

# Blackboard: books

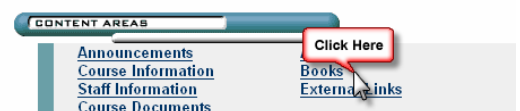
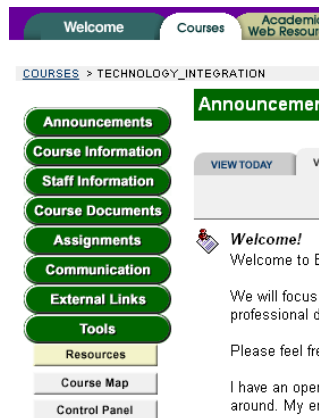
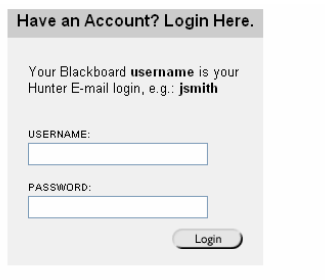


## Introduction

This HOWTO explains how to make, edit, and delete required reading available to your students. Books can cover a wide range of typical assignments such as journals, newspapers, periodicals, websites, and optional readings.

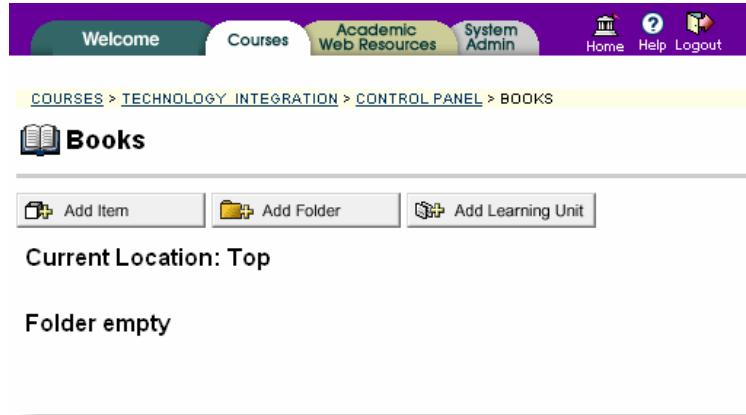
## HOWTO

- 1) Login in
- 2) Click on control panel
- 3) Click on books

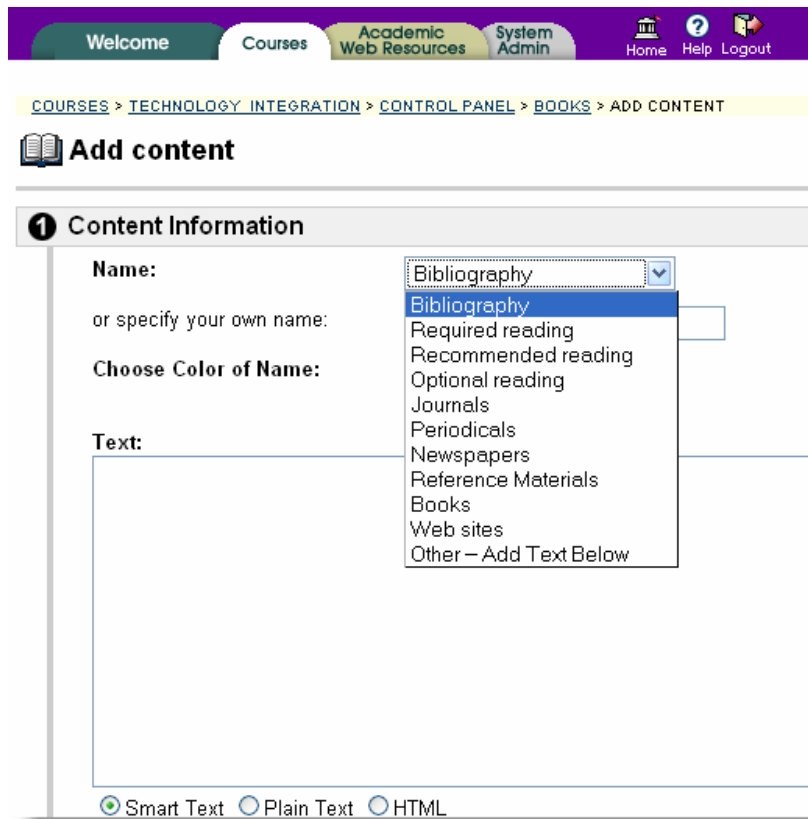


4) To **add** a book...

4.1) Click the add item 



4.2) Select the type of book and type in the text box.



4.3) if you have an attachment (for example, a Word document, a power point, or perhaps a PDF) you can easily upload it in the Content Attachments section.

**2 Content Attachments**

Files may be attached to the above information. Click the Browse button to select t

File to Attach:

Name of Link to File:

Special Action:

---

Current Attached Files:

**2 Content Attachments**

Files may be attached to the above information. Click the Browse button to s

File to Attach:

Name of Link to File:

Special Action:

---

Current Attached Files:

4.4) You can select all sorts of options, including when the book is available.

**3 Options**

Do you want to make the content visible:  Yes  No

Do you want to add offline content?  Yes  No

Do you want to track number of views?  Yes  No

Do you want to add Metadata?  Yes  No

Select Date(s) of Availability

Display After

Sep 14 2006

02 20 PM

Display Until

Sep 14 2006


02 20 PM

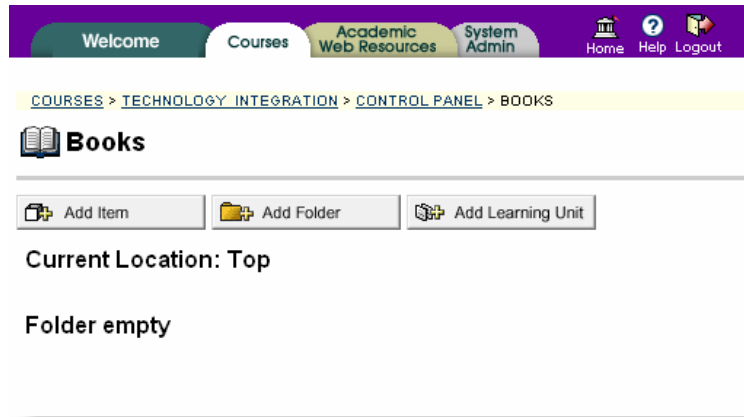
4.5) Don't forget to click Submit!

Cancel

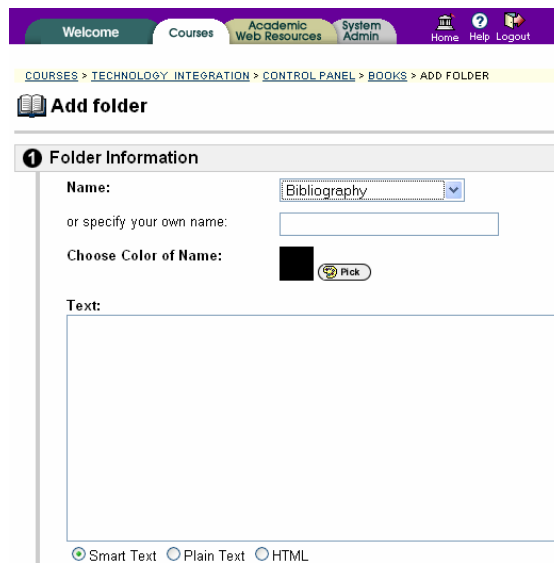
Submit

5) To **add** a folder...

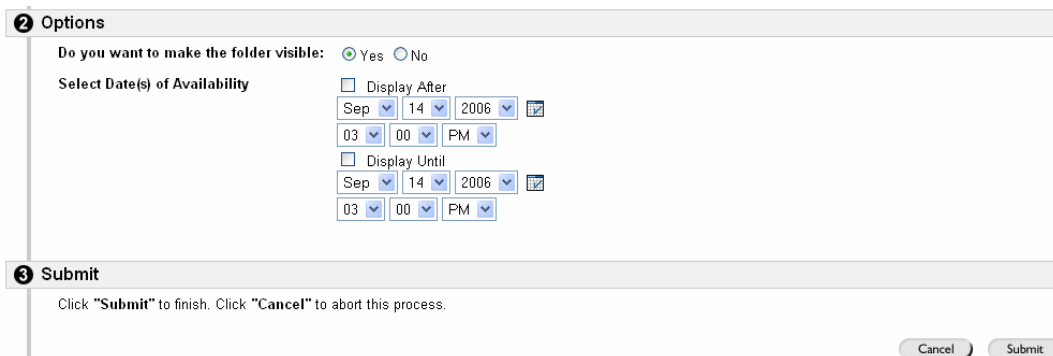
5.1) Click the add folder button 



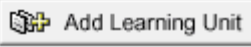
5.2) Choose a folder name, color, and description.

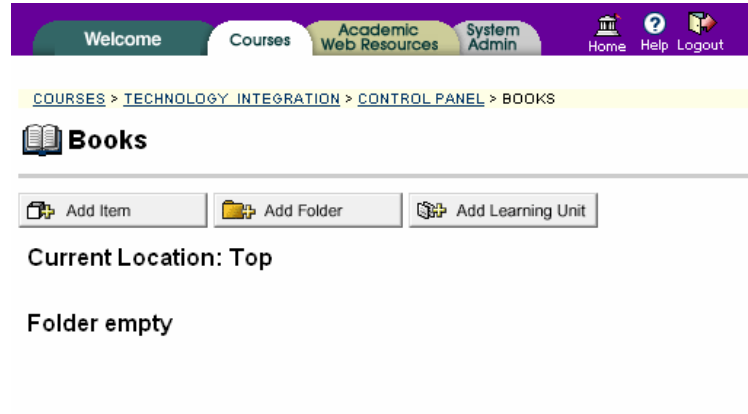


5.3) Select folder visibility, and dates of availability... make sure to click **Submit** when you are done!

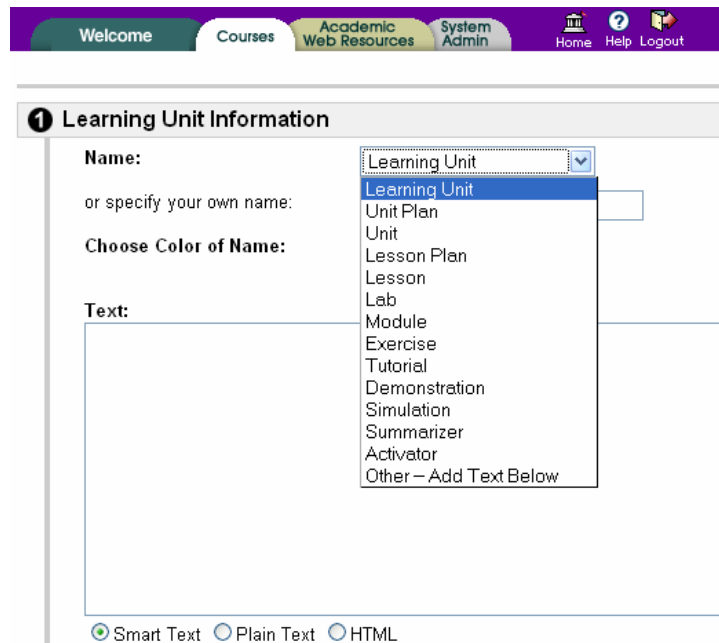


6) to **add** a learning unit...

6.1) Click Add Learning Unit 



6.2) Select the type of learning unit you want to create. Use the text box to describe the learning unit...



6.3) and choose your options...

**2 Options**

Do you want to make the Learning Unit visible:  Yes  No

Do you want to enforce sequential viewing of the Learning Unit?  Yes  No

Do you want the Learning Unit to open in a new window?  Yes  No

Select Date(s) of Availability

Display After

Sep 14 2006

03 15 PM

Display Until

Sep 14 2006

03 15 PM

*An interesting feature here is sequential learning. If you want to create a sequential learning unit, the student will not be able to progress to a second unit before completing the first.*

6.4) don't forget to click Submit!

7) to **modify or remove** a book, folder or learning unit...

7.1) simply click either   next to the learning unit you want to modify or delete!

*Please pay attention when you are removing folders. If you have assignments inside your folder, you will lose the materials inside them!*