

Instructor's Guide: Creating ERes links in Blackboard

Visit <http://www.uic.edu/depts/accc/itl/blackboard> to request a Blackboard course site. You may also e-mail blackboard@uic.edu with questions regarding password access and questions related to navigating your Blackboard page.



Welcome!

Welcome to the UIC Blackboard Learning System.

To log in, please click on the **Login** icon on the left.

[Frequently Asked Questions about Blackboard](#)

Server Downtime:

Visit <http://blackboard.uic.edu> to login to the UIC Blackboard learning system. Click the **Login** button on the upper left side of the screen. This will direct you to the Blackboard login page.

Enter **UIC netid and common password** to enter the system and access courses you are teaching with Blackboard.



Welcome to the UIC Blackboard Learning System. On Wednesday from 2AM to 6AM Blackboard may be down for maintenance. Check the ACCC UpReport page for details.

Click the **Preview** button below to access as a guest.

[Preview](#)

Have an Account? Login Here.

Enter login information here and click the Login button below.

Username - your UIC netid

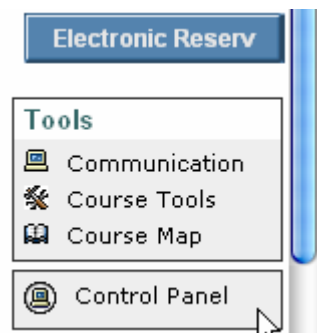
Password - your ACCC Common Password

[Forgot password?](#)



After logging in to Blackboard, a list of the courses you are teaching will display on the right side of the screen. Click the name of the course you wish to access. This will open the Blackboard page for the course.

Once the Blackboard course page is open, click the **Control Panel** button on the left side of the screen. The button is located near the bottom of the screen under the tools box.

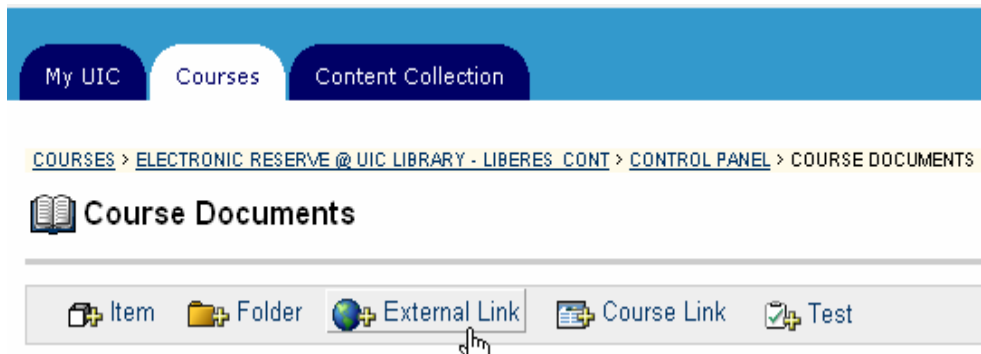


Click **Control Panel** button to access the administrative feature of the Blackboard course page.

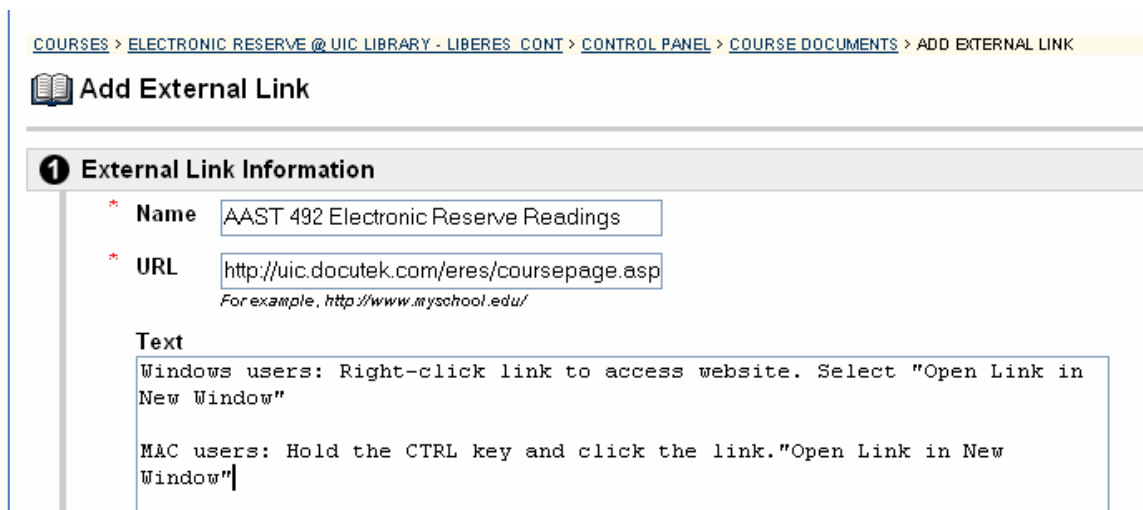
The next screen displays administrative functions for adding documents. Click **Course Documents** under the **Content Areas** section on the upper left side of the screen.



This launches the course document screen where you will add the ERes link. Click the **External link** icon.

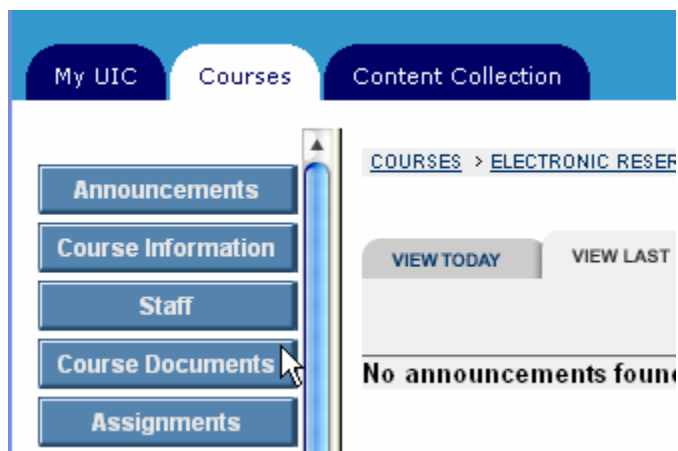


Once the **Add External Link** screen displays, complete fields for **Section 1, External Link Information**. Enter the course name and number, the ERes page link from the electronic reserve welcome message, and instructions for clicking ERes links while logged into Blackboard as written in the screen shot below.



Option 2, Content, is not required for adding ERes links to Blackboard; scroll down to **Section 3, Options** and select the **YES** buttons for **Make the content available**, for **Open in new window** and for **Track number of views**.” The first allows access to the ERes website; the second launches the ERes site in a separate browser window; the third allows instructors to view the number of times the ERes link has been accessed via Blackboard. Check the **Display After** box in the **Choose date and time restrictions** area and select a date to display the ERes link on the Blackboard site. Check the **Display Until** box and select a date **ONLY** to end access to the site on a particular date. Click **Submit** button to finish adding the ERes link to the system.

The ERes Link has been added to the Blackboard system. It may be accessed from the main course page by clicking the **Course Documents** tab on the left side of the screen.



Contact LIB-RES@uic.edu for additional assistance adding ERes links to Blackboard.