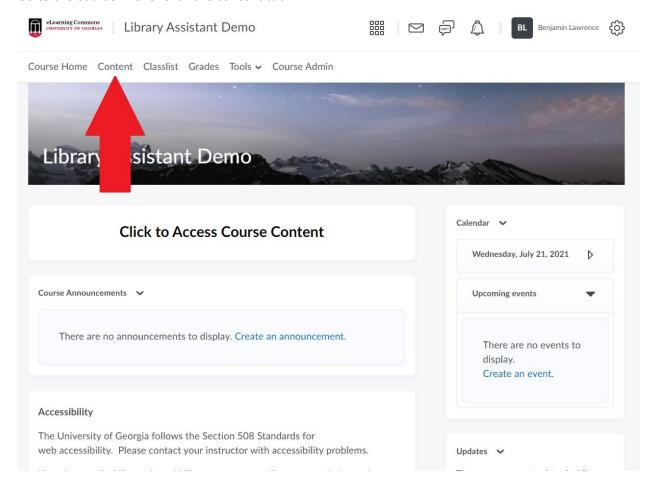
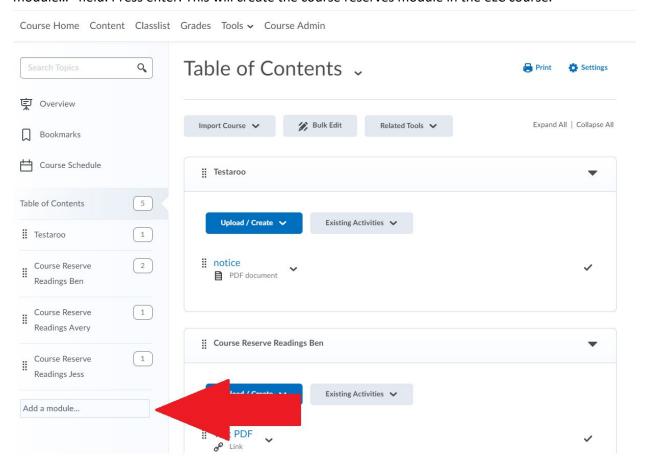
Creating Course Reserves in eLC

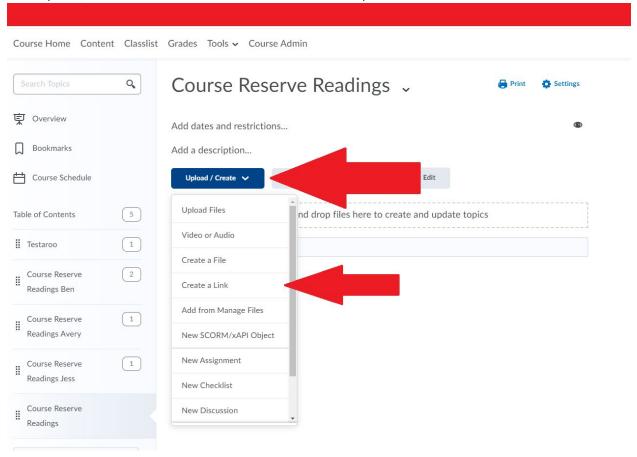
- 1. After processing the PDFs of the readings for the course reserve request, email the instructor and ask for written permission to be added to their course in eLC and the CRN (course reference number) for their course. Send the CRN to the reserves coordinator, and they will add you to the course in eLC.
- 2. Go to the course in eLC. Click the content tab.



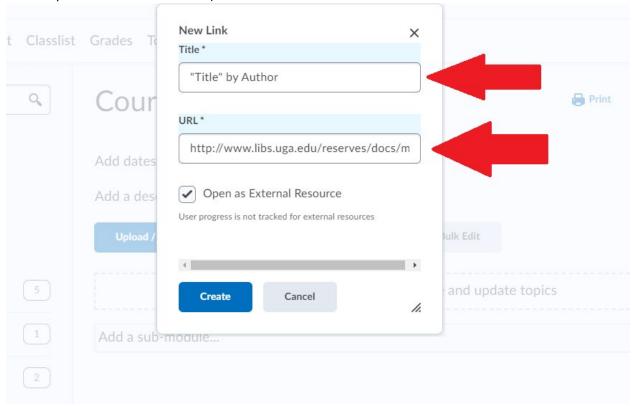
3. Go to the bottom of the left side column and enter "Course Reserve Readings" in the "Add a module..." field. Press enter. This will create the course reserves module in the eLC course.



4. Click Upload/Create and select "Create a Link" from the dropdown menu.



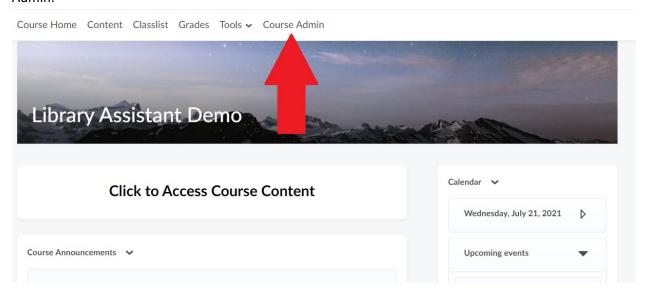
5. Enter the title and author of the reading in the title field. Enter the reading's URL (created the from http document in the R drive) in the URL field. Click create.



6. This will open the reading's record in eLC. To add further readings, return to the Course Reserve Readings module and repeat steps 4 and 5.

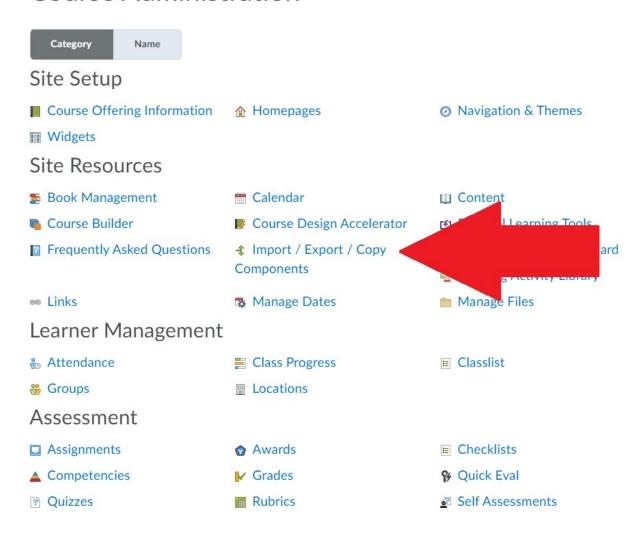
Transferring a Course Reserve Module in eLC

1. Go to the course page for the course to which you are copying readings in eLC. Click "Course Admin."



2. Under Site Resources select "Import/Export/Copy Components."

Course Administration



3. Leave "Copy Components from another Org Unit" checked and click "Search for offering" under "Course to Copy"

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit What is an Org Unit?



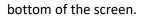
- Copy Components from Parent Template
 What is a Parent Template?
 - ✓ Include protected resources
- Export as Brightspace Package

What is a Brightspace Package?

Export as Common Cartridge

What is Common Cartridge?

4.	Enter the course code for the course from which you are copying readings in the search field. Click search. Select the course from which you are copying readings. Click "Add Selected" at the



B Select Course Offering - Google Chrome

■ uga.view.usg.edu/d2l/common/popup/popup.d2l?ou=1117589&queryString=ou%3D1117589%26mod.

Select Course Offering

ENGL1102	Sea	rch	ons	
	Offering Code	Offering Name	Department	Semester
•	296661	ENGL1102M - MULTI ENG COMP - 13SP- 96661	zzOASIS ENGL - English	2013 Spring
	20130296658	ENGL1102M - MULTI ENG COMP - 13SP- 96658	zzOASIS ENGL - English	2013 Spring
	20130296630	ENGL1102 - ENGLISH COMP II - 13SP-96630	zzOASIS ENGL - English	2013 Spring
Add Selected	20130296627	ENGL1102 - ENGLISH COMP II -	zzOASIS ENGL - English	2013 Spring

5. At the bottom of the Import/Export/Copy Components page, click "Select Components." **Do NOT click copy all components.**

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit What is an Org Unit?

Course to Copy:

ENGL1102M - MULTI ENG COMP - 13SP-96661 X



View History

Copy Components from Parent Template
What is a Parent Template?



Export as Brightspace Package

What is a Brightspace Package?

Export as Common Cartridge

What is Common Cartridge?



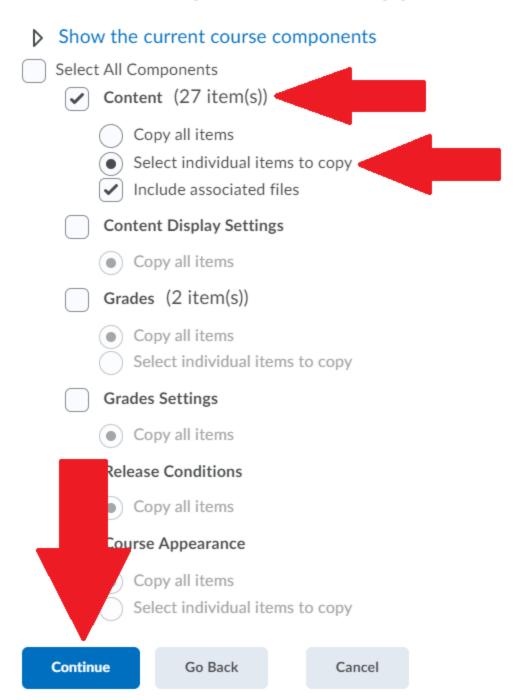
Copy All Components

Select Components

6.	On the "Choose Components to Copy" page, select "Content." Then, click on "Select individual items to copy." Once this is selected, click "Continue" at the bottom of the page.

Copy Course Components

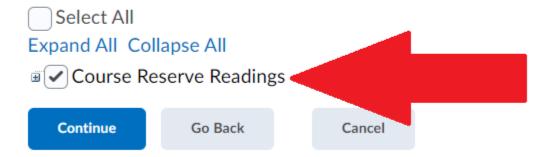
Choose Components to Copy



7. From the list of Content Modules, select "Course Reserve Readings." Note: there will typically be more than one Content Module listed on this page, unlike the picture below. Be sure to only select "Course Reserve Readings." Click continue at the bottom of the page.

Select Content Modules and Topics

Select Content Modules and Topics to Copy



Select Course Material

Confirm Components to Copy

Content

27 of 27 item(s) selected to copy. Modify

Offset Dates

Offset all dates of copied components

Offset by direction and range



Calculate range between two dates



9. Wait for the module to complete transferring on the next page.

Copy Course Components History

ENGL1102 English Comp II Fall 2021 25230

Copy Selected Components Started: benjamin.lawrence-admin, Wednesday, 21, 2021 10:18 AM EDT

Copy Course Components History

ENGL1102 English Comp II Fall 2021 25230

Copy Selected Components Started: benjamin.lawrence-admin, Wednesday, J 21, 2021 10:18 AM EDT

10. Return to the course Content page and make sure the readings transferred correctly.