Adding Web Pages to Electronic Reserves

After creating an electronic reserves page for a particular course in Blackboard (click here for instructions), follow these steps to link to a Web page from your electronic reserves page.

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

2. Under My Courses, select the course for which you wish to access the electronic reserves.

3. Select the Electronic Reserves link from the left-hand navigation bar.

4. Select the Add Reserve Items link from the E-Reserves Tools menu.

5. Select the Web Page link.
What would you like to place on Reserves?

Complete the Web page request form by filling in the Web page title, author information, and URL (marked by an asterisk on the form). If the author is unknown, please re-enter the title information in this field. The optional Tags field may also be completed, if using tags to organize electronic reserve materials.

Click the **Submit Item** button at the bottom of the form.

The Web page will appear as an electronic reserve item on your electronic reserves page.

Contact reserves staff at [eres@albany.edu](mailto:eres@albany.edu) or 442-3569 for additional assistance.