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.
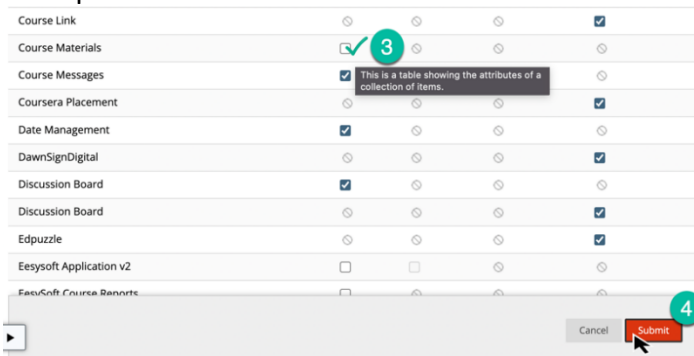
I.   Activate Course Materials
        Prior to starting to use "", you will need to activate it within your Blackboard course environment. To do so, follow these steps.

1. In the course menu, select **Customization**.
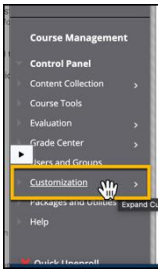
2. Then select tool availability.
3. Locate **Course Materials**, then check the Available checkbox.
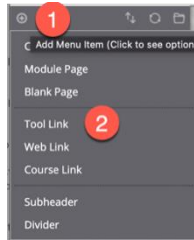4. Then press **Submit**
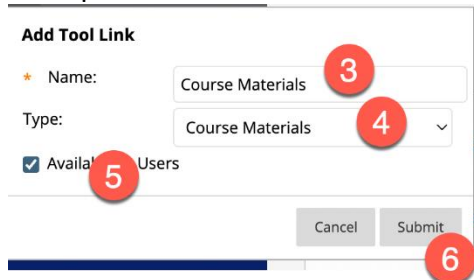

II. Create Link to Course Materials
There are two ways of adding the Course Materials within Blackboard.

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.

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.
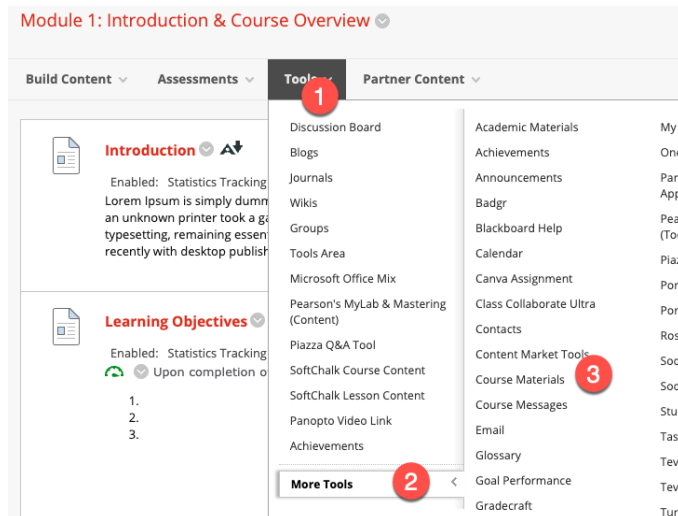
Note. If you have not already contacted

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**.

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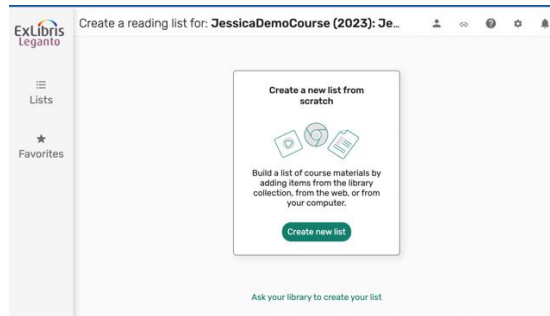
2. On the next page that appears, you may choose to add a description and rename the List Name. Then press the **Next** button.


3. If you would like to utilize one of the templates available select Organize list by, then from drop down list select preference.
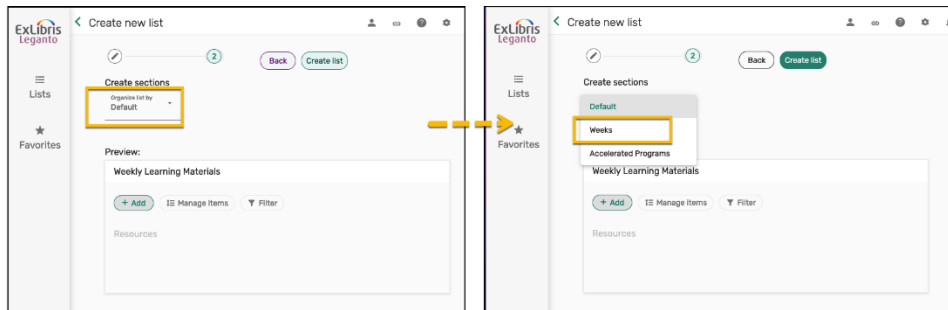
4. You will be given a preview of your list, at this point you can choose to change Default Number of sections, for example for summer courses you can change 16 to 5 or 10. When ready select **Create List**.
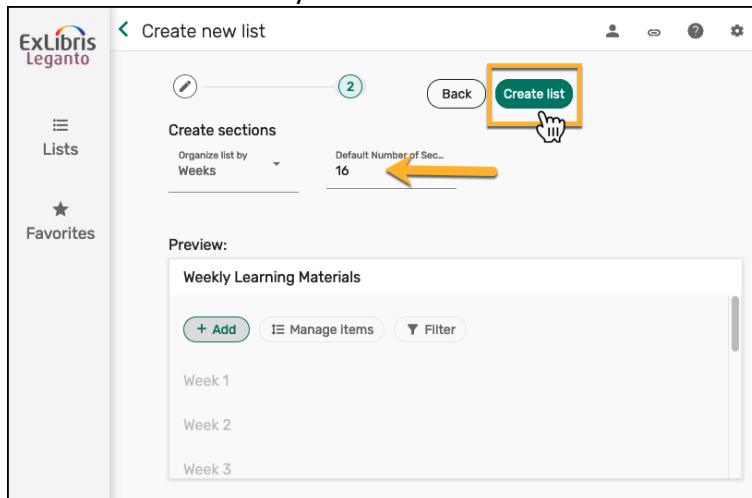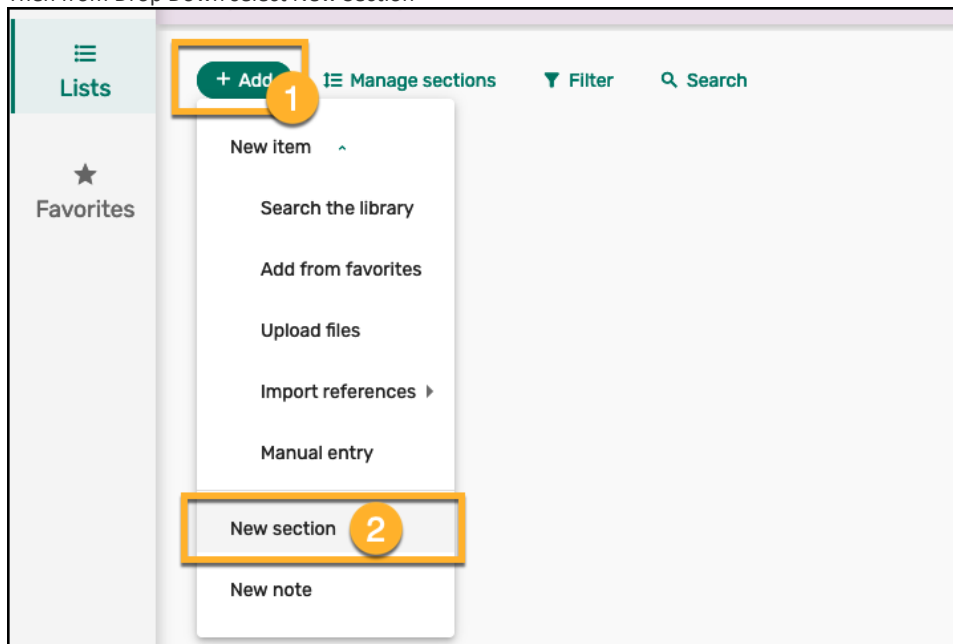
5. You are now ready to Add your learning materials to their assigned week or module.
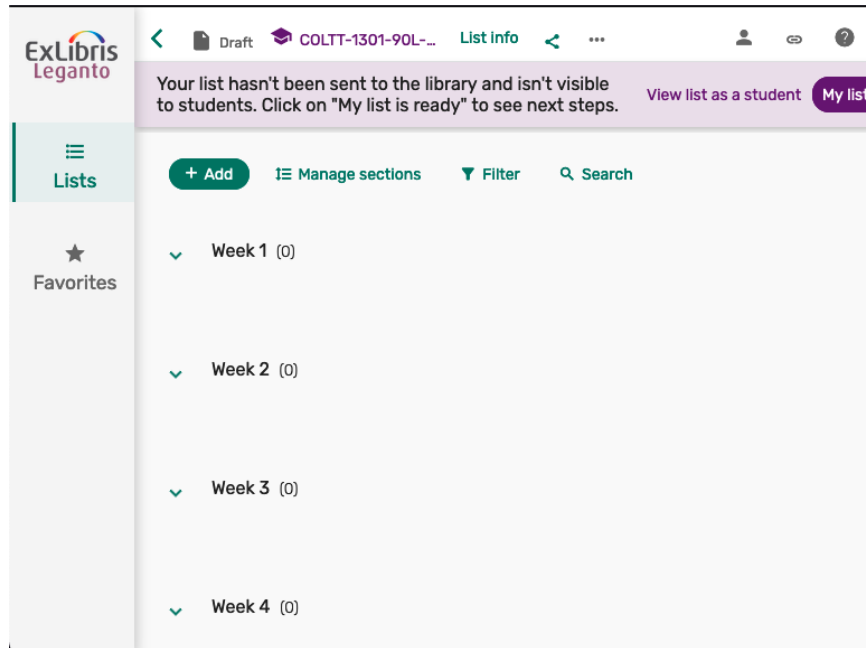
6.

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

3. A new window appears, provide a Title, ex "Required Materials", Description is optional,
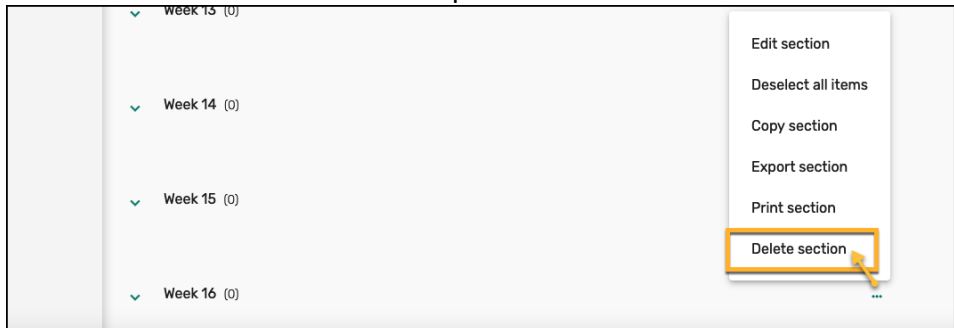
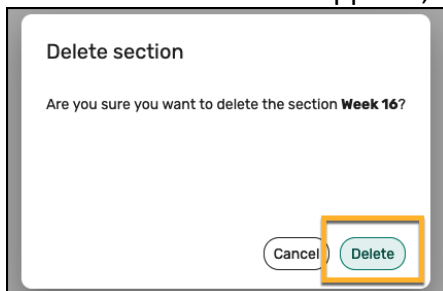4. Then press Add button.

B. Delete a section.
   1. To delete a section created, simply hover over the section with your mouse and select the 3 dots, …
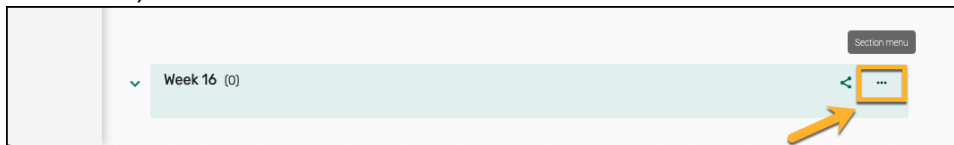
   2. Then select the "Delete Section" option

   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:
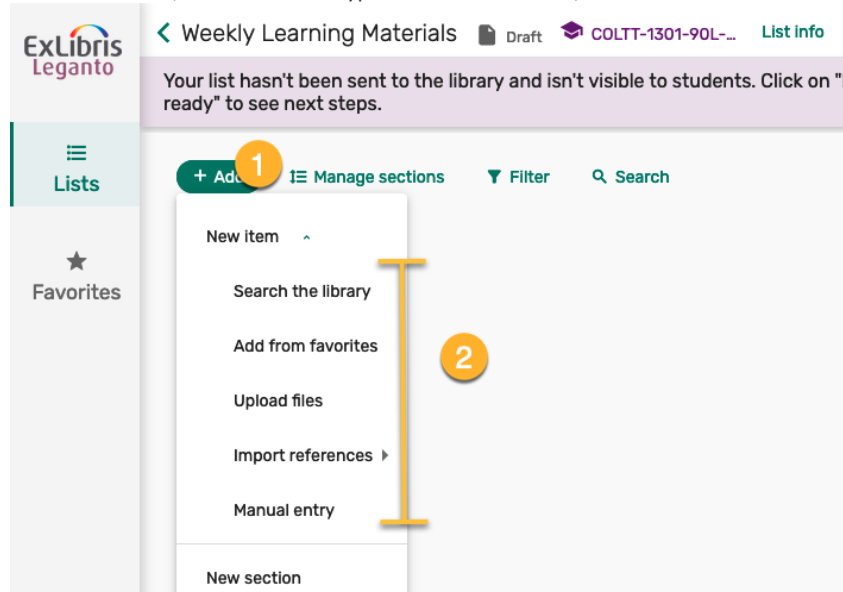

- ▪ **Search the Library** to add material from the library's collection.
- ▪ **Add from favorites** to use resources you have already marked as favorites in another reading list.
- ▪ **Upload files** to upload your own files. If you have articles, it is recommended to use library collection.
- ▪ Important 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
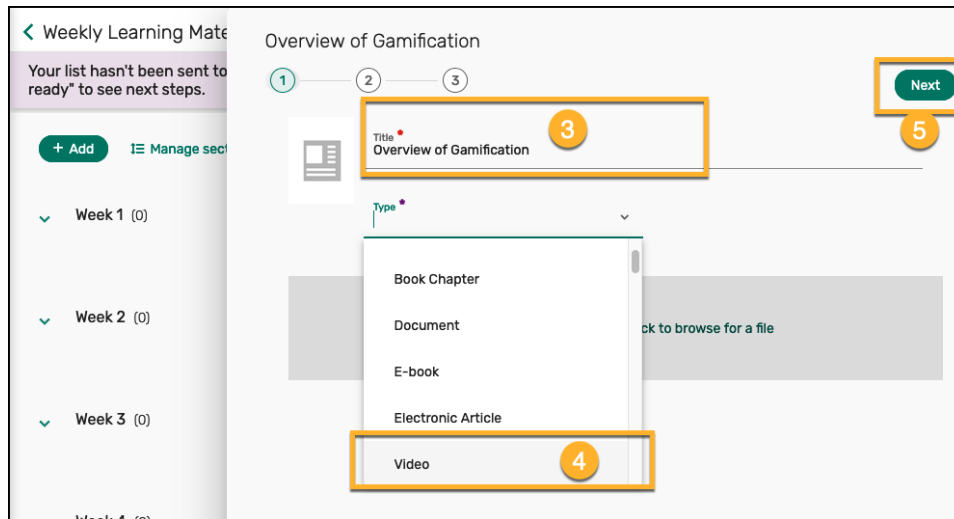
6. In the next page that appears, we complete as much information as we can about the resource
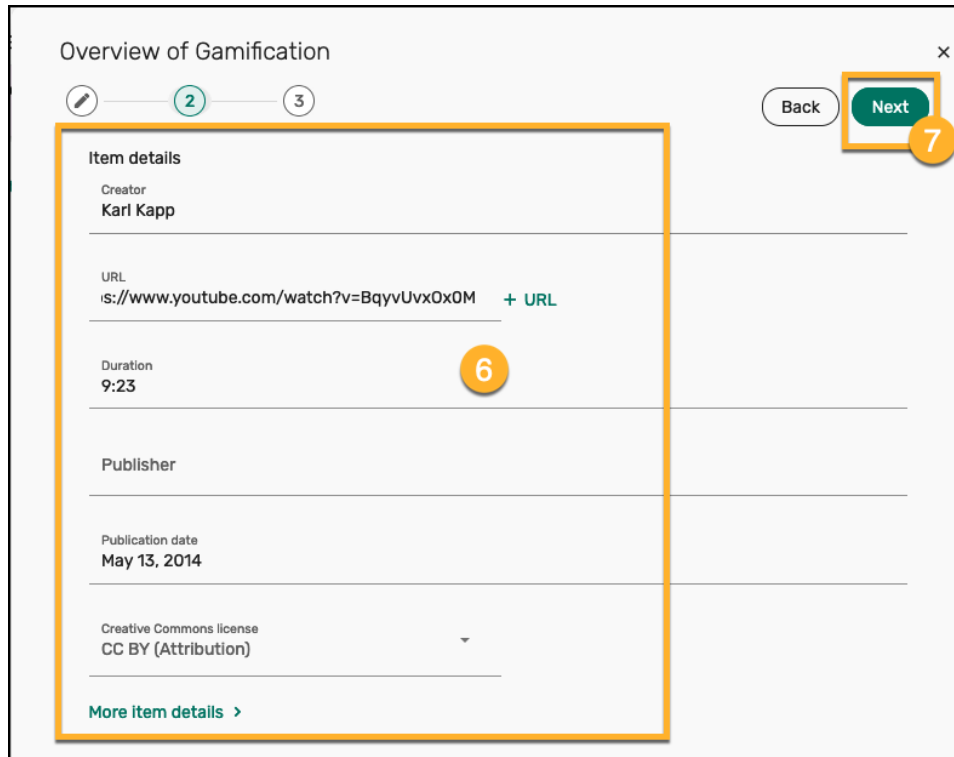
7. Then press the **Next** button
8. In the next page, under the **Add to section** drop down, select where you would like the resource to appear. You can also provide addition details such as Due

Date, Notes, and Tags

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
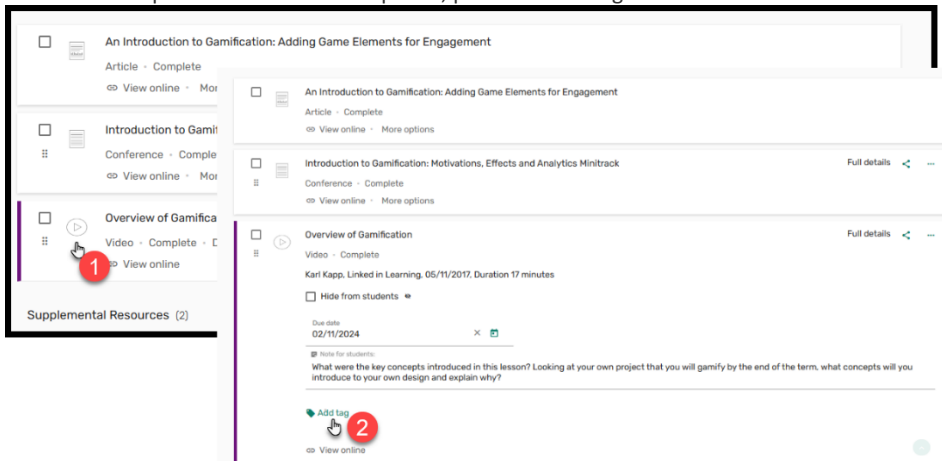
3. Then select the appropriate tag, you can select more than one.
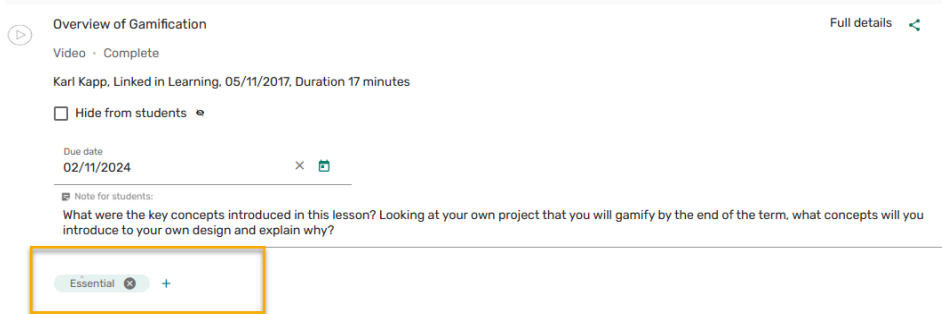
Use the note fields of an item to provide additional information to students, such as specifying a range of pages or reflecting on key questions

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
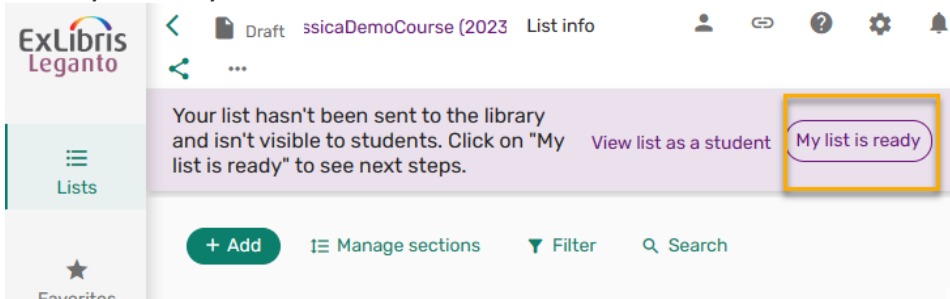
2. Then check **Also publish the list to students**.

3. Options expand, select the appropriate option.

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

Send list to the library

The ❷ y will review your list

☑ Also publish the list to students

Publish to:

◉ Course ❸ dents

○ All s ❸ dents at the institution

○ Anyone

[Cancel] [Send] ❹

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