

Submitting a Course Reserves Request in 10 Easy Steps

If you have access to the Blackboard Learn shell for your course you can begin submitting library course reserve requests. Contact the reserves team at any point in this process if you have questions. For help setting up a link to the Libraries Course Reserves system in Blackboard Learn, contact itg@drexel.edu, or learn how to create this link, here: <https://www.library.drexel.edu/services/course-reserves/adding-material-course-reserves/>

1. Log in to Blackboard Learn

Navigate to Blackboard Learn in your web browser (learn.dcollege.net) and log in using your Drexel One user name and password.

https://learn.dcollege.net

Drexel Libraries | Drexel Library Assistance | EZ Proxy URL Maker | WebHome < Reserves ... | ZoomShift | Kaltura | Outlook Web App | Google Docs | Blackboard Learn | 8easysteps.pdf

DREXEL LEARN | Change Text Size | High Contrast Setting

LEARN RESOURCES

- IRT Drexel Learn
- IRT Workshops and Training
- Online Learning Blog
- Blackboard Help

USERNAME:

PASSWORD:

Sign in | [Forgot Your Password?](#)

Sign in using

DrexelConnect

FEATURED POST

CREATING A COURSE RESERVES LINK
Thursday, July 30, 2015

Course Reserves allow an instructor to integrate their course with the library reference system for class materials. With the recent update to the Ares Reserve system, there is a slight change on how to create a Course Reserves link in your class.

[READ THE FULL ARTICLE](#)

https://learn.dcollege.net/#

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2. Select Course

From the list of courses that appears after you log in (in the **My Courses** module), select the course for which you'd like to add reserve items.

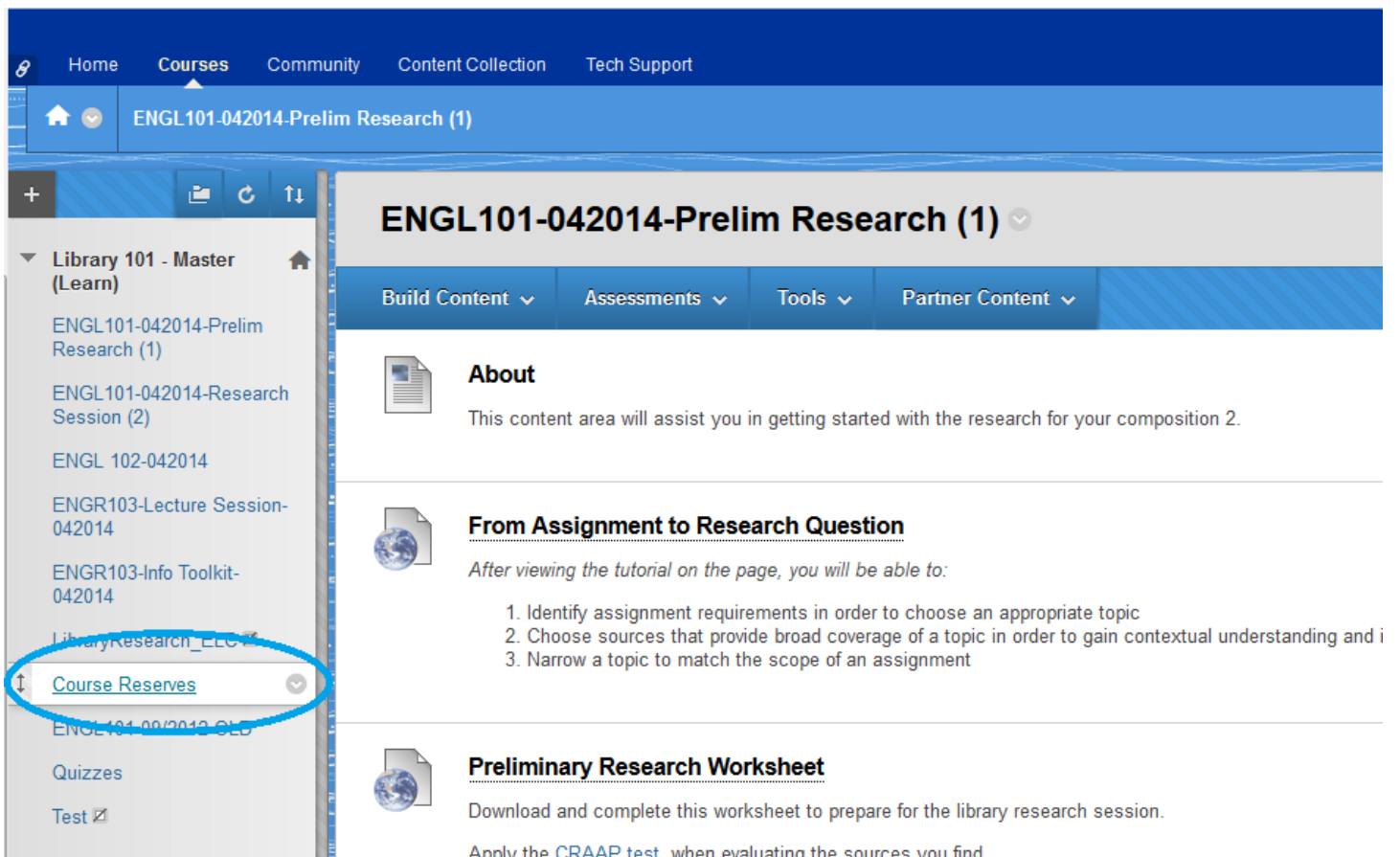
In this example, we will be requesting items to be added to **Library 101**.

The screenshot displays the Drexel Learn website interface. At the top, there is a blue navigation bar with the Drexel University logo and the text "DREXEL LEARN". Below this, a secondary navigation bar contains links for "Home", "Courses", "Community", "Content Collection", and "Tech Support". Underneath, there are two tabs: "Institution Dashboard" and "Notifications Dashboard". A dark grey bar with the text "Add Module" is visible below the tabs. The main content area is divided into three columns. The left column, titled "Important Announcements", contains two news items: "Update to Google Chrome disables Java Plugins in Drexel Learn" and "Java update required to use Voice Tools". The middle column, titled "My Courses", shows a dropdown menu for "Administrative Term" and a list of courses under the heading "Courses where you are: Instructor". The course "Library 101 - Master (Learn)" is circled in blue. The right column, titled "Instructional Tech", features a "FEATURED P" section with a book icon and the text "CREATING A C" and "Thursday, July 30". Below this, there is a section for "Course Reserves" with a sub-heading "the library referer update to the Are" and "how to create a C". At the bottom of this section, there are two yellow buttons: "READ THE FULL" and "READ MORE AI".

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3. Select “Course Reserves” from the left-hand navigation bar.

Look for the content area that you or ITG created in the left-hand navigation bar. It is most likely named “Course Reserves”. If you do not see this link, please make sure that your course shell is linked to the Libraries Course Reserves system (see the beginning of this document).



The screenshot displays a course shell interface for 'ENGL101-042014-Prelim Research (1)'. The top navigation bar includes links for Home, Courses, Community, Content Collection, and Tech Support. The left-hand navigation bar lists various course components, with 'Course Reserves' highlighted by a red circle. The main content area shows the course title and several sections: 'About', 'From Assignment to Research Question', and 'Preliminary Research Worksheet'. Each section includes a document icon and a brief description of the content.

ENGL101-042014-Prelim Research (1)

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

About
This content area will assist you in getting started with the research for your composition 2.

From Assignment to Research Question
After viewing the tutorial on the page, you will be able to:

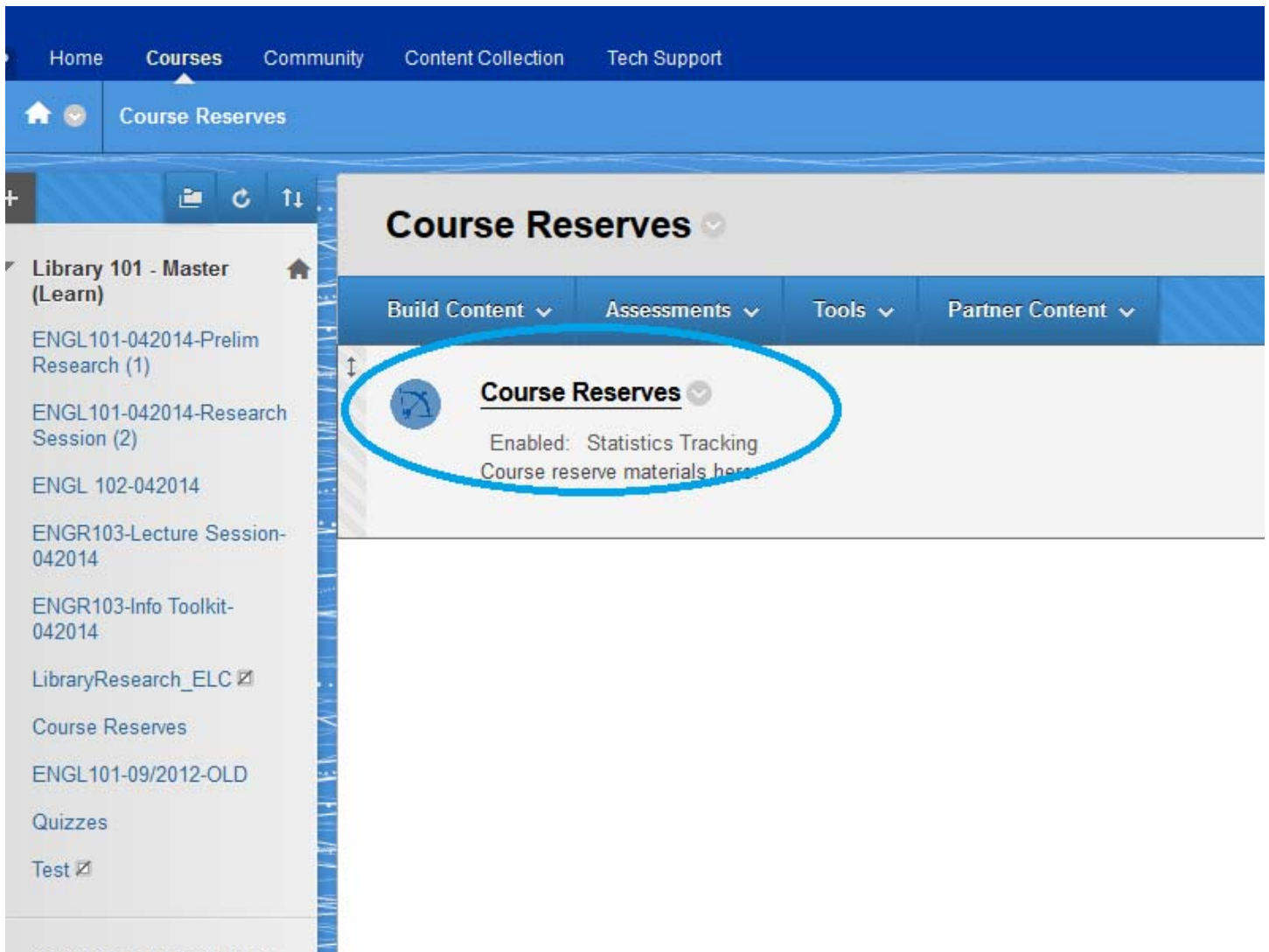
1. Identify assignment requirements in order to choose an appropriate topic
2. Choose sources that provide broad coverage of a topic in order to gain contextual understanding and i
3. Narrow a topic to match the scope of an assignment

Preliminary Research Worksheet
Download and complete this worksheet to prepare for the library research session.
Apply the [CRAAP test](#), when evaluating the sources you find.

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4. Select “Course Reserves” link next to the bow and arrow icon

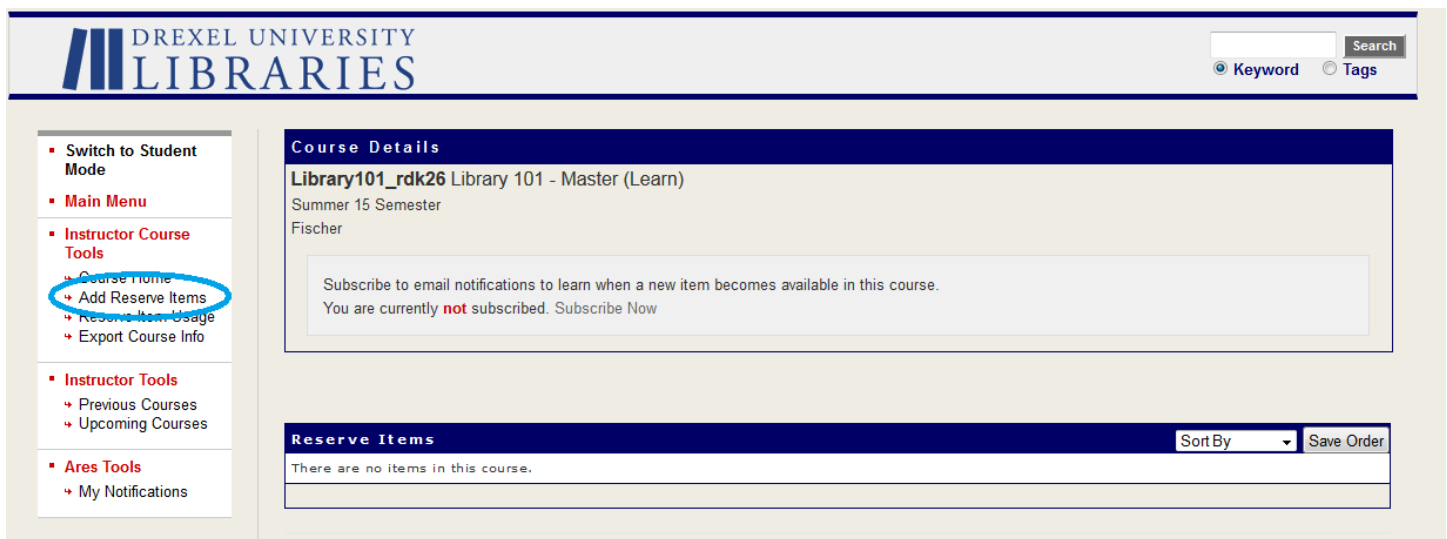
Look for the link within the content area that you or ITG created. It will be beside a bow and arrow icon.



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5. Open the Reserve Request page.

This will lead you to the main page for your Course Reserves listing. On the left, under “Instructor Course Tools” you will see “Add Reserve Items”. Click this link.



The screenshot shows the Drexel University Libraries interface. At the top, the logo and name 'DREXEL UNIVERSITY LIBRARIES' are displayed. A search bar is located in the top right corner with radio buttons for 'Keyword' (selected) and 'Tags'. On the left sidebar, under the 'Instructor Course Tools' section, the 'Add Reserve Items' link is circled in blue. The main content area is titled 'Course Details' and shows information for 'Library101_rdk26 Library 101 - Master (Learn)'. Below this, there is a subscription notification: 'Subscribe to email notifications to learn when a new item becomes available in this course. You are currently **not** subscribed. Subscribe Now'. At the bottom of the main content area, there is a 'Reserve Items' section with a 'Sort By' dropdown menu and a 'Save Order' button. The text below the dropdown reads 'There are no items in this course.'

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6. Choose item type

You will now be asked what type of material you are requesting to be placed on reserve. Click on the appropriate icon for your request. In this example, we are requesting to add a scanned journal article to the course.

For new requests, disregard the **import** options listed on the page.



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7. Enter citation information

Fill out the reserve request form.

Required fields are marked with **red** asterisks, but keep in mind that the more information that you can provide, the easier it will be for our reserves staff to complete your requests in an accurate and timely manner.

- Switch to Student Mode
- Main Menu
- Instructor Course Tools
 - Course Home
 - Add Reserve Items
 - Reserve Item Usage
 - Export Course Info
- Instructor Tools
 - Previous Courses
 - Upcoming Courses
- Ares Tools
 - My Notifications

Reserve Item: Article * Indicate

Include the **title page and copyright pages** of all books and journals in the same PDF when providing a scan of digitized print material.

Item Information

* **Journal Title**
Please do not abbreviate unless your citation is abbreviated

Journal Volume

Journal Issue

Journal Month

Journal Year

* **Article Title**

* **Article Author**
(Last Name, First Name)

* **Inclusive Pages**

ISSN

DOI

OCLC Record Number

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

* **Needed By**
Please indicate the week this material will be taught

Tags
Comma separated list of tags to be assigned to this item

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8. Choose how the material will be submitted

At the bottom of the form, select how your requested material will be supplied. If the library already has the requested materials (in either our print or electronic collection) select **Please have the library staff pull the material off of the shelves.**

How will this item be supplied?	<input checked="" type="radio"/> I will upload a file
	<input type="radio"/> I will bring the material to the library
	<input type="radio"/> The item should link to a website
	<input type="radio"/> The libraries own this item
If you chose the item should link to a website above, please enter the URL	<input type="text"/>











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9. Submit your request

Disregard the “Reserve Restrictions” box.

At the very bottom of the page, select “Submit Request”.

Use the table below to select the course to which you would like to add the item you are requesting. You may only choose **one** course per request.

Reserve Restrictions				
	Course Number	Name	Start Date	Stop Date
<input type="checkbox"/>	41413.201445	PHIL-105-940 - SU 14-15	6/21/2015 	9/5/2015 
<input type="checkbox"/>	41618.201445	PHIL-105-001 - SU 14-15	6/21/2015 	9/5/2015 
<input type="checkbox"/>	41759.201445	CFTP-505-941 - SU 14-15	6/21/2015 	9/5/2015 
<input type="checkbox"/>	41769.201445	PHIL-105-941 - SU 14-15	6/21/2015 	9/5/2015 
<input type="checkbox"/>	SX_ARESDEMO_lac344	ARES Demo 2	8/3/2015 	12/5/2015 

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10. Your request is complete!

You can see the request you placed under the “Reserve Items” field. You will notice that the Status is set to “Awaiting Reserves Processing” or “Awaiting Review by Staff”. Reserves staff will evaluate and approve your request, making it available to your students.

The screenshot shows the Drexel University Libraries Ares interface. At the top, there is a search bar with a "Search" button and radio buttons for "Keyword" and "Tags". On the left, there is a navigation menu with sections: "Switch to Student Mode", "Main Menu", "Instructor Course Tools" (with sub-items: Course Home, Add Reserve Items, Reserve Item Usage, Export Course Info), "Instructor Tools" (with sub-items: Previous Courses, Upcoming Courses), and "Ares Tools" (with sub-item: My Notifications). The main content area displays a message: "Your item was added to Ares." Below this is a "Course Details" section for "Library101_rdk26 Library 101 - Master (Learn)", including "Fall 15 Semester" and "Fischer". A subscription notification box indicates the user is not currently subscribed. Below the course details is a "Reserve Items" table with columns: ID, Title, Author, Inactive, Status, Tags, and ItemFormat. The table contains one row with ID 28434, Title "British School at Athens Studies The Neolithic settlement at Çatalhöyük and Pueblo ethnoarchaeology", Author "Steele, Laura", Inactive "12/5/2015", and Status "Awaiting Reserves Processing" (circled in blue). The table also includes "Sort By" and "Save Order" options.

Test URL Sort By

ID	Title	Author	Inactive	Status	Tags	ItemFormat
28434	British School at Athens Studies The Neolithic settlement at Çatalhöyük and Pueblo ethnoarchaeology	Steele, Laura	12/5/2015	Awaiting Reserves Processing		Article