

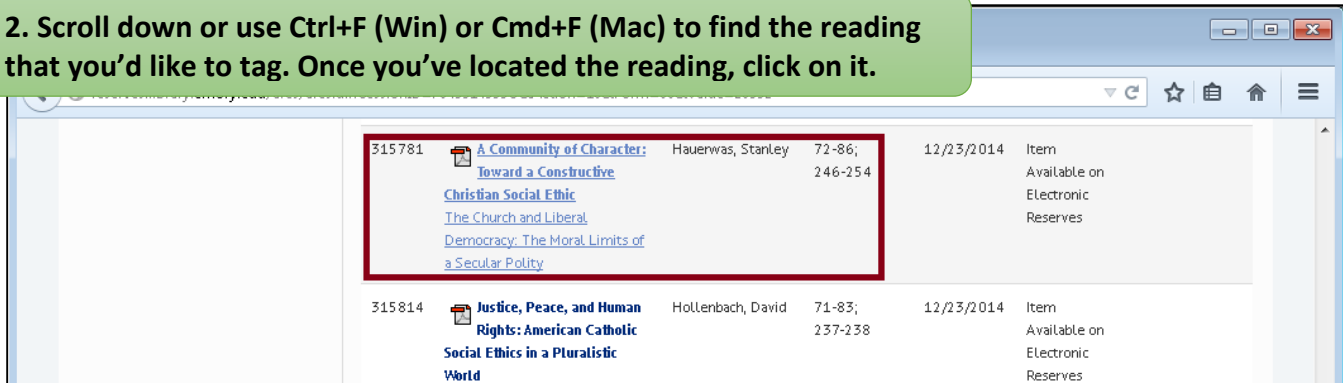
Instructors: Adding Tags in Course Reserves

1. Access the class in Course Reserves that has the reading(s) you'd like to tag.

To do this, either:

- Click "Library Course Reserves within your Blackboard site OR
- Log in to Course Reserves (<http://reserves.library.emory.edu/>) and click the title of your course.
 - If the course isn't from the current semester, you may have to track it down under either "Previous Courses" or "Upcoming Courses" from the menu on the left.

2. Scroll down or use Ctrl+F (Win) or Cmd+F (Mac) to find the reading that you'd like to tag. Once you've located the reading, click on it.



3. Add the tag(s) under "Instructor Tags," separating different tags with commas. Click "Save Tags" after you've entered all the tags.

4. To return to the list of readings, click "Back to [Course #]" at the top of the page.

The screenshot shows the 'Course Reserves' interface. On the left is a navigation menu with sections: 'My Courses' (containing 'Back to RLSR 767'), 'Instructor Tools' (containing 'Previous Courses', 'Upcoming Courses', 'Create a New Shared List', 'View Shared Lists', 'Full Proxies', 'Blackboard'), and 'Switch to Student Mode'. The main content area shows the details for the reading 'A Community of Character: Toward a Constructive Christian Social Ethic' by Hauerwas, Stanley. Below the title are buttons for 'View this item', 'Edit this item', 'Delete this item', and 'Export Citations'. A yellow status bar indicates 'Status: Item Available on Electronic Reserves'. The 'Instructor Tags' section is highlighted with a red box and contains the text: 'Comma separated list of tags to be assigned to this item. Your students will be able to see and use these tags. Examples: week 1, additional reading, required, [title of lecture], historical background'. Below this is a text input field containing the tag: '13. The Good Society: Institutions as Moral Drama and Argument'. A 'Save Tags' button is also highlighted with a red box. Below the 'Instructor Tags' section is the 'Personal Tags' section, which is currently empty.