

Adding the Three Library Options to your Blackboard Course Menu

Last Updated: August 15, 2022

On August 19, 2020 ELITE made changes to the library options incorporated in Blackboard course menus. You can find more detail about the three options at the bottom of this document.

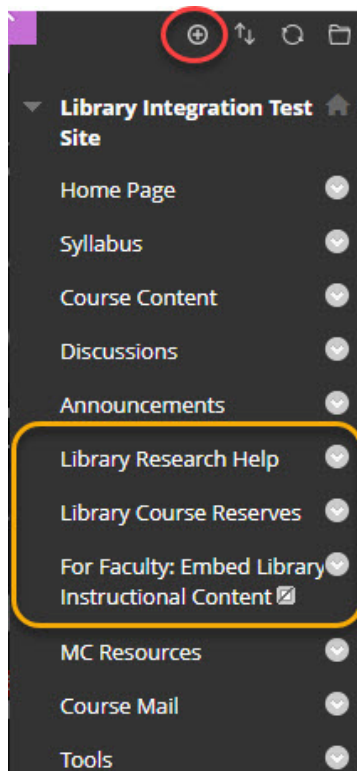
Scenario One:

If for some reason your course doesn't have any library options in the menu, please use these directions to add the three library options.

Scenario Two:

You see only one "Library" option in your Blackboard course menu because your course was created prior to August 19, 2020, and you want to remove the one "Library" option and update your course menu to include the three options for consistency. Please use these directions.

Follow the steps below and when you are finished, your course menu should resemble this:



HOW TO ADD THE THREE LIBRARY OPTIONS TO YOUR COURSE MENU

1. Add "Library Research Help":
 - a. Mouse over the + icon at the top of the course menu, choose **Tool Link**
 - i. Enter "Library Research Help" in the Name field
 - ii. From the dropdown list under Type, select "Library Course and Subject Guides (automagic)"
 - iii. **check the box for "Available to Users,"** and click Submit
 - b. "Library Research Help" link will be added to the bottom of the menu.
 - c. Mouse over the left edge of the new link until your mouse turns into the move

cursor, and then click and drag “Library Research Help” so that it is directly above “MC Resources”

2. Add **“Library Course Reserves”**:

- a. Mouse over the + icon at the top of the course menu, choose **Tool Link**
 - i. enter “Library Course Reserves” in the Name field
 - ii. select “Library_Course_Reserves” from the dropdown list under Type
 - iii. **check the box for “Available to Users,”** and click Submit
- b. “Library Course Reserves” link will be added to the bottom of the menu.
- c. Mouse over the left edge of the new link until your mouse turns into the move cursor, and then click and drag “Library Course Reserves” so that it is directly under “Library Research Help”

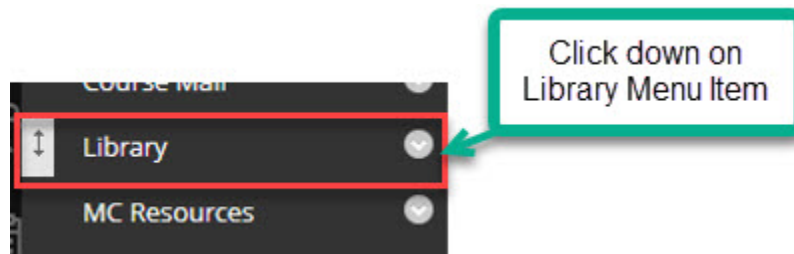
3. Add **“For Faculty: Embed Library Instructional Content”**:

- a. Mouse over the + icon at the top of the course menu, choose **Web Link**
 - i. enter “For Faculty: Embed Library Instructional Content” in the Name field
 - ii. put <https://library.montgomerycollege.edu/faculty-support/library-tutorials-videos-quizzes.html> in the URL field
 - iii. **DO NOT** check the box for “Available to Users,” and click Submit
- b. For Faculty: Embed Library Instructional Content” will be added to the bottom of the menu.
- c. Mouse over the left edge of the new link until your mouse turns into the move cursor, and then click and drag the “For Faculty: Embed Library Instructional Content” so that it is directly above the link for “MC Resources”

4. How to remove the “Library” Option from your Blackboard Course Menu

If your course was created before August 19, 2020, then you will see the “library” link option in your course menu.

- a. Mouse over to library menu item options and click down to select “Delete.”



If you need help, please [connect with your librarian](#). We are happy to help you should you run into a problem!

Three key library resources and services have been integrated into every Blackboard course to ensure we are providing appropriate support to you and your students at the point of need. The three services are:

- **Library Research Help:** Our course research guides and subject research guides are built by MC librarians to help your students find and use library resources for a specific class or on a specific academic subject. Clicking Library Research Help link in your

Blackboard course will take you and your students into the most relevant guide the library has for your class.

- **Library Course Reserves:** This link connects your students to course-related materials that you have requested be placed on reserve by the library, such as eBooks, e-articles, and streaming videos. It may also contain information for your students about textbooks available from the library if we were able to obtain them. Faculty can also use the tool to request that course-related items be placed on reserve.
- **For Faculty: Embed Library Instructional Content:** We offer a wide variety of information literacy content that is crucial to your students' success. This link takes you to MC Library's information literacy content allowing you to embed tutorials, videos, and quizzes directly into your Blackboard course content. This link can be hidden from your students but visible to you.