

eReserves for Instructors

Please **NOTE**: If you are teaching multiple sections of the same course and would like those courses merged in Blackboard, contact the Technology Assistance Center (TAC) at TAC@uncw.edu or 962-HELP, for all merge requests.

Also, in order to proceed with these steps, you will need to know the course CRN where your eReserves content has been loaded. The CRN is a 5-digit code, followed by a 6-digit term code in Blackboard. If you do not know your course CRN, you can find it in Seanet.

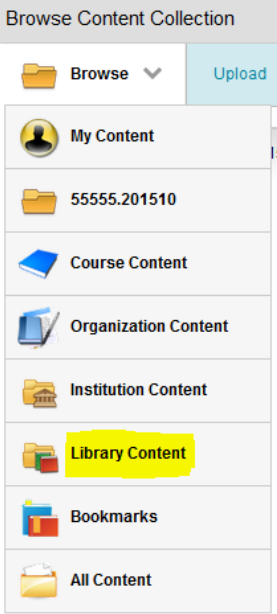

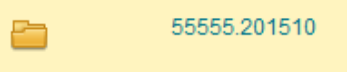
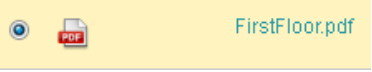

Log into Blackboard Learn at <https://learn.uncw.edu>, with your UNCW domain username and password. Access the course where your eReserves content has been uploaded.

Once you are inside your course, access the **Content Area** where you would like to place the eReserves content link(s). There are a couple of different ways to add eReserves content. You can add the content as an **Item**, or as a **File**. If you'd like to provide an introduction to your students about the file, select **Item**. If you simply want the file link posted in the course, select **File**. For the first scenario, we will show you how to add the content as a **File**.

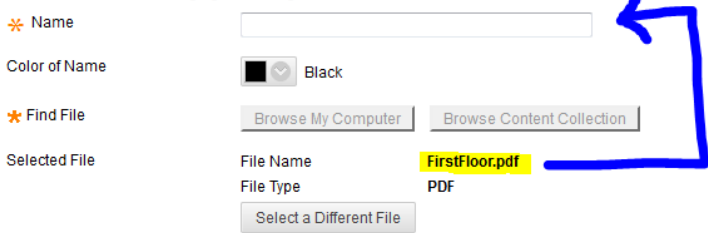
Creating a File:

<p>1. Hover over the Build Content menu and select the File link from the menu.</p>	
<p>2. Click on the Browse Content Collection button.</p>	

eReserves for Instructors

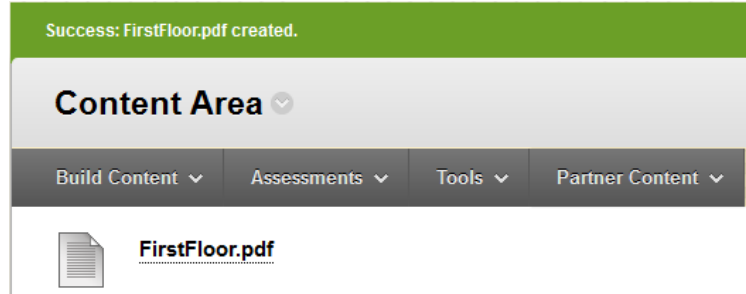
<p>3. Once the Content Collection menu has opened, hover over the Browse menu, and it will expand. Click on the Library Content link.</p>	
<p>4. Click on the eReserves link.</p>	
<p>5. Click on the CRN link for the course. Your CRN is a 5-digit code, followed by a 6-digit term code. (If you do not know your course CRN, you can find it in Seonet.)</p>	
<p>6. Select the file. (If you do not see any files listed, contact the Library staff to find out where the eReserves content was placed.)</p>	
<p>7. Scroll down and click the Submit button.</p>	

eReserves for Instructors

<p>8. Now you will see that the file has been selected. Use your cursor to highlight the file name. Copy the complete file name, and then paste it into the Name textbox.</p>	<p>1. Select File</p> <p>Select a local file by clicking Browse My Computer or one from within Course File a Color for the text to appear in the list of content. Click No to display the file within content with no Course page heading.</p> <p>* Name <input type="text"/></p> <p>Color of Name <input type="color" value="black"/> Black</p> <p>* Find File <input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/></p> <p>Selected File File Name FirstFloor.pdf File Type PDF <input type="button" value="Select a Different File"/></p> 
<p>9. Now you'll see that the Name field exactly matches the Selected File's name. Now that the required fields have been filled in, scroll down to review some additional file options.</p>	<p>1. Select File</p> <p>Select a local file by clicking Browse My Computer or one from within Course File a Color for the text to appear in the list of content. Click No to display the file within content with no Course page heading.</p> <p>* Name <input type="text" value="FirstFloor.pdf"/></p> <p>Color of Name <input type="color" value="black"/> Black</p> <p>* Find File <input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/></p> <p>Selected File File Name FirstFloor.pdf File Type PDF <input type="button" value="Select a Different File"/></p>
<p>10. A popular selection is Open in New Window. This allows the file to be opened in a new browser tab/window so students can easily navigate back to other course materials.</p> <p>11. Be sure the option is selected to Permit Users to View this Content.</p>	<p>2. File Options</p> <p>Open in New Window <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Add alignment to content <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>3. Standard Options</p> <p>Permit Users to View this Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Select Date and Time Restrictions <input type="checkbox"/> Display After <input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/></p> <p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increments.</small></p> <p><input type="checkbox"/> Display Until <input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clock"/></p> <p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increments.</small></p>
<p>12. Once you have filled in all of the required fields, and selected any additional options you would like, scroll down and click the Submit button.</p>	<p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p>

eReserves for Instructors

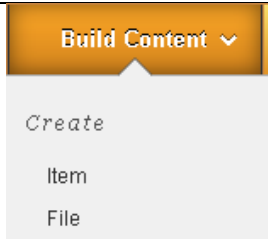
13. You'll see a green confirmation bar appear at the top of your course Content Area, stating that the file was successfully added. You should now be able to see the eReserves file link in your course Content Area.



Creating an Item:

Now we will proceed with the instructions on how to add eReserves content to your course using the Create **Item** option. Most of the steps are the same; there are only a few differences.

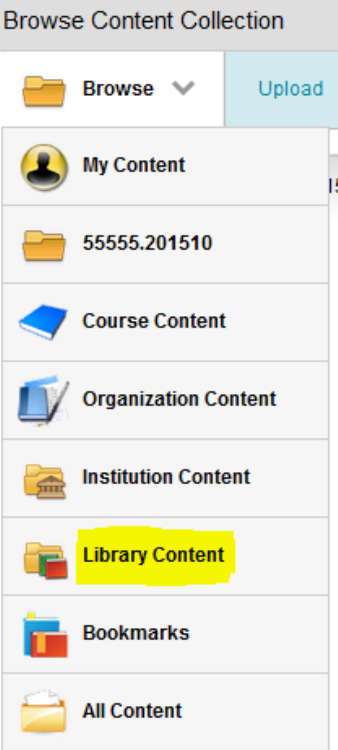
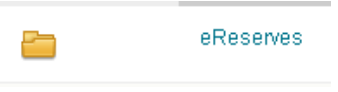
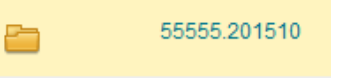
1. Hover over the **Build Content** menu and select the **Item** link from the menu.



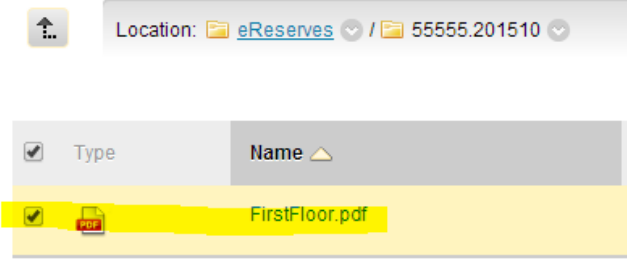

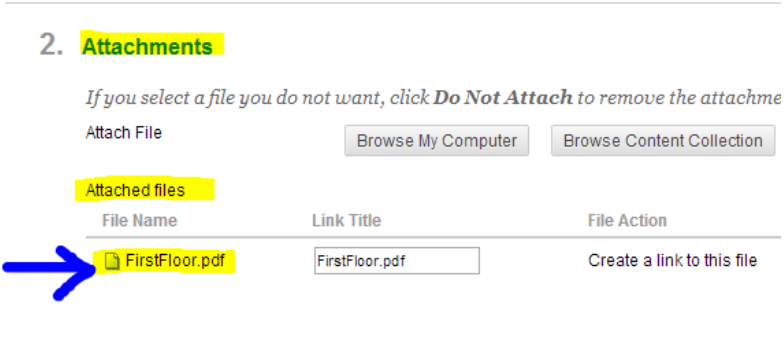
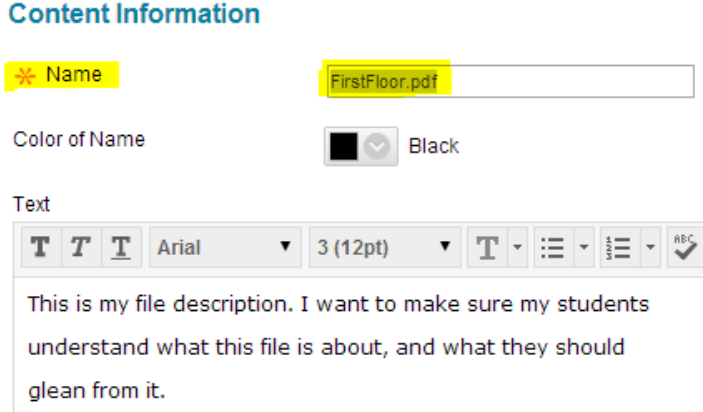
2. Scroll down a little and click on the **Browse Content Collection** button.



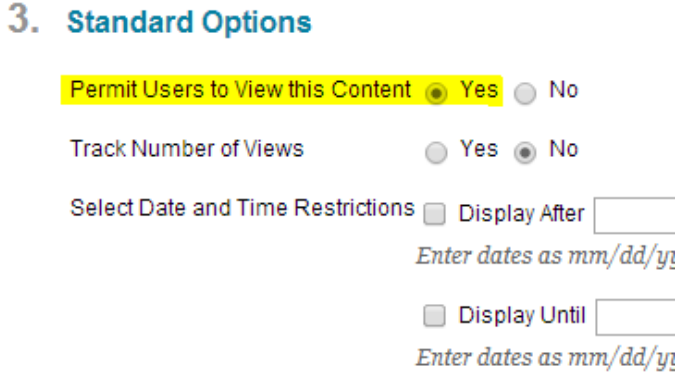

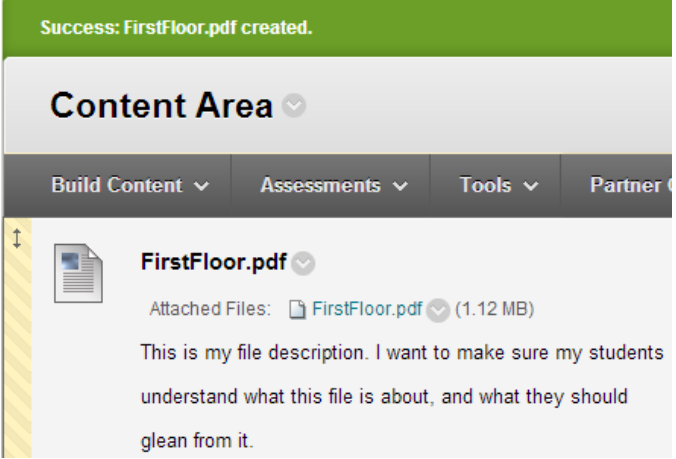


eReserves for Instructors

<p>3. Once the Content Collection menu has opened, hover over the Browse menu, and it will expand. Click on the Library Content link.</p>	 <p>Browse Content Collection</p> <ul style="list-style-type: none"> Browse ▼ Upload My Content 55555.201510 Course Content Organization Content Institution Content Library Content Bookmarks All Content
<p>4. Click on the eReserves link.</p>	 <p>eReserves</p>
<p>5. Click on the CRN link for the course. Your CRN is a 5-digit code, followed by a 6-digit term code. (If you do not know your course CRN, you can find it in Seanet.)</p>	 <p>55555.201510</p>

eReserves for Instructors

<p>6. Select the file. You'll see a check appear in the checkbox to the left of the file name, once it has been selected. (If you do not see any files listed, contact the Library staff to find out where the eReserves content was placed.)</p>	
<p>7. Scroll down and click the Submit button.</p>	
<p>8. Now you will see that the file has been added under the Attachments section. Use your cursor to highlight the file name. Copy the complete file name, and then scroll up to paste it into the Name textbox at the top of the page.</p>	
<p>9. Now you'll see that the Name field exactly matches the Attached File's name in the image above in Step 8. Enter a file description in the text field below the name.</p>	

eReserves for Instructors

<p>10. Now that the required fields have been filled in, scroll down to review some additional Item options. Be sure the option is selected to Permit Users to View this Content. You can also enter date/time restrictions for the Content Item if you would like.</p>	 <p>3. Standard Options</p> <p>Permit Users to View this Content <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Select Date and Time Restrictions <input type="checkbox"/> Display After <input type="text"/> <i>Enter dates as mm/dd/yy</i></p> <p><input type="checkbox"/> Display Until <input type="text"/> <i>Enter dates as mm/dd/yy</i></p>
<p>11. Once you have filled in all of the required fields, and selected any additional options you would like, scroll down and click the Submit button.</p>	
<p>12. You'll see a green confirmation bar appear at the top of your course Content Area, stating that the Item was successfully added. You should now be able to see the eReserves file link in your course Content Area.</p>	 <p>Success: FirstFloor.pdf created.</p> <p>Content Area ▾</p> <p>Build Content ▾ Assessments ▾ Tools ▾ Partner C</p> <p>↕</p> <p> FirstFloor.pdf ▾</p> <p>Attached Files:  FirstFloor.pdf ▾ (1.12 MB)</p> <p>This is my file description. I want to make sure my students understand what this file is about, and what they should glean from it.</p>

If you have any problems, please contact the TAC at TAC@uncw.edu, or 962-HELP.