

## Handshake: Resources

### Providing Students With Essential Information

Handshake is the ideal platform for sharing resources with students. Within the system, you can post valuable career-related information, such as interviewing tips, resume samples, informative articles and videos, and links to helpful websites.

In this job aid, you'll learn how students view and access resources. You'll also learn how to create a resource in Handshake and how to "pin it" (if you want to feature it more prominently).



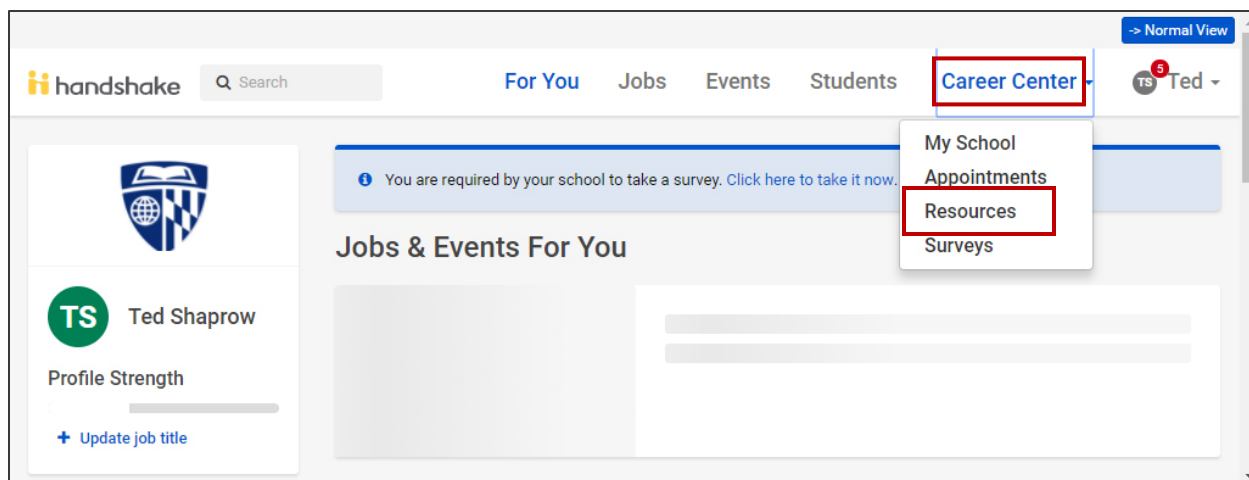
It covers the following topics:

- Accessing Resources
- Creating a New Resource
- Pinning a Resource

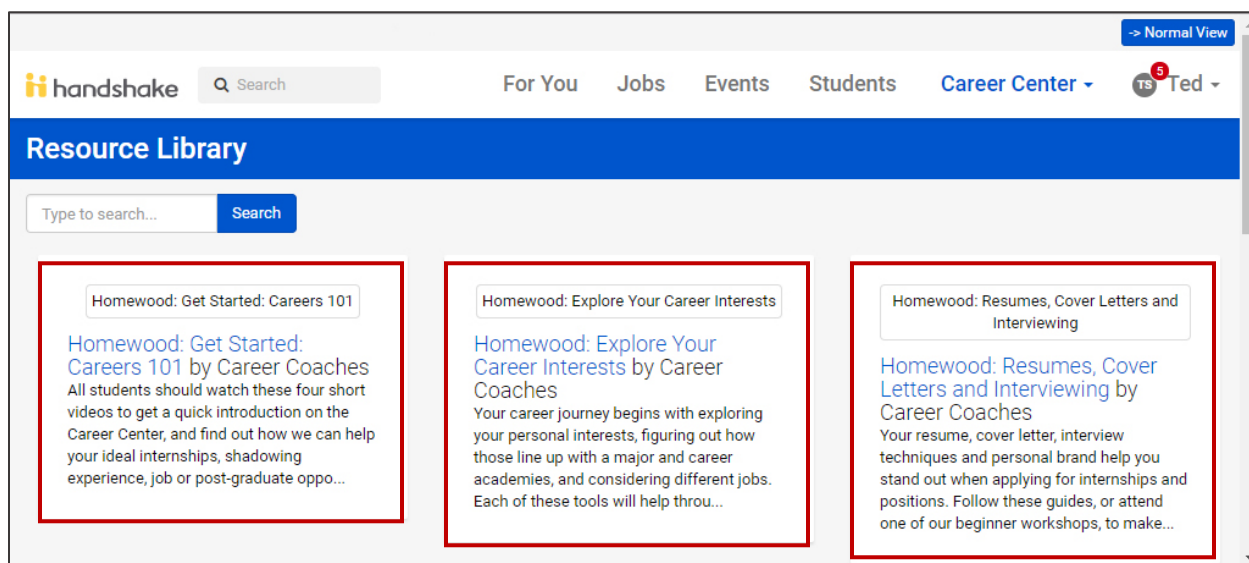
## Accessing Resources

Before you start creating resources, it's helpful to know how they appear to students and how students can access them.

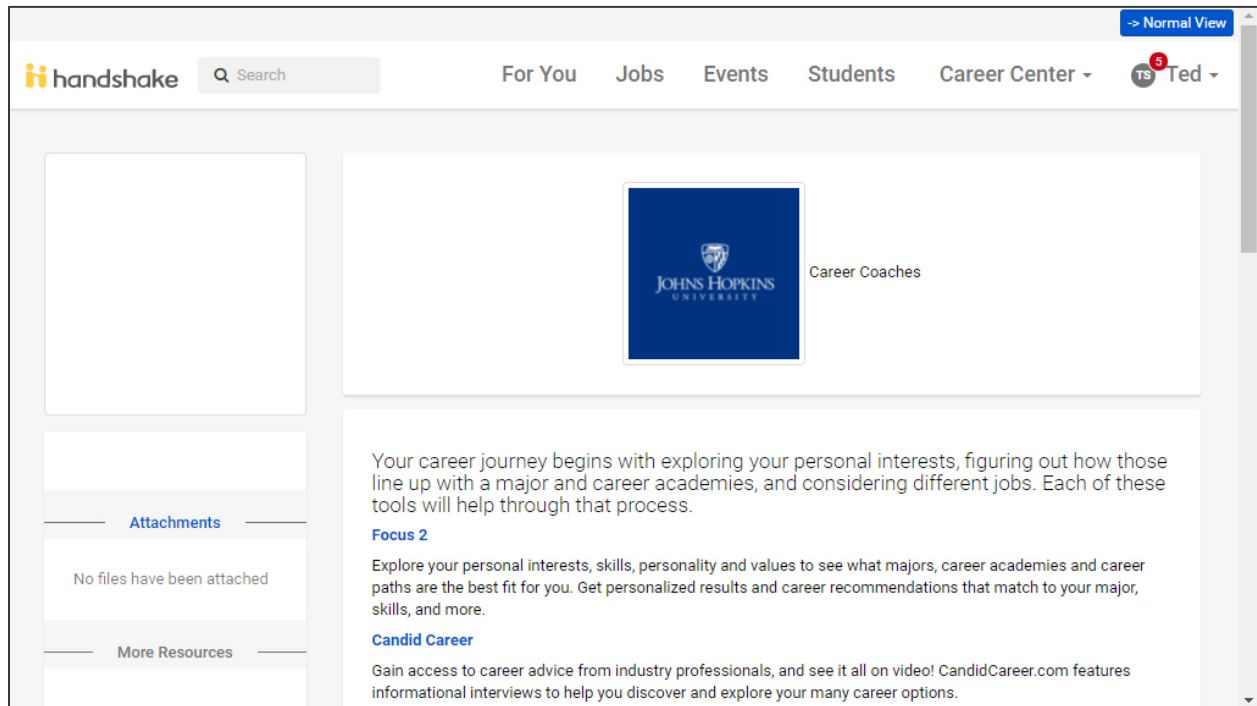
When students log onto Handshake, they'll arrive at their homepage (also known as the "For You" page). They can navigate to their resources by clicking **Career Center** and then selecting **Resources**.



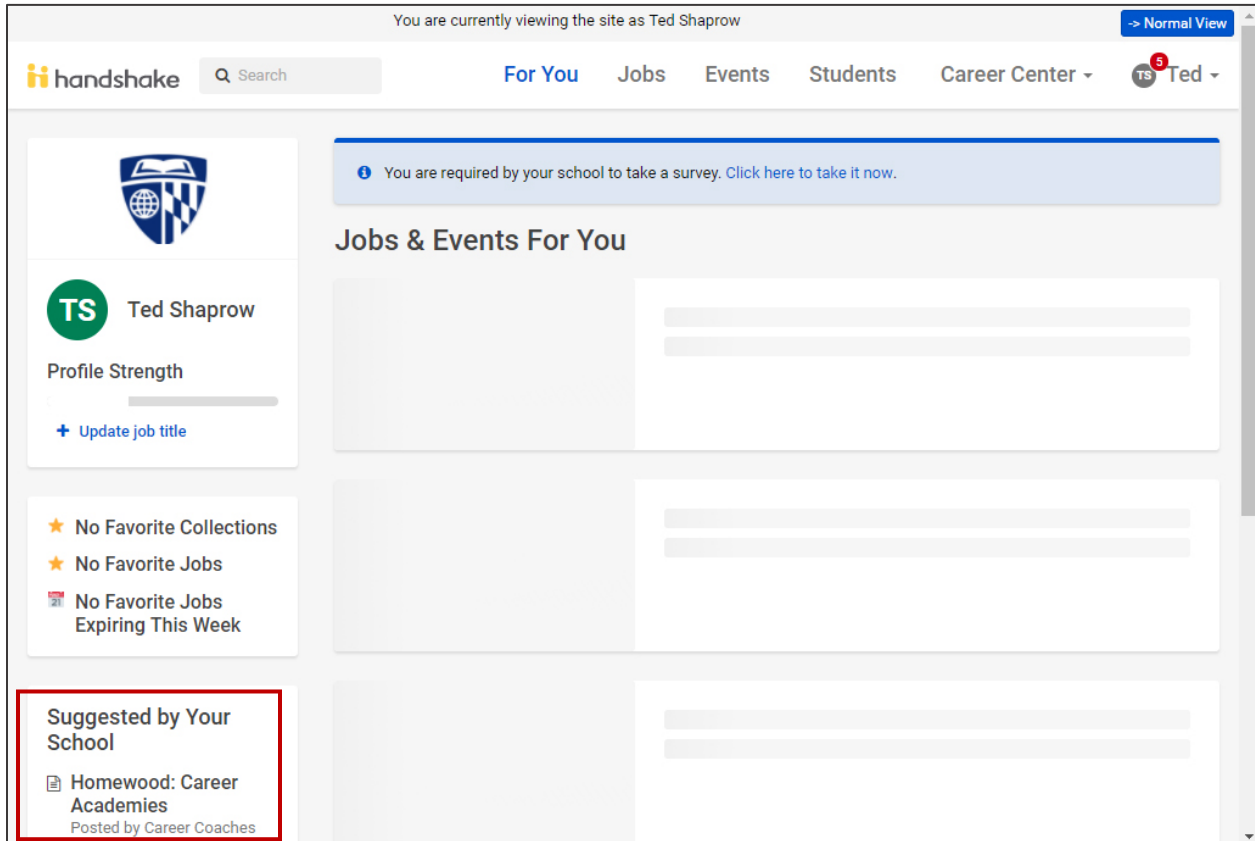
They'll arrive at their Resource Library, where resources that are targeted to their specific needs will be displayed. Each resource will appear on a separate, clickable tile. The name of the resource will be displayed, along with a short description.



If students click one of these tiles, they will be presented with the resource content. It may contain text, graphics, videos, and/or links to other websites.



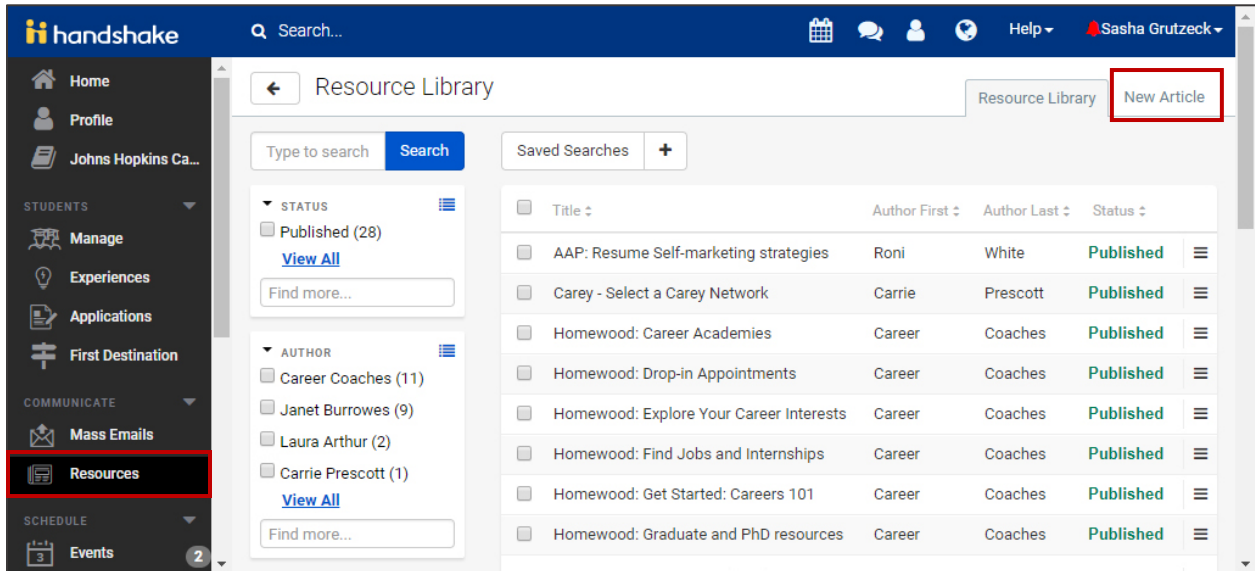
If a resource has been “pinned,” it will still show up in the students’ Resource Library. But it will *also* be displayed prominently on the students’ homepage in the “Suggested by Your School” section.



The screenshot shows the Handshake student homepage for Ted Shaprow. The top navigation bar includes the Handshake logo, a search bar, and links for For You, Jobs, Events, Students, and Career Center. A notification banner at the top right indicates a survey requirement. The main content area is titled "Jobs & Events For You" and displays placeholder boxes for job listings. On the left sidebar, there is a profile section for Ted Shaprow with a "Profile Strength" bar and an "Update job title" button. Below this, there are three status messages: "No Favorite Collections", "No Favorite Jobs", and "No Favorite Jobs Expiring This Week". At the bottom of the sidebar, a section titled "Suggested by Your School" is highlighted with a red border, showing a resource titled "Homewood: Career Academies" posted by Career Coaches.

## Creating a New Resource

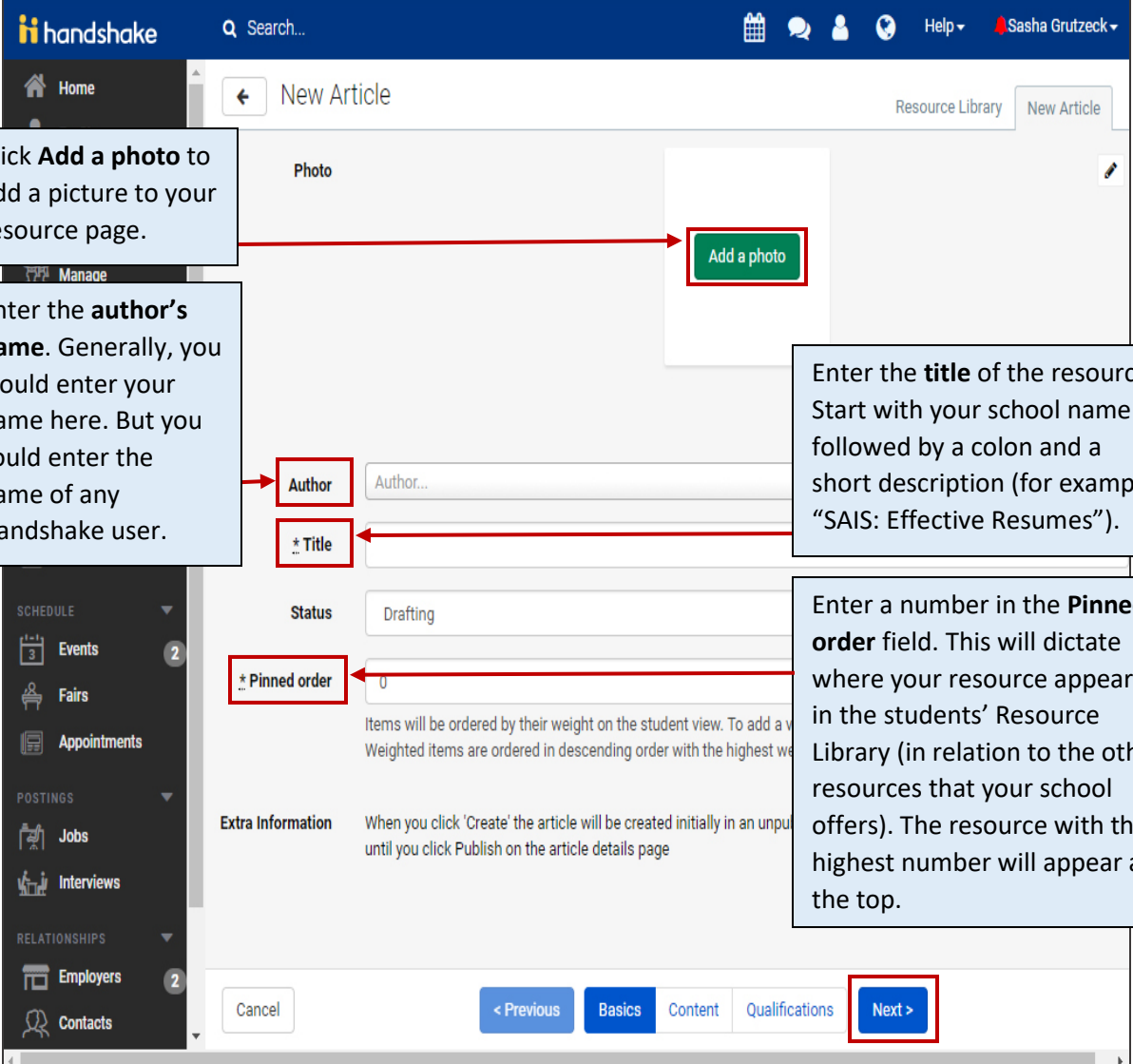
To create a new resource, click **Resources** on the side menu and then click **New Article**.



The screenshot shows the Handshake web application interface. The left sidebar contains navigation links: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), and SCHEDULE (Events). The 'Resources' link is highlighted with a red box. The main content area is titled 'Resource Library' and features a search bar, a 'New Article' button (highlighted with a red box), and a list of resources. The resources are filtered by 'STATUS' (Published (28)) and 'AUTHOR' (Career Coaches (11), Janet Burrowes (9), Laura Arthur (2), Carrie Prescott (1)).

Title	Author First	Author Last	Status
AAP: Resume Self-marketing strategies	Roni	White	Published
Carey - Select a Carey Network	Carrie	Prescott	Published
Homewood: Career Academies	Career	Coaches	Published
Homewood: Drop-in Appointments	Career	Coaches	Published
Homewood: Explore Your Career Interests	Career	Coaches	Published
Homewood: Find Jobs and Internships	Career	Coaches	Published
Homewood: Get Started: Careers 101	Career	Coaches	Published
Homewood: Graduate and PhD resources	Career	Coaches	Published

Fill out the information on the Basics screen and then click the **Next** button to continue.



The screenshot shows the 'New Article' Basics screen in the Handshake application. The interface includes a top navigation bar with the Handshake logo, a search bar, and user information (Sasha Grutzeck). A left sidebar contains navigation links for Home, Manage, SCHEDULE (Events, Fairs, Appointments), POSTINGS (Jobs, Interviews), and RELATIONSHIPS (Employers, Contacts). The main content area is titled 'New Article' and contains the following fields:

- Photo:** A large rectangular area with an 'Add a photo' button in the bottom right corner.
- Author:** A text input field labeled 'Author...'.
- Title:** A text input field labeled 'Title...'.
- Status:** A dropdown menu currently set to 'Drafting'.
- Pinned order:** A text input field containing the number '0'.
- Extra Information:** A text area with a note: 'When you click 'Create' the article will be created initially in an unpublished state until you click Publish on the article details page'.

At the bottom of the screen, there are four buttons: 'Cancel', '< Previous', 'Basics' (highlighted in blue), and 'Next >' (highlighted with a red box). Red arrows point from instructional callouts to the 'Add a photo' button, the 'Author' field, the 'Title' field, the 'Pinned order' field, and the 'Next >' button.

**Click **Add a photo** to add a picture to your resource page.**

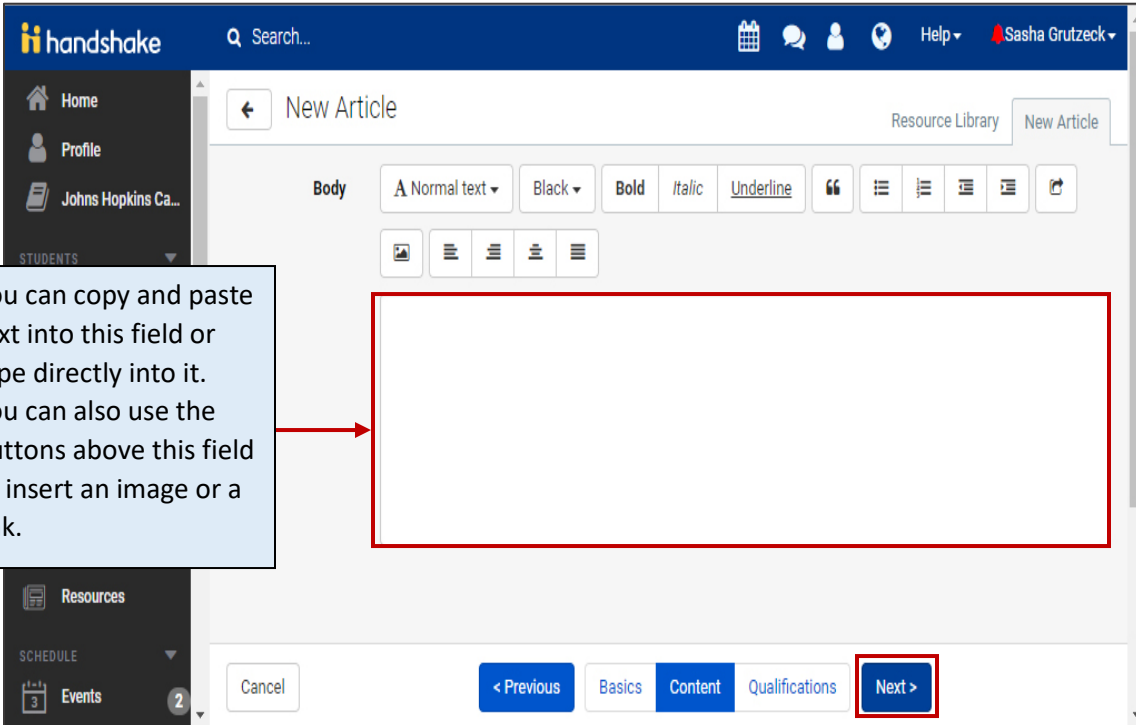
**Enter the **author's name**. Generally, you would enter your name here. But you could enter the name of any Handshake user.**

**Enter the **title** of the resource. Start with your school name followed by a colon and a short description (for example, "SAIS: Effective Resumes").**

**Enter a number in the **Pinned order** field. This will dictate where your resource appears in the students' Resource Library (in relation to the other resources that your school offers). The resource with the highest number will appear at the top.**

**Next >**

Enter your resource information on the Content screen and then click the **Next** button to continue.



handshake Search...

Home Profile Johns Hopkins Ca... STUDENTS

Resources SCHEDULE Events 2

New Article

Resource Library New Article

Body

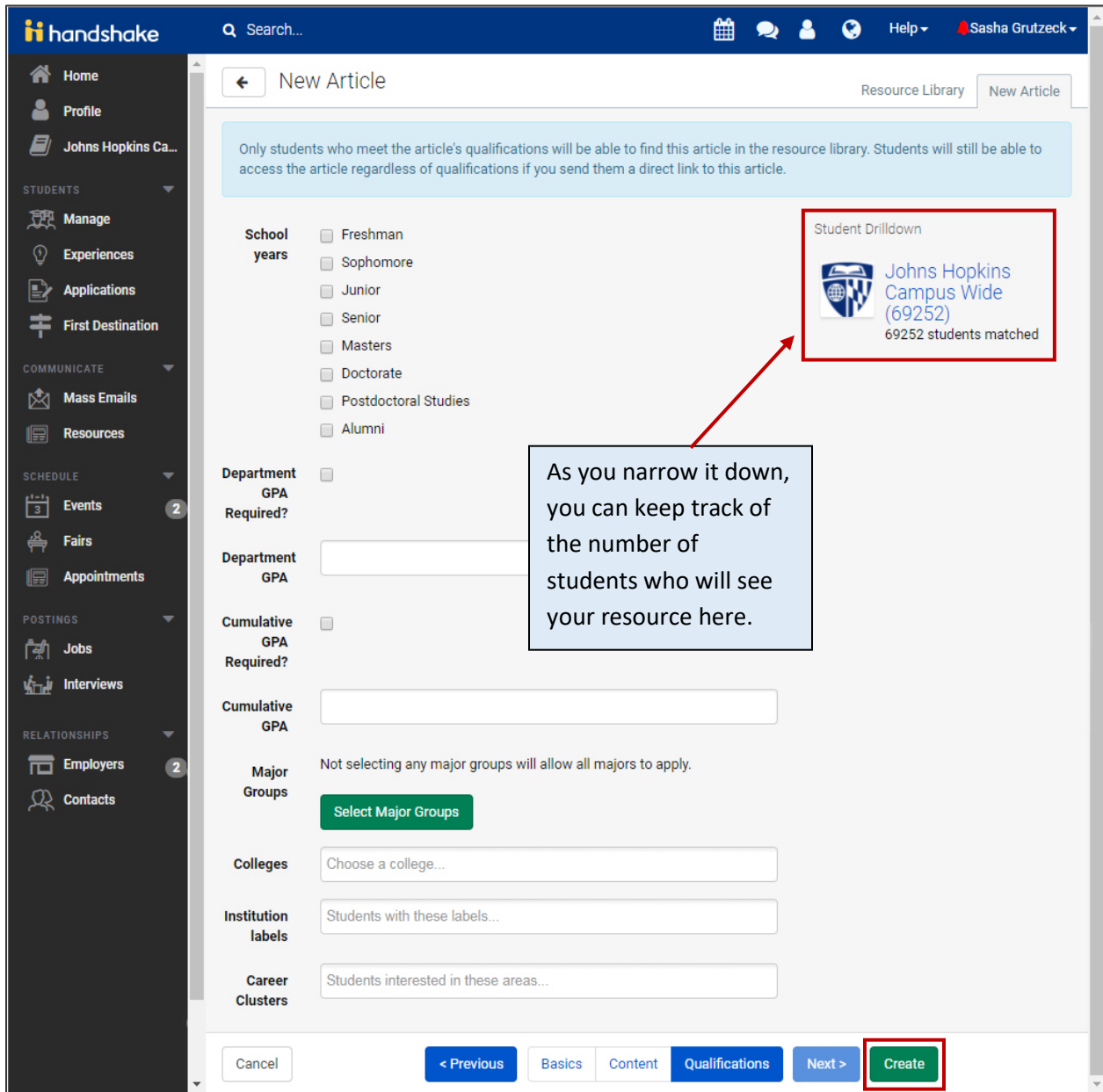
Normal text Black Bold Italic Underline Quote Bulleted list Numbered list Indented list Link Image

You can copy and paste text into this field or type directly into it. You can also use the buttons above this field to insert an image or a link.

Cancel < Previous Basics Content Qualifications Next >

Enter the qualifications that must be met in order for students to see your resource in their Resource Library. For instance, you might want only sophomores at Peabody to see it. (If you don't enter anything on this page, then every student in Handshake will see it!)

When you're done, click the **Create** button to continue.

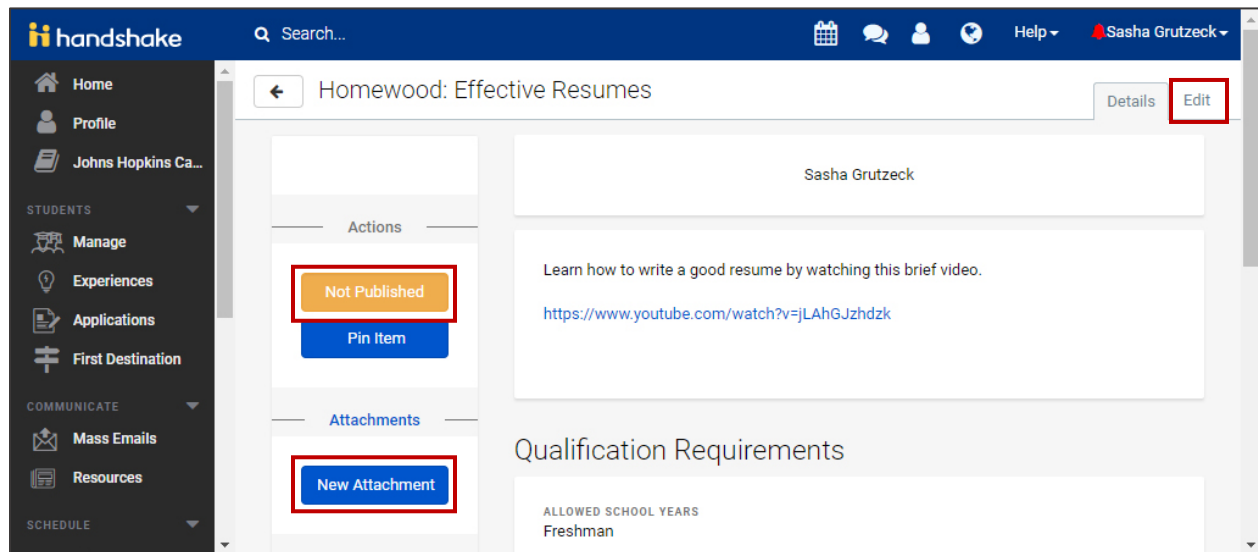


The screenshot shows the 'New Article' page in the Handshake interface. The left sidebar contains navigation links: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), POSTINGS (Jobs, Interviews), and RELATIONSHIPS (Employers, Contacts). The main content area has a 'New Article' header and a 'Resource Library' tab. A blue informational box states: 'Only students who meet the article's qualifications will be able to find this article in the resource library. Students will still be able to access the article regardless of qualifications if you send them a direct link to this article.' Below this, there are several filter sections: 'School years' with checkboxes for Freshman, Sophomore, Junior, Senior, Masters, Doctorate, Postdoctoral Studies, and Alumni; 'Department GPA Required?' with a dropdown; 'Cumulative GPA Required?' with a dropdown; 'Major Groups' with a 'Select Major Groups' button and a note 'Not selecting any major groups will allow all majors to apply.'; 'Colleges' with a 'Choose a college...' dropdown; 'Institution labels' with a 'Students with these labels...' dropdown; and 'Career Clusters' with a 'Students interested in these areas...' dropdown. A 'Student Drilldown' box on the right shows the Johns Hopkins logo and text: 'Johns Hopkins Campus Wide (69252) 69252 students matched'. A red arrow points from a text box to this drilldown box. The text box says: 'As you narrow it down, you can keep track of the number of students who will see your resource here.' At the bottom, there are buttons for 'Cancel', '< Previous', 'Basics', 'Content', 'Qualifications', 'Next >', and a red-bordered 'Create' button.



Review your resource. Click **Edit** if you'd like to make changes. Click **New Attachment** if you'd like to add an attachment to the resource.

If you're happy with how it looks, roll your mouse over the **Not Published** button. The name of the button will change to "**Publish Article**." Click this button to publish your resource.



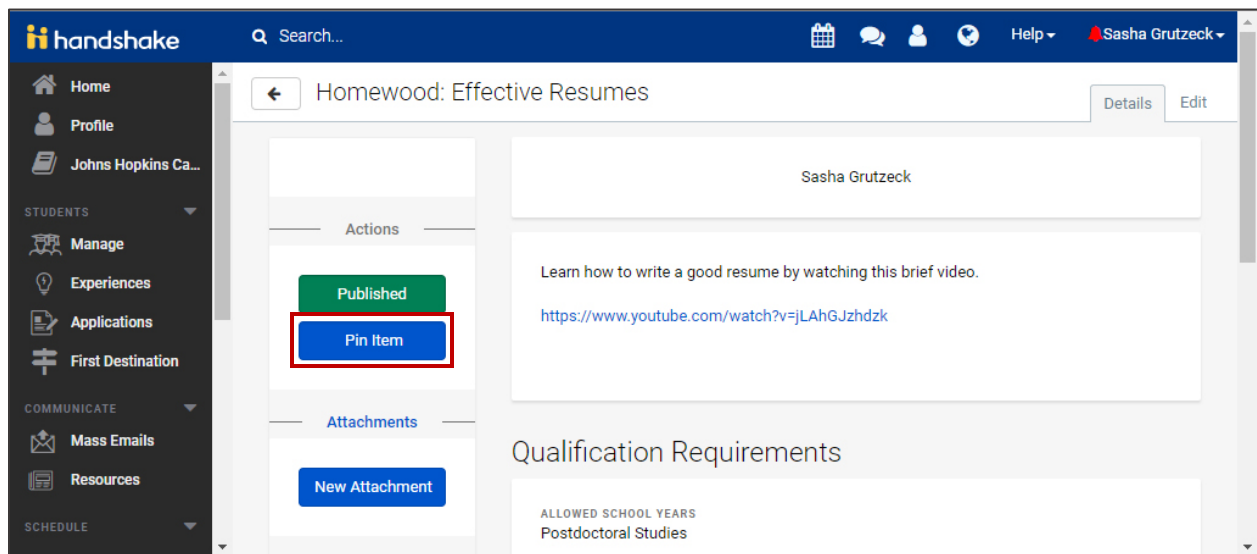
The students that meet your qualifications will now see your resource in their Resource Library.

## Pinning a Resource

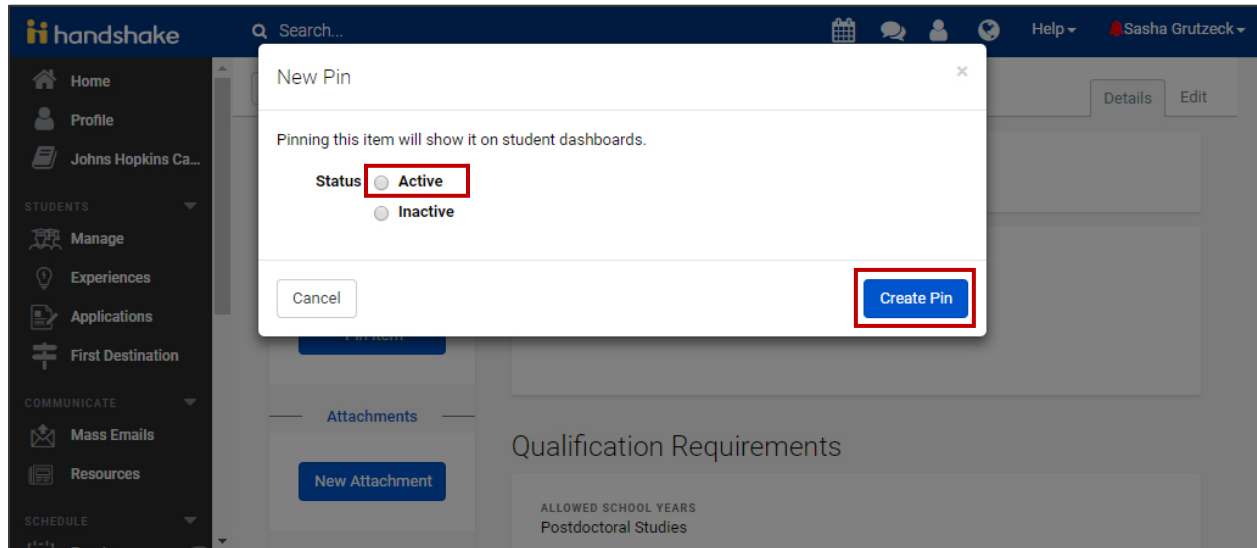
Once you've published your resource, you may also want to "pin it." When you pin a resource, it will appear on the students' homepage in the "Suggested by Your School" section.

Immediately after creating your resource, you'll see a screen like the one pictured below. (You can also navigate to this screen by clicking **Resources** on the side-menu and then clicking the **resource** that you want to pin.)

Click the **Pin Item** button.



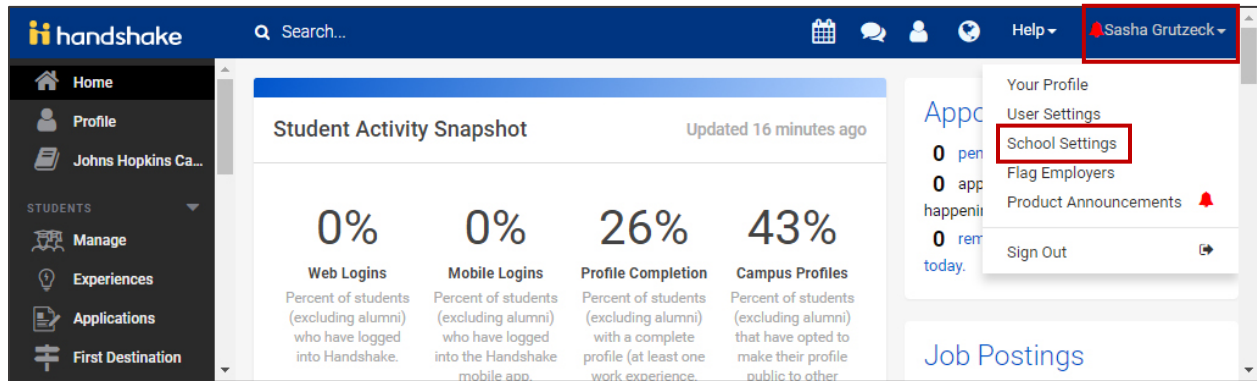
Then select **“Active”** and click the **Create Pin** button.



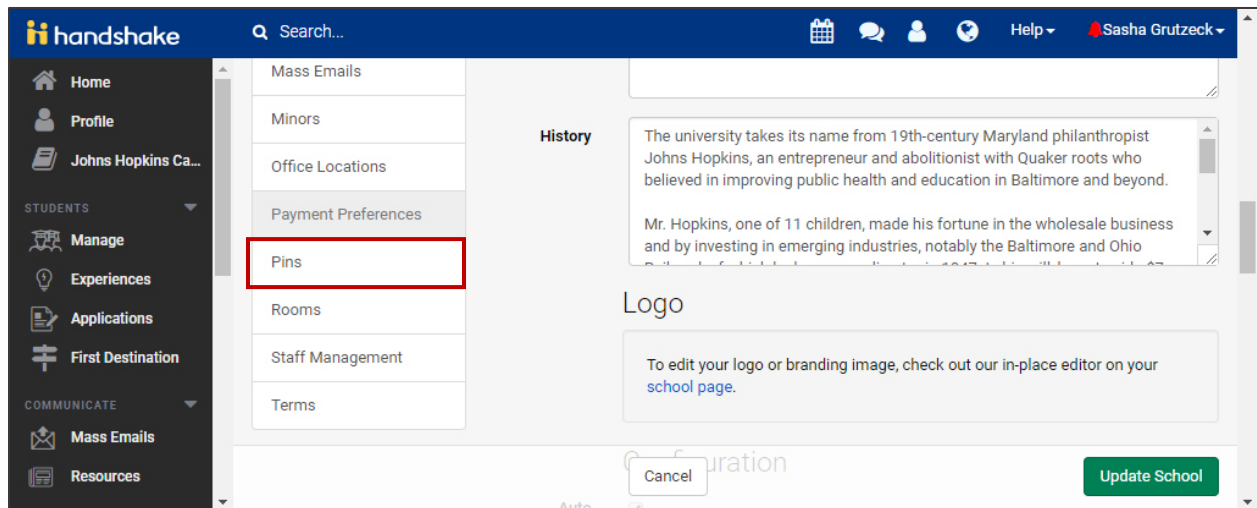
Enter the qualifications that must be met in order for students to see your resource on their Handshake homepage. (If you don't enter anything on this page, then every student in Handshake will see it!) When you're done, click the **Update Qualifications** button to continue.

And that's it! You have successfully pinned your resource!

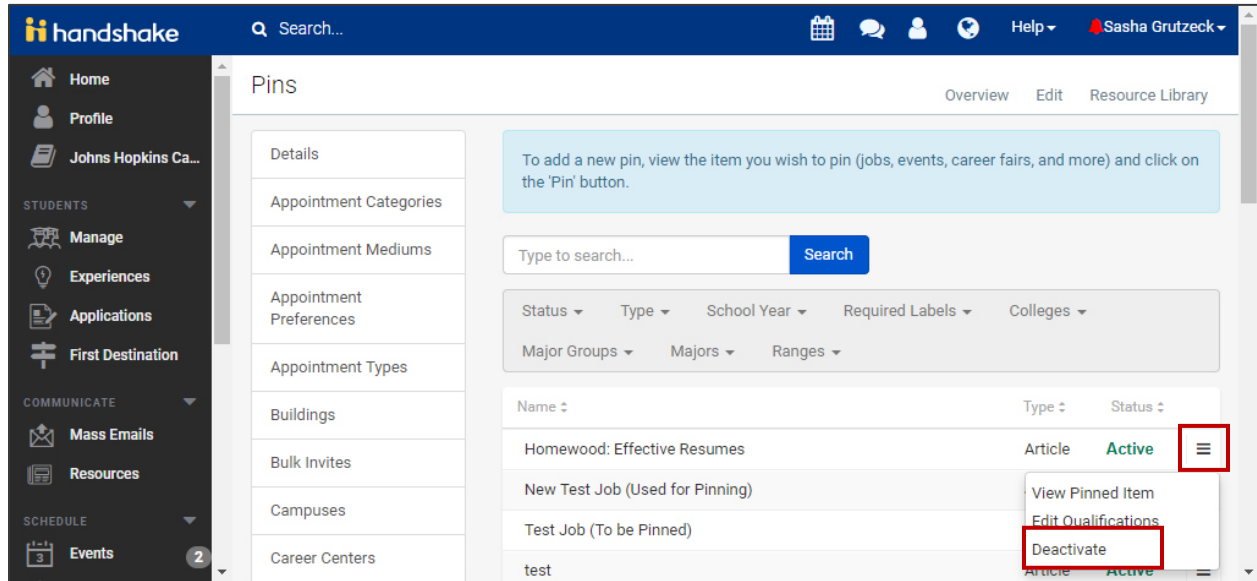
Later, if you'd like to remove the pin from your resource, click **your name** (in the upper-right corner) and select **School Settings**.



Click the **Pins** tab.



Locate your resource on the list. Click the button on the far-right of your resource, and then select **Deactivate** from the drop-down menu.



The screenshot shows the Handshake interface. On the left is a dark sidebar with navigation links: Home, Profile, Johns Hopkins Ca..., STUDENTS (Manage, Experiences, Applications, First Destination), COMMUNICATE (Mass Emails, Resources), and SCHEDULE (Events). The main content area is titled 'Pins' and includes a search bar, filter dropdowns (Status, Type, School Year, Required Labels, Colleges, Major Groups, Majors, Ranges), and a table of pinned items. The table has columns for Name, Type, and Status. One item, 'Homewood: Effective Resumes', is highlighted. A dropdown menu is open for this item, showing options: View Pinned Item, Edit Qualifications, and Deactivate. The 'Deactivate' option is highlighted with a red box.

Name	Type	Status
Homewood: Effective Resumes	Article	Active
New Test Job (Used for Pinning)		
Test Job (To be Pinned)		
test	Article	Active

The status will change to “Inactive,” and the resource will no longer appear on the students’ Handshake homepage.