**How to add an idea to our Resource Bank**

1. If you would like to contribute a resource please contact helen.caldwell@northampton.ac.uk for a login. Or if you are already using MyPad in Nile you can apply to join using **My Class** on your blog **Dashboard using the directions below.**
2. Go to **My Sites** on your blog dashboard and choose a blog that you are not using or create a new site (this is because you can only join one class blog with each of your blogs).
3. On the dashboard of this blog select **My Class** and **Join A Class**.

 

Search for **resourcebank** and then choose **Send a request to join**.

1. Once your request has been approved you will be able to login to <http://mypad.northampton.ac.uk/resourcebank> .
2. Go to the **Dashboard** and **Posts** and **Add New Post**.
3. To ensure your resource displays neatly give it short a title of up to 6 words and begin your post with a description of around 10 words.
4. Make sure you include an image. If it is someone else’s image check the copyright and provide a link to where it came from.
5. Resources might take many forms: a lesson plan, a set of links, a unit of work, a media resource to introduce a topic, or a template to help children visualise an end product. They could be as simple as  'My three top tips for...' , a worksheet or a set of slides (see <http://www.tes.co.uk/teaching-resources/> for ideas).
6. Here are some suggested headings but feel free to use whatever best fits your resource: **Subject, Key Stage**, **Title, Idea,** **Key Questions,** **Skills,** **Activities,** **Taking it Further,** **Useful Links, Contributor.**
7. Acknowledge yourself as the contributor at the end of the post and provide a link to your own blog if you want to.
8. Finally please add a category (subject area) and tags (key words) to make it easy to find your resource.

All contributions and comments are immensely welcome. Thank you for joining in!