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

Blackboard Support has a video on the steps here
https://streaming.macewan.ca/media/Adding+Course+Reserves+%28LTI%29+%28formerly+known+as+eReserves%29/0_1zbksc5z

Step 1. Go into a content area such as Course Content.

Step 2. Click on Build Content and select Course Reserves (LTI).
Step 3. Enter a name and click on Submit.

Step 4. Click on *Add Reserve Items*

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