Steps for Faculty to Add Library Modules to their Course in Blackboard

Note: This handout was designed for librarians, to assist them in conversations with faculty in their subject areas about how to add library modules in Blackboard. The handout assumes the librarian has no knowledge of Blackboard.

**Step 1:** The faculty member will log in to Blackboard as usual.

This is the Blackboard home page. Many teaching faculty and graduate instructors are already familiar with it.

Note “My Courses” list.

**Step 2:** Instructor clicks on the course to go to the **Course Home Page**.

In this example I am clicking on “Fpalsson Development Course” which is a pretend course.

**Step 3:** Instructor clicks on “Add Course Module.” This is where faculty add content to the Course Home Page.

Again, most teaching faculty and graduate instructors are likely to be familiar with the steps up to this point.
Steps for Faculty to Add Library Modules to their Course in Blackboard

Step 4: The faculty member will select modules from an alphabetical list. Notice the NEW USC Libraries modules in the list. After selections, the instructor clicks “submit.”

Step 5: Once modules appear on the Course Home Page, the instructor can “drag & drop” to arrange where they appear on the page. In this example I’m preparing to drag “Libraries Quick Search” up to the top.
Steps for Faculty to Add Library Modules to their Course in Blackboard

**Note:** The three library modules are *always* available on the Libraries “tab” in Blackboard. However, students will be more likely to see these services if the instructor places modules on the Course Home Page. Faculty who wish to preview or test the modules first may do so by clicking the Libraries tab at the top of Blackboard.