

# Adding Library Materials to Blackboard

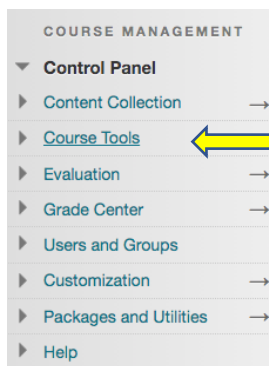
The following steps should be followed when faculty wish to make items from the Library's **physical collection available in Blackboard**, such as a book chapter or a DVD. Library staff will scan, digitize, and review for copyright compliance. Permissions will need to be obtained for requests that exceed [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](#).

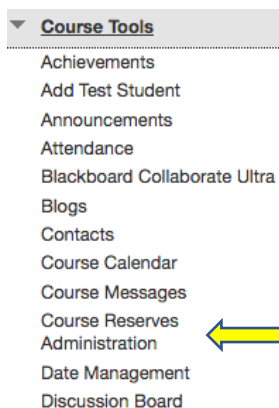
**Questions?** Please email [reserves@macewan.ca](mailto:reserves@macewan.ca)

## Instructions

**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




**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*



- **Logoff revitte**
- **Student View**
- **Main Menu**
- **Instructor Course Tools**
  - Course Home
  - Course Proxy Users
  - **Add Reserve Items**
  - Reserve Item Usage
  - Enrolled Students
  - Export Course Info
- **Instructor Tools**
  - Previous Courses
  - Upcoming Courses
  - Full Proxy Users
- **Ares Tools**
  - Change User Information
  - My Emails


### Step 4. Select the type of item you would like to add and fill out the form.





ERESERVES Search  
 Keyword  Tags


**What would you like to place on Reserves?**


*To expedite your material requests, please provide as much descriptive information as possible. Lack of information may lead to slower processing times*


  
Article


  
Chapter

  
Book

  
Other

  
Free Text

  
Audio

  
Video

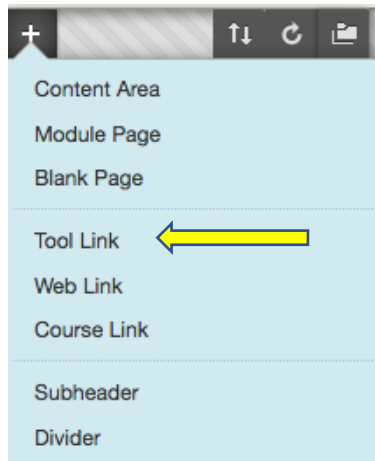
**Or would you like to import from a current or previously taught course?**

Current and Previous Courses					
	Semester	Course	Course Code	Name	Reserve Items
<a href="#">Import Items</a> <a href="#">View Course</a>	Spring/Summer 2020	INFO-101		Sandbox: INFO 101	1 Items available. 3 total items.

Copyright © 2018 Atlas Systems, Inc. All Rights Reserved.  
MacEwan University Library

**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.

A screenshot of the "Add Tool Link" form. The form has a light blue background. It contains the following fields:

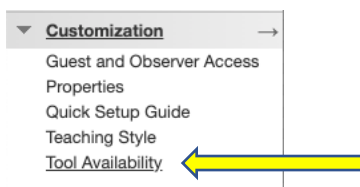
- Name:** A text input field with a yellow arrow pointing to it from the right. To the right of the arrow is the text "Type in a name: e.g. Course Readings".
- Type:** A dropdown menu with "Ares Course Reserves" selected. A yellow arrow points to it from the right. To the right of the arrow is the text "From drop down menu select *Ares Course Reserves*".
- Available to Users:** An unchecked checkbox.
- Buttons:** "Cancel" and "Submit" buttons at the bottom.

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.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Access WebAssign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Test Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ally	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ares Course Reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A yellow arrow points to the 'Ares Course Reserves' row, and another yellow arrow points to the 'Available' checkbox in that row.