Step 1. Log into Blackboard and click on Course Tools

Step 2. Click on Course Reserves Administration. A new pane will open on the left.

Step 3. Click on Add Reserve Items
Step 4. Select the type of item you would like to add and fill out the form.

Step 6. Add the eReserve tool to your Blackboard course.

A) Click on the + sign.                          B) From drop down menu, select Tool Link

C) A window will pop up.

Type in a name: e.g. Course Readings

From drop down menu select Ares Course Reserves

Check Available to Users and click Submit.