F. Adopting and Managing VitalSource eTextbooks and Links

1. From the toolbar in any content area of the course, click on Publisher Content → Bookshelf: Search for eTextbook* or Bookshelf by VitalSource Textbooks*.

   *The VitalSource Content link will appear in those Courses and Organizations that have the VitalSource Building Block tool enabled. Follow the steps in (2) to ensure the Tool has been selected for use in the course or organization currently in.

Optional:

Courses and Organizations that do not have the VitalSource Content Link:

From the Course or Organization Homepage, Control Panel, click Customization > Tool Availability.

Locate VitalSource and VitalSource Content in the list and check/uncheck the box to turn the tool on or off in the individual Course or Organization.

Click Submit.
2. **Bookshelf: Search for eTextbook**

*Search for eTextbook* provides a direct link to the *Adopt New eTextbooks* (see Step 5). This link is the same link as that contained in *Bookshelf By VitalSource Textbooks: Adopt new eTextbooks to your Bookshelf.*

<table>
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<tr>
<th>3. <strong>Bookshelf By VitalSource Textbooks</strong></th>
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<tr>
<td>Choose from <em>Adopt new eTextbooks to your Bookshelf, Manage Adopted eTextbooks for your Course</em> or <em>Add Links from adopted eTextBooks.</em></td>
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<th>4. <strong>Select Adopt new eTextbooks to your Bookshelf</strong></th>
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<td>to add new eTextbooks to your Bookshelf and the course.</td>
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5. Choose to Search utilizing the contextual menu or entering Keywords

6. Search By
   Title
   Author
   ISBN
   Course_Tag

7. Determine choice(s) and Select; cart reflects updates as books are selected. Select button is toggled to Unselect to reverse the action.
8. Select **Adopt** to be prompted with inline receipt, confirm details of selected links and select location to deploy link(s).

Utilize **Browse** to select a different course location for links to display.

Select **Submit** when selections are confirmed.

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9. eTextbook link(s) appear in Content area selected.

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10. Select **Manage Adopted eTextbooks for your Course** to manage the existing eTextbooks for the course or to initiate the adoption of new eTextbooks.

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11. Select the **Add Links** from Adopted eTextbooks to launch VitalSource content options or **Un-adopt** to delete a selection.
Check the corresponding boxes to embed the eTextbook link(s) in the course/organization (multiple links can be selected at once). Select Add Selected Content to proceed.

12. Utilize Browse to select a different course location for links to display.
   Select Submit when selections are confirmed.

13. Note: Based on the VitalSource Building Block settings, an acknowledgement screen may be presented to the user upon clicking a VitalSource link in Blackboard. If your administrator has determined that there is a need to have users agree to an End User License Agreement (EULA), the EULA will appear upon the first-time launch of a VitalSource link from within Blackboard by a user.
   Check Accept User Agreement and click Continue.

14. Note: In order to continue, the user must be properly associated* to VitalSource.
   Users not associated with a VitalSource Bookshelf® account will be redirected to the provisioning process in a new VitalSource Bookshelf® window based on the user’s preference selection. The user will complete the one-time pairing process at this time to sync their current VitalSource materials within Blackboard to their mobile devices.

*See Instructor Guide: Initial User Pairing for
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<th>VitalSource BB</th>
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<tr>
<td><strong>15.</strong></td>
<td><strong>Select</strong> Add Links from Adopted eTextbooks to add links to individual chapters, activities and sections from adopted eTextbooks into the course.</td>
</tr>
<tr>
<td><strong>16.</strong></td>
<td><strong>Open</strong> to expand options of deep-linking content availabilities.</td>
</tr>
<tr>
<td><strong>17.</strong></td>
<td>Choose to <strong>Select</strong> or <strong>De-Select All</strong> from each level.</td>
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18. Levels of deep-linking selections follow the top level tiers. Choose to **Select All** from top tiers or Select links individually by checking the corresponding box next to the link.

19. Click **Selected Items** to expand and view current selections.

   - **Delete** or **Add Selected Content**

20. Confirm or change the location of the newly selected **VitalSource** content.

   - Click **Submit** or **Cancel** to return to the Content selection screen.

22. Manage VitalSource content through native Blackboard tools.

23. Click the VitalSource link to open the selected content.
<table>
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<tr>
<th>24.</th>
<th>Launch VitalSource Bookshelf Link may be presented to users upon selection to acknowledge launch to VitalSource.</th>
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<tr>
<td>25.</td>
<td>VitalSource content is now displayed in a new window for use.</td>
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| 26. | Utilize the VitalSource Tabs or pull down menu to manage the VS content.  
**Note:** eTextbook options will vary depending on the selected text/publisher choice.  
Select Contents to view and access the content of the selected VitalSource link. |
Select **Figures** to view and access the figures available in the selected **VitalSource** link.

Select **Highlights** to mark and manage highlights within the selected **VitalSource** link.

27. Close the VitalSource page to return to the **Blackboard** course/organization.
Optional:

For more information on managing VitalSource content, access the VitalSource Bookshelf tool link located in Course Tools.

Select Manage Adopted eTextbooks for your Course from the VitalSource tools page.