

# WELCOME TO THE SUN WEST RESOURCE BANK

Discover activities, lessons, reading materials and resources for every Saskatchewan learning outcome.

What are you looking for?



Subject



Education Level



Outcome



Search

Fine tune your search with our [advanced search](#).

## A Cheat Sheet for Sun West Librarians

### Sign Up or Access

- New users - use your Sun West email and password
- Returning users – use your Sun West email and password from last fall.

### Search for Resources

- Enter topic into “What are you looking for?” search box.
- Search by Education Level instead of Grade & filter using the menu on the left.
- Click on resource you’d like to view and then the yellow “View Resource” button.

### Save Resources

- You must be logged in to save.
- Click on the yellow “Save” button at the top of the page (next to view resource).
- To save to “My Items” - click on the folder you’d like to save the resource into OR click the yellow “Create new folder” button from the menu. Enter the folder name, then click “Create & Save”.
- To save to “Living Life as Librarians” group – click on the lower half of the box that appears after you click “Save”. Put it into the group folder you wish by clicking the folder, or just click the group name to put it into the general shared resources area.



**resourcebank.ca**

## Featured Collections

- Discover our featured collections by clicking “Discover” on the top menu and then clicking “Collections”. Featured collections can change throughout the year. This is where to access highly valuable collections such as the current Monthly Musts.

## Hubs

- Hubs allow users to find collections and information relevant to a specific interest you may have.
- Hubs are created by Sun West.

## Group – Living Life as Librarians

- You must be logged in to access or request access to groups.
- If you need to join the group - go to Living Life as Librarians by clicking “Groups” from the top menu. Click “See all Groups”. Find the group and click the yellow “Request to join group” button at the top of the page.
- Shared folders – these are along the left hand side and show collected resources by folder name. This is where you can locate the **Library Handbook**. You can add items well. (See “Save” section above)
- Discussion area – allows you to private information, chat and share ideas. Click “+Start a New Discussion” to start. Make sure you click “only group members” in the bottom left corner of your post is you wish the post to be private. Otherwise, anyone can see it.

## Training

- There are a number of other amazing features including **adding your own resources or websites**, adding co-authors to resources, tagging resources to be explored. You can learn how to do all of this by accessing short training videos on the site listed in the box below.
- The training site is always available to you by going the Monthly Musts collection as well, and finding the link to the resource there.

If you require assistance, contact Melissa Lander at [Melissa.lander@sunwestsd.ca](mailto:Melissa.lander@sunwestsd.ca).

Training available at: **resourcebanktraining.weebly.com**