Request Electronic Course Reserves in Blackboard

Place a request for GW Library staff to add print and media reserves to a Blackboard course.

1. In a Blackboard course, scroll down to the **Control Panel**, click on **Course Tools**, and select **More Tools (GW)**.

![Control Panel][1]

2. On the **More Tools** page, click on **Request E-Reserves**.

   **Content Management**

   Request E-Reserves
   Request electronic course reserves

3. On the next page, choose the library from which you are requesting materials and click **Submit**. Reserves librarians can now add materials to your course.

   ![Select a Library][2]

   **Note:** If you need to request reserves from both libraries, email bbadmin@gwu.edu with the course’s information.

4. You are then directed to the **Libraries Electronic Reserves Form** to request a specific resource.

   **Note:** If you have additional requests, go back to More Tools (GW) and click on Request E-Reserves. You’ll be directed to library’s Electronic Reserves form to begin a new request.

5. To remove the E-Reserves staff from your course go back to the **More Tools (GW)** page and click on **Remove E-Reserves Librarians**.

   **Remove E-Reserves Librarians**
   Remove the E-Reserves librarians from your course

   **Note:** Do not remove the librarians from a course before they add the requested materials.