

## Adding RedShelf Tool to Your Blackboard Learn Course

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RedShelf is the Supe Store's provider for the Access Granted program.

If you are offering an eBook or coded courseware product, the RedShelf tool will act both as the delivery of the content as well as the opt out functionality. **See Steps 1 and 2A (Pages 2-4)**

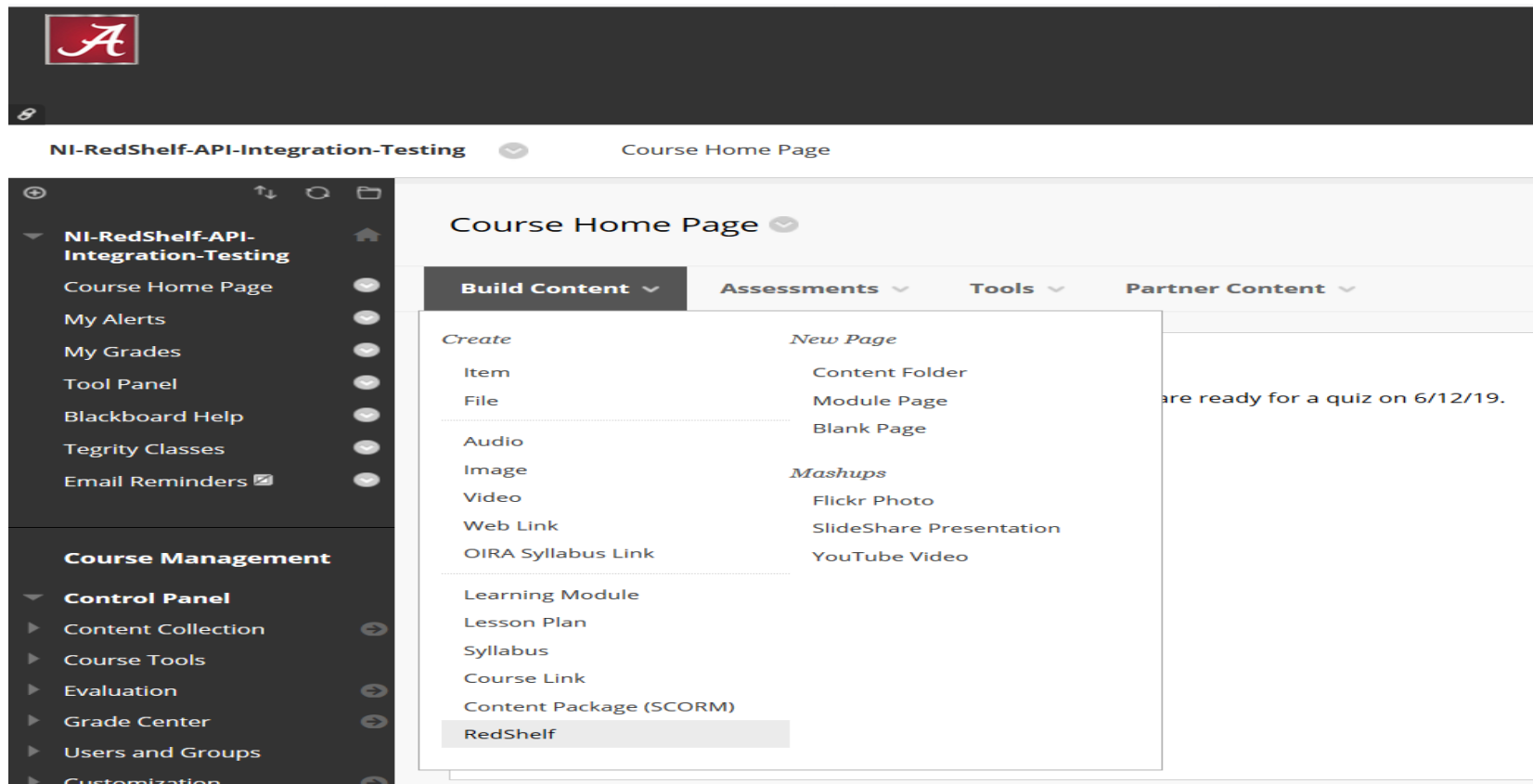
If you are offering a codeless courseware product then the tool will only be the opt out functionality. **See Steps 1 and 2B (Pages 2, 5-6)**

If you are unsure which of the two setups is for your course, please contact Keith Sims from the SupeStore at [keith.sims@ua.edu](mailto:keith.sims@ua.edu), and he will be able to clarify for you and assist with questions.

**Also, important if you merge sections to create a super-section:**

**If you merge your course sections into a super-section within Blackboard it will change the identifier needed to connect the two systems. Please feel free to do so if you wish, just once you do please send Keith Sims a quick email and/or copy Mike Gilbert from RedShelf at [mike.gilbert@redshelf.com](mailto:mike.gilbert@redshelf.com) notifying me/us that you have merged your sections, so we will get it corrected. If this is not corrected, students will not have access until it is corrected.**

**Step 1**-To add RedShelf to your Blackboard Learn course, select the Content Area where you'd like the RedShelf tool link to be added. Click "Build Content" and scroll down to RedShelf.



**"Please note, if there is no Content Area in your course, you may have to build the area before you can add the RedShelf Tool. If you have the Content Area, please proceed with adding the RedShelf tool using the Build content button."**

- *Click on the plus sign in the circle in the top left corner of the left-hand side menu.*
- *Choose the Content Area.*
- *Name Content Area and a checkbox that says Make Available to Users.*
- *The new link is added to the bottom of the menu--click on it to go to the new content area. (This will open the Create RedShelf Dialog).*

**Step 2A- If you are offering an eBook or coded courseware product**, you will need to provide an entry in the Name field and click submit. Name the tool “Access Granted- Provided by RedShelf” and under Description type- Click here for your book. (See Below)

The screenshot shows the Blackboard user interface. At the top, there is a navigation bar with a logo on the left and links for 'My Institution', 'My Courses', and 'Technology Help' on the right. Below this is a breadcrumb trail: 'NI-RedShelf-API-Integration-Testing' > 'Course Home Page' > 'Access Granted- Provided by RedShelf' > 'Edit RedShelf: Access Granted- Provided by RedShelf'. A 'Support' link with a question mark icon is also visible in the top right.

The main content area is titled 'Edit RedShelf: Access Granted- Provided by RedShelf'. It contains a form with the following fields:

- INFORMATION** (Section Header)
- Name**: A text input field containing 'Access Granted- Provided by RedShelf'. An asterisk indicates it is a required field.
- Color of Name**: A dropdown menu set to 'Black'.
- Description**: A rich text editor containing the text 'Click here for your book.'. The editor includes a toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, and unlink. The word count is shown as 'Words:5'.

At the bottom of the form, there is a 'Path: p' field and a 'Submit' button. A note at the bottom of the page reads: 'Click **Submit** to proceed.'

The RedShelf tool has now been added to your Blackboard course, and the students will get access to their materials on the first day of class. (See below)

The screenshot shows a Blackboard course interface. At the top left is the university logo (a red 'A' in a square). Below it, the course name 'NI-RedShelf-API-Integration-Testing' and 'Course Home Page' are displayed. A dark sidebar on the left contains navigation links: 'NI-RedShelf-API-Integration-Testing', 'Course Home Page', 'My Alerts', 'My Grades', 'Tool Panel', 'Blackboard Help', 'Tegrity Classes', 'Email Reminders', 'Course Management', 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area is titled 'Course Home Page' and features a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below this, there are two announcements: 1) 'Access Granted- Provided by RedShelf' with a RedShelf icon and a link 'Click here for your book.' 2) 'Week 1 Readings' with a book icon and text 'Please read Chapters 1 and 2 by 6/11/19, so you are ready for a quiz on 6/12/19.' The footer contains the Blackboard logo, copyright information '© 1997-2019 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.', and links for 'Accessibility information' and 'Installation details'.

**Step 2B- If you are offering a codeless courseware product,** you will need to provide an entry in the Name field and click submit. Name the tool “Access Granted- Please Click on the Publisher Link for Access (THIS IS FOR OPT-OUT ONLY)” and under Description type- Please click on the publisher link to gain your Codeless Access Granted materials. If you wish to opt out of the Access Granted materials, please click here. Select your course and a grey button will appear at the bottom of the screen. Click on this button to opt out of the Access Granted program and follow the instructions. The opt-out feature will only appear during the first add/drop period. Also, you will be able to opt back in during this time as well. (See Below)

The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with a logo on the left and links for 'My Institution', 'My Courses', and 'Technology Help' on the right. A 'Support' button with a question mark icon is also visible. Below the navigation bar, the page title is 'AccessGranted-RedShelf-Codeless-Testing' with a dropdown arrow, followed by 'Course Home Page' and 'Access Granted- Please Click on the Publisher Link for Access (THIS IS FOR OPT-OUT ONLY)'. Below this, there is a breadcrumb trail: 'Edit RedShelf: Access Granted- Please Click on the Publisher Link for Access (THIS IS FOR OPT-OUT ONLY)'. On the left side, there is a dark sidebar menu with various options, including 'AccessGranted-RedShelf-Codeless-Testing', 'Course Home Page', 'My Alerts', 'My Grades', 'Tool Panel', 'Blackboard Help', 'Course Videos', 'Tegrity Classes', and a 'Course Management' section with sub-options like 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Packages and Utilities'. The main content area is titled 'Edit RedShelf: Access Granted- Please Click on the Publisher Link for Access (THIS IS FOR OPT-OUT ONLY)'. It contains a form with the following fields:
 

- A note: '\* Indicates a required field.'
- An 'INFORMATION' section header.
- A 'Name' field with an asterisk, containing the text 'Access Granted- Please Click on the Publisher Link fo'.
- A 'Color of Name' dropdown menu set to 'Black'.
- A 'Description' field with a rich text editor toolbar (font, size, bold, italic, list, link, unlink, undo, redo) and the text: 'Please click on the publisher link to gain your Codeless Access Granted materials. If you wish to opt out of the Access Granted materials, please click here. Select your course and a grey button will appear at the bottom of the screen. Click on this button to opt out of the Access Granted program and follow the instructions. The opt-out feature will only appear during the first add/drop period. Also, you will be able to opt back in during this time as well.'
- A footer note: 'Click **Submit** to proceed.'

The RedShelf tool has now been added to your Blackboard course, and the students will get access to their materials on the first day of class. (See below)

The screenshot displays the Blackboard course interface. At the top, the course name "AccessGranted-RedShelf-Codeless-Testing" is shown with a dropdown arrow, followed by "Course Home Page". On the right, there is a "Go To Student View" button, a lock icon, and "Edit Mode is: (".

The left sidebar contains a navigation menu with the following items: "AccessGranted-RedShelf-Codeless-Testing" (with a home icon), "Course Home Page", "My Alerts", "My Grades", "Tool Panel", "Blackboard Help", "Course Videos", and "Tegrity Classes". Below these is a "Course Management" section with a "Control Panel" and sub-items: "Content Collection", "Course Tools", and "Evaluation".

The main content area is titled "Course Home Page" and features a navigation bar with "Build Content", "Assessments", "Tools", "Partner Content", and "Discover Content".

Three announcements are visible:

- McGraw Hill Connect- Access Granted- Click here for eBook- First Assignment Due Today**: Includes a folder icon and text: "Please click here to register and complete your first assignment. Also, this will give you full access to all your assignments and text through the Access Granted program."
- Access Granted- Please Click on the Publisher Link for Access (THIS IS FOR OPT-OUT ONLY)**: Includes a RedShelf icon and text: "Please click on the publisher link to gain your Codeless Access Granted materials. If you wish to opt out of the Access Granted materials, please click here. Select your course and a grey button will appear at the bottom of the screen. Click on this button to opt out of the Access Granted program and follow the instructions. The opt-out feature will only appear during the first add/drop period. Also, you will be able to opt back in during this time as well."
- HELP- HOW TO OPT-OUT DURING ADD/DROP PERIOD**: Includes a document icon with a link symbol.