

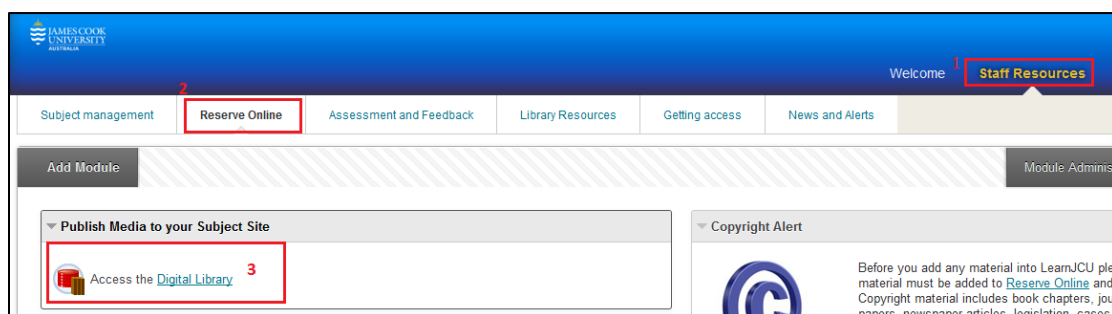
# PUBLISHING RESERVE ONLINE CONTENT TO YOUR LEARNJCU SUBJECT SITE

## Overview

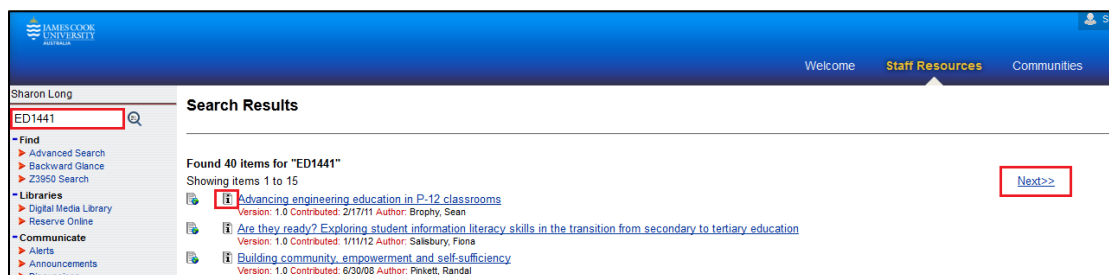
Making a copyright item such as a journal article available to students requires you to search for the item in the Digital Library, and then publish the link to your LearnJCU subject site.

## Linking to LearnJCU

1. Log into your LearnJCU subject site.
2. Click the **Staff Resources** tab (1), then click the **Reserve Online** sub tab (2).
3. In the **Publish Media to your Subject** module, click the **Access the Digital Library** link (3).



4. Click the **Enter the Digital Library** link.
5. In the search field on the top left of the page, type in your Search term to locate the video (usually your subject code or your name will return the most accurate results). Click the magnifying glass icon to begin the search. A list of media files matching your criteria will be displayed.



You may need to click the **Next** link if your item does not appear on the first page of search results.

6. Click the **i** (Information) icon next to the video you wish to link. This will display the publication metadata for the item and also a **View URL** link if you want to preview the media before publishing.

## Publishing Reserve Online content to your LearnJCU subject site

- From the Publication panel on the right, click the **Blackboard** link.

### Item Properties


| Summary  | Actions                                     |
|--|---|
| Title: Advancing engineering education in P-12 classrooms    | <a href="#">Delete item from repository</a> |
| Author: Brophy, Sean   | <a href="#">Edit metadata</a>               |
| URL: <a href="http://bit.ly/ziCcbs">http://bit.ly/ziCcbs</a> | <a href="#">Email item</a>                  |
| Item type: URL   | <a href="#">Make available to course</a>    |
| Library: Reserve Online                                      | <a href="#">Publish item to course</a>      |
| Status: Online   | <a href="#">Publish item to eBinder</a>     |
| Category: Gen  | <a href="#">Remove item from library</a>    |
| Display on: Not set  |   |
| Review on: Not set   |   |
| Copyright: No  |   |
| Published year: 2008   |   |
| Source title: Journal of engineering education               |   |

| Publish                    |
|----------------------------|
| <a href="#">Blackboard</a> |
| <a href="#">Link</a>       |

**Note:** This will open a new tab or window that will later need to be closed.

- Select your subject site from those listed then click the **Submit** button.

Choose Course 

### 1 Choose the target course

Courses

Specify which course to insert the item

- DEMO/SITE2013
- DENTISTRYDEMO
- SASSDEMO
- JCU\_DEMO\_CNS
- JCU\_DEMO\_CNS\_SL
- JCU\_Demo\_2012
- 12-Induction
- jw\_upload\_test

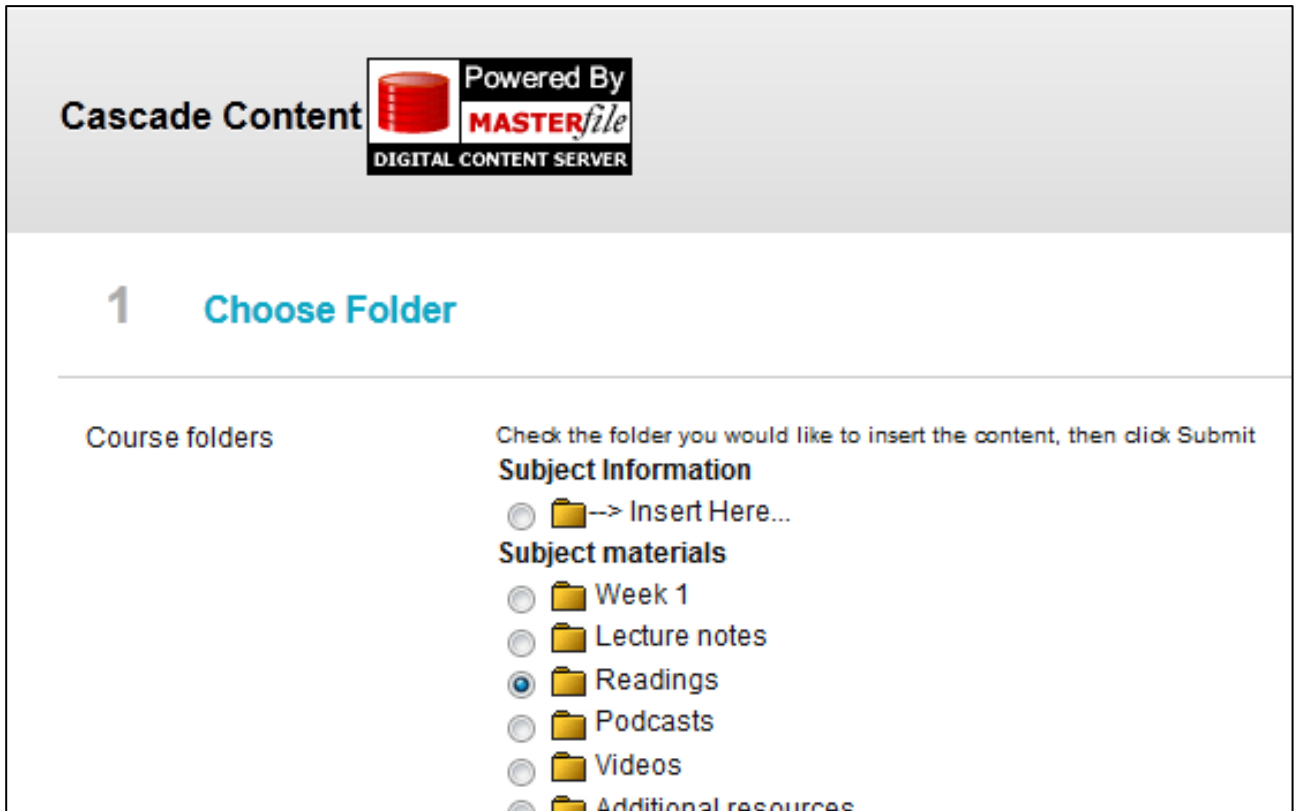
### 2. Submit

## Publishing Reserve Online content to your LearnJCU subject site

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9. Select the folder in your site where you wish to place the link to the media then click the **Submit** button.

**Note:** You will need to have previously set up a folder structure in your site so you can select a target for your published link.




The screenshot shows the Cascade Content interface. At the top left, it says "Cascade Content" next to a red server icon. To the right, it says "Powered By MASTERfile DIGITAL CONTENT SERVER". Below this is a large heading "1 Choose Folder". Underneath, there are two columns of options. The left column is titled "Course folders" and is currently empty. The right column is titled "Check the folder you would like to insert the content, then click Submit". It has a sub-heading "Subject Information" and a radio button next to a folder icon labeled "--> Insert Here...". Below that is a sub-heading "Subject materials" with a list of folders, each with a radio button: "Week 1", "Lecture notes", "Readings" (which is selected), "Podcasts", "Videos", and "Additional resources".

## Publishing Reserve Online content to your LearnJCU subject site

10. Optionally alter the title of the link to the media file and add a text description

**IMPORTANT:** If you want to set availability dates on an item published from the Digital Library, **DO NOT** use the availability dates in the **Options** section of this screen. Instead, publish the item without setting availability dates then use **Adaptive Release** in your subject site to control the availability of the item.

**Specify Details** 

### 1 Specify details for the item

Name

Choose color of name

Text


### 2 Options


Do you want to make the content visible:  Yes  No

Do you want to track number of views?  Yes  No

Select date(s) of availability

Display After





### 3. Submit

11. **Close** the currently open browser window or tab to return to LearnJCU then re-enter your site by clicking the **Welcome** tab and selecting your site from the list.

12. Locate your item within your site materials and click the **Click here to view** link under your media file.

The screenshot shows the homepage of the journal 'Media Culture & Society'. The header includes navigation links: Home, OnlineFirst, All Issues, Subscribe, RSS, and Email Alerts. A search bar is present with the text 'Search this journal' and 'Advanced Journal Search'. Below the header, the journal's impact factor (0.770) and ranking (Communication 39 out of 76 | Sociology 73 out of 142) are displayed. The main article is titled 'Protest 2.0: online interactions and Aboriginal activists' by Theresa Lynn Petray, from James Cook University, Australia. The abstract discusses social movements and online interactions. The right sidebar contains links for 'Previous | Next Article', 'Table of Contents', 'This Article' (with DOI: 10.1177/0163443711411009), 'Abstract Free', 'Full Text (PDF) Free to you', 'References Free to you', 'Services' (including email alerts, citation alerts, and similar articles), and 'Citing Articles' (including citation information and Web of Science). A 'More about this journal' section includes a Twitter link and a book cover for 'Index: Spies, Secrets and Lies: How Yesterday's and Today's Censors Compare'.

If your item is subject to copyright you will need to acknowledge this by clicking the **Acknowledge** button to view the item.

**Note:** To view the published item you will need to have the appropriate browser plugins or players. The following plugins are most frequently used:

- Adobe Reader (to view PDF files)
- Flash player (to view videos)