Shared Documents (Teacher Resources)

Teacher Resources · https://docs.dacapoinventory.com/doc/shared-documents-teacher-resources/

Shared Documents is a community library of teacher-made PDFs — handouts, checklists, and classroom resources you can share with colleagues across Da Capo Inventory.

Where to go

In the left menu, open **Shared Resources → Shared Documents**.

Browse and download

1. Open Shared Documents.
2. Filter by level (Elementary, Middle, High School) and area (Band, Orchestra, Chorus, Classroom, Jazz, Trip, and similar).
3. Open a resource you like.
4. Mark it **Helpful?** with a thumbs-up when it saves you time — that helps others find great materials.

Important: contribute before you download

To keep the library growing, you must **upload at least one of your own resources** before downloads unlock for your account. One thoughtful PDF is enough to join the sharing community.

Upload a resource

1. Go to **Shared Resources → Upload Documents**.
2. Choose a **PDF you created** (or that you have clear rights to share).
3. Pick the level and subject tags so others can find it.
4. Upload.

What belongs here

- Teacher-created PDFs (handouts, rubrics, parent letters you wrote, procedure checklists).
- Materials you are allowed to share.

What does not belong here

- Copyrighted publisher materials, method books, or purchased scores.
- Files with student names, grades, or other private information.
- Non-PDF formats.

When in doubt, share something you made for your own classroom that another teacher could adapt tomorrow.