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.
Creating a New Resource

To create a new resource, click **Resources** on the side menu and then click **New Article**.
Fill out the information on the Basics screen and then click the **Next** button to continue.

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.

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

Click **Add a photo** to add a picture to your resource page.
Enter your resource information on the Content screen and then click the **Next** button to continue.

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.
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.

As you narrow it down, you can keep track of the number of students who will see your resource here.
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 status will change to “Inactive,” and the resource will no longer appear on the students’ Handshake homepage.