NOT USING D2L TO TEACH YOUR CLASS? NO PROBLEM!

HERE’S A SIMPLE WAY TO ADD YOUR RESERVE READINGS

• Log into CourseDen with your universal UWG login

• On the righthand side, under My Courses, click on the course for which you want to add some readings

• In the top menu under the name & number of your course, click on

• To make things easy for your class, get rid of some stuff you won’t be using:

• Table of Contents: click on the drop-down arrow next to Table of Contents and select Delete All Modules

• then, under Table of Contents in the left column, click in the space that says “Add a module...”
• Enter a title for what you want to call this... if you only have a few assigned readings for your class, you might just call it RESERVE READINGS... or if you have a lot of them and want to group them into categories, maybe WEEK 1 READINGS, or use the subject of the readings as the title... whatever you like... anyway, put in your title and hit ENTER

• Notice that once you’ve created your module, you can also choose if you have some reason to want to make the class wait until a certain date to view something—or you want to make it disappear on a certain date, to force them to do the assignment by the deadline you set.

• Now you are ready to put in your first outside reading assignment!

• If you want to add a link to an article, bring up the article from whatever database it’s in, and first copy the title of the article. Next, click on the dropdown arrow next to and choose Create a Link
In the New Link box, paste the title of the article into the title box, then find the permanent link to the article and paste that into the 2nd box, and check the Open in a New Window box just below.

**VERY IMPORTANT:** BEFORE you click on to finish, you must add the Library’s proxy server link in front of the permanent URL for the article—otherwise, your links will not work off-campus!

The proxy server link is:

http://ts.isil.westga.edu/login?url=

It must be inserted directly in front of the article URL, with no spaces between it and the article URL, or it won’t work.

- Now that you have the complete link for the article you want, click on to complete the process. Yippee, your first reading is ready
to go! Always test them, however, to be sure they work correctly.

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• Do you have some other type of material you want your students to look at, such as a scanned copy of an article, a photo or chart, or perhaps a Word document you’ve written yourself? Adding those is even easier.

• Click on \textbf{New} again, but this time choose \textbf{Upload Files}. Click on \textbf{Upload} and then browse on your computer until you have located your copy of the file you want. Select the file, click on Open, and then click on \textbf{Add} down at the bottom left of the box. Done! ....and you are ready to add the next item you want your students to read.

When you go back to \textbf{Course Home} at the top left of the page, you will see your readings in the column on the right, with whatever title you
have chosen for your materials. To preview your readings as your students will see them, go over to

**Role Switch**

and click on the dropdown to choose Student, then click on **Change Role** to make the switch. Now you are seeing it as your class will see it... time to check to be sure if everything is just the way you want it. Be sure to switch it back so that you can continue making changes as you wish.

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Problems? Contact either David Lloyd in Distance Learning 678-839-5294

**OR**

Richard Cabe, Library Circulation 678-839-6502

**OR**

Carol Goodson, Library Access 678-839-6507