Submitting a Course Reserves Request in 10 Easy Steps

If you have access to the Blackboard Learn shell for your course you can begin submitting library course reserve requests. Contact the reserves team at any point in this process if you have questions.

For help setting up a link to the Libraries Course Reserves system in Blackboard Learn, contact itg@drexel.edu, or learn how to create this link, here: https://www.library.drexel.edu/services/course-reserves/adding-material-course-reserves/ Scroll down to the Related Tutorials and click on the PDF or video link titled: Creating a link to Course Reserves in a BlackBoard Learn Course Shell

1. Log in to Blackboard Learn

Navigate to Blackboard Learn in your web browser (learn.dcollege.net) and log in using your Drexel One user name and password.
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2. Select Course

From the list of courses that appears after you log in (in the My Courses module), select the course for which you’d like to add reserve items.

In this example, we will be requesting items to be added to Library 101.
3. Select “Course Reserves” from the left-hand navigation bar.

Look for the content area that you or ITG created in the left-hand navigation bar. It is most likely named “Course Reserves”. If you do not see this link, please make sure that your course shell is linked to the Libraries Course Reserves system (see the beginning of this document).
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4. Select “Course Reserves” link next to the bow and arrow icon

Look for the link within the content area that you or ITG created. It will be beside a bow and arrow icon.
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5. Open the Reserve Request page.

This will lead you to the main page for your Course Reserves listing. On the left, under “Instructor Course Tools” you will see “Add Reserve Items”. Click this link.
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6. Choose item type

You will now be asked what type of material you are requesting to be placed on reserve. Click on the appropriate icon for your request. In this example, we are requesting to add a scanned journal article to the course.

For new requests, disregard the import options listed on the page.
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7. Enter citation information

Fill out the reserve request form.

Required fields are marked with red asterisks, but keep in mind that the more information that you can provide, the easier it will be for our reserves staff to complete your requests in an accurate and timely manner.

<table>
<thead>
<tr>
<th>Reserve Item: Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the title page and copyright pages of all books and journals in the same PDF when providing a scan of digitized print materials.</td>
</tr>
</tbody>
</table>

**Item Information**

- *Journal Title*
  - Please do not abbreviate unless your citation is abbreviated
- *Journal Volume*
- *Journal Issue*
- *Journal Month*
- *Journal Year*
- *Article Title*
- *Article Author*
  - (Last Name, First Name)
- *Inclusive Pages*
  - **ISSN**
  - **DOI**
  - **OCLC Record Number**
  - **Notes**
    - Put any information here that may help us find the item, as well as any other pertinent information.
  - *Needed By*
    - Please indicate the week this material will be taught
  - **Tags**
    - Comma separated list of tags to be assigned to this item
8. Choose how the material will be submitted

At the bottom of the form, select how your requested material will be supplied. If the library already has the requested materials (in either our print or electronic collection) select **Please have the library staff pull the material off of the shelves.**
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9. Submit your request

Disregard the “Reserve Restrictions” box.

At the very bottom of the page, select “Submit Request”.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Name</th>
<th>Start Date</th>
<th>Stop Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKARESEMO_lec344</td>
<td>ARES Demo 2</td>
<td>8/3/2015</td>
<td>12/5/2015</td>
</tr>
</tbody>
</table>
10. Your request is complete!

You can see the request you placed under the “Reserve Items” field. You will notice that the Status is set to “Awaiting Reserves Processing” or “Awaiting Review by Staff”. Reserves staff will evaluate and approve your request, making it available to your students.