## *About the Resources Search Results*

The Resources Search Results list displays the resource(s) that meet the search parameters you selected. This results section provides you with several options:

- Sorting search results

- Previewing resources

- Marking resources as favorites

- Rating resources

- Viewing related resources

- Adding resources to new or existing assignments

Figure 7. Resources Search Results
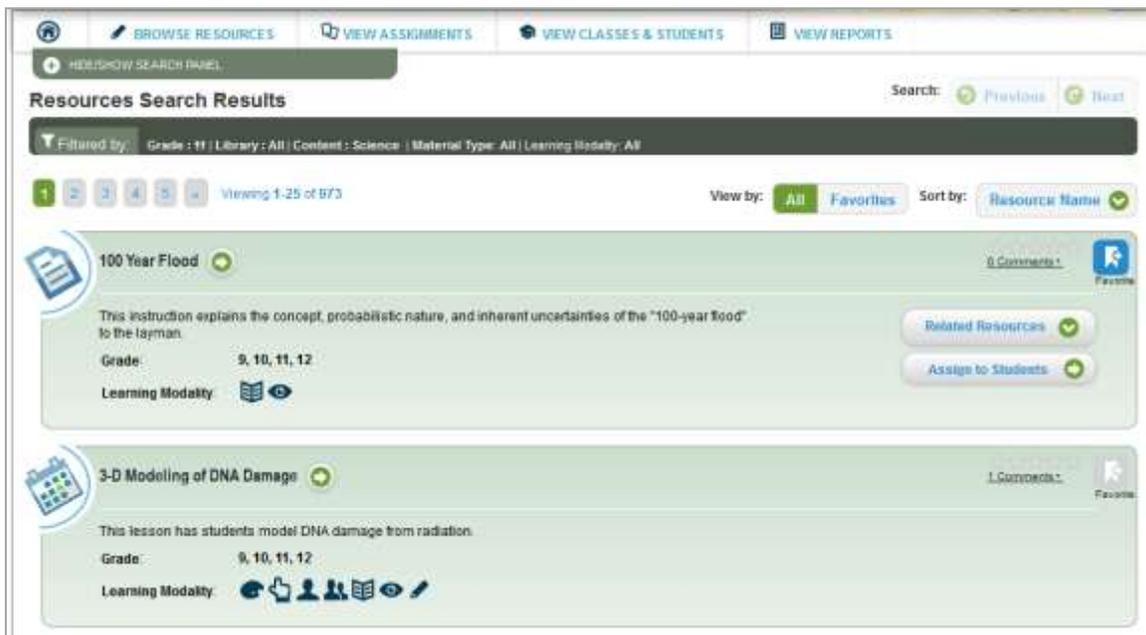
Sorting Search Results

By default, resources are listed alphabetically by name. You can also sort resources by their rating.

- To view resources by rating, click the "Sort By" menu and select "Rating." The highest rated resources will be listed first.

- To return to the default view, click the "Sort By" menu and select "Resource Name."

Note: For more information about ratings, refer to the Rating a Resource *section in this user guide.*

Previewing Resources

You can preview and navigate through resources to see how they will look to students. You can also use the student tools, mark resources as favorites, and print resources.

Figure 8. Resource Preview Page
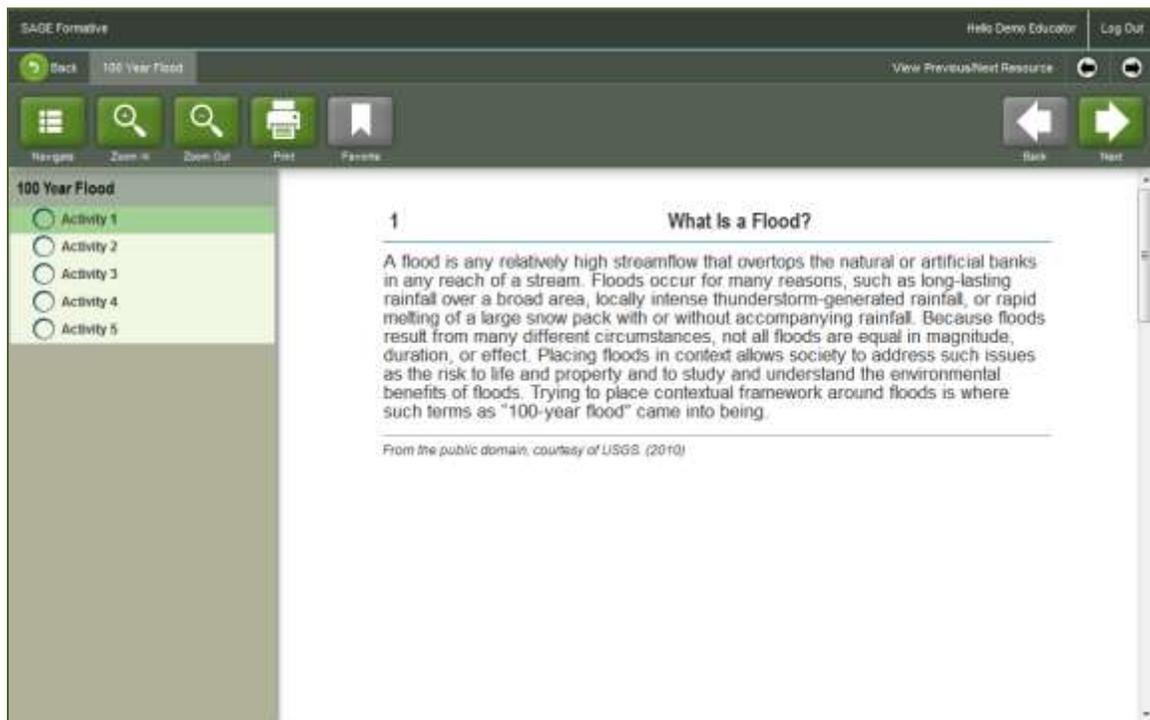
Previewing Resources

- On the Resources Search Results page, click the arrow [🔵] button next to the name of the resource. The Resource Preview page will load.

Navigating Through a Resource

- To navigate through the resource preview, use the [**Next**] and [**Back**] buttons in the upper right corner of the screen.

- You can also use the navigation pane to navigate through a resource. The navigation pane is displayed on the left of the resource preview and lists all the steps involved in a resource. You can jump to a particular step by clicking it in the navigation pane. To open or close the navigation pane, click the [**Navigate**] button.

- To exit the resource preview, click the [**Back**] button in the upper left corner of the page (next to the resource name).

⚠️ **About Navigation Buttons:**
- The smaller pair of arrow buttons above the [**Next**] and [**Back**] buttons are used to navigate to the other resources.
- Do not use the web browser's navigation buttons, as this could result in a loss of information or accidental sign-out.

Zooming In and Out of Resource Activities

The [**Zoom In**] and [**Zoom Out**] buttons in the upper left corner allow you to increase and decrease the size of the text and images in the resource activities.

- Click the [**Zoom In**] button to increase the magnification of text and images.

- Click the [**Zoom Out**] button to decrease the magnification of text and images and return them to the default size.

Notes:

- You can click the [**Zoom In**] button up to four times to increase the size of text and images. The resource activity titles in the left navigation pane will not change size.

- In some cases, internal vertical and horizontal scroll bars will appear. Use these scroll bars to view all the content in the preview window.

About Audio in Resource Activities

Some activities contain audio. Activities that contain audio will display a speaker button.

- To listen to the accompanying audio, click the speaker [] button. The speaker button will change to a stop [] button.
- To stop playing the audio, click the stop [] button.

Favoriting Resources

- To mark a resource as a favorite, click the [**Favorite**] button. The button will turn blue.

Printing Resources

1. To print a resource, click the [**Print**] button at the top of the screen. A preview page displaying the first page of the resource will open.

2. Click the printer button []. Your computer's printer settings window will open.

3. Click [**OK**] to print the resource.

All activities in the resource will be printed automatically. Each activity will appear on its own page. For any activities that contain multimedia (e.g., videos), a box will appear in the appropriate place.
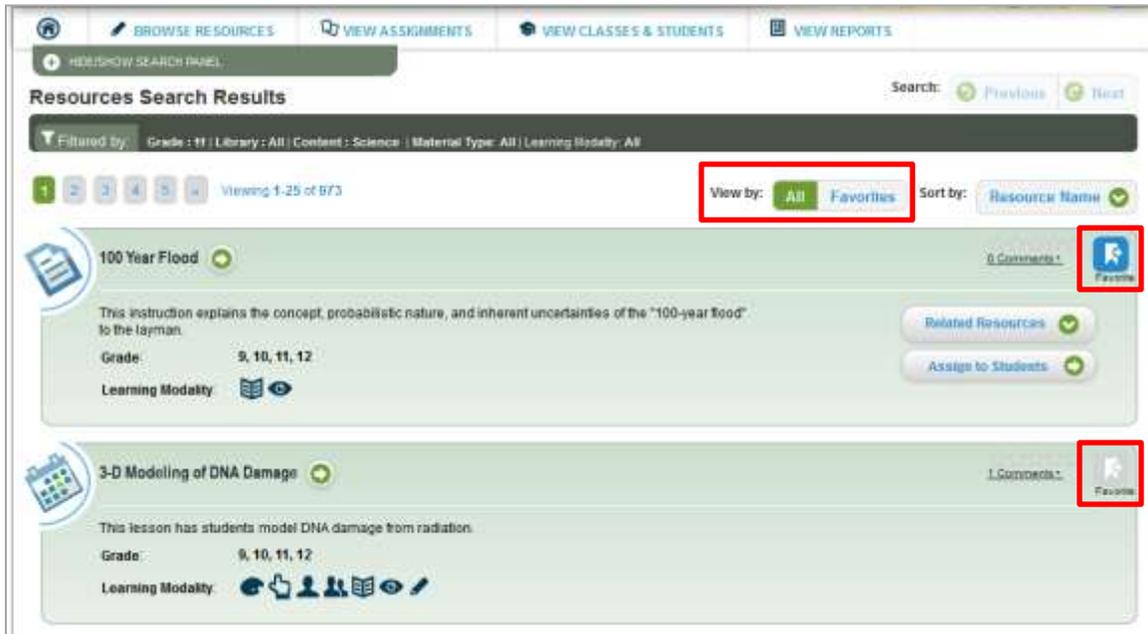
Returning to the Resources Search Results Page

- Click the [**Back**] button in the upper left corner of the page (next to the resource name).

Marking Resources as Favorites and Viewing Favorites

You can mark resources as favorites, which allows you to easily find them later. Resources can be "favorited" from the Resources Search Results page or from the Resource Preview.

Figure 9. Resources Search Results Page

To mark resources as favorites:

- Click the gray [**Favorite**] button in the upper right corner of a resource in the Resources Search Results. The button will turn blue.

- To un-favorite a resource, click the blue [**Favorite**] button again. The button will turn gray.

To view a list of your favorite resources:

- To view a list of only your favorite resources in the search results section, click the [**Favorites**] button next to "View By." If you have not marked any resources as favorites, no resources will be displayed.

- To view all the resources in the search results, click the [**All**] button next to "View By."