



GUIDE TO UPLOADING RESOURCES

This guide will help you to upload an educational resource to share with our community of educators. If you have questions about this Guide or need more specific support, please send an email to educator@jewishedproject.org.

Step 1: Create a User Account and Complete a User Profile

(Move to Step 2 if the ability to upload resources has already been activated for your account.)

To upload resources to The Jewish Educator Portal, you must register for a user account and complete a user profile. A public version of this profile will be linked to each resource you upload. The profile must include, at a minimum, the following:

- Your **First** and **Last Name**.
- A completed **About Me** section.
- A completed **My Interests** section.

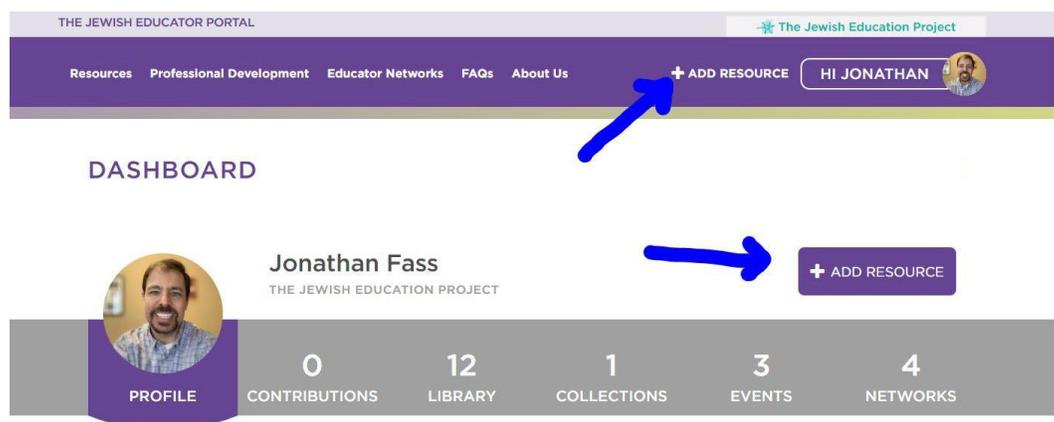
The screenshot shows the user profile page for Jonathan Fass. The header includes navigation links: Resources, Professional Development, Educator Networks, FAQs, About Us, + ADD RESOURCE, and HI JONATHAN. The profile card displays a profile picture, the name Jonathan Fass (he/him/his), and an email icon. Below the card are tabs for PROFILE (1), CONTRIBUTIONS (1), COLLECTIONS (1), and NETWORKS (4). The main content area is divided into sections: ABOUT (with a bio placeholder), EXPERIENCE (listing roles at The Jewish Education Project and Merin Center for Teen Engagement), and INTERESTS (listing Civil Engagement, Jewish Lifecycle, Rituals and Prayer, and Jewish Values and Social Responsibility).

A view of a public profile on the Portal.

With a completed public profile, please contact educator@jewishedproject.org to become an Educator Contributor.

Step 2: Add a Resource

To add a resource to the Portal:



- Select the **+ADD RESOURCE** button at the top of the page or on your dashboard. Your dashboard is accessible by hovering over your name and selecting **Dashboard** from the drop-down menu.
- Complete the **Add Resource** page. You will be prompted to fill out the following:
 - Resource Title
 - Resource Description
 - Resource Introduction
 - Resource Content Description
 - A Preview Image (This will be shown on the preview card for the resource during a search.)
 - A File, Video, or Link to the resource.
 - Suggested Grade
 - Suggested Topic
 - Suggested Resource Type
 - Suggested Setting
 - Submission Comment (if applicable)
- Check the confirmation that the resource you are uploading is your intellectual property.
- Click **Save**

The resource upload form includes explanations to guide the process.

Upon clicking **Save** your resource will be sent to an administrator for approval. Your resource will also appear on your **Dashboard** under the **Contributions** tab. You can return to edit a resource at any time.

A saved resource will be displayed on your dashboard.

THE JEWISH EDUCATOR PORTAL

The Jewish Education Project

Resources Professional Development Educator Networks FAQs About Us

+ ADD RESOURCE HI JONATHAN

DASHBOARD

Jonathan Fass
THE JEWISH EDUCATION PROJECT

+ ADD RESOURCE

1 12 1 3 4
PROFILE CONTRIBUTIONS LIBRARY COLLECTIONS EVENTS NETWORKS

PENDING APPROVAL

User Generated Content #2

This is a description of the resource.

Jonathan Fass

0 0

Educator Contribution

User Generated Content

This is a description of the resource.

Jonathan Fass

2 1

User Dashboard with a view of the Preview Cards of approved and pending resources under the Contributions tab.

By filling out the ADD RESOURCE form, you will create a **Resource Page**, which contains the following:

A SHORT TITLE ← Resource Title

 ELLA METUKI-TROW ← Link to your Public Profile

 Images  Educational Technology ← Resource Type and Topic

This is my resource introduction. I'll use it to tell you why you should click this resource and what it's all about.

[VIEW RESOURCES](#) [SAVE TO LIBRARY](#) [SHARE](#) ← Resource Introduction

This is my resource description. I'll use it to add any additional details I'd like, like who else wrote this, what downloadable materials are available, or who this is best suited to.

← Resource Content Description

 **Ella Metuki-Trow**
Ella Metuki is a Jewish educator with almost a decade of experience teaching Hebrew, Israel and Jewish life in supplementary education settings. Ella is a curriculum writer specializing in game-based, project-based and creative education for tots, tykes and teens. Ella is currently the Manager of Online Educational Content at the Jewish Educator Project, bringing quality resources to educators worldwide through the Jewish Educator Portal.
← Your name, photo, and bio from your completed User Profile

DETAILS ← Resource Setting

SETTING
Congregational Learning
Family Engagement

This resource is an Educator Contributed resource and is the intellectual property of the contributor.
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If you believe this resource to be inappropriate in any way, please email us at educator@jewishedproject.org.

You will also be creating a **Preview Card** for your resou

The diagram shows a resource preview card with the following components:

- Educator Contribution**: A purple badge in the top left corner.
- Preview Image**: A central image of a camera with a purple glow.
- Resource Title**: A teal title "A Short Title" below the image.
- Resource Description**: A teal description "A quick description." below the title.
- Author Profile**: A circular profile picture of Ella Metuki-Trow and her name.
- Engagement Metrics**: Icons for views (2) and bookmarks (0) at the bottom.

Callout boxes on the right side of the card point to these elements: "Preview Image" points to the camera image; "Resource Title" points to the teal title; "Resource Description" points to the teal description.