

# Adding an E-Reserve Item to your Blackboard Course

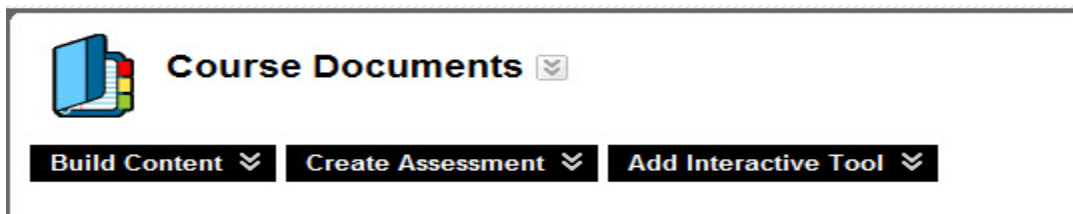
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Blackboard has a way for Library personnel to add Electronic Reserves to a folder on Blackboard for faculty to link to any course in which they are listed as the instructor. The next few pages describe how you as a faculty member will be able to add an E-Reserve item to your course for students to view. The Library personnel will be using a folder labeled “eReserves” in the Content Collection to make your items available to you.

Login to Blackboard and choose the course in which you would like to work. Basically you will be adding an item to your course as you have previously done. The only change is that you will be adding an item from the “Content Collection” tab rather than pulling an item from your computer.

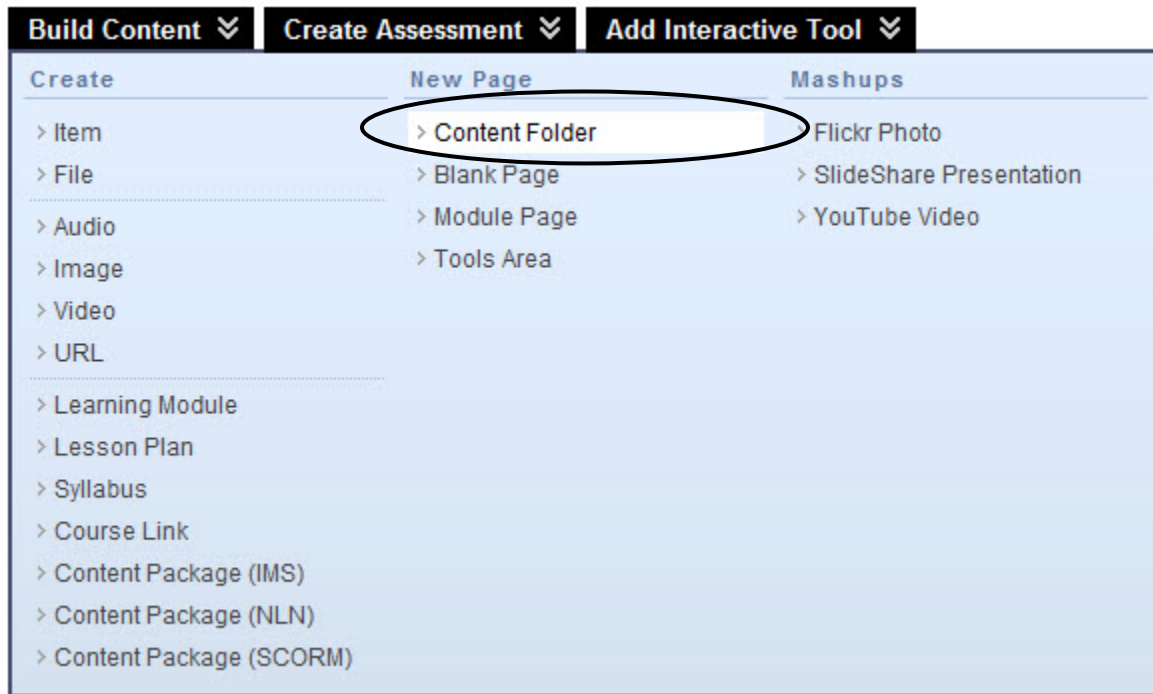
Click into a content area in navigation such as Course Documents. You may want to add a folder in your Course Documents to keep all of the “eReserves” items separated from the other course documents in the course.

If you create a folder, click on Build Content to begin adding the “eReserve” item.



As you can see each button in the button bar above adds an item to the content area or folder of a course. Each of the forms activated by the button has specific fields related to the particular type of item you want to add to the course.

Let's take a look at the form for a folder. First click on the "Build Content" button on the button bar.



Click "Content Folder"



Once you have added the name of the folder and any additional text you may want to put in the text box then, click submit at the top right or bottom right of the page.



The folder will appear in the content area as shown to the left. To add an item to the folder, click on the name of the folder and then go to “Build Content” then “Item” to begin adding items in the folder.

A screenshot of a web form titled "Create Item". At the top left is a pencil icon. Below the title is a help link: "A Content Item is any type of file, text, image, or link that displays to users on a Content Area page. [More Help](#)". A legend indicates that an asterisk (\*) indicates a required field. On the right side, there are "Cancel" and "Submit" buttons. The main section is titled "1. Content Information" and contains a "Name" field with an asterisk, a "Color of Name" dropdown menu set to "Black", and a "Text" editor. The text editor has a toolbar with various icons and a "Visual Editor is: ON" toggle. At the bottom left, it shows "Path: body".

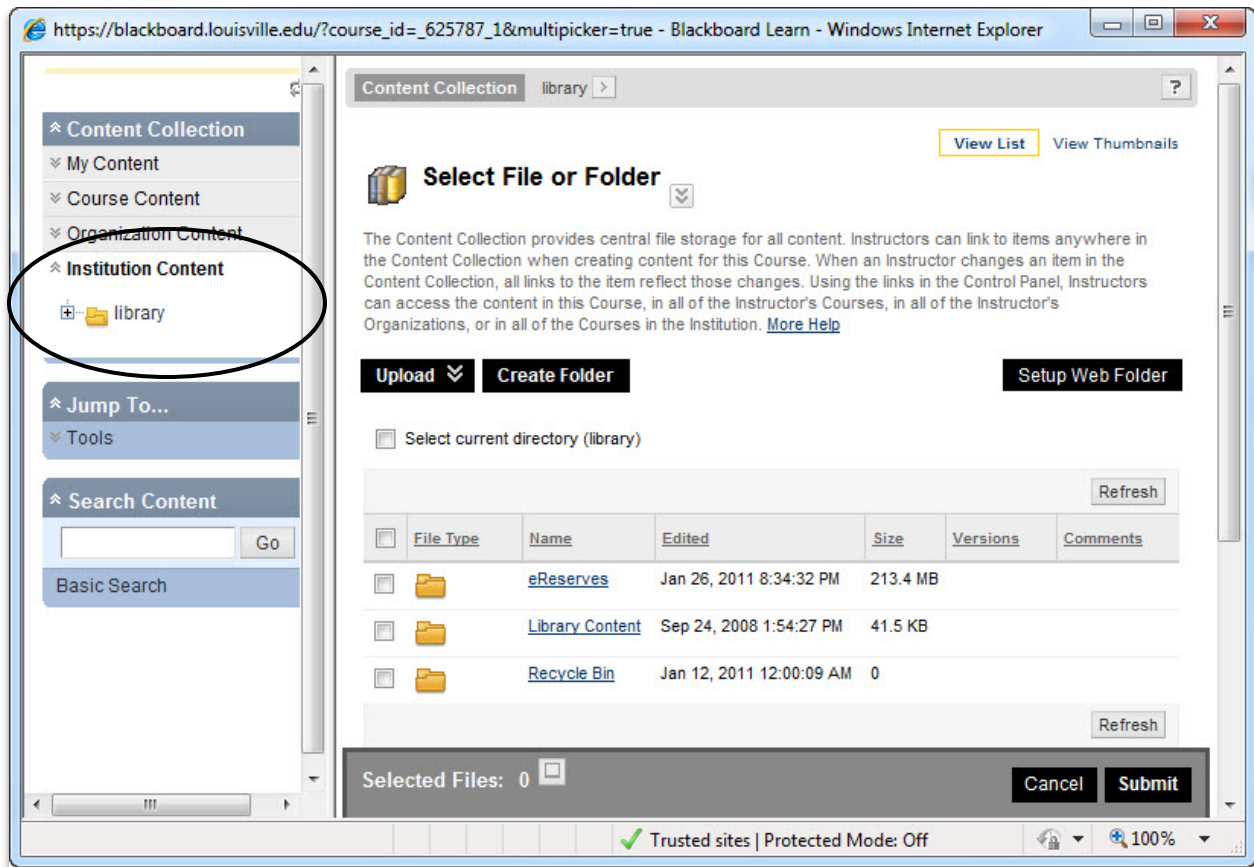
In section 1, add the “Name” the item you want to be visible to the students. If you have any information that you want the students to know to appear with the attached e-reserve you can add it in the text box on the top of the item form (shown above).

A screenshot of the "2. Attachments" section of the form. It includes a sub-header "2. Attachments" and a paragraph of instructions: "Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click Do Not Attach to remove the attachment. The file itself is not deleted." Below this, there is an "Attach File" label and two buttons: "Browse My Computer" and "Browse Content Collection". The "Browse Content Collection" button is circled in black.

In section 2, there are two buttons in this section. The first button “Browse My Computer” allows you to attach a file directly to the course in which you are working.

The second button allows you to attach files from the Content Collection. Click “Browse Content Collection” to get to the e-Reserves posted on Blackboard for your course. The next section of this document will explain how you access your class reserves to attach them to your course.

Once you click “Browse” you should see the “Content Collection” window here. You are currently looking at the area known as “Course Content.” Click on “Institution Content” then “Library” in the left navigation menu to access the “eReserves” folder.



Once you have clicked on Library in the left navigation, now appearing on the right side of the window are three folders: one labeled “eReserves”, one labeled “Library Content” and one labeled “Recycle Bin.”

Click on the title “eReserves” to enter the folder and see a folder list of your courses.

The screenshot shows the 'Content Collection' interface. The breadcrumb path is 'Content Collection > library > eReserves'. The left sidebar contains navigation options: Content Collection, My Content, Course Content, Organization Content, Institution Content (with a 'library' folder icon), Jump To..., Tools, Search Content, and Basic Search. The main area is titled 'Select File or Folder' and includes a 'View List' button and 'View Thumbnails' link. Below this is a descriptive paragraph about the Content Collection. There are two buttons: 'Add Folder to Display' and 'Setup Web Folder'. A checkbox labeled 'Select current directory (eReserves)' is present. A table lists folders with columns for File Type, Name, Edited, Size, Versions, and Comments. The table shows two folders: 'MUS-370-02-4112' (10.5 MB, edited Jan 4, 2011) and 'Blogs and Wikis' (0, edited Oct 31, 2008). At the bottom, it shows 'Selected Files: 0' and 'Cancel' and 'Submit' buttons.

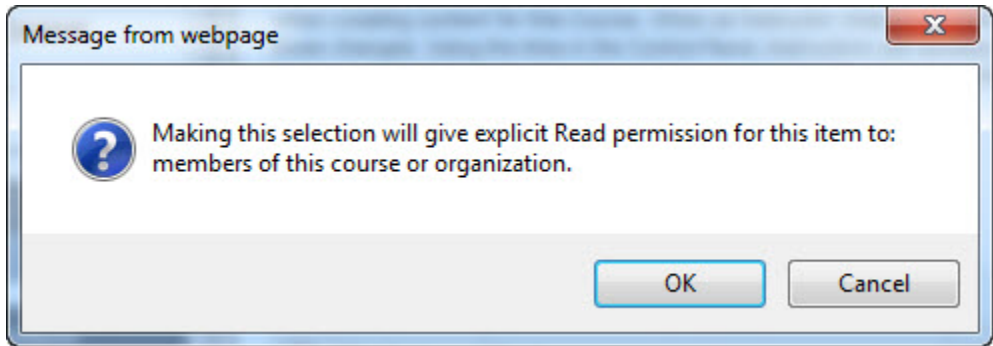
File Type	Name	Edited	Size	Versions	Comments
Folder	<a href="#">MUS-370-02-4112</a>	Jan 4, 2011 2:10:13 PM	10.5 MB		
Folder	<a href="#">Blogs and Wikis</a>	Oct 31, 2008 1:44:25	0		

Click on the folder title that corresponds to your current course id. This will allow you to see the “eReserves” list available for that course.

The screenshot shows the 'Content Collection' interface for a specific course. The breadcrumb path is 'Content Collection > library > eReserves > MUS-370-02-4112'. The left sidebar is identical to the previous screenshot. The main area is titled 'Select File or Folder' and includes 'View List' and 'View Thumbnails' buttons. Below this is a descriptive paragraph. There are two buttons: 'Upload' and 'Create Folder', and a 'Setup Web Folder' button. A checkbox labeled 'Select current directory (MUS-370-02-4112)' is present. A table lists files with columns for File Type, Name, Edited, Size, Versions, and Comments. The table shows three PDF files: 'SHINNICK - Stablein NEW VIEWS ON AN OLD PROBLEM.pdf' (868.2 KB, edited Jan 4, 2011), 'SHINNICK - Kay CONTRADICTIONS OF COURTLY LOVE.pdf' (1.63 MB, edited Dec 3, 2010), and 'SHINNICK - Coldwell GUILLAUME DE DOLE.pdf' (2.84 MB, edited Dec 3, 2010). The third file is selected. At the bottom, it shows 'Selected Files: 1' and 'Cancel' and 'Submit' buttons.

File Type	Name	Edited	Size	Versions	Comments
PDF	<a href="#">SHINNICK - Stablein NEW VIEWS ON AN OLD PROBLEM.pdf</a>	Jan 4, 2011 9:49:39 AM	868.2 KB	Off	
PDF	<a href="#">SHINNICK - Kay CONTRADICTIONS OF COURTLY LOVE.pdf</a>	Dec 3, 2010 1:59:30 PM	1.63 MB	Off	
PDF	<a href="#">SHINNICK - Coldwell GUILLAUME DE DOLE.pdf</a>	Dec 3, 2010 2:05:13 PM	2.84 MB	Off	

To the left of each item title there is a checkbox, you must click the button (shown above with a check mark) to add this item for the students to use in your course. When you press the “Submit” button located at the bottom right of the screen you will see a message explaining that the students in your course will be given read permission to this document in your course. You must click “OK” and then you will be returned to the item form in your course.



**2. Attachments**

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

Attached files

File Name	Link Title	File Action
SHINNICK - Coldwell GUILLAUME DE DOLE.pdf	SHINNICK - Coldwell G	Create a link to this file <a href="#">Do not attach</a>

You can now see a link at the bottom of section 2 and a title in the box labeled “Link title.” To continue on with the form move to section 3 and work with the options area if you wish to use the restricted dates or track number of views. If you do not wish to change the default settings on this section (shown below) you can move to section four and “Submit” the form.

**3. Options**

Permit Users to View this Content  Yes  No

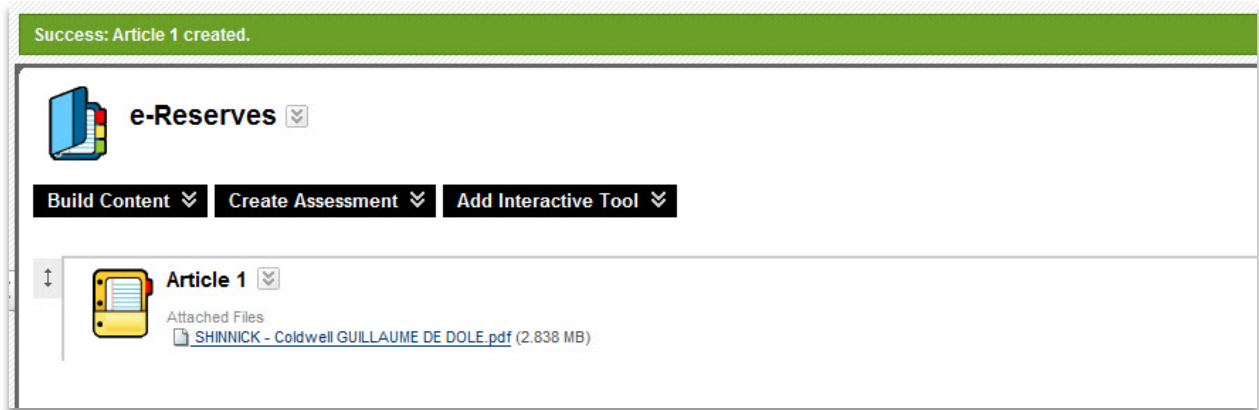
Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until     
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**4. Submit**

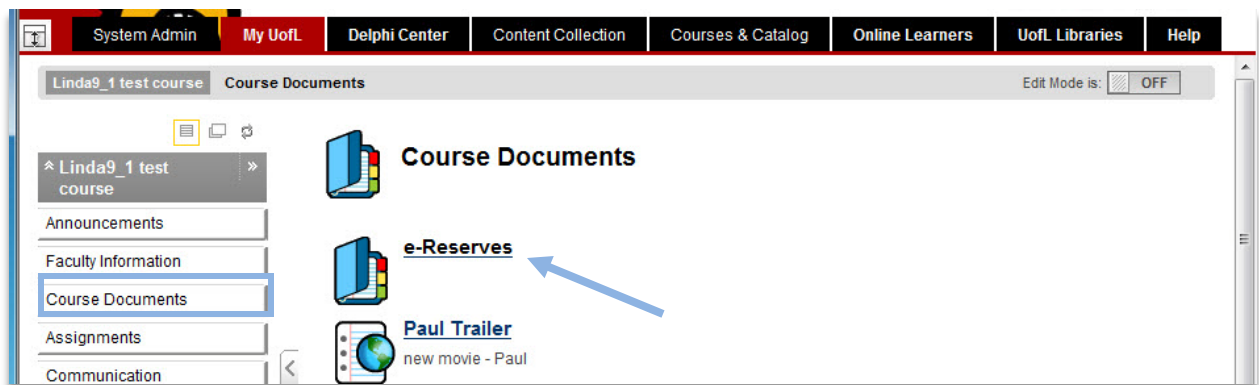
Once you have submitted your form you will be returned to your content area and your document will be listed there.



Your “eReserve” item is added and the students will now be able to access it from your course (Ex: Course Documents under E-Reserves).

To check it from the student view click “Edit Mode” to “Off” at the top right side of the page.

This takes you to the student view of the course where you can click Course Documents on the navigation to the left and then, the E-Reserves folder to see the file you pulled from the “eReserves” area.



Now if the students click the folder name “E-Reserves” the document will be viewable to them once they click the link below its title (Shown below).

