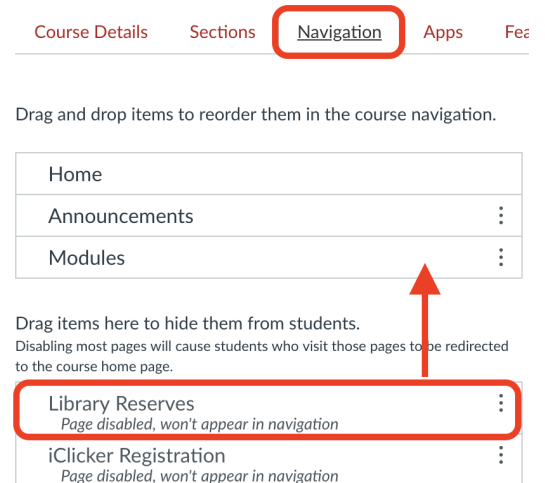


Quick Start: How to Enable Library (Course) Reserves in Canvas

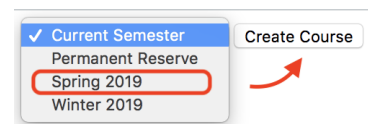
1. In **Course Navigation**, click **Settings**.

2. Drag-and-drop **Library Reserves** item to the top and click the **Save** button at the bottom of the page.

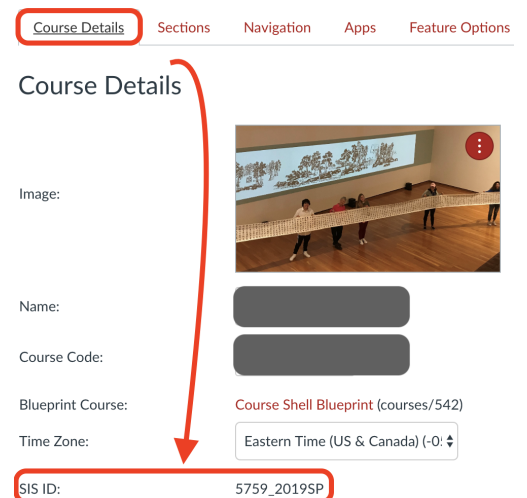


3. Click the **Library Reserves** button in the Course Navigation.

4. Select the term and click Create a Course (top left).



5. Look up the course **SIS ID** to finalize the process with a librarian. In **Course Navigation**, click **Settings** and select **Course Details**, scroll down the page to find the SIS ID for your course.



5. Contact the librarian assigned to your college/department and provide them with the SIS ID for your new Canvas course (where the list of materials needs to be attached to) and the SIS ID for the old

Blackboard course (where the list of materials needs to be copied from).

5. Students can access Library Reserves materials either by clicking the Library Reserves button in the Course Navigation menu; or Library Reserves item can be added as **External Tool** in **Modules**. (The latter is displayed in the image to the left.)

