

For faculty & instructors

Faculty can access reserves in [Blackboard](#) to manage materials and post electronic items.

- Log in to [Blackboard](#)
- Select a course
- Select “Content” from the left menu.
- Select “Tools” > “More Tools” > “Course Reserves” (from the menu in the middle of the page)
- Select options such as “Link Name, “Color of Name,” and any additional text needed.
- Click “Submit” at the bottom right of the page. BlackBoard will create a Course Reserves link for your page.
- Click the new “Course Reserves” link you just created.
- From the “Choose a Semester” drop-down menu, select the term you want, then click the “Create Course” button.
- The reserves management system (Ares) appears within Blackboard
- Select “Add Reserve Items” from the “Instructor Course Tools” section to add materials to your course.

Faculty may place file uploads or URLs on reserve.

For physical materials (or scans of physical materials), [request the items to placed on reserve here](#). You can bring your own materials to the library or have staff pull items off the shelf.

[Read the full UH Libraries reserve policy](#) for more information.

Left sidebar navigation menu:

- 2019FA-DEV1-LIB1000-Hilyer Practice shell
- Information
- Content** (highlighted with a blue box and a red arrow pointing to it)
- Discussions
- Messages
- Tools
- My Grades
- Course Management
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Help

Content

- Build Content
- Assessments
- Tools** (highlighted)
- Partner Content

Tools dropdown menu:

- Announcements
- Course Reserves (highlighted with a blue box and a red circle)
- More Tools (highlighted with a red circle)
- Discussion Board
- Blogs
- Journals
- Wikis
- Groups
- Tools Area
- Mediasite - Link to Presentation(s)
- Pearson's MyLab & Mastering (Content)
- Magna Campus UH
- McGraw-Hill Content
- Mediasite - Link to Catalog
- Achievements
- Panopto Video Link
- Cengage Learning MindLinks™
- Announcements
- Blackboard Help
- Calendar
- Cengage Learning MindLinks™ Tools
- Contacts
- Content Market Tools
- Course Messages
- Course Reserves
- Email
- Follett Discover
- Glossary
- Goal Performance
- McGraw-Hill Higher Education
- My Grades
- Panopto Course Tool Application
- Pearson's MyLab & Mastering (Tools)
- Portfolios
- Portfolios Homepage
- Tasks
- TurningPoint Account Registration
- Wiley Course Resources
- Zoom Meeting Scheduler

1

3

2

- 2021FA-162649S-LIB1000-Hilyer Fall21 test shell
 - Information
 - Content
 - Discussions
 - Messages
 - Tools
 - My Grades
- Course Management
 - Control Panel
 - Content Collection
 - H_20213_LIB_1000_162649S
 - Lahilyer Content
 - All Courses Content
 - All Organizations Content
 - Institution Content
 - Search
 - Basic Search
 - Advanced Search
 - Course Tools
 - Accessibility Report
 - Add Test Student
 - Announcements
 - Blogs
 - Cengage Learning MindLinks™
 - Contacts
 - Content Market Tools
 - Course Calendar
 - Course Messages

Create Link: Course Reserves

* Indicates a required field.

LINK INFORMATION

* Link Name

Color of Name Black

Link

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Paragraph, Font, Size, Bulleted List, Numbered List, Text Color, Background Color, Indent, Outdent, Undo, Redo, Bulleted List, Numbered List, Bulleted List, Numbered List, Bulleted List, Numbered List, X², X₂, Link, Unlink, and a menu icon.

0 WORDS POWERED BY TINY

OPTIONS

Available Yes No

Click **Submit** to proceed.

Rich text editor area containing the letter 'P' and a word count indicator: 0 WORDS POWERED BY TINY

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

Cancel

- Basic Search
- Advanced Search
- Course Tools**
- Accessibility Report
- Add Test Student
- Announcements
- Blogs
- Cengage Learning MindLinks™
- Contacts
- Content Market Tools
- Course Calendar
- Course Messages
- Course Portfolios
- Date Management
- Discussion Board
- ExamSoft Registration
- Glossary
- Goal Performance
- Journals
- McGraw-Hill Higher Education
- Mediasite Options
- Mediasite Recording Options
- Microsoft Teams Meeting Scheduler
- My Mediasite
- Pearson's MyLab & Mastering
- Respondus LockDown Browser
- Rubrics
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Turnitin Assignments
- Turnitin Assignments by Groups
- Turnitin Basic Tools
- Wikis

Success: Link Course Reserves created.

Content
Build Content Assessments Tools Partner Content

 **Course Reserves**



Course Management

- Control Panel
- Content Collection
 - H_20213_LIB_1000_162649S
 - Lahilyer Content
 - All Courses Content
 - All Organizations Content
 - Institution Content

Go

Basic Search
Advanced Search

Course Tools

- Accessibility Report
- Add Test Student
- Announcements
- Blogs
- Cengage Learning

Course Details
H_20213_LIB_1000_162649S 2021FA-162649S-LIB1000-Hilyer Fall21 test shell
Fall 2021
Hilyer, Lee

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.
You are currently **not** subscribed. [Subscribe Now](#)

Sort By [v] [Sort] [Save Item Order] [Show Tag Editor]

Reserve Items
There are no items in this course.

- [Logoff lahilyer](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Course Tools](#)
 - [Course Home](#)
 - [Edit Course](#)
 - [Cross Listings](#)
 - [Clone Course](#)
 - [Course Proxy Users](#)
 - [Authorized Users](#)
 - [Add Reserve Items](#)
 - [Messageboard](#)
 - [Reserve Item Usage](#)
 - [Enrolled Students](#)
 - [Export Course Info](#)

- [Instructor Tools](#)
 - [Previous Courses](#)
 - [Current & Upcoming](#)