Adopting and Adding a VitalSource eTextbook
Using the Tool link in Left-Side Navigation Menu

1. Locate the + sign at the top of the left-hand navigation menu in Blackboard

2. Click this + sign to open a option menu and select “Tool Link”

3. Enter a name for the tool your are adding, such as “eTextbook.” Open the drop-down menu under “Type” and select Bookshelf by VitalSource (Tools). Be sure to click the Available to Users box so that your students can see the link you are creating.
4. You have now added a link to this tool in the left-hand navigation menu.

5. Next, click on that link to access the VitalSource tool, where you can adopt your book for your class, manage your bookshelf and over option.

   NOTE: If you have used your VitalSource etext in a prior term and have copied your Blackboard content from a prior course to this semester’s class, including the original VitalSource tool link, please test your link to be sure it is still working. You may need to remove the link and re-add it to our current course. Please contact ITS Help Desk at 260.481.6030, option 0 to open a track requesting assistance, if needed.

6. In the Bookshelf by VitalSource tool, click on “Manage Adopted eTextbooks for your Course.”

7. Click on the tab “Adopt New eTextbook.”
8. Enter in the title, author or ISBN of your textbook into the Keywords box and click the “Go” button.

9. Click the “Select” button under the title you wish to adopt for your class. Then click the green “Adopt” button at the bottom of the screen.

10. If the adoption is successful you will get a green notification at the top of the screen, and Blackboard will launch the Selected Links window. Here you can select a secondary location within your course to position access to the book, such as a Course Introduction, module or weekly folder. Once you have selected a location, click the Submit button at the bottom, right of your screen.

If you need assistance, please contact the ITS Help Desk at 260.481.6030, option 0 and open a track.