**Link to Library Resources**

*This tool allows you to add online library resources to your Blackboard course. Students will be pre-authenticated -- no need to sign-in a second time with their library ID and password.*

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**Part I – Search for content**

*Such as an online journal, database, or even a specific article.*

1. **Login to the Employee Web with your College username and password.**
   
   https://www.palmbeachstate.edu/employeeweb/

2. **Under the heading Miscellaneous, choose the option Library.**
   
   You will be directed to the College’s library catalog.

3. **Type keywords in the search field, then click Search.**

4. **From the results, click on the title of the item you want to add to your course.**

5. **Copy the URL from the browser’s address bar.**
   
   Right-click and select Copy.
   
   OR click on the address and press Ctrl and C.

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**Part 2 – Add the link to your course**

1. **Go to your Lesson in your Blackboard course.**
   
   This will be the location where you want to place the link.

2. **Click on the button Tools and choose the option Links to Library Content.**

3. **Enter the Author and Title of the library resource.**
4. **Paste the URL in the space provided.**
   Right-click and select Paste.
   OR click on the field and press Ctrl and V.

5. **Click Submit.**
   You’ve now just created a link to your library resource!

6. **You should receive confirmation that your link has been added.**
   Click Return to the content area.

   **Create LINCWeb SSO Link**
   Congratulations, your new LINCWeb Customized URL has been added to your course content!
   Return to content area

   **Your students will now see the link available in their Lesson.**
   Once they click the link they will be taken directly to the library item -- no login needed!

   **STUDENT VIEWPOINT**

   **Note:** Please do not use the Student View tool to view the library resource. The Demo User student role is not a “true student” and is not authorized to access this material.