

National RTAP Webinar Resource Share Overview

March 9, 2023

National RTAP
Rural Transit Assistance Program

FTA U.S. Department of Transportation
Federal Transit Administration

Presenter



Cara Marcus

Knowledge and Resource Manager
National RTAP

Agenda

1. About the National RTAP Resource Library
2. About Resource Share
3. Searching, Sorting, and Filtering
4. Related Items and Favorites
5. Links and Citations
6. Ordering
7. Support
8. Demo
9. Questions

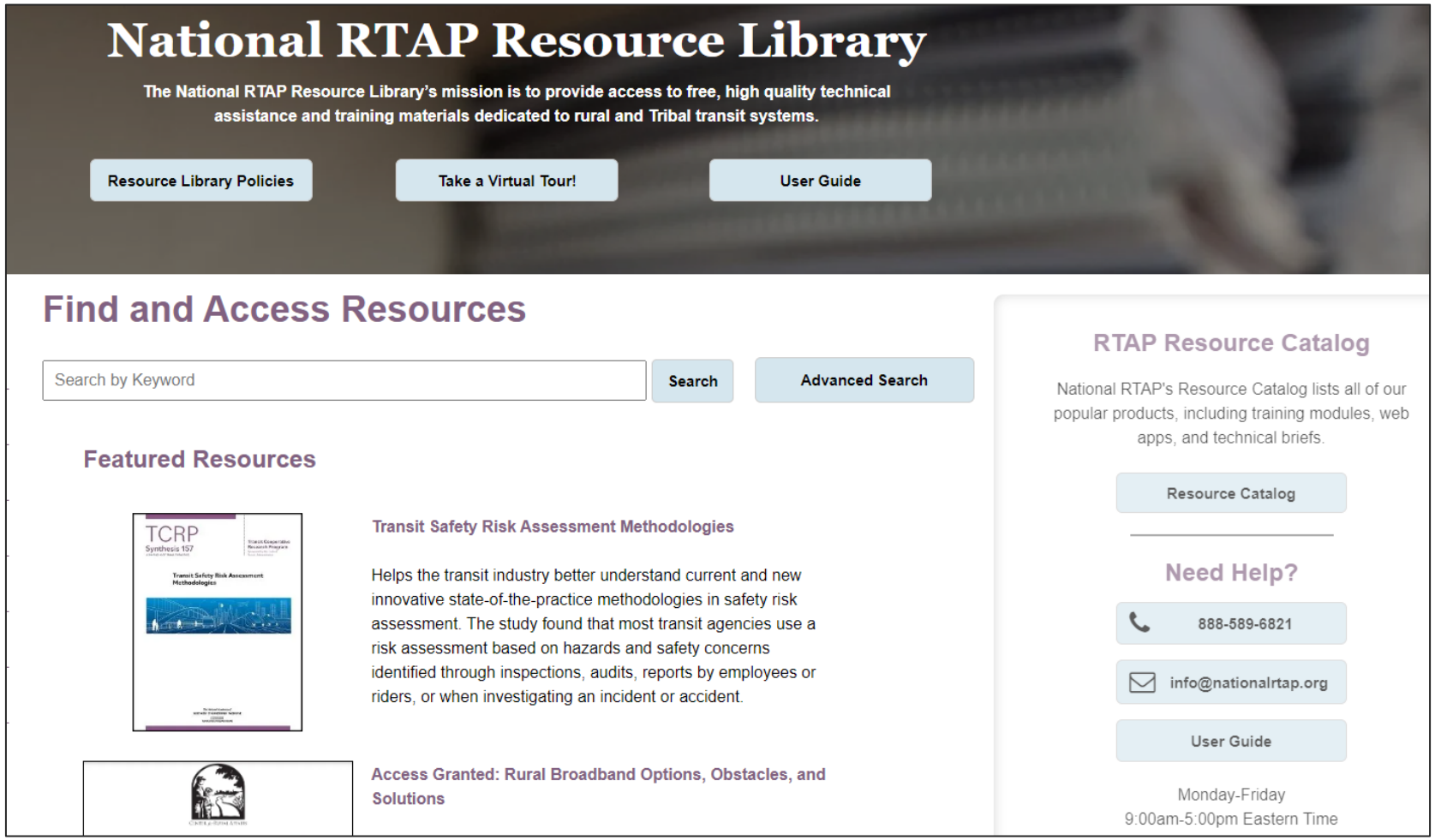
Resource Library

- Over 850 free, quality technical assistance and training materials
- Rural and Tribal transit focused
- National RTAP resources
  - Training modules (hard-copy and eLearning)
  - Technical briefs
  - Articles
  - Toolkits
  - Web-based applications
  - Webinars
- Relevant resources by other organizations

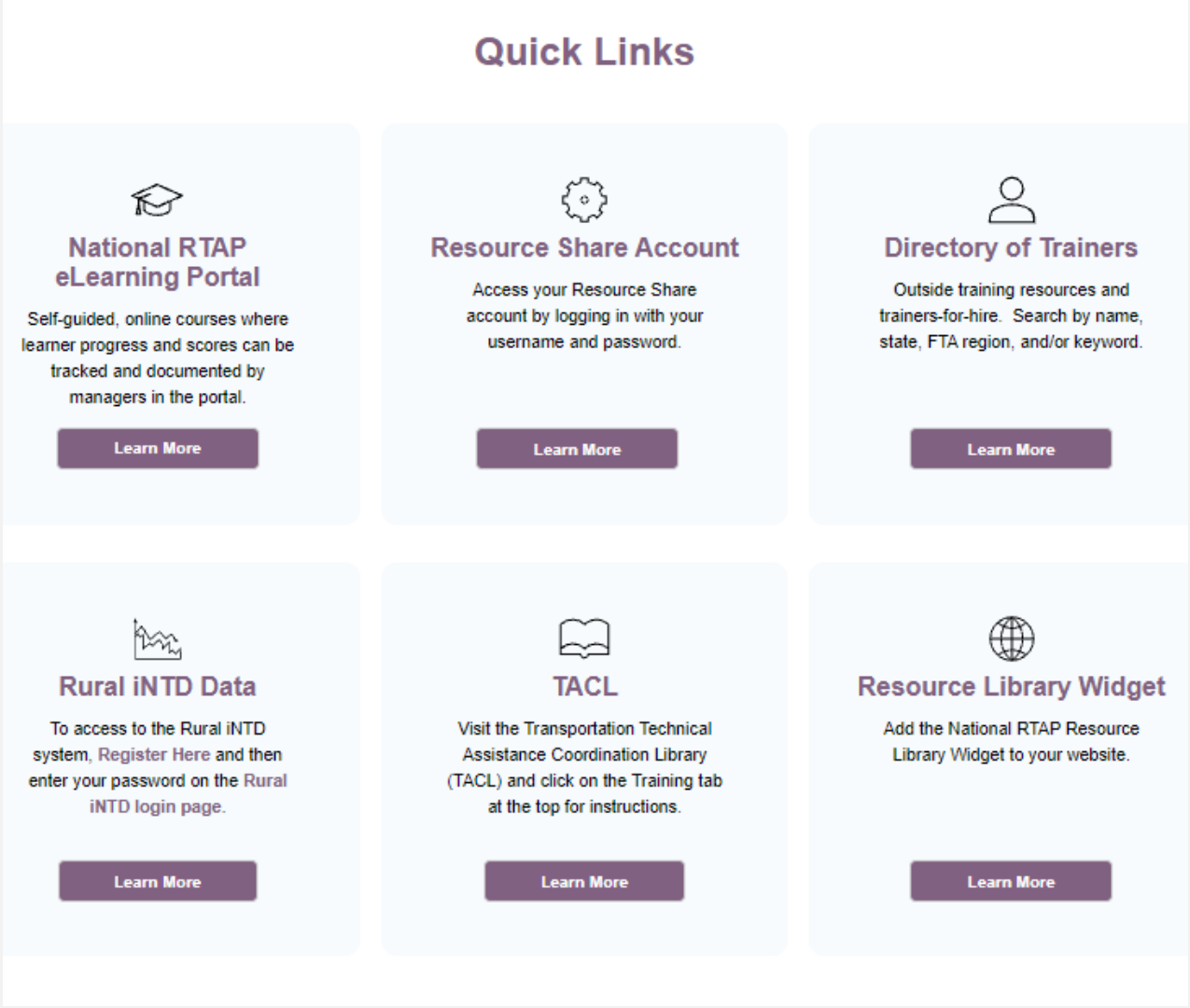
Resource Share

- https://www.nationalrtap.org/Resource-Center/Resource-Library
- Earliest online library database created in 2009
- Resource Share originally launched in 2011, new version in 2017
- Over 850 carefully curated resources
- New resources added each month, reviewed annually for currency
- All resources are free
  - Downloads
  - Links
  - Favorites
  - Orders shipped to you

Landing Page

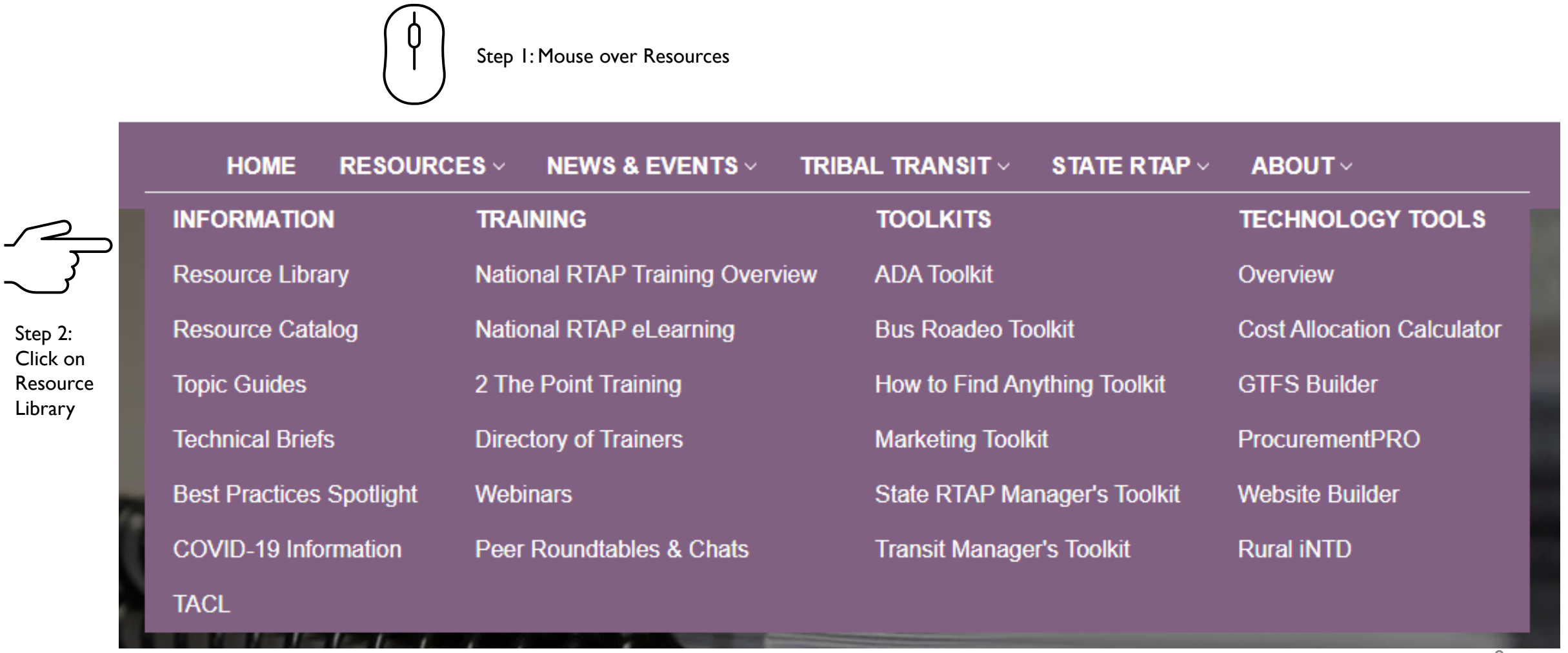


Quick Links


Quick Links
National RTAP eLearning Portal
Self-guided, online courses where learner progress and scores can be tracked and documented by managers in the portal.
Learn More
Resource Share Account
Access your Resource Share account by logging in with your username and password.
Learn More
Directory of Trainers
Outside training resources and trainers-for-hire. Search by name, state, FTA region, and/or keyword.
Learn More
Rural iNTD Data
To access to the Rural iNTD system, Register Here and then enter your password on the Rural iNTD login page.
Learn More
TACL
Visit the Transportation Technical Assistance Coordination Library (TACL) and click on the Training tab at the top for instructions.
Learn More
Resource Library Widget
Add the National RTAP Resource Library Widget to your website.
Learn More

Accessing the Resource Library

Step 1: Mouse over Resources



Step 2: Click on Resource Library

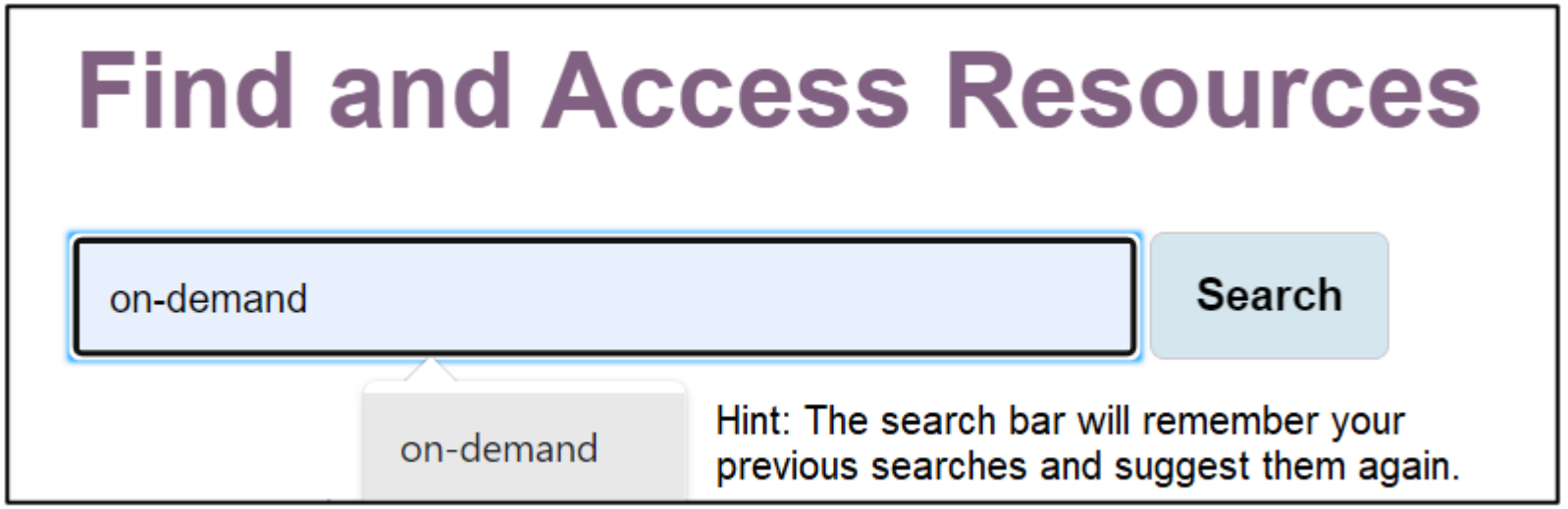
Searching

- Simple and advanced search options
  - Keyword
  - Title
  - Abstract
  - Format
  - Organization
  - Publication Date

Search tip: If you know the title of a resource, enter the smallest part of the name that makes it unique.

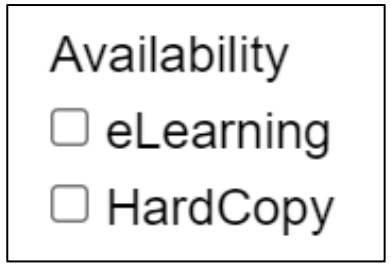
Keyword Search

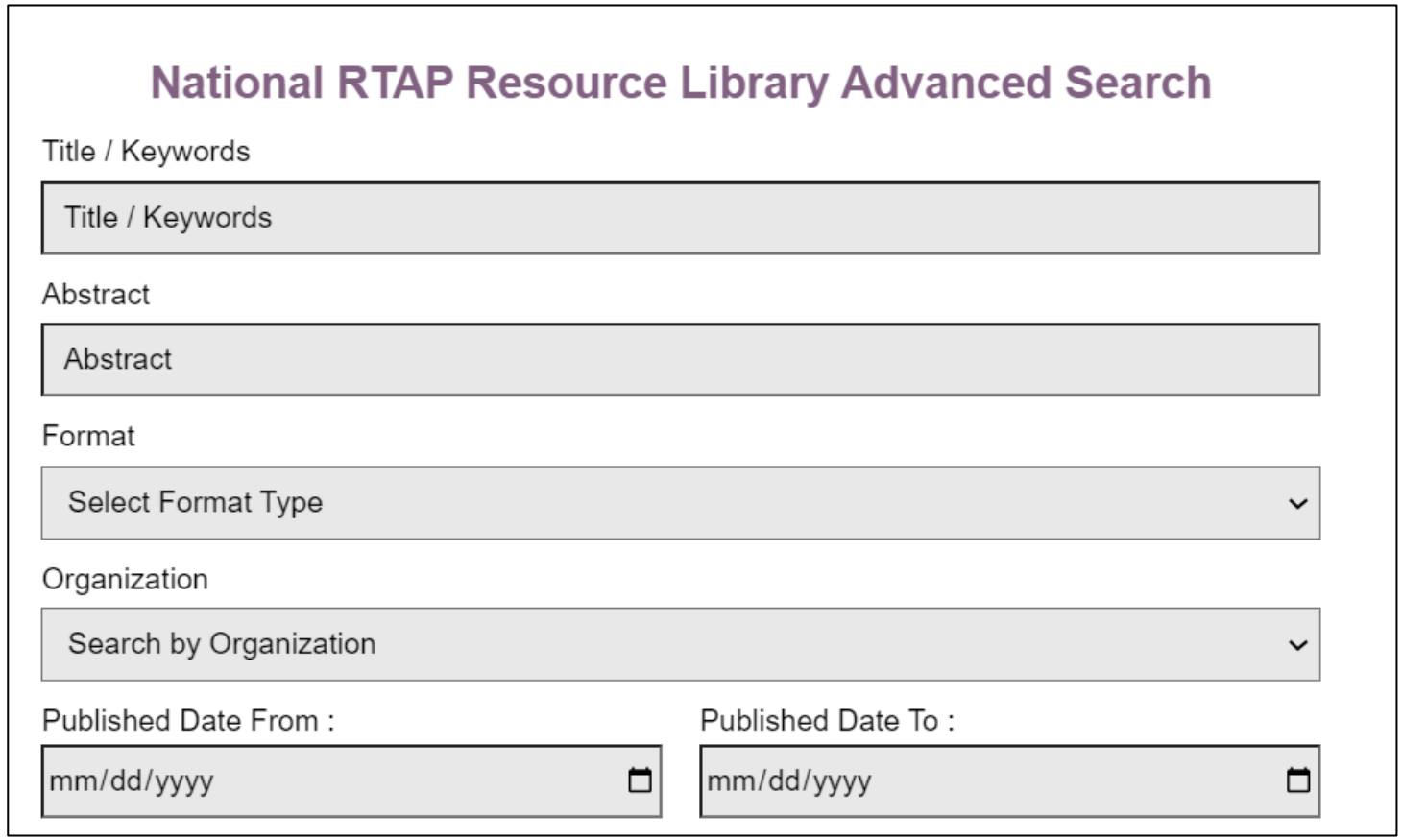
- Under **Find and Access Resources**, type a word or very short phrase (1-3 word phrases work best) in the **Search by Keyword** search box and click **Search**.
- Keyword Search automatically searches for plurals of terms (for example, if you enter **service**, the results will also display documents containing the word **services**).



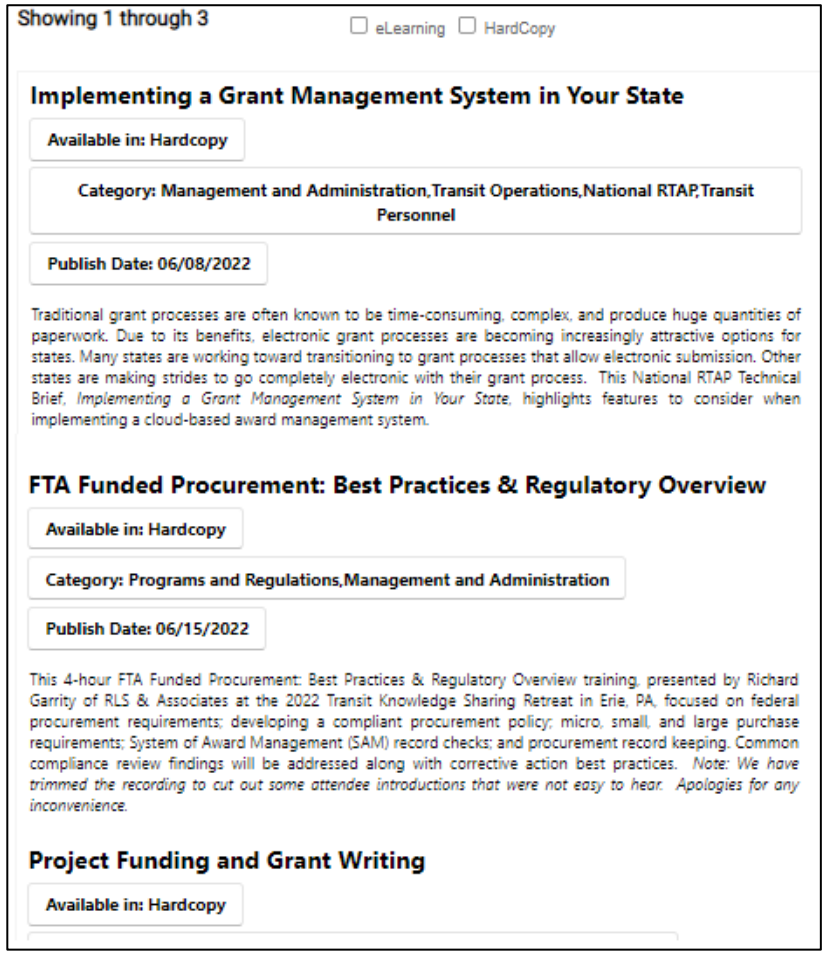
Advanced Search

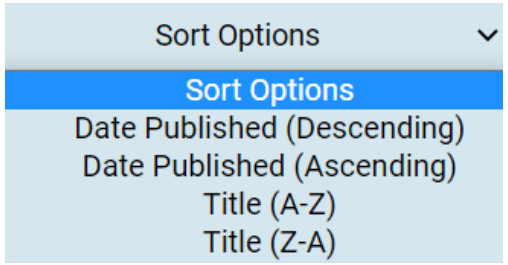
- To perform an advanced search, click on the **Advanced Search** button on the **Resource Library** page. On the Advanced Search pop-up screen, you can search and filter by field.
- Searching by **abstract** may be beneficial if you are trying to search for resources created for a specific conference, project, etc.





Sorting Results



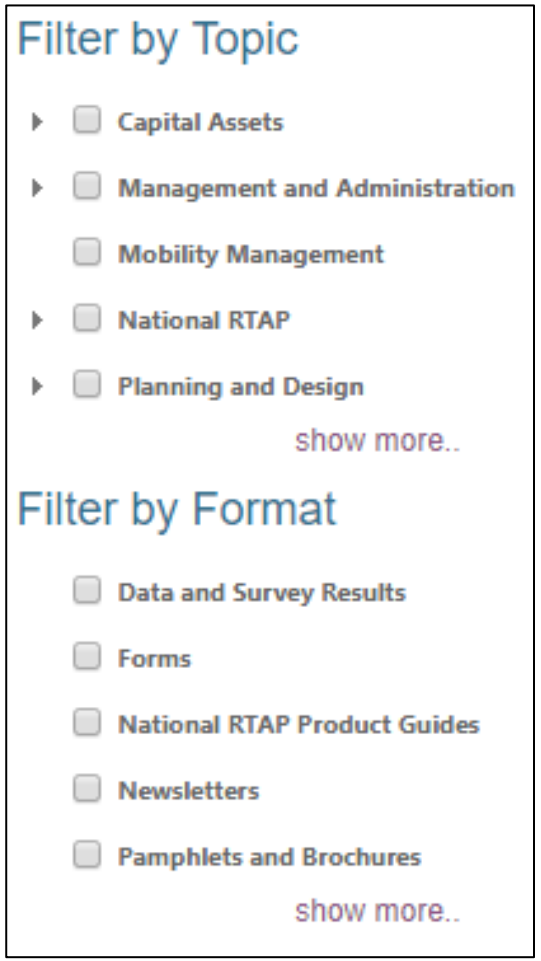


You can sort results by **Date Published** or **Title**. This is helpful for large groups of results. The default sorts by most recent.



You can also view **All Library Resources** no matter what you have searched for previously. The button is on the top right of Resource Share.

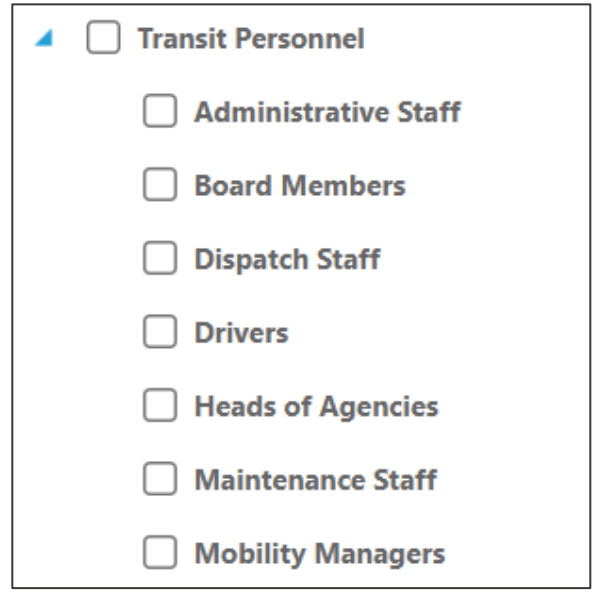
Filtering Resources



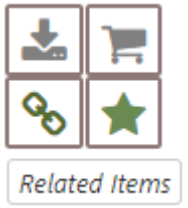
- If your search results in a large set of resources, you may want to add additional filters. If the filter results in no hits, use the back button to return to your original search.

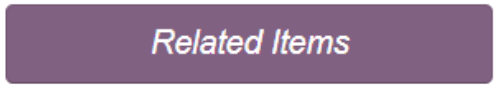
- If there is a triangle to the left of the topic, you may click it to expand it to searchable subtopics. If you expand Transit Personnel, you can filter **resources by roles**.





Related Items

- If you find a helpful resource, click on **related items** to find similar ones.
- There are two related items buttons:
    1. Under the four icons in each search result 

    2. At the top corner of an individual resource screen 

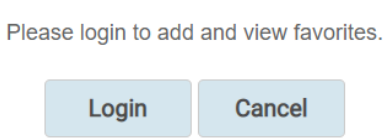
Clicking on Related Items for 2 The Point – Distracted Driving brought up seven resources including:

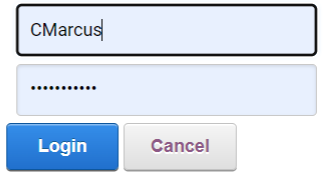
- 2 the Point - Distracted Driving - Spanish
- Transit Bus Operator Distraction Policies
- START Safety Training and Rural Transit

Favorites





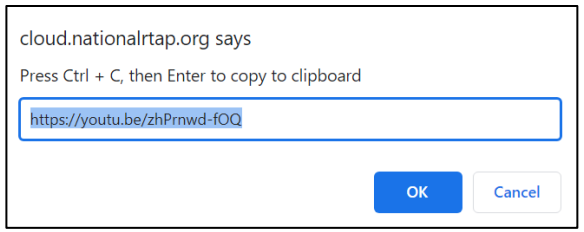




- If there are items you would like to save and return to, click the **Green Star** button in the group of four buttons to the right of it. That will save it to your **Favorites**.
- Whenever you are logged into Resource Share, you can access your favorites by clicking on the **View Favorites Button**.
- You will need to create a free Resource Share account to use this feature.
- *Note: If you don't want to save any resource, you can always "unfavorite" it.*

Links





Each item contains a Permanent Link, a link unique to that item in Resource Share. The Permanent Link displays under the item description.

- The group of four icons has an icon that looks like a chain link on the bottom left.
- To share or bookmark a resource, click on the Green Link Icon to receive a URL for the resource.
- If there is no link provided, the icon will be gray instead of green.
- For links provided, a pop-up box will appear.
- Press Ctrl + C or right-click the link to copy this to your clipboard. You can then paste the link into an email, bookmark folder, or document.
- Links are available for all external resources, and National RTAP resources hosted on external sites, such as YouTube videos.

Citations

National RTAP. ADA Toolkit. 2021. https://www.nationalrtap.org/Toolkits/ADA-Toolkit/Welcome

National RTAP. Dispatching & Scheduling Training for Rural Transit Systems. 2021. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/fid=263

National RTAP. Fundamental Financial Management Training for Rural Transit Providers. 2020. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/?fid=109

National RTAP. Getting Started: Creating a Vision & Strategy for Community Transit. 2017. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/?fid=161

National RTAP. How to Buy a Vehicle: A Primer for Rural, Tribal and Small Urban Transit Operators. 2019. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/fid=146

National RTAP. START Safety Training & Rural Transit. 2018. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/?fid=105

National RTAP. Transit Manager's Toolkit. 2020. https://www.nationalrtap.org/Toolkits/Transit-Managers-Toolkit/Welcome

- Resource Share provides citations, based on a modified Modern Language Association (MLA) citation style.
- If you would like a citation in any other format, please contact us at info@nationalrtap.org.

Citation: National RTAP. Developing, Designing and Delivering Community Transportation Services. 2022. https://cloud.nationalrtap.org/Resource-Library/Advanced-Search/?fid=163

Sharing

Resource Share is truly meant to share!



Please use the permalinks and citations for resources developed by National RTAP in your newsletters, documents and website.

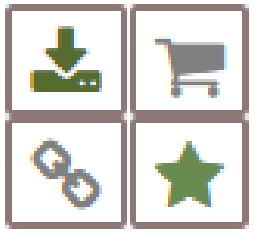
For example:

National RTAP. (2017) Substance Abuse Awareness Training, Testing, and Compliance Technical Brief. http://nationalrtap.org/Resource-Library/Advanced-Search/fid=788

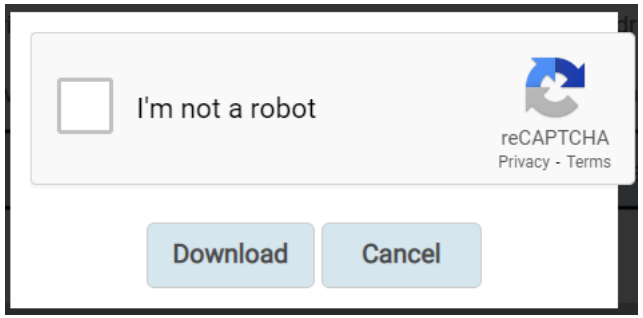
National RTAP. (2017) Substance Abuse Awareness Training, Testing, and Compliance Technical Brief.

Note: We are always updating our resources. The permalinks will still work, but any dates you enter in your own documents may need to be updated.

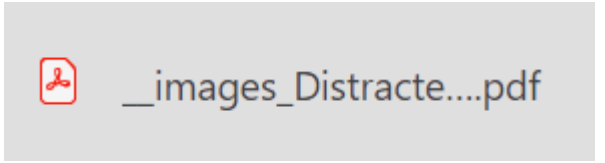
Downloading



- The group of four icons has a button with an arrow at the top left.
- If it is green, the resource is available for download. If the button is gray, the resource is not available for download.
- To download the resource:



1. Click the **Green Download Icon**,
2. Click the **Download Button**
3. Verify your download request by using the **reCAPTCHA Box**, and the resource in PDF format will download automatically to the bottom left corner of your computer





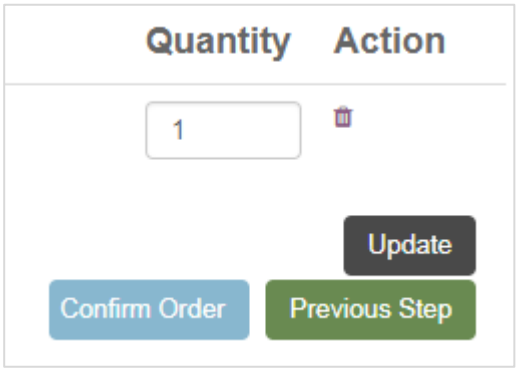
Ordering



1. Click on the green cart icon next to any item that you would like to order. If the icon is gray, the resource is not available to order in hard copy.



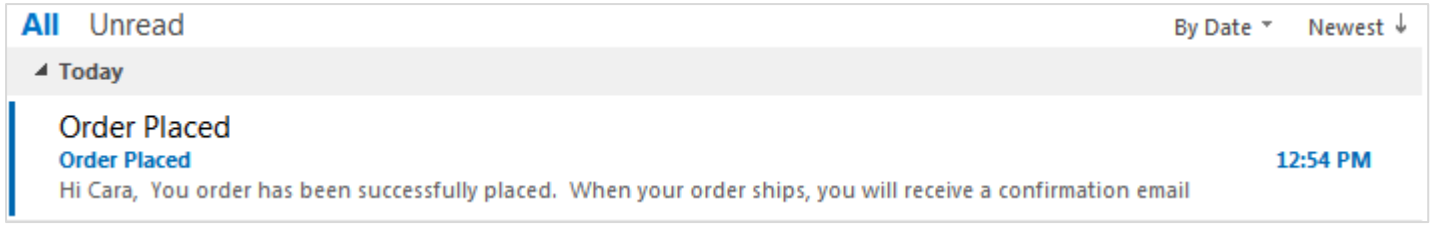
2. When you have completed your selection, click on the **View Cart** button. If you are not logged in, you will be prompted to log in or create an account.



3. Once you've finished selecting items, you will have a chance to update the amount you want shipped, cancel the order, edit your shipping address or return to the library to add more items. Click **Confirm Order** to complete your order.

Ordering (continued)

1. You will receive an email confirmation that your order has been placed.



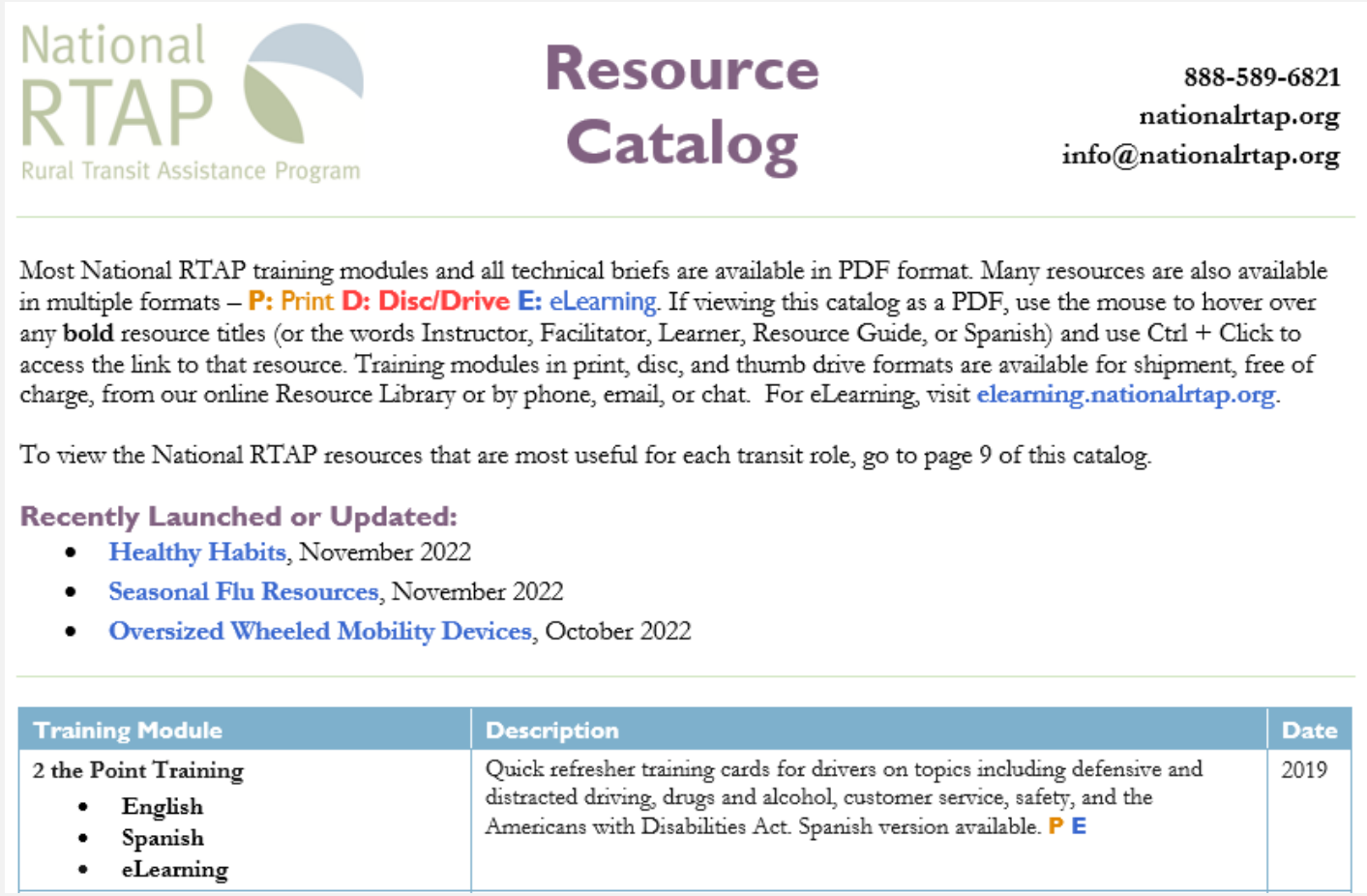
2. You will also receive a receipt when the order is being shipped.
   Even though it is called a receipt, all National RTAP resources are free!

Name : Cara Marcus

TransanctionId : 201710191653220
Ordered Date : 10/19/2017
Quantity : 1

Item #	Item Title	Organization	Quantity
80	Advisory Versus Governing Boards		1

Resource Catalog



National RTAP
Rural Transit Assistance Program

Resource Catalog

888-589-6821
nationalrtap.org
info@nationalrtap.org

Most National RTAP training modules and all technical briefs are available in PDF format. Many resources are also available in multiple formats – **P:** Print **D: Disc/Drive E:** eLearning. If viewing this catalog as a PDF, use the mouse to hover over any **bold** resource titles (or the words Instructor, Facilitator, Learner, Resource Guide, or Spanish) and use Ctrl + Click to access the link to that resource. Training modules in print, disc, and thumb drive formats are available for shipment, free of charge, from our online Resource Library or by phone, email, or chat. For eLearning, visit elearning.nationalrtap.org.

To view the National RTAP resources that are most useful for each transit role, go to page 9 of this catalog.

Recently Launched or Updated:

- Healthy Habits, November 2022
- Seasonal Flu Resources, November 2022
- Oversized Wheeled Mobility Devices, October 2022

Training Module	Description	Date
2 the Point Training • English • Spanish • eLearning	Quick refresher training cards for drivers on topics including defensive and distracted driving, drugs and alcohol, customer service, safety, and the Americans with Disabilities Act. Spanish version available. P E	2019

TACL: The Transportation Technical Assistance Coordination Library



http://transportation-tacl.org

Become a TACL Reviewer or Partner
Contact info@nationalrtap.org

The Transportation Technical Assistance Coordination Library (TACL) provides a sustainable methodology and platform to access rural and tribal transportation coordination resources across a diverse range of transportation technical assistance centers and the Federal Transit Administration (FTA).

The FTA-funded technical assistance centers participating in this ongoing work with links to their coordination resources are:

- National Aging and Disability Transportation Center (NADTC)
- National Center for Applied Transit Technology (N-CATT)
- National Center for Mobility Management (NCMM)
- National Rural Transit Assistance Program (National RTAP)
- Shared-Use Mobility Center (SUMC)
- Transit Workforce Center (TWC)

Support

- If you placed an order in error or want to change quantities of your order after you've completed it, please contact us at info@nationalrtap.org.
- We have included a link to our Resource Library Catalog (an annotated list of all resources produced by National RTAP) and Resource Library Mission and Policy Statement on the Resource Library entry page.
- If you cannot find what that you need, please call us at 888-589-6821, live chat with us via the National RTAP website, or email us.

We look forward to assisting you!

Demo



Take a virtual tour

Access Resource Share

Questions?



Thank you!

National RTAP
Rural Transit Assistance Program

National Rural Transit Assistance Program

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FTA

U.S. Department of Transportation
Federal Transit Administration