# **Course Materials- Quick Start Guide**

Build your materials list in 6 steps!

## Background:

What are Course Materials? This powerful tool is seamlessly integrated into Blackboard Learn, enabling you to effortlessly create, manage, and share interactive course materials lists, and is available on any device.

What kinds of materials are included? The materials included cover a diverse range, including: articles, YouTube videos, books, PowerPoints, lecture notes, open educational resources, and library collections.

## Why should you utilize Course Materials?

Instructors should adopt Course Materials to:

- **Streamline/Simplify course prep:** Provide a hands-on, intuitive experience for instructors. Faculty can easily add resources directly from any source, edit the list, and roll it over to the following term.
- Enhance Course Engagement: Shift students from passive reading or viewing to an interactive and engaging learning experience.
- Improve Equity:. Support diversity and equity. Via Course Materials, you can share resources that are low cost or no cost to your students. Additionally, you can incorporate content from diverse sources, authors, backgrounds, and perspectives to promote multiple ways of knowing.
- **Gather Data**: Access valuable data analytics to track how your students are engaging with course resources as well as their peers.

# Quick Start Steps:

Before taking your deep dive into detailed instructions, I'd recommend inserting an infographic or list that captures the steps needed to create the list. Additionally, I'd consider formatting as you share instructions with instructors directly. The steps you've provided are great---I'd just recommend that you position/format steps in a way that feels easy to the instructor.

 Activate Course Materials
 Prior to starting to use "", you will need to activate it within your Blackboard course environment. To do so, follow these steps. 1. In the course menu, select **Customization**.



- 2. Then select tool availability.
- 3. Locate **Course Materials**, then check the Available checkbox.
- 4. Then press **Submit**

Course Link	$^{\circ}$	0	$\odot$	
Course Materials		3 ⊚	$^{\circ}$	$\otimes$
Course Messages	This colle	is a table showing ction of items.	the attributes of a	$\otimes$
Coursera Placement	0	©	$^{\circ}$	<b>Z</b>
Date Management	<ul><li>✓</li></ul>	$^{\circ}$	$^{\circ}$	$\otimes$
DawnSignDigital	$^{\circ}$	$^{\circ}$	$^{\circ}$	
Discussion Board	<ul><li>✓</li></ul>	$^{\circ}$	$^{\circ}$	$\odot$
Discussion Board	$^{\circ}$	$^{\circ}$	$\odot$	
Edpuzzle	$^{\circ}$	$^{\circ}$	$\otimes$	
Eesysoft Application v2			$\odot$	$\odot$
Fest/Soft Course Reports		~	~	
]				Cancel Submit

II. Create Link to Course Materials

There are two ways of adding the Course Materials within Blackboard.

#### A. Tool Link

- On the course menu, select Add Menu Item.
- Then select, Tool Link



- From the Add Tool Link window, add a meaningful name. Ex "Course Materials"
- Then from Type drop-down locate and select Course Materials
- Select "Available to Users" for students to have access to
- Then press Submit.

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Туре:	Course Materials	4	~
🖌 Availa 🔁 User	s	-	
•			

Note. Your Link will now appear at the bottom of the list, please make sure to move it up the list so that students can find it easily. Note. If you have not already contacted

#### B. Add to Content Area

You may choose to add your course reading list within the Syllabus menu. To do

so follow the instructions given.

Begin by accessing the Syllabus menu in your Blackboard Course.

- On the top menu, select **Tools**.
- Select More Tools < to expand the window.
- Then locate and select Course Materials.
   Module 1: Introduction & Course Overview ©

Build Content v Assessments	V Toole Partner Conter	nt v	
Introduction © A	Discussion Board Blogs	Academic Materials	My ( One
Enabled: Statistics Trac Lorem Ipsum is simply d an unknown printer tool typesetting, remaining e recently with desktop pu	king Journals lumn Wikis k a gé ssen Groups	Announcements Badgr Blackboard Help Calendar	Pano Appl Pear (Too
	Microsoft Office Mix	Canva Assignment	Piaz Port
Learning Objective Enabled: Statistics Trat © Upon completi 1. 2. 3.	king Piazza Q&A Tool	Class Collaborate Ultra Contacts Content Market Tools Course Materials Course Messages Email Glossary	Port Rost Soor Stuk Task Teve
	More Tools 2	< Goal Performance Gradecraft	Teve Turr

- Under, \_ Name, provide "Course Materials".
- You may choose to provide a description, for example, notifying students that the link provides the complete list of materials for the whole semester (if applicable).

#### III. Structure

When you enter course materials, you will be taken to a page called ExLibris Leganto. This is where you need to be. Begin by creating a reading list, then consider if you would like to provide some structure to each reading list by choosing from the templates provided or starting from scratch.

Templates are available by Weeks or Accelerated- more options may appear later on. You can also choose to create your own organizational scheme.

#### A. Add template

1. We begin by first selecting how we would like our reading list to be organized. Begin by selecting the **Create New List** button.

ExLibris Leganto	Create a reading list for: JessicaDemoCourse (2023): Je	-	0	0	۵	*
i≣ Lists	Create a new list from scratch					
★ Favorites						
	Build a list of course materials by adding items from the library collection, from the web, or from your computer.					
	Create new list					
	Ask your library to create your list					

2. On the next page that appears, you may choose to add a description and rename the List Name. Then press the **Next** button.

ExLibris	< Create new list	Exclose Create new list
Leganto	1 Next	(1)(2) Next
=		
Lists	List name * COLTT-1301-90L-Fali2024	Lists Weekly Learning Materials
★ Favorites	List description You can change	Favorites List description
	Link to converse COLITF-1361-90L-F_ ~ Link to converse Link to converse COLITF-1361-90L-F_ ~ Link to converse Link to converse Link to converse COLITF-1361-90L-F_ ~ Link to converse Link to converse Link to converse COLITF-1361-90L-F_ ~ Link to converse Link to	Line to source COLTT-1301-90L-F Y

**3.** If you would like to utilize one of the templates available select Organize list by, then from drop down list select preference.

ExLibris	< Create new list	*	0	0	¢	Ð		< Create new list 2
≡ Lists ★	Back Create list				_		≡ Lists	Back Create sections      Default      Weels
Favorites	Preview: Weekly Learning Materials + Add IE Manage Itams V Filter Resources					F	avorites	Accelerated Programs Weekly Learning Materials (+ Add) IE Manage Items Y Filter Resources

4. You will be given a preview of your list, at this point you can choose to change Default Number of sections, for example for summer courses you can change 16 to 5 or 10. When ready select **Create List**.

ExLibris	< Create new list	•	0	2	٥
Leganto ∷ Lists ★ Favorites	Create list by Weeks Default Number of Sec.				
	Weekly Learning Materials				
	+ Add 1 Hanage items T Filter				I
	Week 1				
	Week 2				
	Week 3				

5. You are now ready to Add your learning materials to their assigned week or module.

ExLibris	< 🗈 Draft	COLTT-1301-90L	List info	<	•	9	0
Leganto		n't been sent to the lib Click on "My list is read			View list as a stu	Ident	My list i
) Eists	+ Add	1∃ Manage sections	<b>T</b> Filter	Q Search	I		
★ Favorites	🗸 Week 1	1 (0)					
	🗸 Week 2	2 (0)					
	🗸 Week 3	3 (0)					
	🗸 Week 4	4 (0)					

#### 6.

#### B. Add section.

If you prefer to create your resource list one week or module at a time, then you will select the option to add sections.

- 1. Select the +Add button
- 2. Then from Drop Down select New Section

) Eists	+ Add t≡ Manage sections ▼ Filter Q Search
*	New item
Favorites	Search the library
	Add from favorites
	Upload files
	Import references 🕨
	Manual entry
	New section 2
	New note

3. A new window appears, provide a Title, ex "Required Materials", Description is optional,

#### 4. Then press Add button.

Title • Chapter 1 Materials 3		
Description	assigned readings and videos	
Make sure to complete the a	assigned readings and videos	
Start date	End date	
Display section during t	hese dates only	
Add	*	

#### B. Delete a section.

1. To delete a section created, simply hover over the section with your mouse and select the 3 dots, ...

		Section menu
~	Week 16 (0)	<

2. Then select the "Delete Section" option



3. A confirmation window appears, select the Delete button to proceed.



**Move sections** around by moving your mouse to the far right of the Section heading until a blue bar appears. Use the blue bar to drag sections to where you want them.

## IV. Add Resource

You are now ready to add your learning materials to your reading list. Begin by accessing your reading list.

- 1. Click the + Add button
- 2. Under New item, select from the types of resources listed, which include:

ExLibris	✓ Weekly Learning Materials ■ Draft S COLTT-1301-90L List info							
Leganto	Your list hasn't been sent to the library and isn't visible to students. Click on " ready" to see next steps.							
) ∐ Lists	+ Ad 1 I Manage sections Y Filter Q Search							
*	New item							
Favorites	Search the library							
	Add from favorites							
	Upload files							
	Import references >							
	Manual entry							
	New section							

- Search the Library to add material from the library's collection.
- Add from favorites to use resources you have already marked as favorites in another reading list.
- Upload files to upload your own files. If you have articles, it is recommended to use library collection.
- Important references >
- Manual entry -- If you have external URL YouTube Videos or if you can add what information you know about a source you're looking for and the library will identify and add the item for you
- **3.** In this handout we selected Manual Entry, where a new page appears. Provide resource a Title
- **4.** Then under Type drop down, select appropriate format.

5. Then select the Next button

Weekly Learning Mate	Overview of Gamification
Your list hasn't been sent to ready" to see next steps.	1 3 Next
+ Add 1= Manage sect	Title * 3 Overview of Gamilfication
✓ Week 1 (0)	Type *
black 0 (m)	Book Chapter
Week 2 (0)	Document ck to browse for a file
	E-book
Week 3 (0)	Electronic Article
	Video 4
hits als d. (0)	

**6.** In the next page that appears, we complete as much information as we can about the resource

)(2)(3)	Back
tem details	-
Creator Karl Kapp	
URL IS://www.youtube.com/watch?v=BqyvUvxOx0M + URL	
Duration 9:23	
Publisher	
Publication date May 13, 2014	
Creative Commons license CC BY (Attribution)	

- 7. Then press the **Next** button
- 8. In the next page, under the Add to section drop down, select where you would like the resource to appear. You can also provide addition details such as Due

#### Date, Notes, and Tags

< Wee 🗈	Overview of Gamification	×
Your list hasn' students. Clic	Back Add	
+ Add	Add to section Required Resources × ~ Required Resources	
	☐ Hide from students ♥ Due date 02/12/2024 × ∎	
	Note for students: What were the key concepts introduced in this lesson? Looking at your own project that you will gamify by the end of the term, what concepts will you introduce to your own design and explain why?	
	Tags 🗸	
🗸 Supplei	Sector Add tag	

9. Then select the Add button

## V. Tag

Use tags to guide students and help them plan their time. Select from Essential, Further Reading, Optional Choice or Extra Credit.

- Essential -- students must read this. Essential tags will also trigger a purchase request to the library for material the library doesn't own in an electronic form. Essential textbooks are an exception because textbook publishers do not sell e-editions to libraries.
- Further Reading -- students are encouraged to read these to improve understanding
- Optional Choice -- use these for times when students must choose between various reading selections, such read one of the optional reading choices
- Extra Credit -- use for extra credit reading opportunities
- Digitize -- a special tag to trigger a request that the library digitize a portion of print resources
- 1. Begin by selecting one of your resources from your reading list.

2. The window expands with additional options, press the Add tag

An Introduction to Gam	ication: Adding Game Elements for Engagement			
© View online · Mor	An Introduction to G Article · Complete	iamification: Adding Game Elements for Engagement are options		
E Conference · Comple	Introduction to Gam Conference · Comple View online · Mo		Full details < …	
Overview of Gamifica  Video - Complete - C View online		earning, 05/11/2017, Duration 17 minutes	Full details < …	
Supplemental Resources (2)		x x zoncepts introduced in this lesson? Looking at your own project that you will gamify by the ee nn design and explain why?	nd of the term, what concepts will you	

**3.** Then select the appropriate tag, you can select more than one.

	Overview of Gamification	Full de	etails	<			
	Video · Complete						
Karl Kapp, Linked in Learning, 05/11/2017, Duration 17 minutes							
	Hide from students 👒						
	Due date 20/11/2024 ×						
	Note for students:						
	What were the key concepts introduced in this lesson? Looking at your own project that you will gamify by the end of the term, what concepts will you introduce to your own design and explain why?						
	Essential 🔇 +						

Use the note fields of an item to provide additional information to students, such as specifying a range of pages or reflecting on key questions

### VI. Publish

When you are ready for your students to view your readings or have completed a modules reading list, it is now time to publish your list.

To do so,

1. Select My list is ready button

ExLibris Leganto	<ul> <li>Draft</li> <li>•••</li> </ul>	ssicaDemoCourse (2023	List info	*	Θ	0	\$	۰
∷≣ Lists	Your list hasn't been sent to the library and isn't visible to students. Click on "My View list as a student list is ready" to see next steps.					Mylist	is read	D
★ Favorites	+ Add	t≡ Manage sections	<b>Y</b> Filter	Q Search				

- 2. Then check Also publish the list to students.
- 3. Options expand, select the appropriate option.

4. Then press the **Send** button.

Send list to the library
The 2 y will review your list
Also publish the list to students
Publish to:
All surdents at the institution
Anyone
Cancel Send

5. Once you have published, the library will review it for copyright, process digitization requests, etc.

## **How Librarians Can Help**

Librarians can help add a resource list to your course, search for possible materials in the library's collection or elsewhere online and help troubleshoot any issues.

Contact Liliana Galindo, UTRGV Librarian, if you have any questions about an existing list or about setting up a list for a course.

Liliana Galindo Instruction and Education Resource Coordinator Liliana.galindo@utrgv.edu 956-882-6576