Adding Library Materials to Blackboard

The following steps should be followed when faculty wish to make items from the Library’s physical collection available in Blackboard, such as a book chapter or a DVD. Library staff will scan, digitize, and review for copyright compliance. Permissions will need to be obtained for requests that exceed MacEwan’s Fair Dealing Guidelines.

**eBooks, articles, and streaming media that are already available online do not need to go through the below process. These items can be directly linked in Blackboard.**

Questions? Please email reserves@macewan.ca

Instructions

Step 1. Log into Blackboard and click on Course Tools

![Course Tools](image)

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

![Course Reserves Administration](image)

Note: If Course Reserves Administration is not on the list of course tools, you might need to enable it under Customization - Tool Availability. See “Troubleshooting” at the end of this document for detailed instructions.
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 5. 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.
Troubleshooting

If Course Reserves Administration is not on the list of course tools, you might need to enable it.

A) Scroll down to *Customization - Tool Availability*.

B) Check *ARES Course Reserves* and click *Submit* to save the changes.