



# Guide: overview of resource creation

This is a general overview of the process to create and submit a resource.

## Overall process

The overall process is simple. Decide whether you want to make a **lesson** or a **question**, check **availability** and then **gather the information** you need to start creating.

### What information will I need?

The general pattern is the same for all resources.

### Template

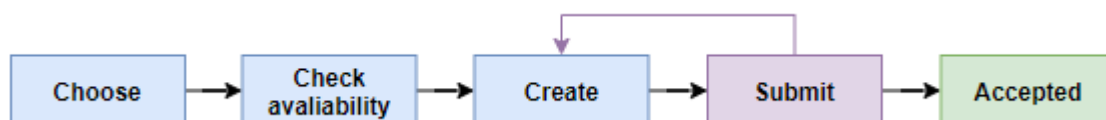
### Formatting guidelines

### Specific creation guide (*e.g for making a lesson or a UCAT question*)

### What are the exceptions?

If you are making a **lesson** you will also need a few other things – but that is covered in the **specific lesson creation guide!**

This guide will go through each of these steps in turn.





## Choose







At this stage there is a **large** amount of resource creation on offer. We need both **lessons** and **questions** to fill them and our online question bank in the future.

We prioritise this according to the area of the curriculum we are building.


## Check availability

There are **two** ways to check availability.

**Method one:** on the general tutor drive go to the 'create' folder and view the spreadsheet for either **question** or **lesson** availability.

Mission Medicine > Tutors ▾			
Name ↑		File size	
	1: Create	—	
	2: Teach	—	
	3: Inspire	—	
	Guides: using the general tutor drive	182 KB	

**Method two:** on the tutor portal go to the 'create' tab and follow the links for question or lesson availability (*only part of page shown*)

MISSION MEDICINE

Home **Create** Teach Submission Referrals Guides

## Create

Everything you need for creating content

### Lesson creation

The Quick Links will provide you with all the information you need to create lessons

You can find out what lessons are available using the link below!

Once you have created your lesson, submit it [here](#)

Lesson availability

Quick Links

- Overall guide
- Lesson creation summary
- Lesson creation guide
- PowerPoint template
- Formatting guidelines
- Template lesson



## Create

**Step one:** if you are making a **lesson** then place your name in the correct column for the lesson you have chosen.

*We need multiple questions in each area so no need to put your name in a column on the question availability spreadsheet!*

**Step two:** prepare what you need

*All the **templates** and **guides** you will need are on the 'create' area of the tutor portal*

**Step three:** work your magic!

**Step four:** check that your resource matches the **formatting guidelines** and if a lesson – it **must** match the learning outcomes.

## Submit

Think of this step as **check** and **commit**.

**Check:** look over the resource for spelling/formatting and whether it matches the guidance provided.

**Commit:** submit your resource on the tutor portal!

We will review these resources as soon as possible and if needed, send you **feedback** about edits to make before it can be accepted and incorporated into the Mission Medicine curriculum.

## Acceptance

When a resource is accepted we will let you know! This information will be stored ready for **payment** and future **certification**.