How to Create a Link in Reserves Direct and Post the Link into Blackboard

Step One: Login into Reserves Direct with your NetID and password

For information on submitting a Course Reserves request, please contact:

Woodruff Library/General
Business
Health
Law
Oxford College
Theology
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Step Two: Click on your course

Please provide the item call number when requesting Woodruff Library Course Reserves at the Music & Media Library on the 4th floor.

You are teaching: [Create a New Class]

You are enrolled in:

- **RSRV 909-001** Post Production Testing
- **RSRV 909-002** Post Production Testing 2

- active courses you may edit
- new courses not yet in use
- courses canceled by the registrar
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Step Three: To the right of your Course Information you will see a grey box with Export Readings To Courseware
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Step Four: Click **Export Readings To Courseware**

- Preview Student View
- Export readings to Courseware
- Export class to Spreadsheet

Exit class
Step Five: Select **Blackboard** & Click **Get Instructions on How To Export Class**

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Reserves Direct will undergo a system upgrade and will be unavailable on Thursday Oct 6, 2011 from 9 AM-NOON. Any questions or concerns, please contact us at reserves@emory.edu
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Step Six: Click **Generate Blackboard Link**
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Step Seven: Then **Save File, OK**;
Double-click the saved html file and it will open in a browser
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Step Eight: Right-click on the Blue Link at the top and select Copy Link.
This is the external link you will paste into Blackboard.
Step Nine: Login to **Blackboard** and select where you want to place this link. Click **Build; External Link;** and paste into **Link Box;** **Click Submit**
ANY QUESTIONS, PLEASE CONTACT:
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