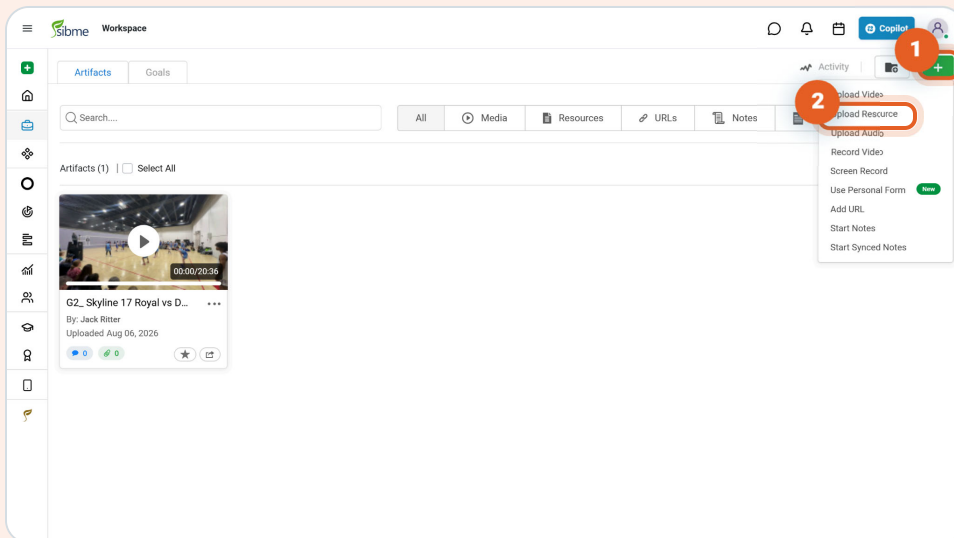


Uploading a resource & using AI Insights

Get a lesson plan, student work sample, or instructional material into Sibme — then ask Copilot about it. Six steps, all from your browser.

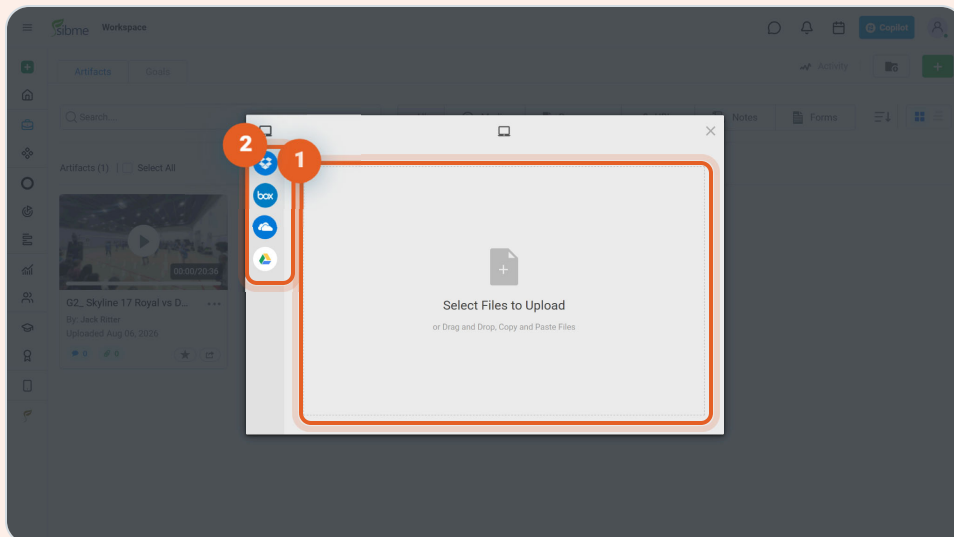
UPLOAD THE RESOURCE

Steps 1–2



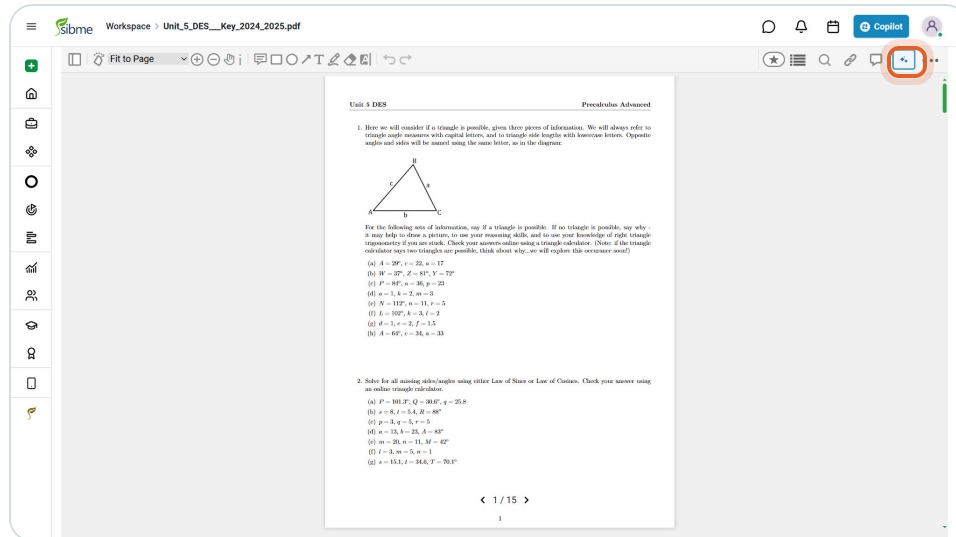
1 Start the upload

Drag your files straight into a Workspace or Huddle, or click the green + and choose **Upload Resource**.



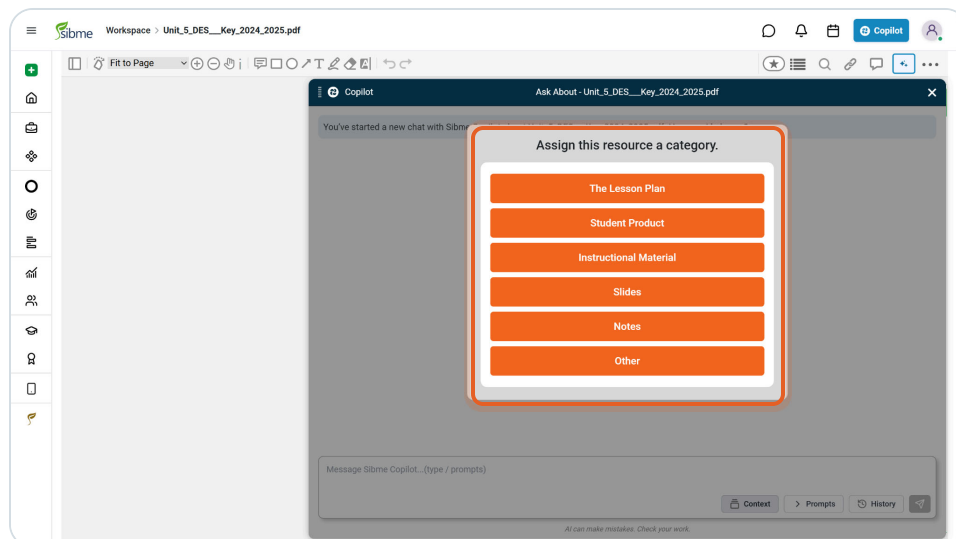
2 Pick your files

In the pop-up, drag and drop or select files from your device — or pull them from a connected drive like Dropbox, Box, OneDrive, or Google Drive.



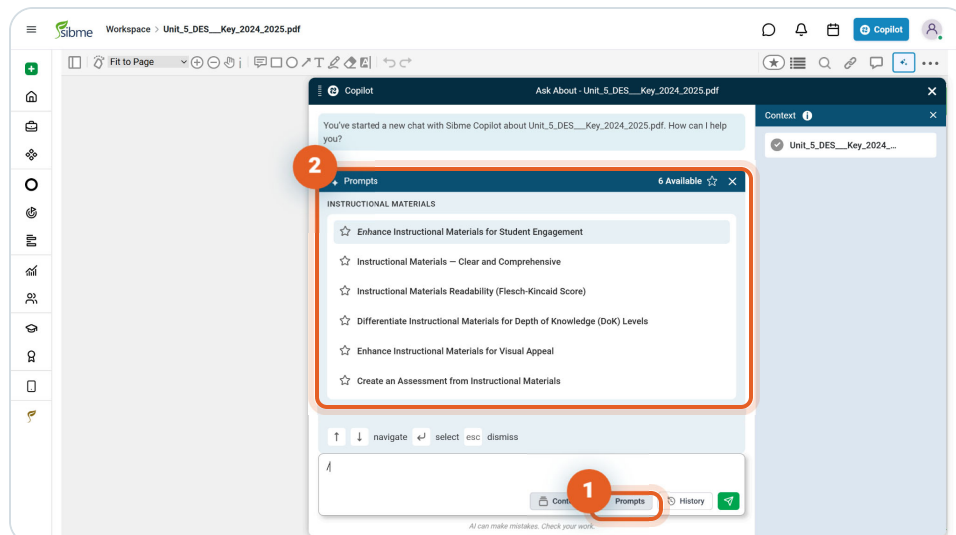
3 Click AI Insights

Once the resource is uploaded and processed, open it and click **AI Insights** in the top right corner.



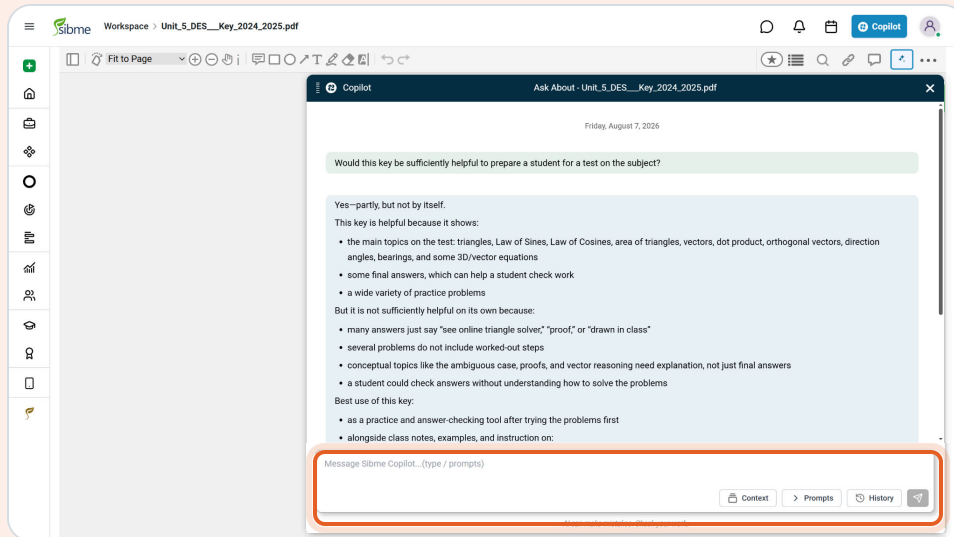
4 Choose a category

Select the category that fits the resource. If you already assigned one, you won't see this step.



5 Pick a prompt

Click **Prompts** and choose one from the list, or type your own in the Message Copilot bar.

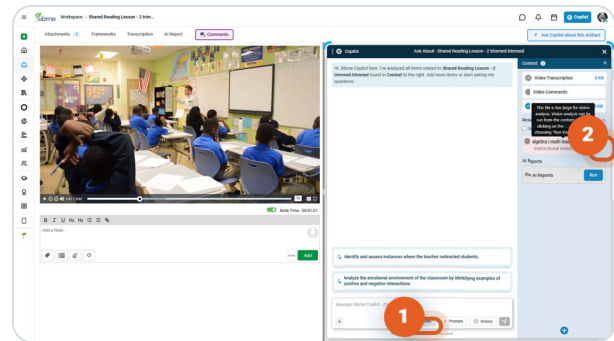


6 Keep asking

You can ask follow-up questions or prompt Sibme Copilot further in the same chat.

* HELPFUL TIP

If the prompts don't appear, the Vision Analysis may need to be rerun. Click **Context**, then the three dots, and select **Rerun Vision Analysis**.



Keep teaching. We'll help with the rest.

More on [AI Insights with resources](#)
Questions? support@sibme.com