

Adding NCLOR Content to Blackboard

1. Login to Blackboard for access to the course in which you would like to add NCLOR content.
2. Navigate in the course to the location you would like the content added.
3. In the top right corner of the screen, make sure **Edit Mode** is **ON**.
4. Click the **Add Interactive Tool** button. A drop down menu will appear.
5. From the drop-down menu, select **NCLOR Object**.
6. You can search for the resource you wish to use in your course in the following ways:
 - **Search:** This is a text search where you can use the course number or any keywords that describe a resource.
 - **Browse Search:** This search allows you to browse hierarchy topics such as education level, media type, resource series, etc.
7. From your search, a list of results will appear. To review additional details of a resource, click the **resource title link**.

VERY IMPORTANT NOTE: If you click the **Select** button for any resource from the search results page, you are creating a link from Blackboard to the resource summary page and not to the resource attachments. This is not recommended. Instead link directly to the resource attachment by following the steps below. Students in general are not interested in the resource's metadata but would prefer to link directly to the resource attachment(s).

8. A summary page about the item you selected will display. At the top of the resource summary page, you will see the “**In this bundle**” area. In this area you may...
 - Click on the down arrow next to the **Select** button to preview the attachment.
 - Click to check the **Select** button next to any resource attachment to add the attachment link to the **Selection** box.
9. Once you click the **Select** button next to an attachment, you will see the attachment load to the **Selection** box on the right side of the resource summary page.
10. Click the **Return Selections** button under the **Selection** box to move the selections to the **My Selections** page.
11. On the **My Selections** page, you will see the attachment title displayed. If you would like additional resources to add to your Blackboard site you can click the **Continue Selecting** button. If you are ready to add your selection to your Blackboard course site you may select the **Return Selections** button.
12. The resource is now added to your course site. You may want to scroll down to the bottom of the Blackboard page to find the resource and drag-&-drop the resource to a specific order on the page.

Known Blackboard Navigation Problem

Caution!

When students click on a link to a NCLOR resource, the course menu and the course bread crumbs can no longer be accessed. The only way to return to the course site is to return to Blackboard's homepage and navigate back to the course site.

Work Around

Faculty can instruct the students to right click on the NCLOR resource link and select **Open in New Window** from the browser's selection menu. This will open the NCLOR resource to a new browser window, and when students are ready, they can easily navigate back to where they were in Blackboard.