

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.

The screenshot shows the eLearning Commons interface for a 'Library Assistant Demo' course. The top navigation bar includes links for 'Course Home', 'Content', 'Classlist', 'Grades', 'Tools', and 'Course Admin'. A red arrow points to the 'Content' tab. Below the navigation bar is a banner image with the text 'Library Assistant Demo'. The main content area features a button labeled 'Click to Access Course Content'. To the right, there is a sidebar with sections for 'Calendar' (showing 'Wednesday, July 21, 2021'), 'Upcoming events' (showing 'There are no events to display. Create an event.'), and 'Updates'.

eLearning Commons
UNIVERSITY OF GEORGIA

Library Assistant Demo

Course Home Content Classlist Grades Tools Course Admin

Library Assistant Demo

Click to Access Course Content

Course Announcements

There are no announcements to display. [Create an announcement.](#)

Accessibility

The University of Georgia follows the Section 508 Standards for web accessibility. Please contact your instructor with accessibility problems.

Calendar

Wednesday, July 21, 2021

Upcoming events

There are no events to display. [Create an event.](#)

Updates

- 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.

Course Home Content Classlist Grades Tools ▾ Course Admin

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 5

Testaroo 1

Course Reserve Readings Ben 2

Course Reserve Readings Avery 1

Course Reserve Readings Jess 1

Add a module...

Table of Contents ▾

Import Course ▾ Bulk Edit Related Tools ▾ Expand All | Collapse All

Testaroo ▾


Upload / Create ▾ Existing Activities ▾

notice ▾
PDF document ✓

Course Reserve Readings Ben ▾

Upload / Create ▾ Existing Activities ▾

PDF Link ✓



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

The screenshot shows the 'Course Reserve Readings' page. At the top, there is a navigation bar with links: Course Home, Content, Classlist, Grades, Tools, and Course Admin. Below this is a search bar labeled 'Search Topics' and a 'Print' button. The main heading is 'Course Reserve Readings'. Below the heading, there are fields for 'Add dates and restrictions...' and 'Add a description...'. A red arrow points to the 'Upload / Create' button, which has a dropdown arrow. Another red arrow points to the 'Create a Link' option in the dropdown menu. The dropdown menu also includes options like 'Upload Files', 'Video or Audio', 'Create a File', 'Add from Manage Files', 'New SCORM/xAPI Object', 'New Assignment', 'New Checklist', and 'New Discussion'. On the left side, there is a sidebar with a 'Table of Contents' and a list of course reserve readings: 'Testaroo', 'Course Reserve Readings Ben', 'Course Reserve Readings Avery', 'Course Reserve Readings Jess', and 'Course Reserve Readings'.

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.

The screenshot shows a 'New Link' modal window. The 'Title' field is highlighted with a light blue background and contains the text '"Title" by Author'. A red arrow points to this field. The 'URL' field is also highlighted with a light blue background and contains the text 'http://www.libs.uga.edu/reserves/docs/m'. Another red arrow points to this field. Below the URL field, there is a checked checkbox labeled 'Open as External Resource' and a note 'User progress is not tracked for external resources'. At the bottom of the modal are 'Create' and 'Cancel' buttons. The background is a blurred view of a course page with tabs for 'Classlist', 'Grades', and 'Tools'.

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.”

[Course Home](#) [Content](#) [Classlist](#) [Grades](#) [Tools](#) ▼ [Course Admin](#)



[Click to Access Course Content](#)

[Course Announcements](#) ▼

[Calendar](#) ▼

Wednesday, July 21, 2021 ▶

[Upcoming events](#) ▼

2. Under Site Resources select “Import/Export/Copy Components.”

Course Administration

Category	Name
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Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- Course Design Accelerator
- External Learning Tools
- Frequently Asked Questions
- Import / Export / Copy Components
- Learning Activity Library
- Links
- Manage Dates
- Manage Files

Learner Management

- Attendance
- Class Progress
- Classlist
- Groups
- Locations

Assessment

- Assignments
- Awards
- Checklists
- Competencies
- Grades
- Quick Eval
- Quizzes
- Rubrics
- Self Assessments

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?](#)

Course to Copy:

Search for offering



Include protected resources

[View History](#)



☐ **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?](#)

☒ **Copy All Components**

Select Components

[What is Thin 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

bottom of the screen.

Select Course Offering - Google Chrome

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

Select Course Offering

	Offering Code	Offering Name	Department	Semester
<input checked="" type="radio"/>	20130296661	ENGL1102M - MULTI ENG COMP - 13SP- 96661	zzOASIS ENGL - English	2013 Spring
<input type="radio"/>	20130296658	ENGL1102M - MULTI ENG COMP - 13SP- 96658	zzOASIS ENGL - English	2013 Spring
<input type="radio"/>	20130296630	ENGL1102 - ENGLISH COMP II - 13SP-96630	zzOASIS ENGL - English	2013 Spring
<input type="radio"/>	20130296627	ENGL1102 - ENGLISH COMP II - 13SP-96627	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 ✕

☒ Include protected resources

[View History](#)

☐ 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?](#)



☐ Export as This 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

▶ [Show the current course components](#)

☐ Select All Components

☒ **Content** (27 item(s))

☐ Copy all items

☒ Select individual items to copy

☒ Include associated files

☐ **Content Display Settings**

☒ Copy all items

☐ **Grades** (2 item(s))

☒ Copy all items

☐ Select individual items to copy

☐ **Grades Settings**

☒ Copy all items

Release Conditions

☒ Copy all items

Course Appearance

☐ Copy all items

☐ Select individual items to copy

Continue

Go Back

Cancel

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 All

[Expand All](#) [Collapse All](#)

☒ Course Reserve Readings



Continue

Go Back

Cancel

8. At the bottom of the “Select Course Material” page, click “Finish.”

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

Days

Direction

Forward ▼

Range

Hours

Direction

Forward ▼

Range

☐ Calculate range between two dates

Finish

Cancel



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, J
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.