



Integrating Course Reserve Lists with C-Tools

You can insert a link to a course reserve list in CTools. Once at your C-Tools site, your students will be able to click the choice **Law Library Reserve List** on the list of links on the left. The student can then see the whole list of items you've placed on reserve, including call number information for books and paper copies. If there are electronic resources on the reserve list, which is often the case, the students can open them from that list.

An example of how a link would show in CTools



The screenshot shows the CTools interface for the University of Michigan Law Library. The top navigation bar includes 'ctools.umich.edu' and 'Logout'. Below it, there are links for 'My Workspace', 'Dept Heads', and several course identifiers: 'HISTORY 477 001 F07', 'LAW 590 009 F07', and 'LAW 608 001 W07'. A dropdown menu shows '- more sites -'. The main content area is titled 'Law Library Reserve List' and features a search bar with 'LAW 660' entered. Below the search bar, there are navigation buttons for 'Previous' and 'Next'. A table titled 'Materials for this Course' is visible, with columns for 'Title', 'Author', 'Call #', and 'Format'. The first row shows the title 'An act to protect all persons in the United States' and the format 'Electronic'. A sidebar on the left contains a navigation menu with items like 'Home', 'Announcements', 'Resources', 'Discussion', 'Assignments', 'Gradebook', 'Messages', 'Law Library Reserve List', 'Library Reserves', 'Site Info', and 'Help'. The 'Law Library Reserve List' item is highlighted in yellow. A red arrow points from the text 'An example of how a link would show in CTools' to this menu item.

To insert a link:

Ask the library for the URL to the course ([email lawlibcoursesupport@umich.edu](mailto:lawlibcoursesupport@umich.edu) or call Debbie Tennant at (76)4-4218).

Then to add this list to CTools, take the steps listed below. Call Debbie Tennant (76)4-4218) if you have any questions or problems.

1. In your CTools course list: click **site info** (towards bottom of list on left)
2. Once the site info page is up, click **edit tools** (from the bar of choices along the top)
3. On the list of tools that appears, scroll down and click to check the box in front of **web content**, then click **continue**
4. The next screen has boxes after **Title** and **Source**.
 - o In the box after **title**, replace the words Web Content with **Law Library Reserve List**; more than 15 characters are accepted.
 - o In the box after **Source**, paste in the **url** that you have copied from the e-mailed response from the library. (overwrite existing http://). Click **continue** and then **finish**.
 - o Check to make sure you have the correct reserve list. Click **Law Library Reserve List** from the choices on the left menu.
 - o The reserve list now appears on the screen. *If you get a list that isn't correct*, email lawlibcoursesupport@umich.edu or call Debbie Tennant at (76)4-4128.
 - o You can also insert a link to your exams list, which contains those exams you have submitted for permanent retention.
 1. Ask Debbie for the link to that list.
 2. Follow the instructions above, but use the title **Exams Reserve List**.