Adding the Electronic Reserves link to your Blackboard course

1. **Log into** Blackboard ([https://blackboard.albany.edu](https://blackboard.albany.edu)) using your University NetID and password and select the course to which you wish to add access to Electronic Reserves.

2. **Set Edit Mode to “ON”**.

3. Select the “+” **button** (Add Menu Item) on the left-side course menu.

4. **Select Tool Link**.
5. In the dialog box enter “Electronic Reserves” in the Name field.

6. Select Electronic Reserves from the Type pulldown menu.

7. Select the checkbox Available to Users to make the tool visible to students.
8. Click the Submit button to close the dialog box and add the Electronic Reserves tool link button to the course menu of your Blackboard course.

9. You must click your new Electronic Reserves tool link to activate your Electronic Reserves course for you and your students to use.
10. After clicking the Electronic Reserves tool link, select the appropriate semester and click the Create Course button. Please do not select Current Semester.

You can now copy material from your previous courses directly in Blackboard (see this separate wiki article). Please note that if you are unable to see your previous course material, you will need to recreate the Electronic Reserves link within that course.

Important Note: Make sure your Blackboard course is available to your students (see this separate wiki article).

Contact reserves staff at eres@albany.edu or 442-3569 for additional assistance.