



Xavier University Library

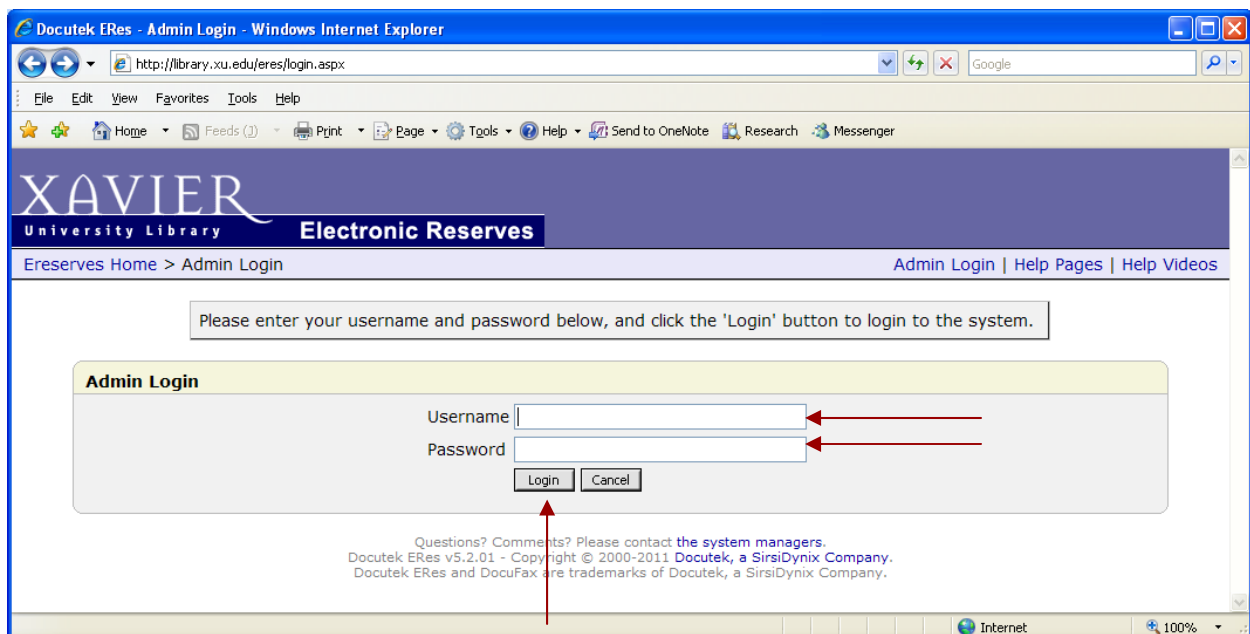
Ask a Librarian: text 66746 askxu | askus@xavier.edu | 513 745-4808

Link to an eReserves Course in Blackboard

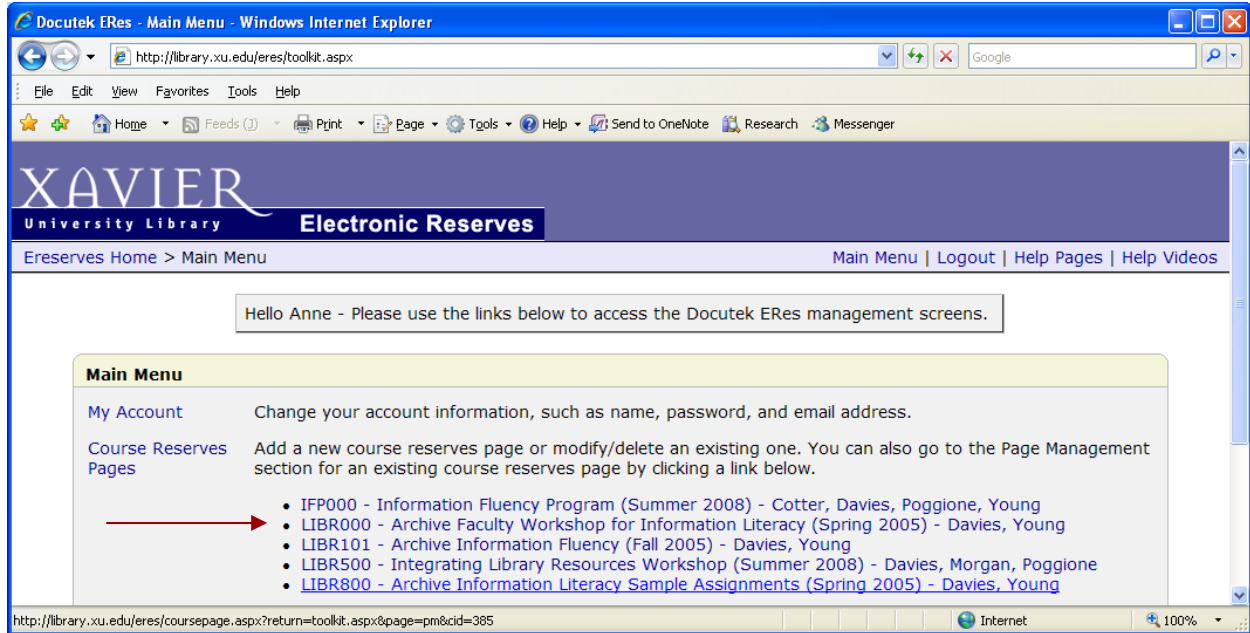
1. Go to the e-reserves homepage at <http://library.xu.edu>
2. Click the *Admin Login* on the right hand side of the page.



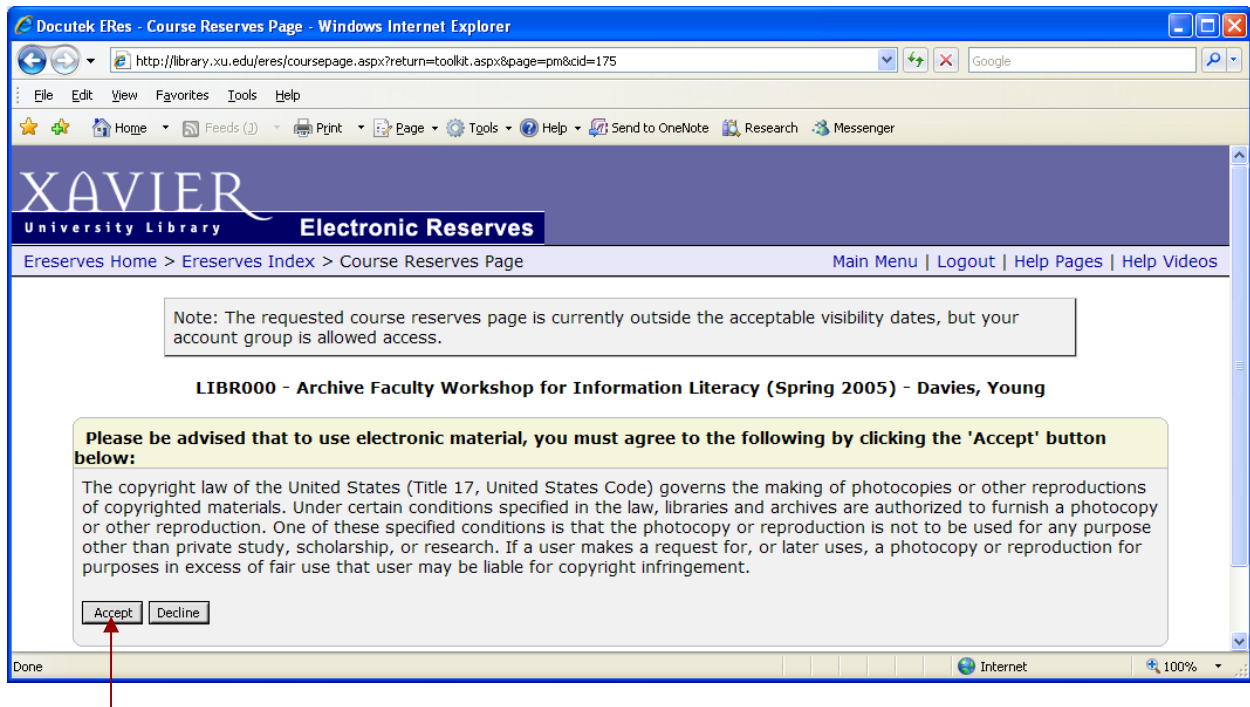
3. Enter your username (usually your last name) and password.
4. Click the *Login* button.



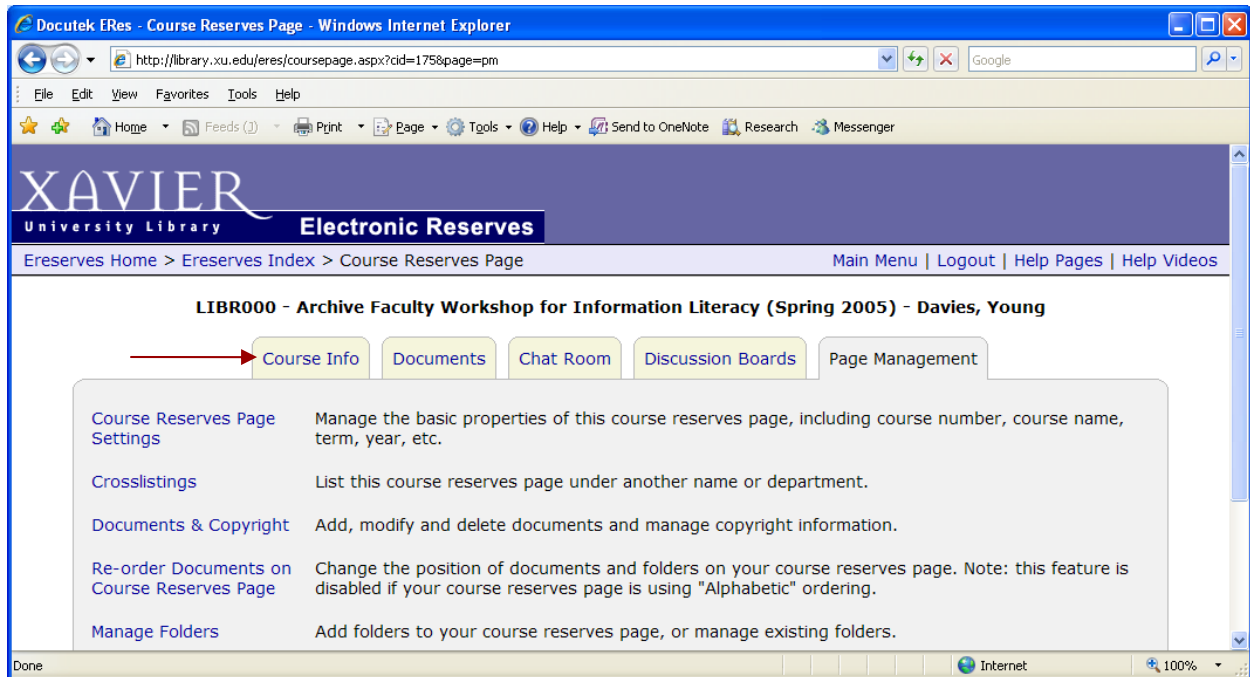
5. Click the course to which you want to link.



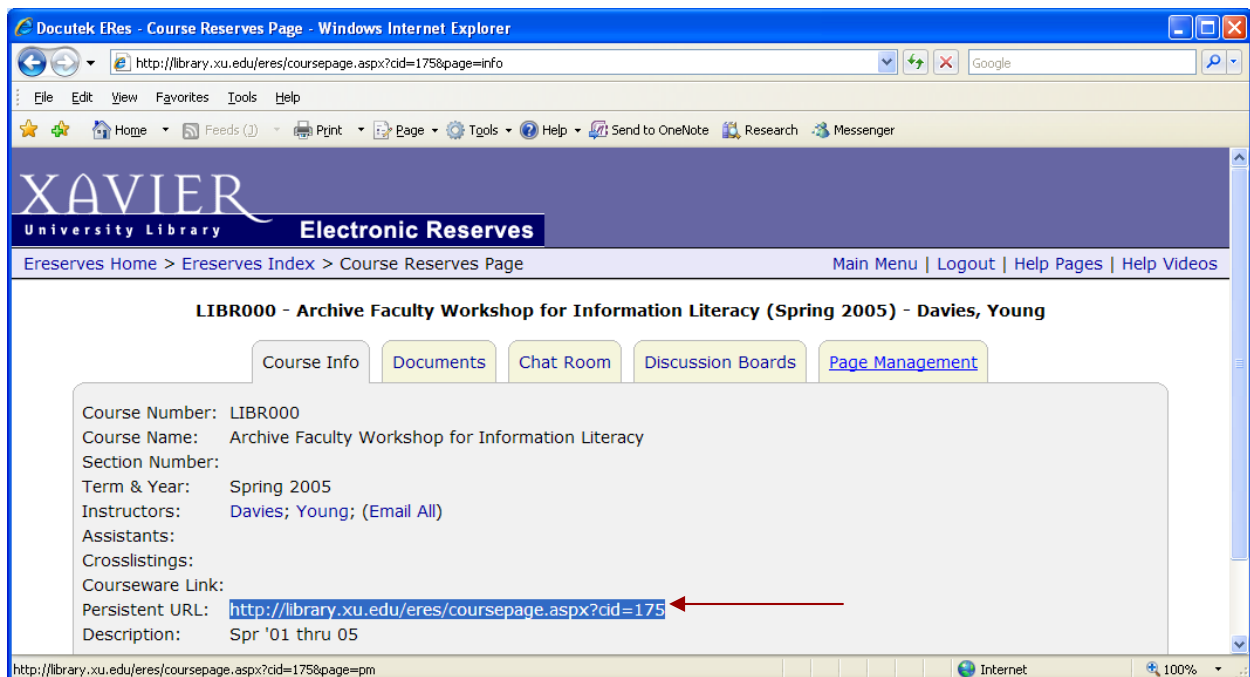
6. Click *Accept* (not shown) at the copyright agreement page.



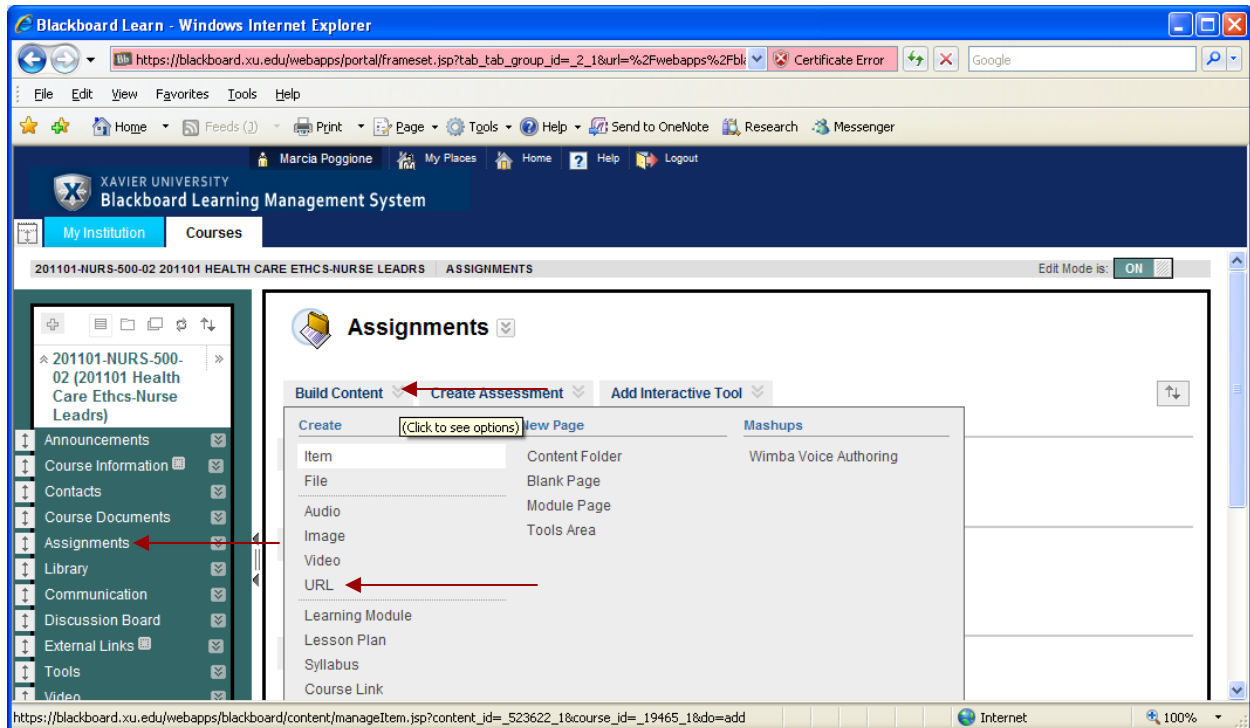
7. At the page management page click the *Course Info* tab.



8. The persistent URL for the course page is listed here. Highlight this URL. Use your browser's *Edit* | *Copy* or right-click the highlighted URL and click *Copy* from the pop-up menu.



9. Go to Blackboard at <http://blackboard.xu.edu>, login, and select your course.
10. Select the content area in the left menu where you want the ereserves link to appear.
11. Click the arrow next to *Build Content*.
12. In the pop-up menu click URL.



13. Type a name for the ereserves link in the first textbox.
14. Right-click in the second textbox, and click *Paste* from the drop-down menu.
15. Type a description or directions for the ereserves link in the third textbox.
16. Scroll to the *Options* area and click *Open in New Window* (not shown).
17. Click the *Submit* button.

