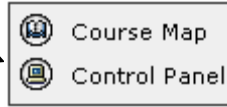
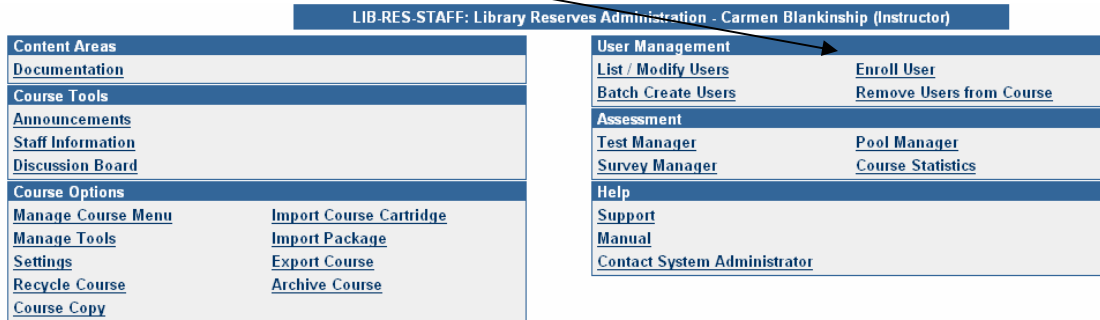


Instructions for Faculty adding reserve unit as “Course Builder”

1. Click on *Control Panel*



2. Click on *Enroll User*



2. Search for reserve unit. “Reserve” is last name, library name is first name. User name is *name of library.reserve*. Example: mann.reserve. (NOTE period between library name and reserve.) Click *ok*.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > ENROLL USER

Enroll User

SEARCH A-Z, 0-9 LIST ALL

Search By: Last Name Username Email

OK

3. Add library by clicking on add button, then click on submit.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > ENROLL USER

Enroll User

SEARCH A-Z, 0-9 LIST ALL

RESERVE

Search By: Last Name Username Email

2 user(s) located.

Displaying records 1-2

ADD	NAME	USER NAME	E-MAIL	ROLE
<input checked="" type="checkbox"/>	Reserve, Management	management.reserve	mtcirt@cornell.edu	None
<input type="checkbox"/>	Reserve, Mann	mann.reserve	mann_reserve@cornell.edu	None

Cancel Submit

A response will return that the library has been added with role as student. Click *ok*. Continue with next steps to change library to *Course Builder* role.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > ENROLL USER

Enroll User

Receipt: Success

User management.reserve enrolled with role of Student

2006-12-04 10:57:56 AM

4. At Control Panel, click on *List / Modify Users*

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL

LIB-RES-STAFF: Library Reserves Administration - Carmen Blankinship (Instructor)

Content Areas		
Documentation		
Course Tools		
Announcements		
Staff Information		
Discussion Board		
Course Options		
Manage Course Menu	Import Course Cartridge	
Manage Tools	Import Package	
Settings	Export Course	
Recycle Course	Archive Course	
Course Copy		

User Management	
List / Modify Users	Enroll User
Batch Create Users	Remove Users from Course
Assessment	
Test Manager	Pool Manager
Survey Manager	Course Statistics
Help	
Support	
Manual	
Contact System Administrator	

5. Search for library. Click on *Properties*.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

SEARCH

Search By: Last Name Username Email

9 user(s) located.
Displaying records 1-9.

NAME	USER NAME	E-MAIL	ROLE	
Reserve, Africana	africana.reserve	afrilib@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, Engineering	engineering.reserve	engrcirc@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, FineArts	finearts.reserve	fal-reserve@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, Hotel	hotel.reserve	hotelcirc@sha.cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, ILR	ilr.reserve	ilrcirc@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, Management	management.reserve	mgtcirc@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, Music	music.reserve	musicref@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, OKU	oku.reserve	okureserve@cornell.edu	Student	<input type="button" value="Properties"/>
Reserve, PSL	psl.reserve	pslcirc@cornell.edu	Student	<input type="button" value="Properties"/>

5. At “Role and Availability”, click on *Course Builder*. Click on *Submit*.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > LIST / MODIFY USERS > MODIFY USER PROPERTIES

Modify User Properties

1 Personal Information

* First Name
Middle Name
* Last Name
* Email
Student ID

2 Account Information

* Username

3 Other Information

4 Role and Availability

Role Course Builder Grader Guest Instructor Student Teaching Assistant

Available (this course only)

5 Submit

* Required Field
Click **Submit** to finish. Click **Cancel** to quit.

6. Check confirmation message. Click *OK*.

ALL BLACKBOARD SITES > LIBRARY RESERVES ADMINISTRATION > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

User information updated
Name: Africana Reserve
Email: afrib@cornell.edu
Student ID: 4654G
Username: africana.reserve
Course Role: Course Builder
Course Role Available: Y

2006-12-04 11:37:32 AM