



ACE-WIL Resource Hub How-to and Tips

As of October 1, 2021

This document will help Project leads and coordinators, and any other ACE-WIL members who are looking to add resources to the ACE-WIL Resource Hub. <https://acewilbc.ca/resource-hub/>

First, we'll provide an overview, then walk you through the process. Scroll down for tips and other resources.

Overview

The Resource Hub has been designed to make it easy for ACE-WIL to feature resources that have been added to the Resource Library, and for members and public audiences to search for and find useful resources.

Ideally, the ACE-WIL website highlights general information about ACE-WIL, membership, post-secondary institutions, WIL programs, news, events, and specific resources to help employers, while the bulk of the reports, presentations, videos and other resources are available upon entering the Resource Hub for those looking to do a deeper dive.

All individual resource items are to be added into the Resource Library, either as single items or groups of similar items. For example: a single PowerPoint presentation or a grouping from the same event that might include a PowerPoint presentation, handouts, and a video recording.

Resources from the Library can then be featured in the Resource Hub as part of Project pages and/or Resource Packs, as well as on regular ACE-WIL webpages. Resources will always be available through the robust search and filter functionality of the Resource Hub, regardless of whether they are featured in the Hub or on a webpage.

Please keep in mind, the Resource Hub and Resource Library are run by volunteers and, if we're lucky, supported by a co-op student. As a result, it may take a week or more for your resources to be added to the Resource Library and longer for the development of Project pages and Resource Packs. Please leave ample time for this process.

Process

Adding items to the Resource Library is always the first step, as it must be in the Library before it can be featured in the Resource Hub or the ACE-WIL website.

1. If you have a resource (or resources) you would like to add to the Resource Library:

- a. Use the form: “*Add a Resource to the Resource Library TEMPLATE”
- b. Access the form by clicking this link, then download a copy to your local computer, or make a copy to save on your own Google Drive:
<https://docs.google.com/document/d/1RdsdUSIT03b8YoiRAbFzpBiH79HsXnaEEtOtRzwUFiQ/edit?usp=sharing>
- c. Complete and save the form. Remember, if you want only members to see the resource, be sure to check that option under “Visibility”. You might opt for this if your information is more suited to members-only (such as ACE-WIL Annual Reports) or is confidential in nature (such as reports required by the Ministry). Members will be able to access the resource when they are logged in.
- d. Upload your completed form to this folder:
<https://drive.google.com/drive/folders/19QvKwg5HI0S4SWk4IE7CHHZfcegWRVWY?usp=sharing>
- e. Alert Hannah Ahluwalia by emailing cowilpm@uvic.ca She will then upload your resource and will follow-up with any questions.

2. If you have been working on a project, you have the option would like to highlight it as a Project page in the Resource Hub:

- a. Remember: You can add your project at any time, and you can revisit your Project page over time to add, update or remove content. Any member-only resources will show as an item on the pages for all to see, but can only be opened by an ACE-WIL member who has logged in.
- b. Use the form: “*Add a Project to the Resource Hub TEMPLATE”
- c. Access the form by clicking this link, then download a copy to your local computer, or make a copy to save on your own Google Drive:
https://docs.google.com/document/d/1EwSN6GtII_h90pzxIFysaNaRlomr5gxWU8AJfvrJaY/edit?usp=sharing
- d. Complete and save the form. You will be asked to provide the names of the various resources you’ve added to the library, as well as to detail any other content you might like to feature on your page.
- e. Upload your completed for to this folder:
<https://drive.google.com/drive/folders/19QvKwg5HI0S4SWk4IE7CHHZfcegWRVWY?usp=sharing>
- f. Alert Hannah Ahluwalia by emailing cowilpm@uvic.ca. She will then upload your resource, select an image from our pool generic images, and will follow-up with any questions. She’ll also let you know when the Project page is ready, so that you can collaborate on the final arrangement if changes are needed.

3. **If you have resource that you believe would be suited to a Resource Pack, or other ideas for Resource Packs:**
 - a. Resource Packs are curated resources on a particular area of focus, ideally for a specific audience. They are meant to be a selection of resources, not necessarily every resource.
 - b. When you complete the form to upload your resources to the Resource Library, you will be prompted for suggestions for adding to existing Resource Packs or creating new Packs.
 - c. If you have any ideas for Resource Packs, please contact Hannah Ahluwalia by emailing cowilpm@uvic.ca We're always on the lookout for ideas!

4. **If you have a Resource that requires a broader launch or exposure, such as featuring on the ACE-WIL blog or social media channels:**
 - a. Use the form: “*ACE-WIL Launch Plan for Resources TEMPLATE”
 - b. Access the form by clicking this link, then download a copy to your local computer or Make a copy to save on your own Google Drive:
https://drive.google.com/file/d/1AfvI34IkYhSnaGIgoFeF_1NpiYWtKlne/view?usp=sharing
 - c. Complete and save the form. You will be asked to prepare key messages and social media post content, as well as to provide other written content and ideas for visuals. It includes a checklist and a timeline.
 - d. Upload your completed for to this folder:
<https://drive.google.com/drive/folders/19QvKwg5HI0S4SWk4IE7CHHZfcegWRVWwy?usp=sharing>
 - e. Alert Hannah Ahluwalia by emailing cowilpm@uvic.ca. This will ensure that the Member Communications and External Relations committee volunteers are ready to support you.

Tips and other resources

For ideas on how to feature content on your Project pages and/or Resource Packs, visit the ACE-WIL website and Resource Hub for ideas. Grab screenshots of what you like, or the URL. This will help those who are building your pages and packs. For a quick overview of the Resource Hub and some ideas, watch the video here: <https://www.youtube.com/watch?v=5KvFG6xxxCw>. If you are still having difficulty, then Hannah Ahluwalia by emailing cowilpm@uvic.ca.

If you have a lot of information to organize, begin with the basic building blocks: resources that will be added to the Resource Library. Consider grouping related items into a single resource. Then, plan out how you might organize the Project page or Resource Packs using heading to group Resources. If you are still having difficulty, then contact Hannah Ahluwalia by emailing cowilpm@uvic.ca.

If you have video resources, ideally we upload the videos to the ACE-WIL YouTube channel. Contact Hannah Ahluwalia by emailing cowilpm@uvic.ca in order to arrange the upload. Please prep the video title and description, and whether it is public-facing or unlisted (where only those with a link can see it).

If you are creating resources that will be used by employers or students, consider whether they could be branded under the ACE-WIL banner. If so, check out the ACE-WIL branding guidelines and access

ACE-WIL logos and templates here:

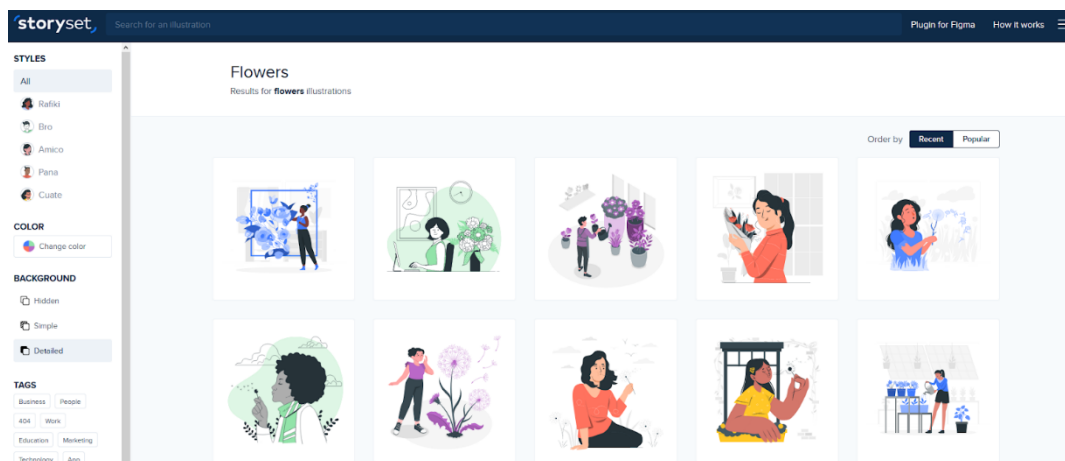
https://drive.google.com/drive/folders/1a-O91UDQgM5vmJ7gmLltsorIW_ULjHhb?usp=sharing

If you'd like to source or create your own image for use on your Project Page or Resource Pack, be sure that the image is suited for the size and shape needed for our website. The final image must be 1900x500 pixels. You can use a free tool like Pixlr to crop your images so that you're sure they'll work and look great. <https://pixlr.com/>

To access the illustrations used on various ACE-WIL webpages and toolkits, visit Storyset by Freepik at <https://storyset.com/> Storyset is a great free tool for illustrations that feature people in a wide variety of situations, and they include some options for diversity and inclusion. There are different styles for the illustrations; **for ACE-WIL materials we've currently been using the "Pana" style**. You can also change the colour for the illustrations to match the ACE-WIL colours or whatever colours you need for your content. Download the image as a PNG, which will work for most situations.

- You can click to show or hide the background details (hidden, simple, or detailed) and you can also click to show individual items in the image, to some extent.
- If you only want an object, for example to use as an icon, you can hide the character, save as a PNG and then edit in Pixlr or Photoshop to clean up the image and crop to the size you need.
- There is an option to animate the image, by adding an entrance or a looping animation. You can download the animated version as a GIF or video. In theory, you could download the animation as a video and import it into another tool to make a longer video or add text.

Search for an image, then choose the Style to filter or pick the image you like.

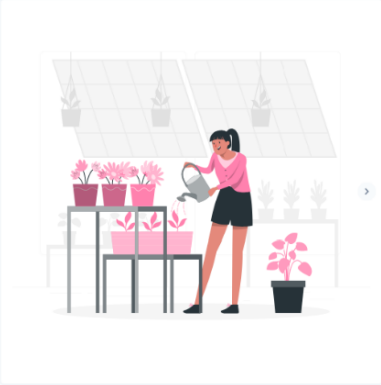


Change the colour or show/hide certain elements in the image:

Save it Copy URL

Blooming Flat Illustrations

Animate it!



Check out this illustration in other styles

Rafiki Bro Amico Pana

Growth People Hobby Gardening Plants Flower

COLOR
Change color

BACKGROUND
Hidden
Simple
Detailed

LAYERS
Plant 1
Plant 2
Character
Plant 3
Shadow

Show less layers

Download SVG

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