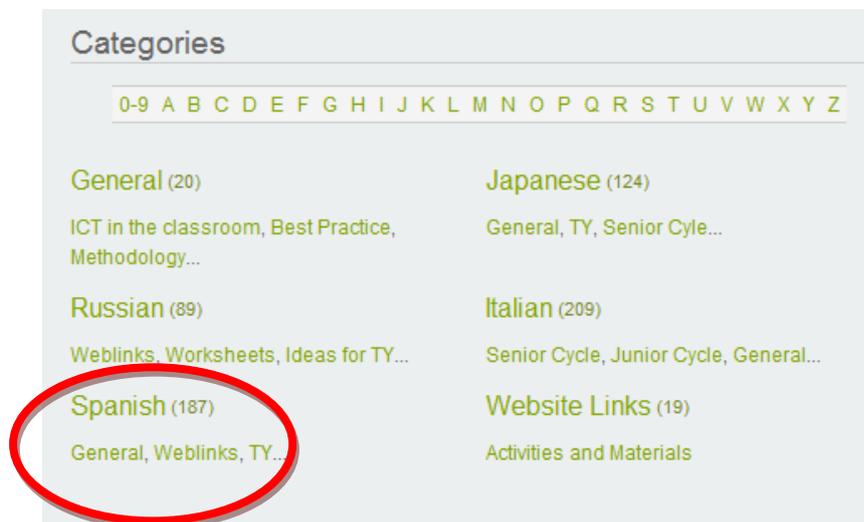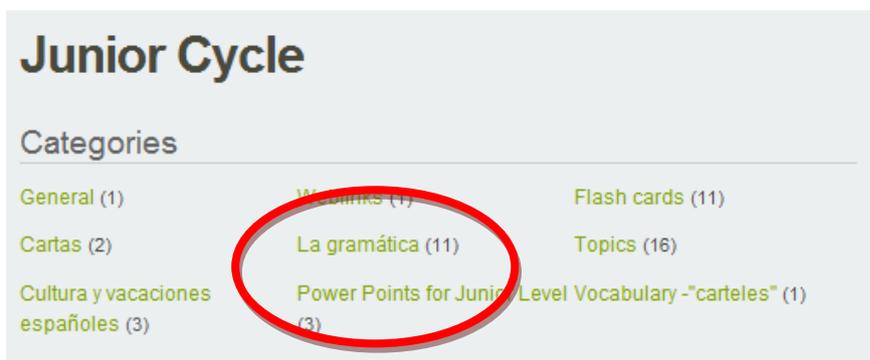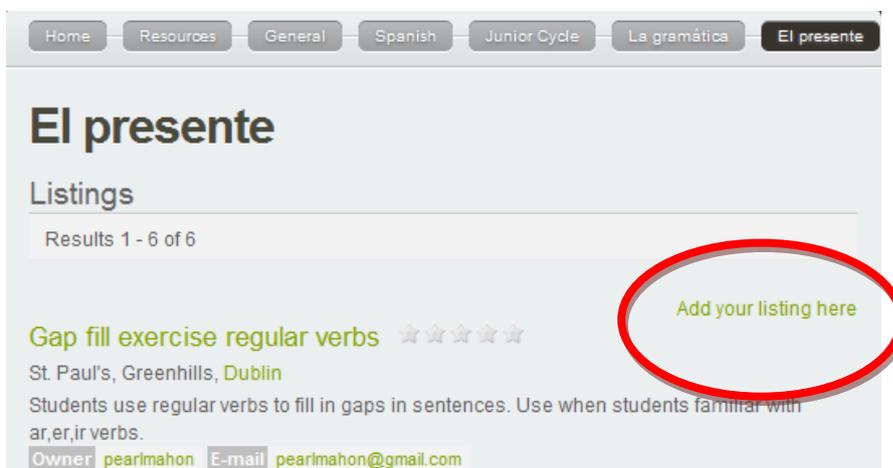**How to upload your resources:**

- Click on the relevant category below e.g. Spanish

- Click on another sub-category that you think would be a suitable home for your resource

- Click on Add Listing

- Give a title to your listing, and describe it in the box provided

  e.g. What is it?

  For who?

  Skill/skills targeted?

  How best to use the resource?

- If you would like to copyright your work by going to the **Creative Commons website** you can cut and past the code you are given there into your listing by clicking on the icon highlighted below
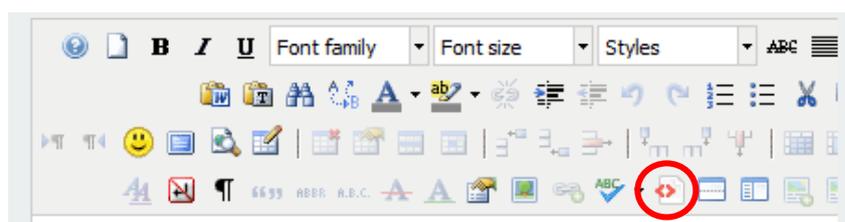
- Further down the page there is the facility for uploading the relevant file, image, and/or web address. You can also add in your email address here.
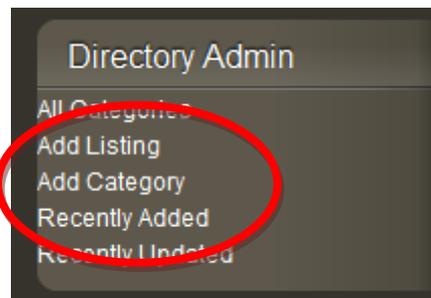

- If the category you would like is not there create a new one (see left hand side of page)

- You can also watch the screen cast/ video instructions
- There is also a facility for putting certain resources behind a password, just let us know if you would prefer this option for anything you upload. The password protected resource will still be visible, just not accessible to those without a password.
- When you are uploading resources please consider copyrighting your work by going to the Creative Commons website. With a Creative Commons license, you keep your copyright but allow people to copy and distribute your work provided they give you credit - and only on the conditions you specify. For those new to Creative Commons licensing, there is plenty of assistance on their website to help you think about what you want. e.g. whether or not you want to offer your work with no conditions or you want to certify a work as

public domain, or whether or not you want to let others know exactly what they can and can't do with your work.

Please let us know if this is not clear!