

Managing New Text E-Reserves in Sakai

These instructions are only for text e-reserves that already have bibliographic coversheets. For information on how to prepare e-reserves and for a copy of the recommended coversheet, please see the online instructions: <http://www.wellesley.edu/Library/Reserves/eReserves.html>.

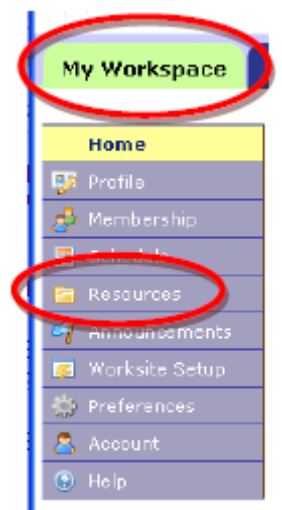
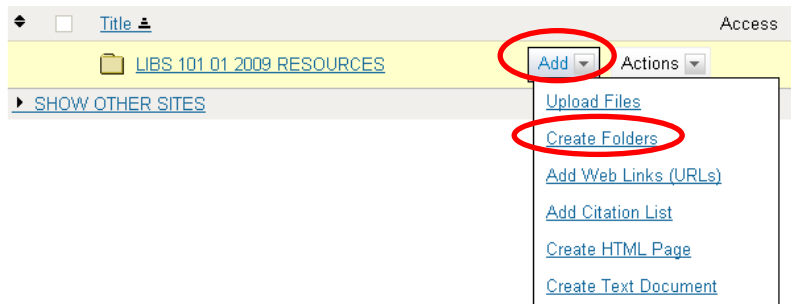
Getting Started

New text e-reserves processed by the Copy Center have been emailed directly to your FirstClass inbox. These files already have a bibliographic cover sheet and are ready to be uploaded to Sakai. Any material that you prepare independently by scanning or downloading from an article database should have a bibliographic coversheet added to it before being uploaded.

To Upload New E-Reserves From FirstClass

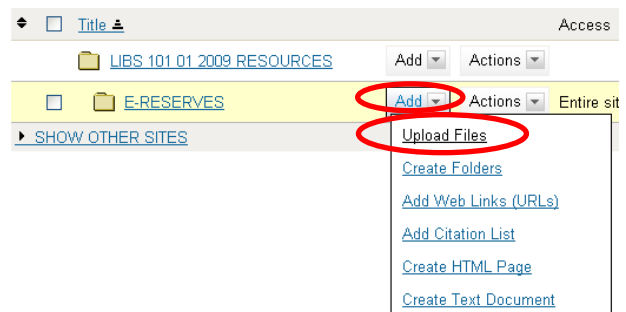
For new e-reserves sent directly to your inbox, or for e-reserves from past courses that you managed independently. To reuse e-reserves from past courses that were contained in an official e-reserves conference, see the handout [Reusing FirstClass Text E-Reserves in Sakai](#).

1. Download all text e-reserve materials onto your computer or a storage device.
2. In Sakai, go to your course site and select the **Resources** tab from the left menu.
3. If you wish to create a separate folder for e-reserves, from the **Add** menu next to the course resources folder select **Create Folders**.



In the **Name** field, enter an appropriate title for the folder, such as Readings or E-Reserves. Add details for the folder if desired. Click on **Create Folders Now** to save changes. This will bring you back to the Resources page, and your new e-reserves folder will be listed.

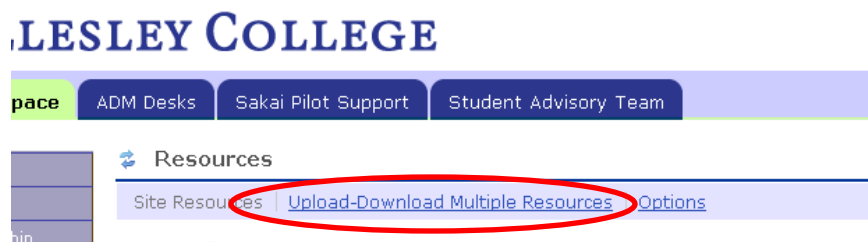
4. To upload files individually, in the **Add** drop down menu next to the E-Reserves folder, or your general course resources folder, select **Upload Files**.



Locate each file using the **Browse** option, and add a Display Name if desired. To upload more than one file at once, click on **Add Another File**. Once all of the desired files have been selected, click on **Upload Files Now**. When the files have finished uploading, you will automatically be taken back to the Resources page.

Note: There is no limit to the number of files that can be uploaded at once, but there is a total size limit of 100 MB. An article with few images is typically less than 1 MB. An article with many color images (such as a chapter of an Art History textbook) is usually 3-4 MB.

5. To upload a large number of files at once, click on **Upload-Download Multiple Resources** at the top of the Resources page.

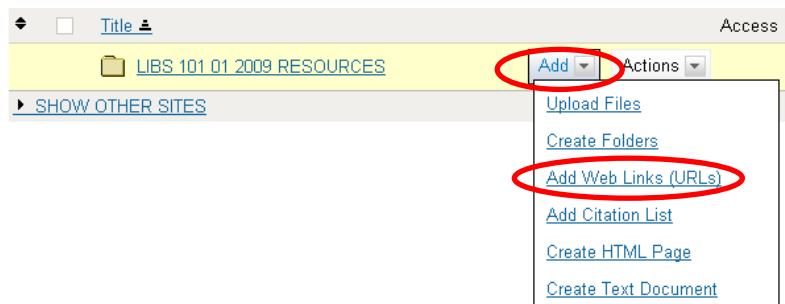


This will take you to instructions on how to set up WebDAV, software that allows you to store files on a website. By following these instructions, you will create a permanent folder on your computer that syncs up with Sakai, and that you can add or remove items from at any time.

Linking to an Article from a Database

In the course Resources folder or e-reserves sub-folder:


1. From the **Add** dropdown menu, select **Add Web Links (URLs)**.



2. In the **Web Address (URL)** field, enter in a permanent URL for the article.

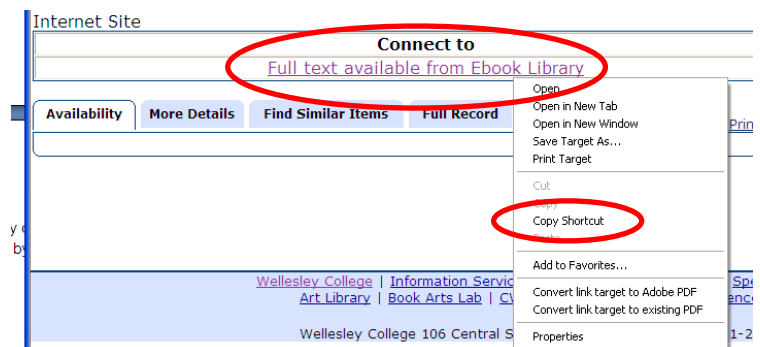
The screenshot shows the 'ADD WEB LINKS (URLS)' form. The form has a title 'ADD WEB LINKS (URLS)' and a description: 'Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' button beside it. Press the 'Add Web Links Now' button when you have finished.' Below the description is the 'LOCATION: LIBS 101 01 2009 / E-RESERVES /'. The form has two input fields: 'Web Address (URL)' (circled in red) and 'Website Name'. There is a link 'Add details for this item' with a red 'X' button next to it. At the bottom, there is a link 'Add Another Web Link', an 'Email Notification' dropdown menu set to 'None - No notification', and two buttons: 'Add Web Links Now' and 'Cancel'.

Note: Permanent URLs can usually be found by exporting or saving the article citation, or by using an “Email a link to this page” option to send the link to yourself. Be sure to test the link to make sure that it goes directly to the article and not to the homepage of an article database. Try to avoid simply copying the URL that leads to the article through a search. Search URLs are not meant to be permanent links and may not work for students, particularly if the search was conducted several months prior. If you have difficulty finding a permanent URL, a reference librarian may be able to assist you.

3. In the **Website Name** field, enter a title for the link that will indicate to students what the article is (Ex: Author Name – Title of Article).
4. To add a citation for the article, click on **Add detail for this item**. Enter the citation into the **Description** field.
5. To add links to additional articles, select **Add Another Web Link**.
6. When all links have been entered, select **Add Web Links Now** at the bottom of the page. This will take you back to the resources folder. Each link should now be listed in the appropriate folder, with the  icon next to its name. Clicking on the link name will take you directly to the article.

Linking to an eBook

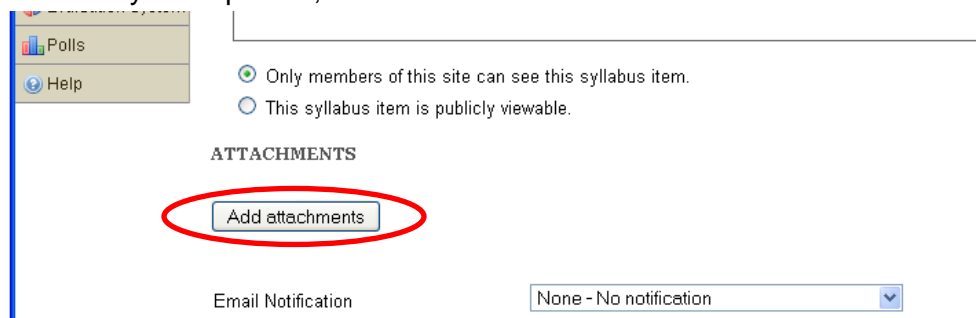
eBooks available through the library catalog may be added to E-Reserves in the same process as links to articles. To obtain a stable URL, you can provide a link to the library catalog entry, which contains a permanent link. You can also obtain the stable URL directly by right clicking on the link provided in the catalog and selecting **Copy Shortcut**.




To Add E-Reserves Links to a Syllabus

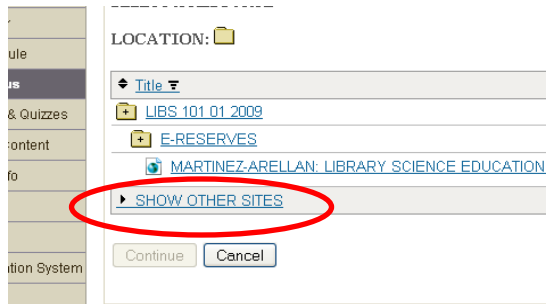
Using the **Syllabus** tab in the left menu of a course site:



1. At the bottom of the **Add Syllabus** page, or **Edit Syllabus Item** page if your syllabus has already been posted, under **Attachments** select **Add attachments**.



2. Under the **Select a Resource** heading, select the automatically displayed course Resources folder by clicking on the  icon. A list of all of the files in the folder will appear. For each e-reserve item, select **Attach a copy** in the **Actions** field.

Actions
Attach a copy



If the files are in your workspace Resources folder, click on **Show Other Sites**. Next to the **My Workspace** folder, click on the  icon to display its contents. Locate the folder where your e-reserves are stored, and click on the  icon next to it to display the articles. For each e-reserve item, select **Attach a copy**.

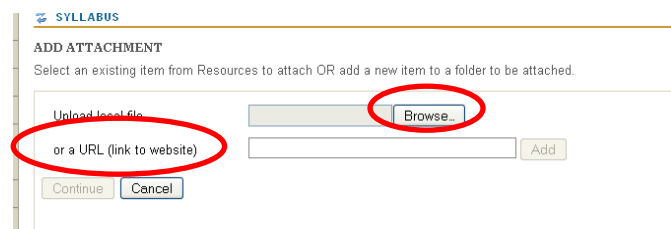
3. When all of the e-reserves have been selected, click on **Continue** at the bottom of the page. This will bring you back to the Add Syllabus or Edit Syllabus Item page, and all of the selected documents will now appear as a list under Attachments at the bottom of the page.

Note: When choosing resources to attach, Sakai does not indicate which items have already been selected, so be sure to check that all of your e-reserves are listed as Attachments.

To Add E-Reserves as Syllabus Attachments

If you do not wish to use the Resources function in Sakai, an alternative is to post e-reserves as attachments to your syllabus. This method is simpler than those previously described, but is not recommended because students can only access e-reserves through the Syllabus page, and if the syllabus is deleted, so will be all attachments. For this option, all e-reserve materials must be located on your computer or a storage device, or available as links. If you are reusing old e-reserves, you will need to download them to your computer from the **Resources** folder in the **My Workspace** tab before proceeding.

To add e-reserves as attachments when creating or editing a syllabus, select **Add Attachments** under the **Attachments** heading as described in the previous section. Under the **Add Attachment** heading, you can upload files using the **Browse** option, or insert links to articles in the **URL (link to website)** field.



When all files have been uploaded and links have been added, click on **Continue** and you will be brought back to the Add Syllabus/Edit Syllabus Item page. All of the items that you have attached to the syllabus will appear as a list under the **Attachments** heading.