Creating a New Content Area in Blackboard for Course Reserves

1. Log into Blackboard.
2. Click on the course that is using Course Reserves.
3. Make sure Edit Mode is on and hover over the + icon in the upper left hand corner above the Tools box.

4. While hovering over the + icon, click on **Content Area**.
5. **Name new Content Area, “Course Reserves,”** or something similar so your students know where to access your Reserves and then press Submit.

6. **Click on the new button you have just finished.**
7. In the newly named content area hover over the **Build Content** section and click on **Web Link**.

8. Here you will name your Web Link, “**Course Reserves**,” and **copy and paste the direct URL link I provide you via email** and then press **Submit**.*

*If I did not provide you a direct link, please contact me: nhruska2@unl.edu or 402-472-7696.

Direct Links should look similar to this URL:

http://0-cors0812.unl.edu.library.unl.edu/ereserves/contents/his941m/his941m.html
9. Your new Content Area should look similar to this:

10. Clicking onto the new Web Link will direct you to your Course Reserves page.
11. When finished check to make sure your newly created Content Area is visible to your students by selecting the show link tool and selecting Show Link: