Adding Research Guides to Blackboard

Overview/Introduction

The Neumann Library at UHCL maintains an extensive catalog of subject- and course-specific Research Guides. Each Research Guide has been created by UHCL librarians to help students find, learn about, and use scholarly information resources and services. The library staff designed the research guide shown here for students in a specific course, BIOT 5035, Scientific Writing. The guide’s Home tab provides links to databases that are specifically relevant to biology and biotechnology. The page also provides quick email links that students can use to contact specific research librarians for more assistance. Other tabs on the research guide provide students with easy access to general resources, tips for effective research and academic writing, and information about other library services.

If your course requires students to research and write, the use of a research guide may be a valuable resource for you and your students. It’s a fairly simple process to locate a research guide and then place a link to that guide into your Blackboard course. In this tutorial, you’ll see how to locate a research guide on the library’s web site, copy its web address (or URL), and use the URL to provide a quick link in your Blackboard course that will take students directly to the research guide.
Locating an Existing Research Guide

1. From the UHCL home page, roll over the Academics link and then select Library from the options in the drop down menu.

2. On the Library’s landing page, click the Research Guides link.

3. The Research Guides search options will then appear below the Research Guides button. You may need to scroll down to see the search options.

4. You have the option of either selecting from a list of available Research Guides or using the search field to locate a guide. To select from the list, begin by clicking the down arrow that is located at the right side of the “Select a subject” field.
5. A list of available Research Guide subjects will appear. Use the vertical scroll bar located on the right side of the list to see additional subject options.

6. Click on any subject in the list to select it. In this example, I'll select Biological Sciences.

7. Click the Submit button to see the available research guides for that topic.
8. As shown on this screen, there is one subject-specific guide for Biological Sciences and four course-specific guides. The availability of course guides varies from semester to semester. Contact your designated library liaison to have a guide developed for your course.

9. Click on the name of any of the research guides to see it. In this example, I’ll select BIOT 5035: Scientific Writing.

10. The selected Library Guide will appear. If it is NOT the want that you want to use, you can use the back button on your browser to navigate to the previous screen.
11. To make this research guide available in your Blackboard course, highlight and copy the URL, or web address, at the top of the page. In this example, the URL is https://uhcl.libguides.com/BIOT5035. Once you have copied the URL, you are ready to use that to create a link in your Blackboard course.
Adding a Research Guide Link to Blackboard

1. Begin by opening a new tab or window in your browser and navigating to the Blackboard login page. Then, log into Blackboard and access your course as you normally would do so.

2. Once in your Blackboard course, navigate to the Add Menu Item icon (the plus sign) in the upper left corner of the course menu. Roll over the icon and select Web Link from the list of options.

3. At the Add Web Link box, first type in a name for the research guide link. For this example, I’ve used Library Research Guide. Next, paste the URL that you copied from the research guide page into the URL field, as shown here. Then check the “Available to Users” box and click the Submit button.

4. The new link will appear at the bottom of your course menu. To simplify student navigation, you’ll need to make one final change to the link’s settings. Begin by rolling over the new link to reveal its options icon.
5. Click the link’s options icon and then select “Set Link to Open in a New Window” from the list of options.

6. To test the new link, simply click on it. The research guide will open in a new tab or window. Closing that tab will return you to your Blackboard course.