Instructions for Adding the Vital Source Building Block to a Blackboard Learn section

1. Log into Blackboard and go into the section that will use the Vital Source Building Block

2. You can add this building block to a number of places within your class, so you will need to decide where you want your students to access these materials. Areas include:
   a. A course module on the homepage
   b. Any content areas added to the left-hand navigation menu
   c. Any Module area added to the left-hand navigation menu

Adding Vital Source to a Module area

1. Go to the Module area that you want to add the Vital Source Building Block to, such as the Class home page or one created in the navigation menu

2. Click on “Add Course Module”

3. Under ALL or OTHER, scroll through the list and locate the “VitalSource Bookshelf”

4. Click the Add button. This has added the VitalSource Bookshelf building block to your Course Module.

5. With this method you cannot link to specific chapters in the book.
Adding Vital Source to a Content area

1. Go to the Content area that you want to add the VitalSource Bookshelf.
2. Click on the Publisher Content tab at the top
3. Select and click on “VitalSource Bookshelf Textbooks”
4. Click on “Manage Adopted eTextbooks for your Course”
5. If you have not adopted the textbook, you will need to search the VitalSource Bookshelf for your book and adopt it. Once adopted, the book title will show up under “Managed Adopted eTextbooks for our Course”
6. Once the etext is added and is available under “Managed Adopted eTextbooks for our Course,” click on the “Add Links” button. You will now be able to link to either the textbook as well as specific chapters within the text.

7. Next, click on the arrow located just to the left of the check box, just to the right of the book cover. This will open a list of the book’s chapters

8. To link to just the book, click the check box just to the left of the title of the book. To link to a specific chapter, click the check box just the left of the chapter.
9. At the bottom of the screen, click on “Add Selected Content.”

10. This will take you to the Selected Links screen, you can change the location of the link under “1. Location” OR simply click the “Submit” button.

11. You have now added the book and/or chapter(s) to the Content area. You can repeat steps 7 through 10, only using the “Add Links from Adopted eTextbooks” rather than going back through the “Manage Adopted eTextbooks for your Course”
Instructions for accessing the book, for both students and instructors

Once you have added the book to your class, the next step for both you and your students will be to access the title and finish configuring your account so that the ebook can be accessed on line and via the VitalSource app on the iPad.

1. Locate the etext within the class. Click on its title to access the etext. This will take you from Blackboard to the etext on the VitalSource web reader. You will need to finish configuring your account before you can access the etext via the VitalSource app on the iPad.
2. To finish configuring your account, click on the link just above the book, “Want to download books to read offline? Just finish configuring your account.”
3. Answer the question; “Do you already have a Bookshelf account? Yes | No” You probably do not have an account unless you have used VitalSource before. Click NO. If you have used VitalSource in the past and want to use the same account, click YES.
4. Complete the online form, using your IPFW email address.
5. You can now access and download the book via the VitalSource app on the iPad.