Getting CMI Ready in ULTRA

How to add the link to the eText + information blurb

[Courseware is different. Please work with your pub rep directly to set up your courseware in Blackboard.]

STEPS to add the eText tool

1. In the "Details & Actions" column, select "View course & institution tools".
2. "Books & Course Tools" menu will appear. Select the (+) button next to the "My Textbooks & Course Resources" option.
3. Change "hidden from students" ⇸ "Visible to students"
4. The tool with the link to the eText is ready!

STEPS to add the CMI Information Blurb

1. (+) Create in desired location. "Create Item" menu will appear. Select "Document"
2. Change the title to "CMI Information" (or similar) and select "Add Content".
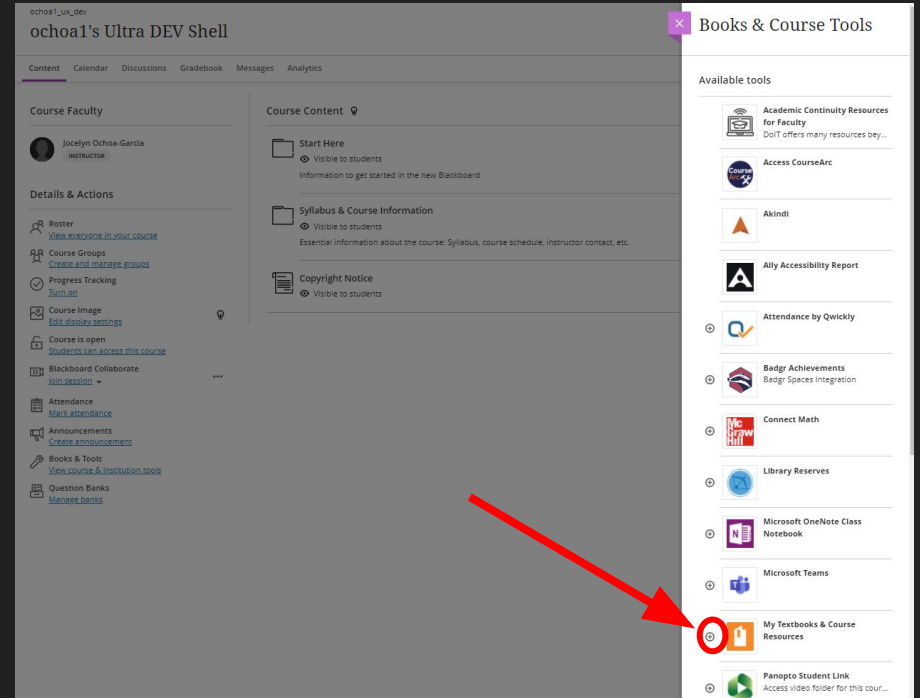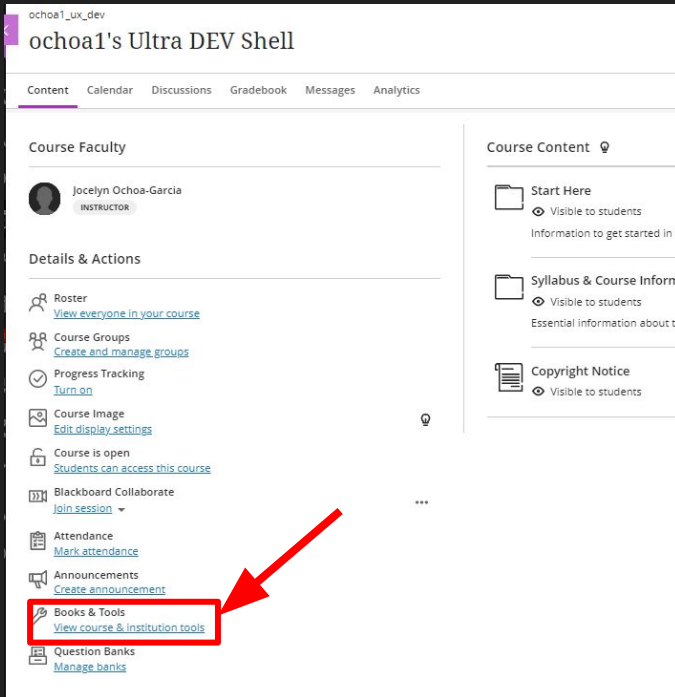3. Upload the Blurb that was emailed to you (Base or EXT).

The following pages will have these steps with more detailed instructions and screenshots.
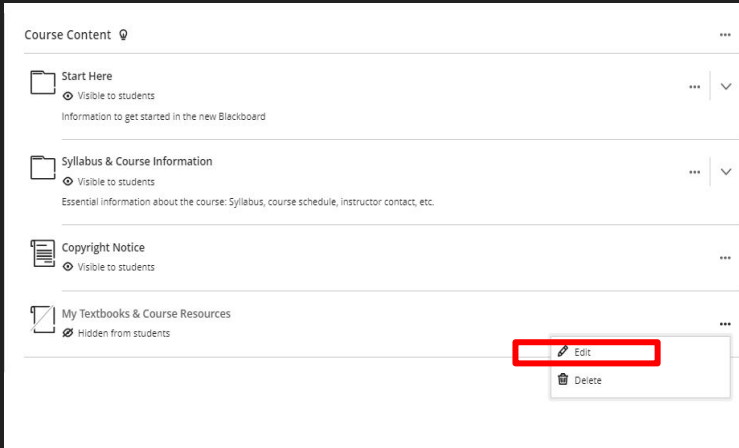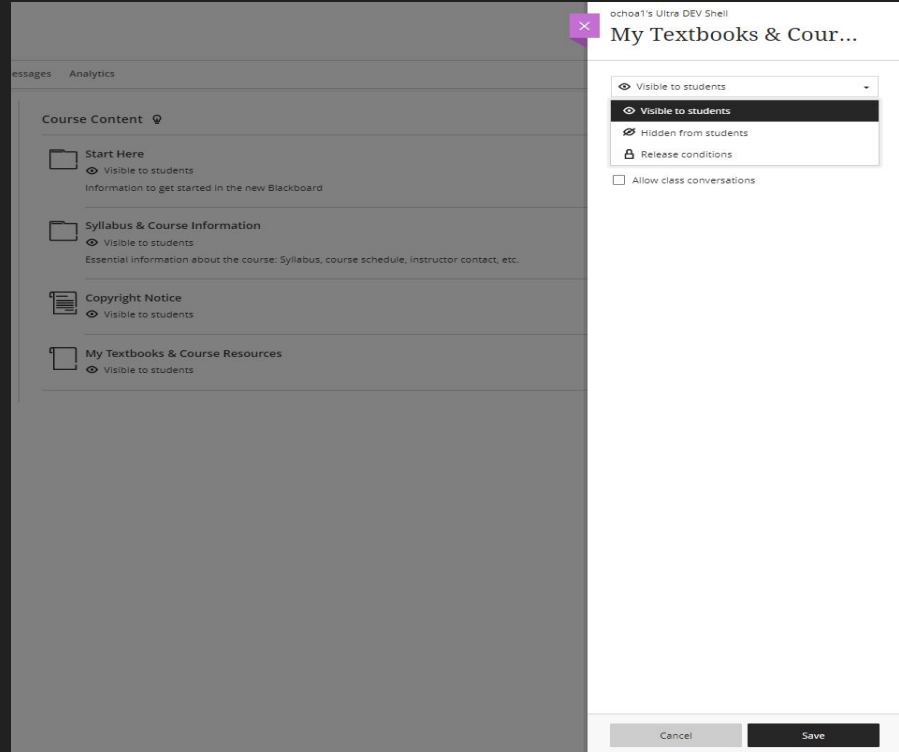
STEPS to add the eText tool

UMBC

1. In the "Details & Actions" column, select "View course & institution tools".

2. "Books & Course Tools" menu will appear. Select the (+) button next to the "My Textbooks & Course Resources" option.

UMBC **BOOKSTORE**

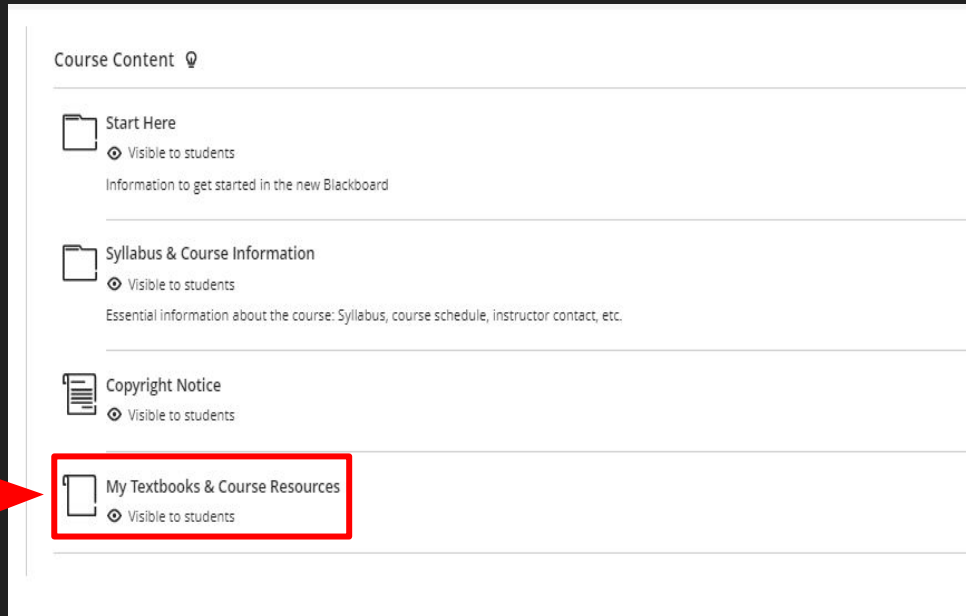3. Edit ≫ Change "hidden from students" ≫ "Visible to students" ≫ Save

4. The tool with the link to the eText is ready!

Click on it to test if it works. On the page that opens in a new tab, click "Read Now" to add your complimentary eText to your VitalSource Bookshelf.

TAs can also click this link for a complimentary eText to be added to their VitalSource Bookshelf!

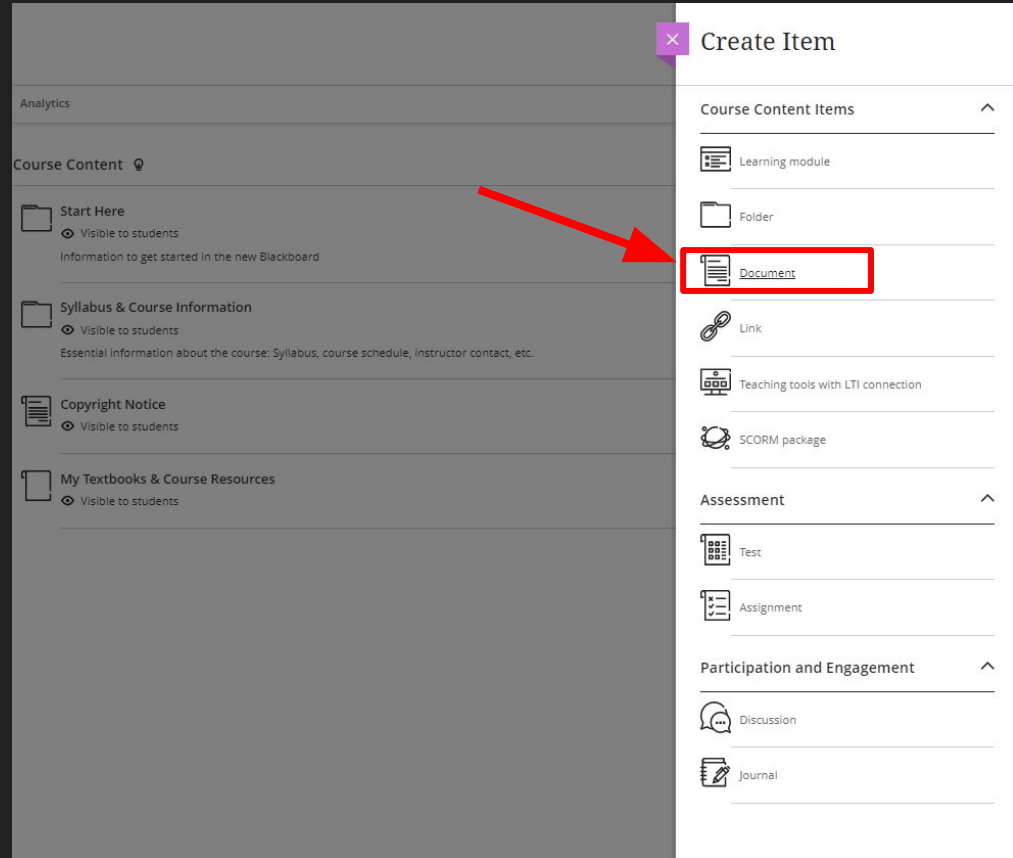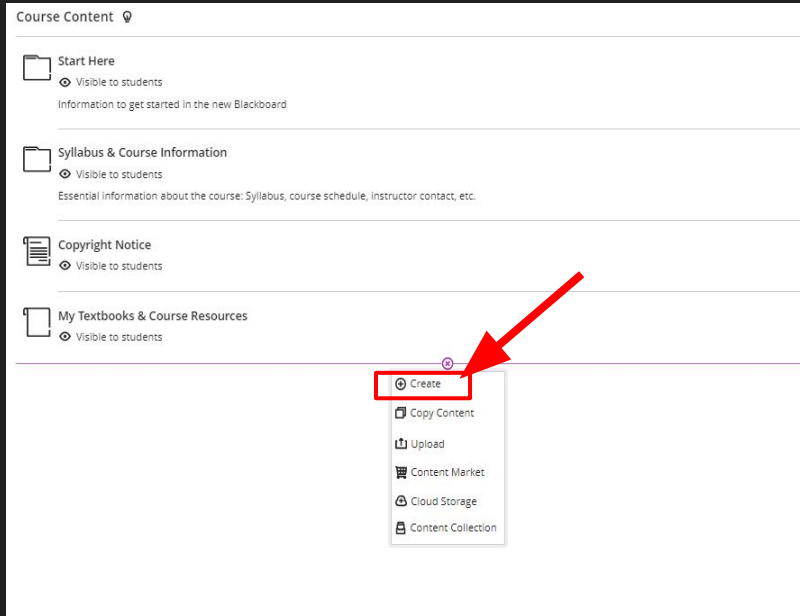If it works for you, it should work for students. The only difference is role.
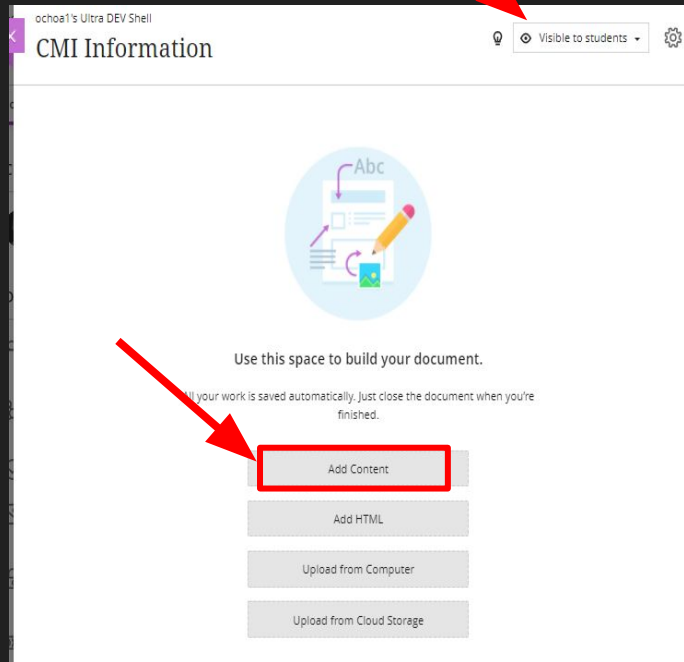
UMBC BOOKSTORE

STEPS to add the CMI Information Blurb

1. (+) Create in desired location. "Create Item" menu will appear. Select "Document"

BOOKSTORE

2. Change the title to "CMI Information" (or similar) and select "Add Content". Make sure it's set to be "visible to students"

You can choose to upload the document instead but by doing it as "Add Content" instead, students will see the information as soon as they click the section instead of clicking and then having to download/open and THEN seeing the information.
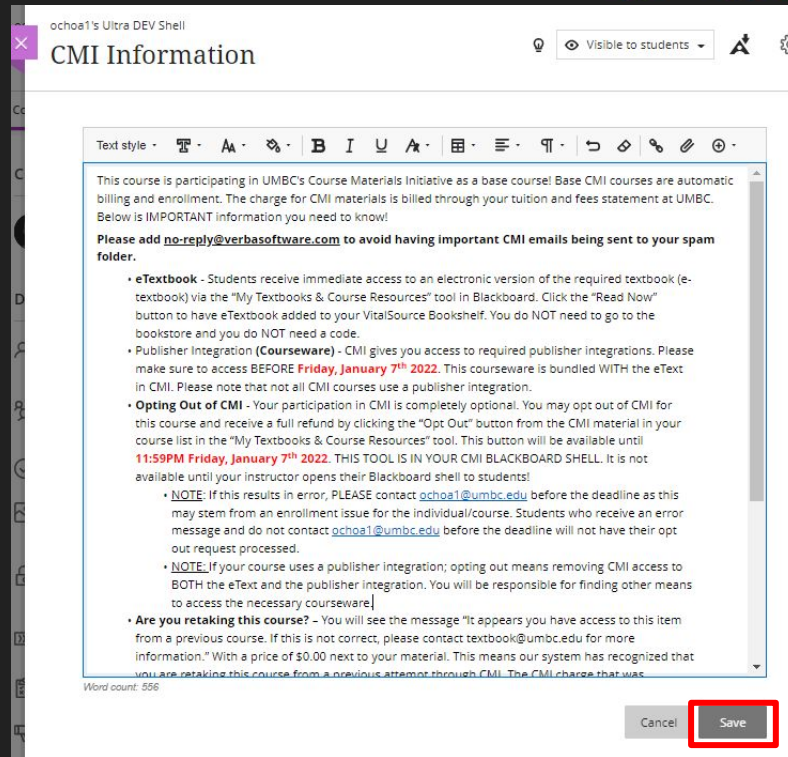
ochoa1's Ultra DEV Shell
CMI Information

Visible to students

Use this space to build your document.
All your work is saved automatically. Just close the document when you're finished.

Add Content

Add HTML

Upload from Computer

Upload from Cloud Storage

UMBC BOOKSTORE

3. Copy and paste the information from the file that was emailed to you (Base or Extension). Edit using the tips below, hit save and done!

Tips for customizing CMI information blurbs:

- If this is the first time this course is in CMI, remove the RETAKE section as it does not apply.

- If your course does not use courseware, remove the COURSEWARE section as it does not apply.

The Blackboard emails to faculty are typically sent within the first 2 weeks of shells being created. The email will have the files you need for the blurb.

Customizing

As long as the tool link and blurb are present, feel free to move them about to suit your course needs and organization. It may be helpful to create a Course Materials folder and stick them in there as well as your courseware link if you're using one.

Contacts

- **Jocelyn Ochoa-Garcia** - ochoa1@umbc.edu - Jocelyn is the CMI coordinator. If there are any issues with linking the "My Textbooks & Course Resources" tool or issues with the eText or if you just would like someone to double check your set up - contact her! Email, call (x53904 direct or x52699 general), or stop by the Course Materials Desk. We'll make it work.

HAVE A GREAT DAY!