



# Integrating eReserve in your online course

## Step-by-step guide for designers

For Blackboard Vista 4.x

eReserve is a service that the Library provides that allows you and your students to access electronic versions of selected journal articles and book chapters from reading lists.

Linking directly to a document in eReserve means that only one copy of a document needs to be stored and tracked. This guide assumes that the file you are linking to has already been registered in eReserve. If you need to register a document in eReserve you should contact your library liaison <http://www.utas.edu.au/library/about/liais.html>.

## Contents

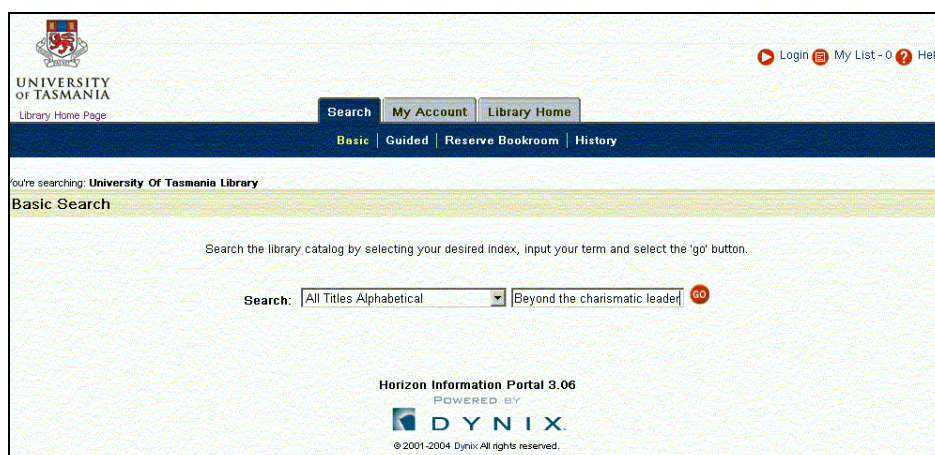
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## Copyright and eReserve

- Printed items can only be photocopied or scanned for eReserve if they comply with the copyright legislation
- For more information on copyright see the University's Copyright web page

## Finding a document in eReserve

1. Open the Library catalogue search page:  
<https://ipac.lib.utas.edu.au/ipac20/ipac.jsp?profile=catalogue#focus> and type in the title of your document. Alternatively, you may search for a specific author or by using keywords. Click the Go icon .



## Integrating eReserve in your online course

- Find the title of the document you are searching for in the list returned by the catalogue and click the hyperlink.

Library Home Page Search My Account Library Home

Basic | Guided | Reserve Bookroom | History

Search: [All Titles Alphabetical] Beyond the charismatic leader GO Refine Search

> You're searching: University Of Tasmania Library

**Search Results**  
Browsing results matching Beyond the charismatic leader

Prev 10 Title Next 10 Title

Title	Pub date	Author
1. Beyond the chains of illusion : my encounter with Marx and Freud.	c1962.	Fromm, Erich, 1900-1980.
2. Beyond the chains of illusion : my encounter with Marx and Freud /	1980.	Fromm, Erich, 1900-1980.
3. <u>Beyond the charismatic leader : leadership and organizational change.</u>		Nadler, David A.
4. Beyond the Chinese face : insights <a href="#">View more information</a> /	1991.	Bond, Michael Harris, 1944-
5. Beyond the church /	1977.	Robinson, Frederick William, 1830-1901.
6. Beyond the city: case studies in community structure and development /	1981	Rowman, Margaret

Link to requested document

## Copying a link from eReserve

- A page will appear with the details of your document listed.
- Right-click (Mac: ctrl + click) on the hyperlink next to URL where it states 'Click here to view eReserve document'.

**Beyond the charismatic leader : leadership and organizational change.**  
by Nadler, David A., Tushman, Michael L.

ISSN: 0008-1256

Notes: California management review, vol. 32 (2), 1990, pages 77-97.

Contents: California management review, vol. 32 (2), 1990, pages 77-97.

URL: [Click here to view eReserve document <11204/h>](#)

Requests: 0

Copy/holding info

Location	Collection
eReserve	Document

Copy shortcut

- From the menu that appears, select Copy Shortcut. This will copy the document's URL to your computer's clipboard (short-term memory).

## Adding the link to your online course

### Create a web link

- Login and open the section where you would like to create a link to the eReserve document.
- If it is not already selected, click on the **Build** tab.
- On the home page, within a folder, or learning module, select **Web Links** from the **Course Tools** menu.
- In the **Web Links** window that appears, click **Create Web Link**.
- On the new **Create Web Link** page that appears, give the document a title (required field).

## Integrating eReserve in your online course

*Title:	Beyond the Charasmatic Leader
Description:	
Item Visibility:	<input checked="" type="radio"/> Show Item <input type="radio"/> Hide Item
<b>Web Address (URL)</b>	
*	<input type="text" value="http://ezproxy.utas.edu.au/login?url=http://webpac.lib.utas"/>
	<input checked="" type="checkbox"/> Open in a new browser window
<b>Created by</b>	
	UTAS Admin
<b>Category</b> (Web Links can be organised into categories.)	
Select Category:	None <input type="button" value="v"/>
<b>Goals</b>	
	Associate goals with this web link.
	<input type="button" value="Select Goals"/>

6. Choose whether to make the link visible or hidden in *Student View*.
7. Paste the URL (Control + V or Apple + V) into the **Web Address (URL)** field.
8. Select the check box if you would like the document to open in a new browser window instead of the main **MyLO** window.
9. Choose a category if required (optional)
10. If you would like to associate the web link with Goals, click on the **Select Goals** button and choose the appropriate goals (learning outcomes).
11. Click **Save**.

You have now created a direct link to a document stored in the eReserve system.

The link can be accessed by clicking on **Web Links**, under **Course Tools**. To make the link available within course content, e.g. in a learning module or folder, you must add the link.

### Add a web link to a page, folder or learning module

1. Click on the **Build Tab** to enter *Build View*.
2. Click on **Web Links** under **Course Tools**; The web links page will display the available web links.
3. Check the box beside the web link you want to add to your course.
4. Choose where you would like the web link placed from the **Create Link on** drop-down list and click the **Go**  button.

## Integrating eReserve in your online course

5. When a student clicks on the link to an eReserve document they will be asked to provide their username and password for authorisation.

Once authorised, they will then be presented with the following copyright notice. They must click **Accept Copyright Agreement** before the document will be presented.

eReserve items are in PDF format, which means that both you and the students will need **Adobe Acrobat Reader** software installed to view them.

**Acrobat Reader** can be downloaded free of charge from the Uconnect web site: <http://uconnect.utas.edu.au/>.

## Need more information?

For more information:

- Reserve and eReserve for staff: <http://www.utas.edu.au/library/cat/staffres.html>.

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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