

# Creating a Link to Course Reserves in Blackboard Learn

This tutorial will show you how to add a link to Course Reserves for you and your students to access materials and make requests through Blackboard Learn. Contact the reserves team at any point if you have questions.

## 1. Log in to Blackboard Learn

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

**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.

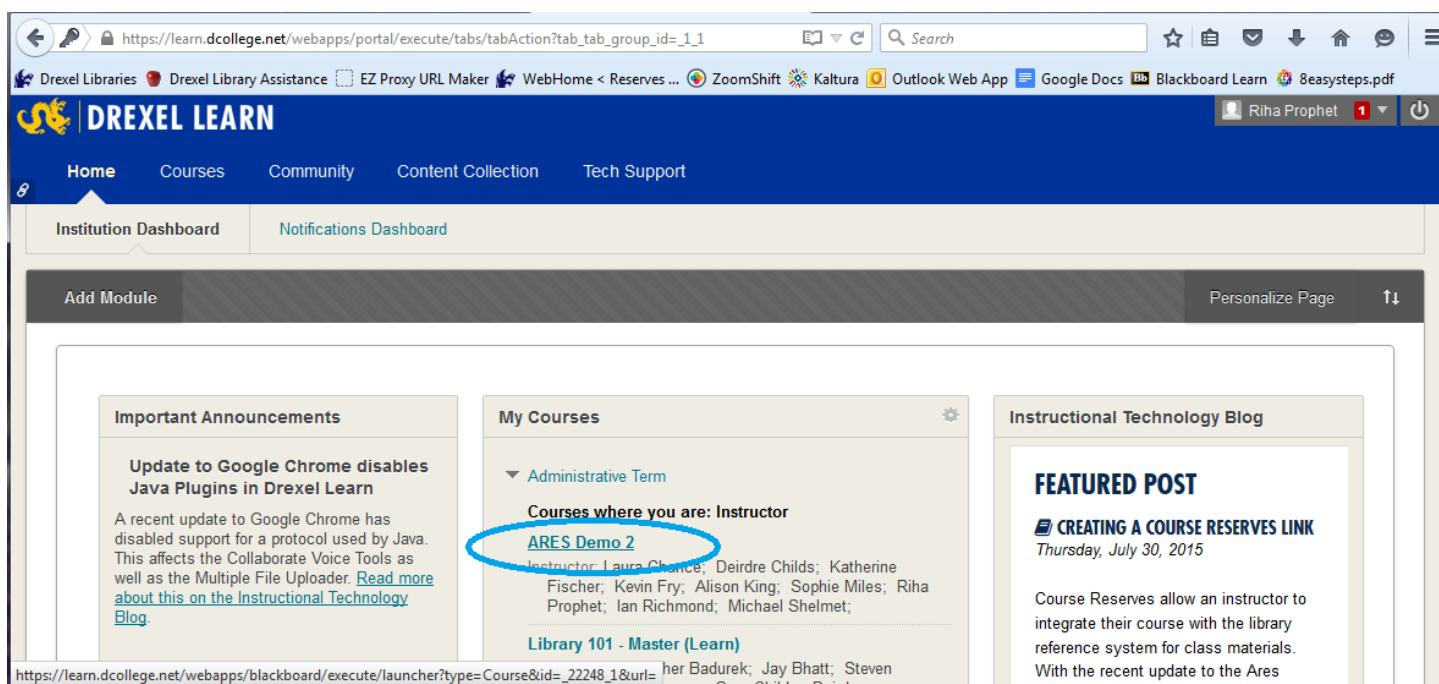
[READ THE FULL ARTICLE](#)

<https://learn.dcollege.net/#>

# Creating a Link to Course Reserves in Blackboard Learn

## 2. Select the course which needs a link

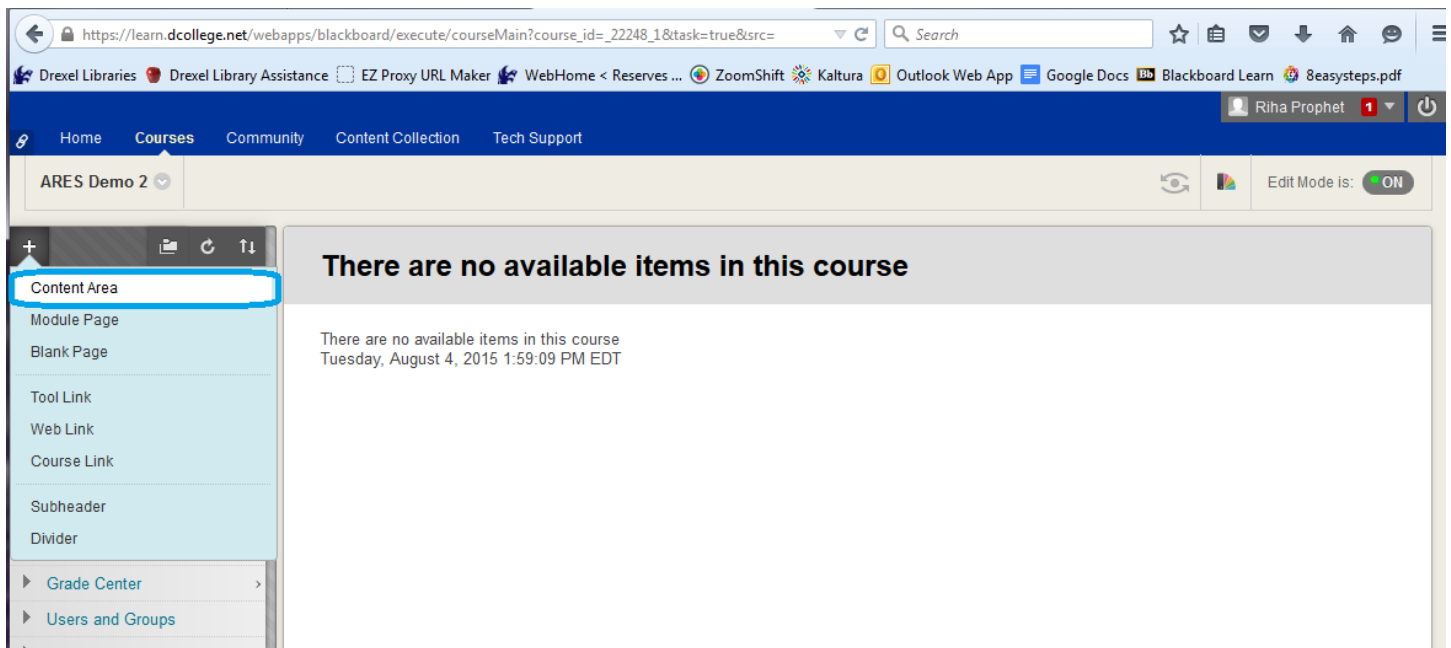
From your list of available courses, click on the one to which you would like to add a Course Reserves Link. In this example, we'll use ARES Demo 2.



# Creating a Link to Course Reserves in Blackboard Learn

## 3. Add a new Content Area to the left-hand navigation bar

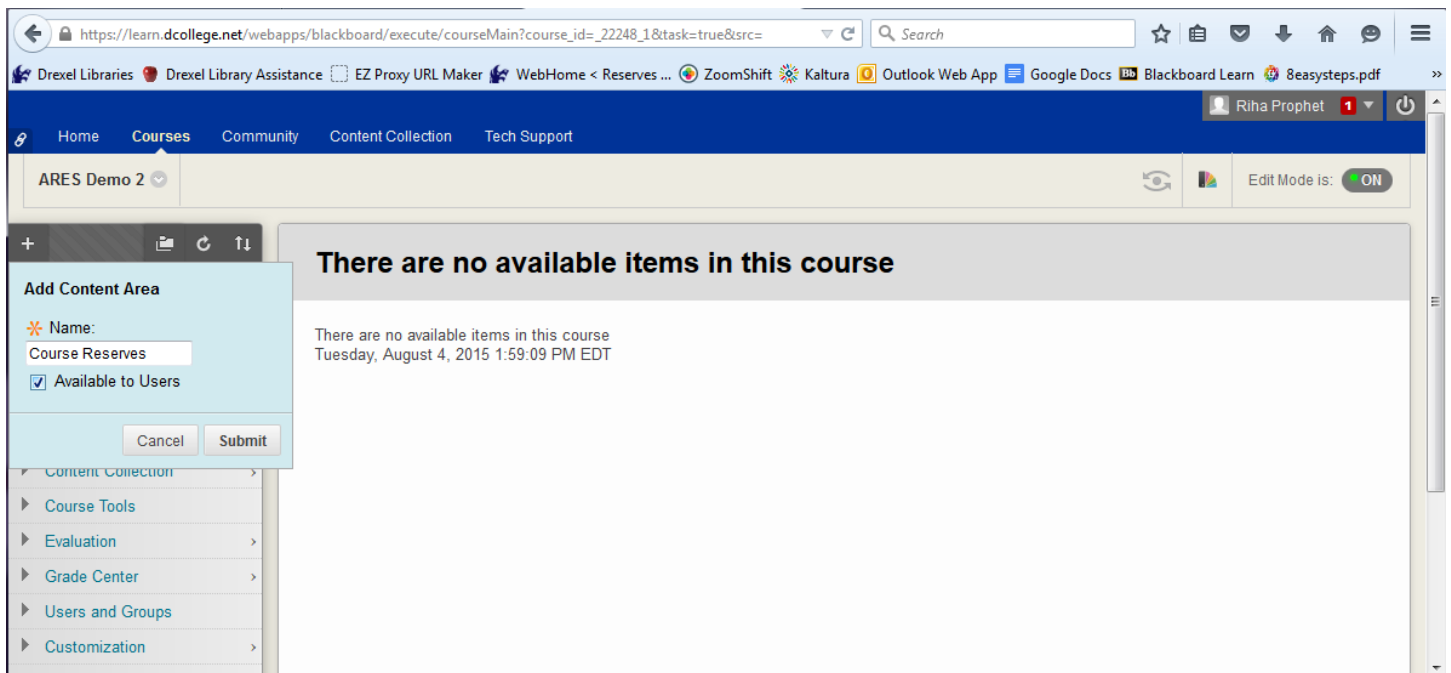
Mouse over the + sign in the upper left of the left-hand navigation bar. Content Area should be the first result.



# Creating a Link to Course Reserves in Blackboard Learn

## 4. Name your new Content Area

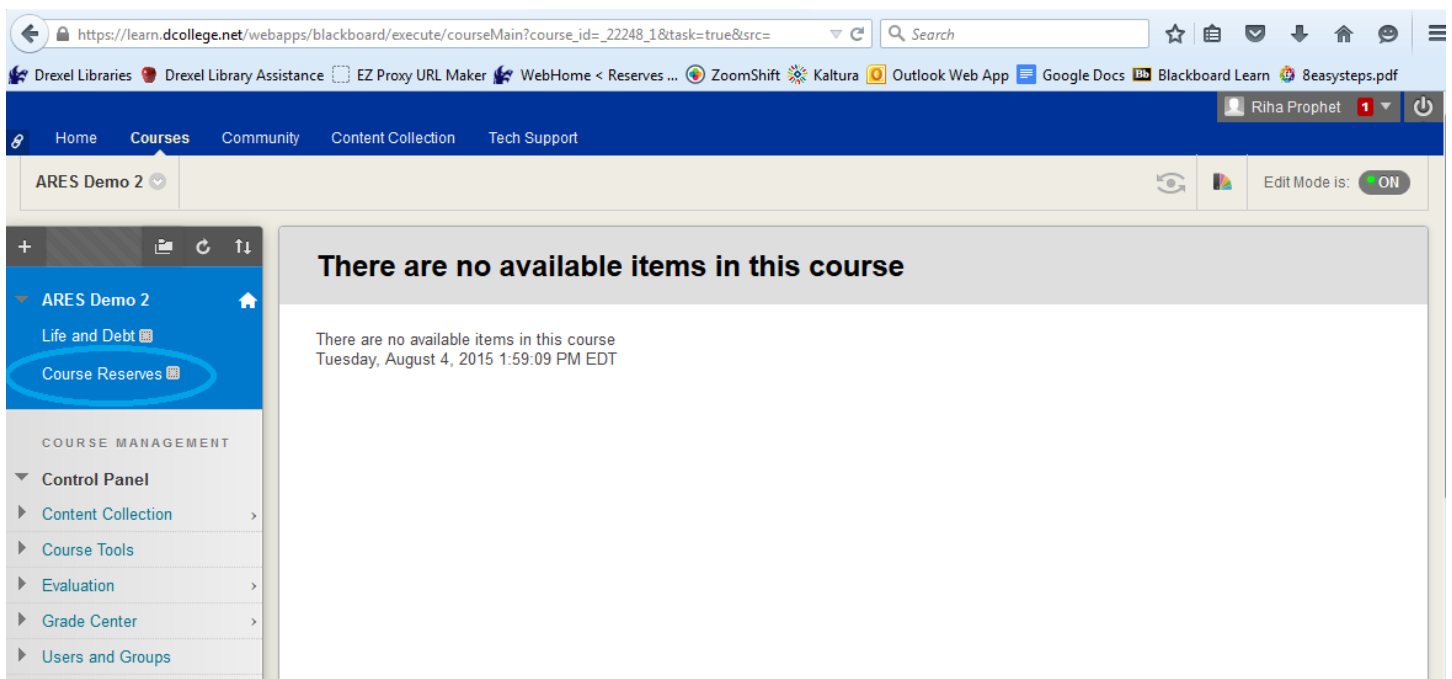
You will be prompted to name the new Content area you just added. We recommend the name “Course Reserves”. Be sure that “Available to Users” is checked, then click “Submit”.



# Creating a Link to Course Reserves in Blackboard Learn

## 5. Open your new Content Area

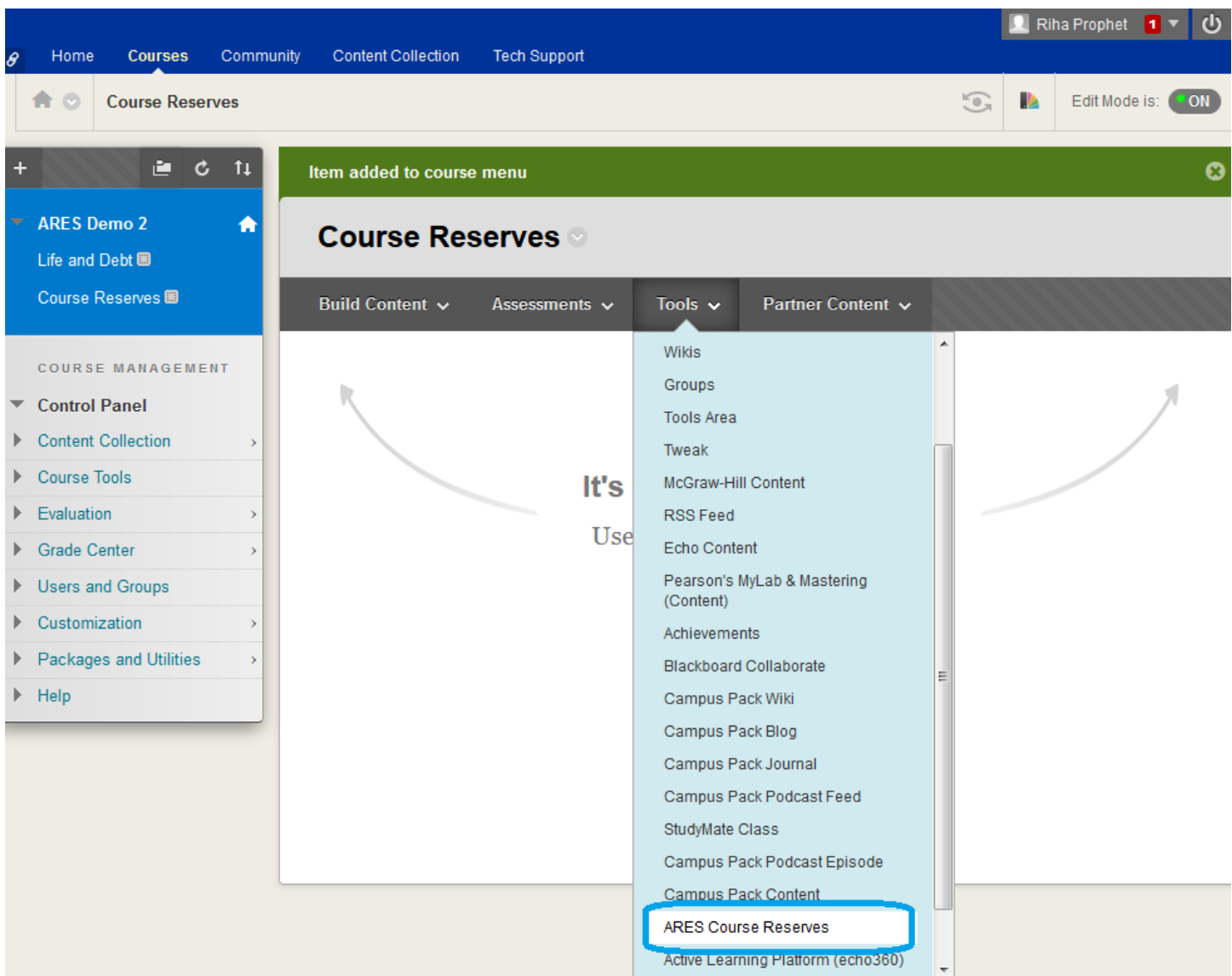
You're almost there! Open the new Content Area you just created and named. You can do this by clicking on it in the left-hand navigation bar when it will appear.



# Creating a Link to Course Reserves in Blackboard Learn

## 6. Add your Course Reserve Tool

Mouse over the “Tools” menu. Scroll down to ARES Course Reserves and select it.



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## 7. Name your new Course Reserves Link

You will be prompted to name your new Course Reserves Link. We recommend “Course Reserves”. You can also add a one line description if you’d like, it’s not required.

Home Courses Community Content Collection Tech Support

Course Reserves > Create ARES Course Reserves

Edit Mode is: ON

### Create ARES Course Reserves

\* Indicates a required field.

Cancel Submit

#### INFORMATION

\* Name

Color of Name Black

Description

Path: p Words:0

#### ATTACHMENTS

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## 8. Finalize your Course Reserves Link options

Be sure that the bubble by “Permit Users to View Content” is set to “Yes”. You may adjust the other options if desired. Then click the blue “Submit” button.

[Help](#)

Path: p

Words:6

**ATTACHMENTS**

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

Browse My Computer

Browse Content Collection

**OPTIONS**

Permit Users to View this Content

☒ Yes ☐ No

Track Number of Views

☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.


☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

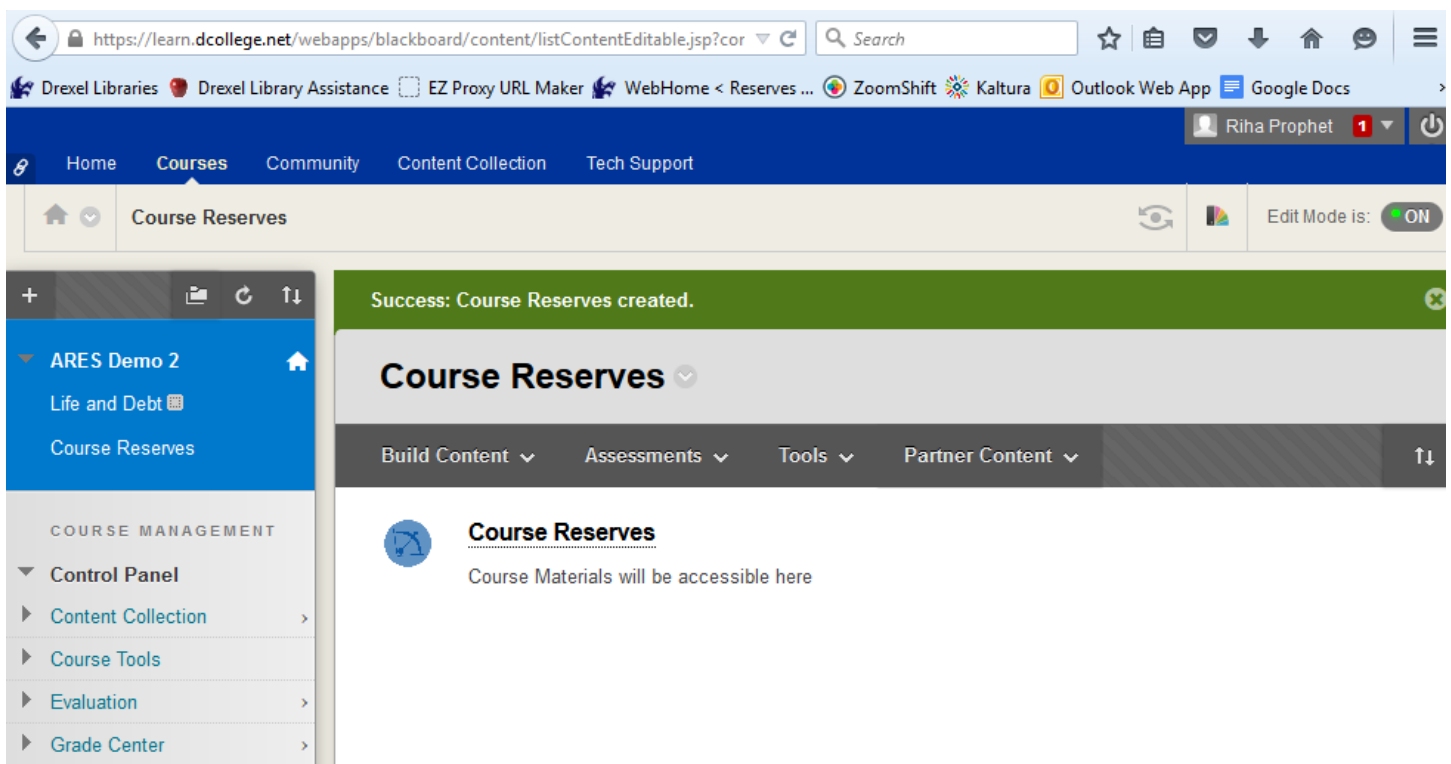
 Drexel University  
Libraries  
reserves@drexel.edu  
215-895-6786



# Creating a Link to Course Reserves in Blackboard Learn

## 9. Your new Course Reserves Link is available

You and students can now access Course Reserves materials and place requests through this link. To access it, simply select “Course Reserves” in the left-hand navigation bar, then click on the link you created beside the icon of the bow and arrow.

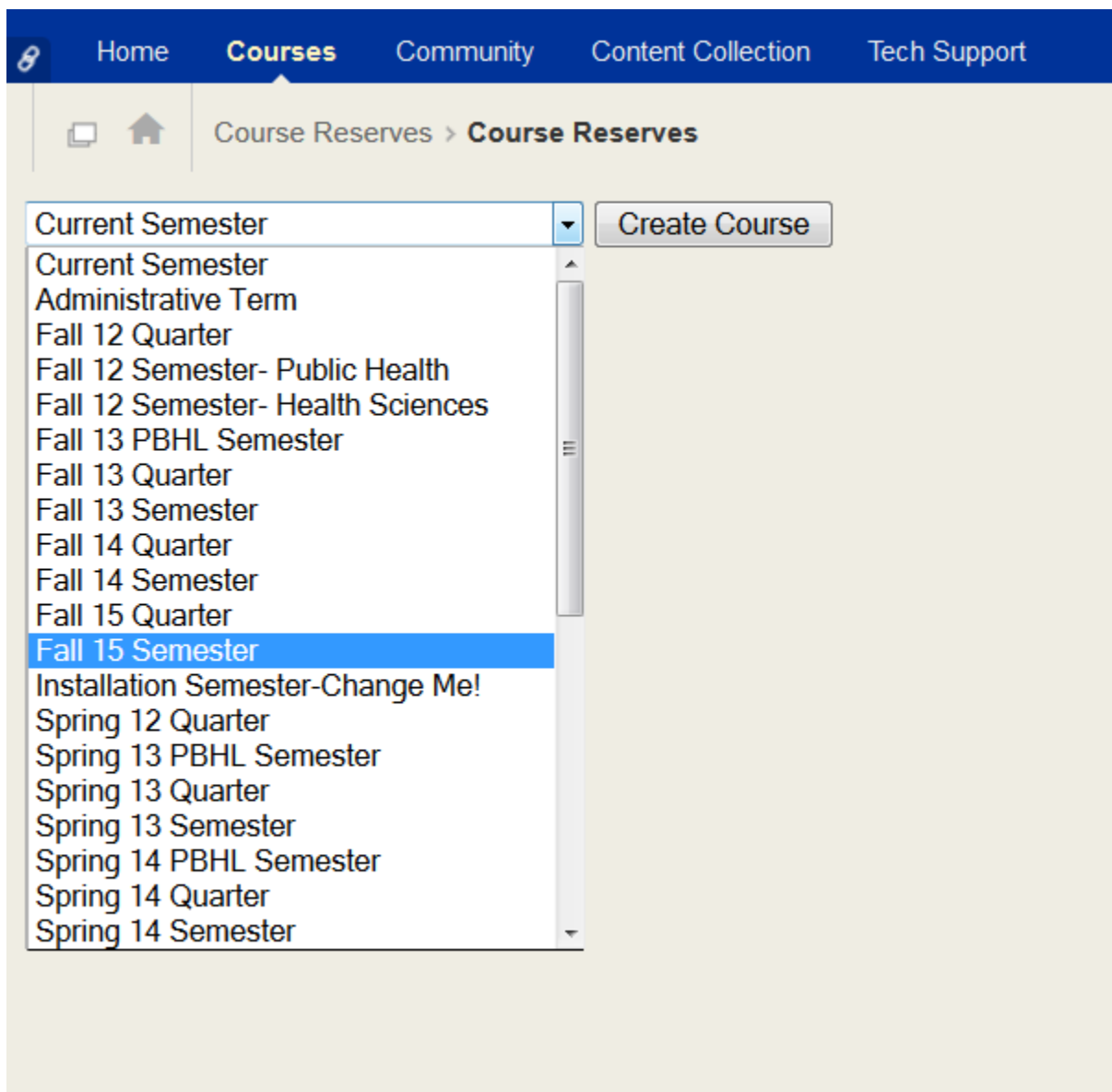


The screenshot displays the Blackboard Learn web application interface. At the top, the browser address bar shows the URL <https://learn.dcollege.net/webapps/blackboard/content/listContentEditable.jsp?cor>. The top navigation bar includes links for Home, Courses, Community, Content Collection, and Tech Support. The user's name, Riha Prophet, is visible in the top right corner. The left-hand navigation bar is expanded, showing the Course Reserves link under the ARES Demo 2 course. The main content area displays a success message: "Success: Course Reserves created." Below this, the Course Reserves section is visible, with a sub-section titled "Course Reserves" and a message stating "Course Materials will be accessible here". The interface also includes a search bar, a toolbar with various icons, and a footer with the Drexel University Libraries logo and contact information.

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## 10. Select course term

The first time you click the newly created Course Reserves link, you will need to specify the term for that course. Simply choose the appropriate term from the drop down menu then click “Create Course”.




The screenshot shows the Blackboard interface for creating a course reserves link. At the top is a navigation bar with links: Home, **Courses**, Community, Content Collection, and Tech Support. Below this is a breadcrumb trail: Course Reserves > **Course Reserves**. The main area features a dropdown menu labeled "Current Semester" with a list of terms. The term "Fall 15 Semester" is currently selected and highlighted in blue. To the right of the dropdown is a button labeled "Create Course".

Current Semester
Current Semester
Administrative Term
Fall 12 Quarter
Fall 12 Semester- Public Health
Fall 12 Semester- Health Sciences
Fall 13 PBHL Semester
Fall 13 Quarter
Fall 13 Semester
Fall 14 Quarter
Fall 14 Semester
Fall 15 Quarter
<b>Fall 15 Semester</b>
Installation Semester-Change Me!
Spring 12 Quarter
Spring 13 PBHL Semester
Spring 13 Quarter
Spring 13 Semester
Spring 14 PBHL Semester
Spring 14 Quarter
Spring 14 Semester

# Creating a Link to Course Reserves in Blackboard Learn

## 11. Now you can access the Instructor Course Tools!

This will allow you to place requests for reserve items and import items from previous courses.

 DREXEL UNIVERSITY  
LIBRARIES


Keyword Tags

- 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

**Course Details**  
**Library101\_rdk26** Library 101 - Master (Learn)  
Fall 15 Semester  
Prophet, Riha  
  
Subscribe to email notifications to learn when a new item becomes available in this course.  
You are currently **not** subscribed. [Subscribe Now](#)

**Reserve Items**

Sort By Save Order

ID	Title	Author	Inactive	Status	Tags	ItemFormat
28499	 British School at Athens Studies The Neolithic settlement at Catalhöyük and Pueblo ethnoarchaeology	Steele, Laura	12/5/2015	Awaiting Supply by Instructor		Article