CANVAS: ADD ERESERVES TO A COURSE

When a UNCG instructor [requests eReserves from the Library](), the Library stores the eReserves files in SharePoint and emails a hyperlink to a course folder that contains them to the instructor. Adding the hyperlink to a page in Canvas allows students to gain access to the linked eReserves folder where they can login and access them. This can be a page in a "Start Here" module, or a module can be created specifically for course materials. If the materials pertain to a specific module of course content, the page can be added there.
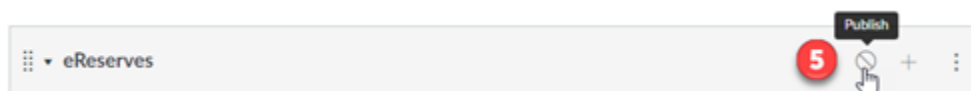
CREATE A MODULE FOR ERESERVES

To create a module for eReserves:

1. Click **Modules** from the course navigation.
2. Click the + **Module** button in the top right.
3. Name the Module.
4. Click **Add Module**.
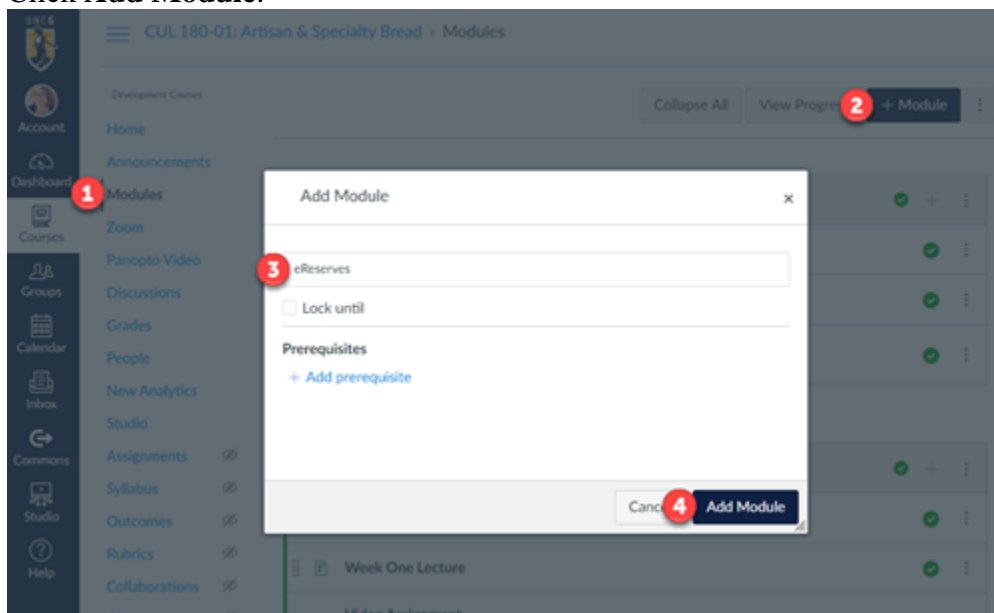
5. Click the **Publish** button next to the right of the module name so that the module will be visible and accessible to students.
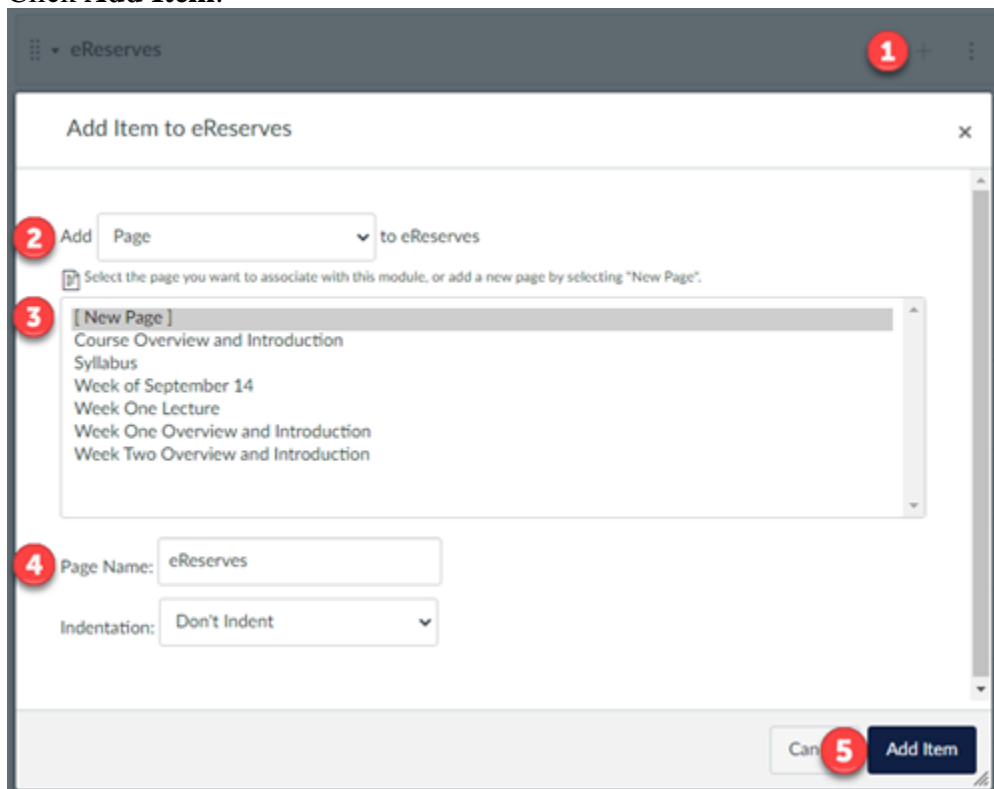

Once the module is published, the button will appear with a green checkmark.

CREATE A PAGE FOR ERESERVES
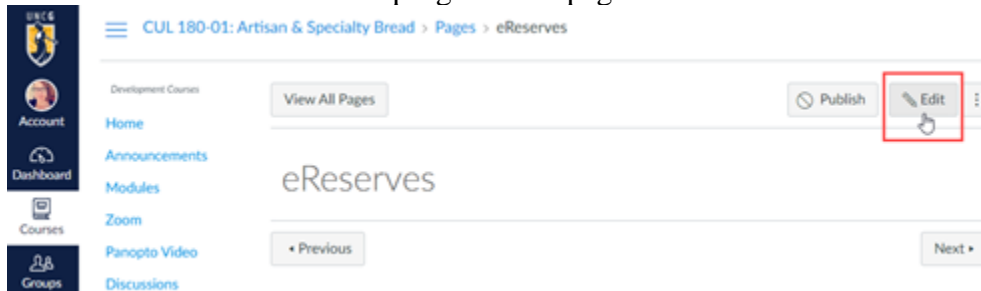
To create a page for your eReserves hyperlink:

1. Locate the module where you'd like to add the page. Click + to the right of the module name.
2. From the dropdown list, select **Page**.
3. Select **New Page**.
4. Give the page a name.
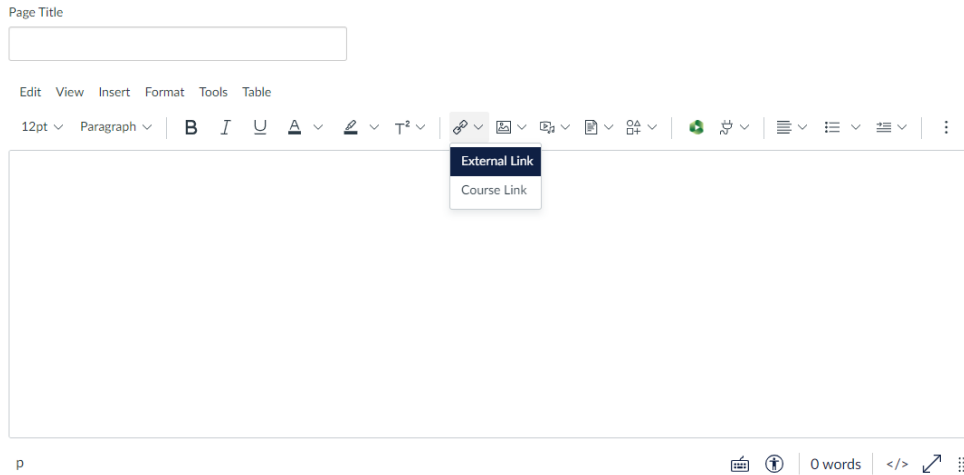5. Click **Add Item**.

ADD HYPERLINK TO ERESERVES PAGE

To add the hyperlink to the page:

1. Click the name of the page.
2. Click the **Edit** button in the top right of the page.

3. Hover over the link icon in the menu and click "External Link."

4. Locate the email from the library with the attached PDF containing the eReserves folder hyperlink. To add the link to your course in Canvas, either copy it from the PDF or click on it to open the SharePoint folder and copy it from the address box. Return to Canvas. Paste the link address into the "Link" field of the "Insert Link" popup window. If you'd like to rename the link, enter the name in the "Text" field. Click "Done."

5. The hyperlink should appear in the page editing space. Click **Save & Publish**.

Page Title

Course E-Reserves

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E-Reserve Readings

Access the readings referenced in your syllabus here.

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Options   Users allowed to edit this page

        Only teachers   ∨

        ☐ Add to student to-do

        Publish At

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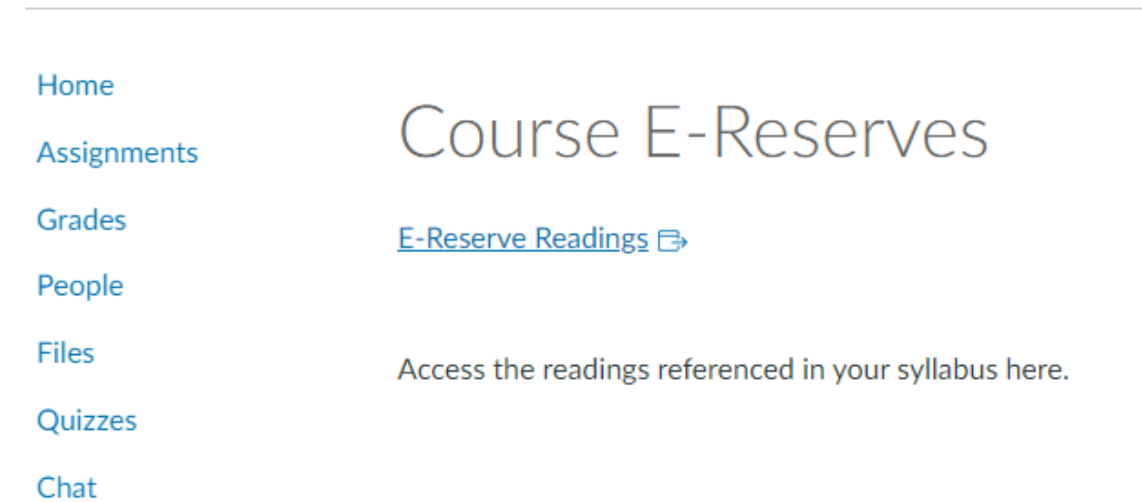☐ Notify users that this content has changed   Cancel   Save & Publish   Save
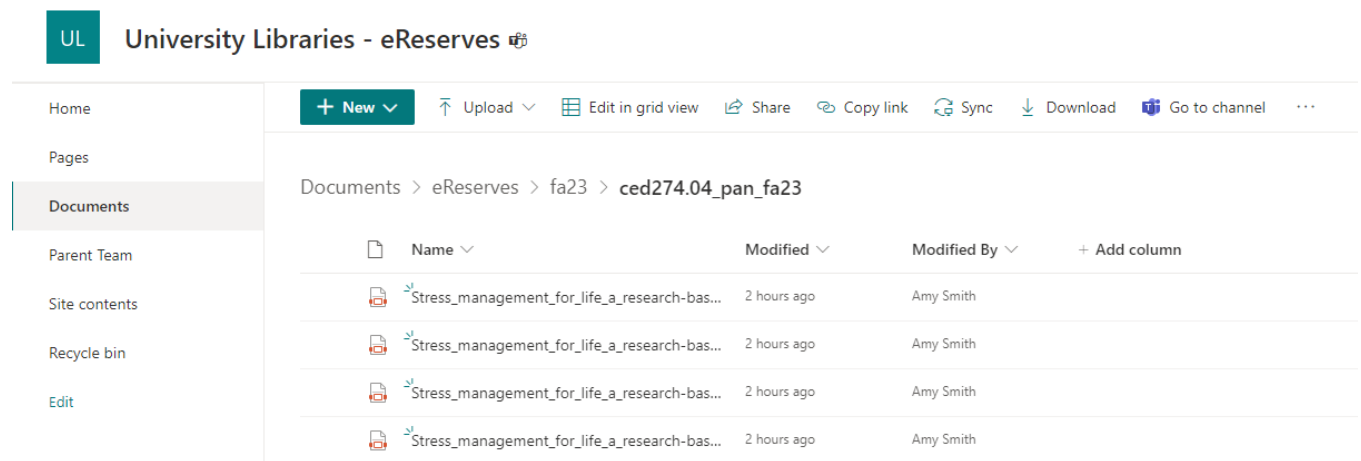
ACCESS THE ERESERVES FROM THE CANVAS PAGE

Once the page is published, course users can click the hyperlink to access the shared folder. They may be prompted to log in with their Shibboleth credentials.

After users click the hyperlink, they will see a SharePoint folder that looks like this:

Click on the individual files to access the readings.

Access to eReserve files will end for you and your students after the last exam date of each semester.