Reactivate Previous Electronic Reserves Course Material

Please note: Instructors must create an electronic reserves page in Blackboard (click here for instructions) before electronic reserves material can be reactivated.

1. Log into Blackboard (https://blackboard.albany.edu) using your University NetID and password.

2. Under My Courses, select the current course for which you wish to import electronic reserves from a previous course.

3. Select the Electronic Reserves link from the left-hand navigation bar. A new window/tab will open.

4. Select the Add Reserve Items link from the left-hand Instructor Course Tools menu.
5. Select the Import Items link for the previous course from which you would like to import. If you are unable to see your previous course, you will need to recreate the Electronic Reserves link within that course.

6. Choose the reserve items you wish to import to your current course. All items are checked by default.

7. Click the Import Items button at the bottom of the form (there may be a delay as the items are copied; please do not click the import button multiple times).

*Please note there may be up to an hour delay before the items become available to students.

If you need further assistance, please contact reserves staff at eres@albany.edu or 442-3569. Include the following information in your request:

- Instructor Name
- Course number
• Course title
• Semester from which material should be copied