

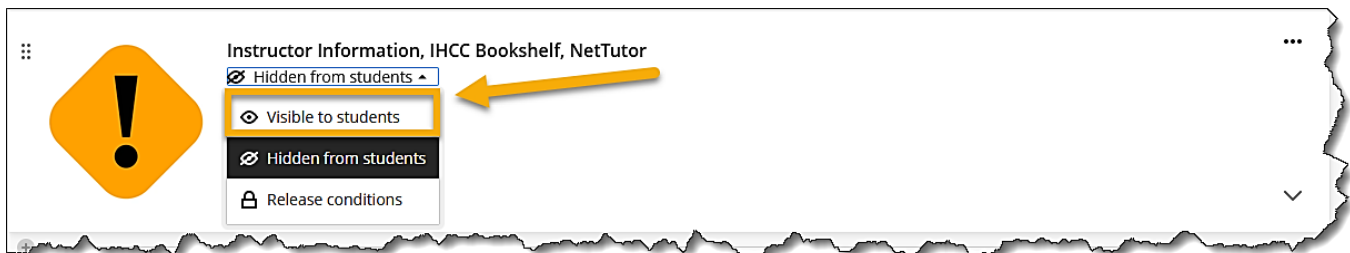
Computer Tutorial:

Make Your Digital Book Accessible

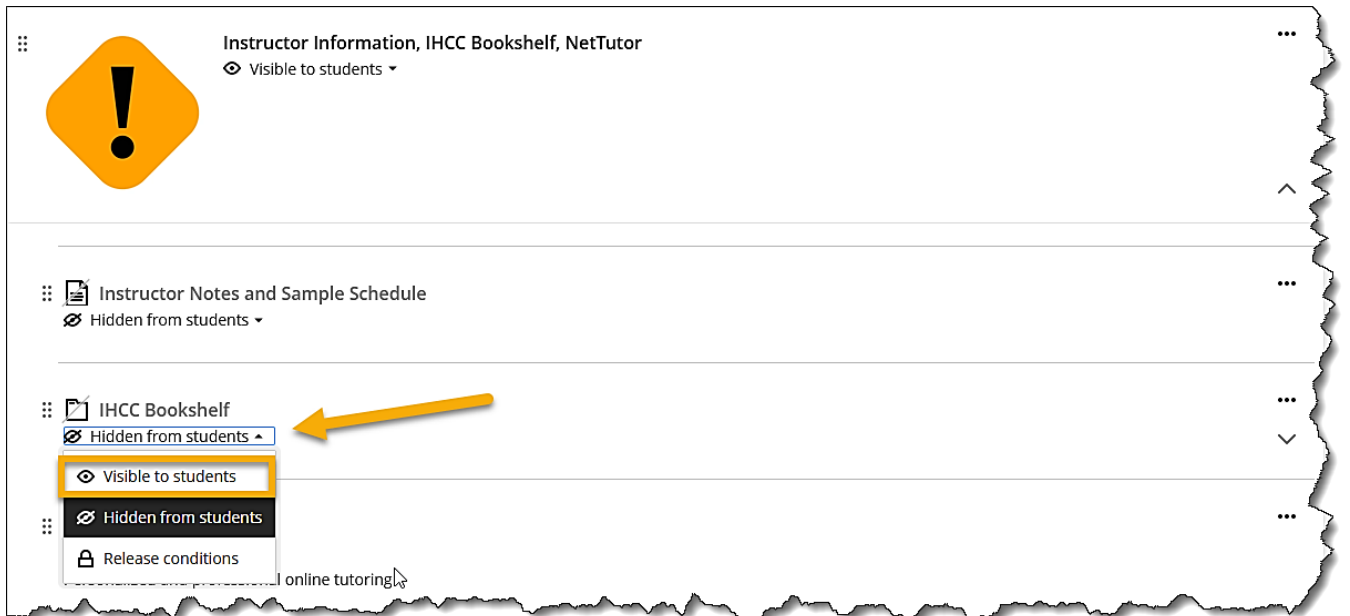
Purpose: To demonstrate to faculty how make their digital textbook and materials accessible from the IHCC Bookshelf.

Option 1: Make the existing module visible

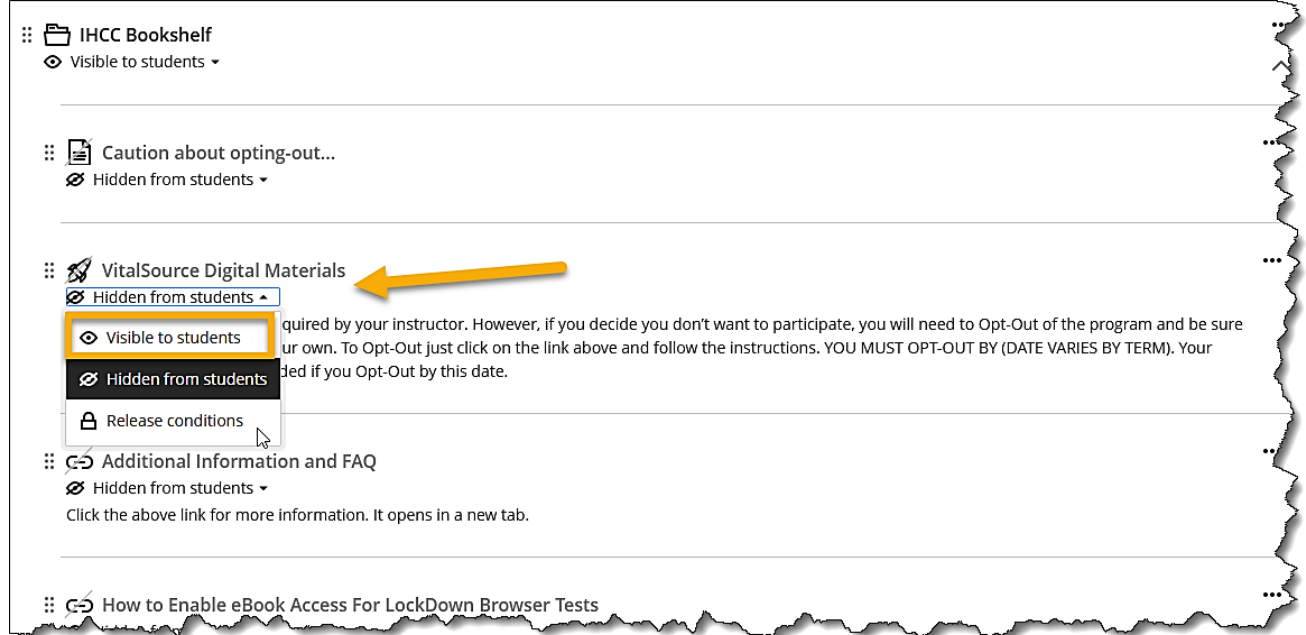
1. Make the Instruction Information, IHCC Bookshelf, NetTutor module visible to students.



2. Within the module, make IHCC Bookshelf available.



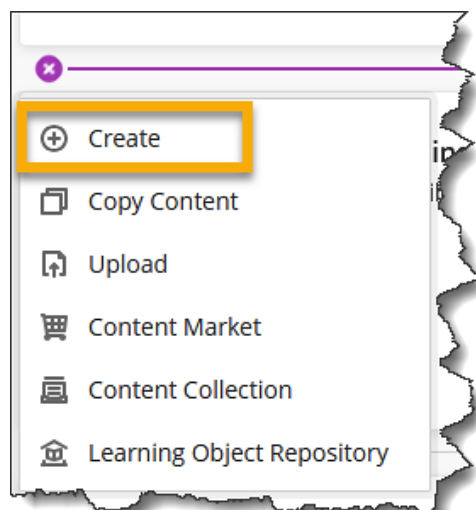
3. Be sure all items within the folder are visible, especially the VitalSource Digital Materials item.



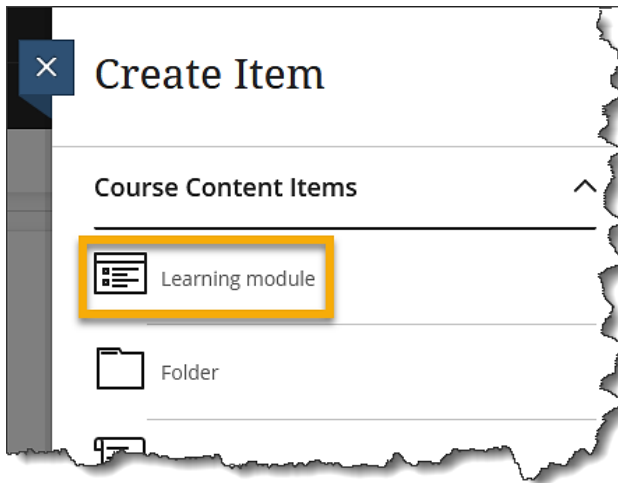
Option 2: Create a separate Textbook module

1. Create a new module called Textbook

From within your course, hover your cursor in the area you'd like to create your module until a purple line appears. Select **Create**.



2. A **Create Item** menu will open on the right side. Click “**Learning Module.**”

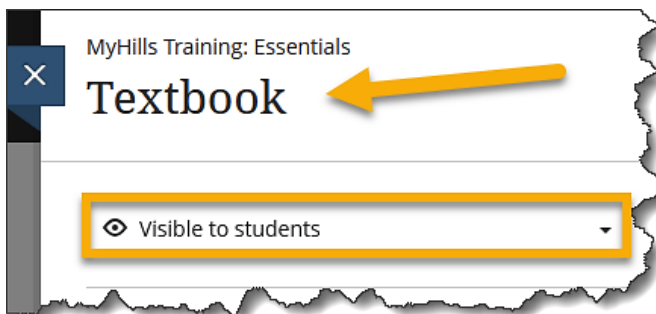


Type the **name** of the module.

Select to make the module **Visible to students** (remember that the default setting is hidden).

Finally, you have the option to add an **Image**. Again, this is not required, but helps add some visual interest. Note that this option is not available if you create a folder.

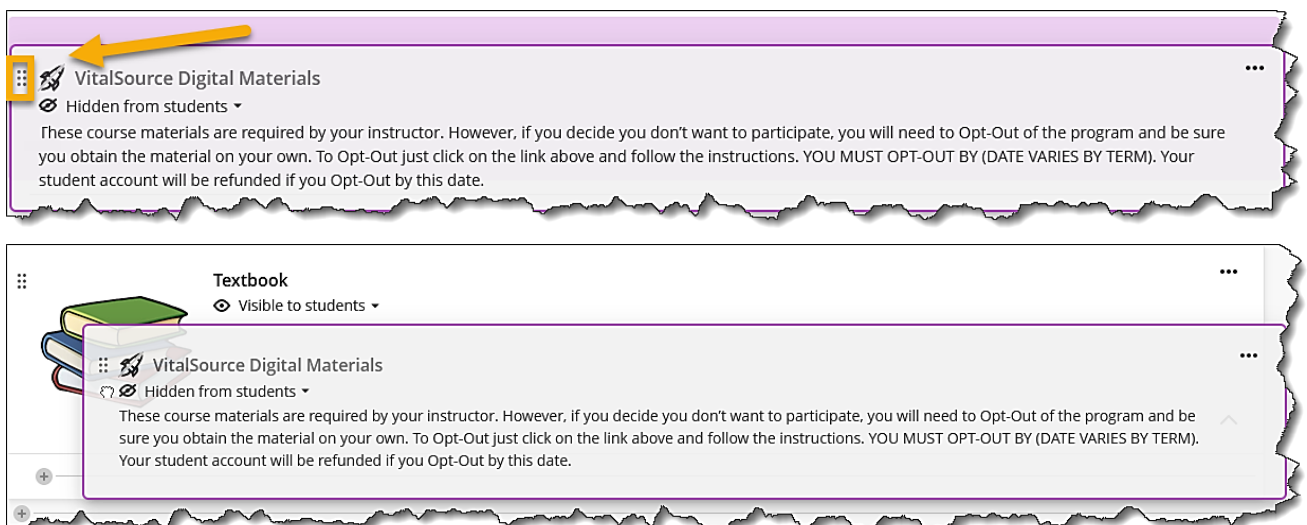
When you're finished, click **Save**.



This is a **sample textbook image file** that can be saved and used.



3. Move the **VitalSource Digital Materials** item into the **Textbook** module by clicking on the six dots on left of the item and dragging it into the new module.



4. Make sure the module and item are **visible** to students.



Tip: If students will regularly need to reference the e-book throughout the course, Option 2 may be the most user-friendly. Having the textbook in its own module makes it easy for students to find whenever they need it.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk