

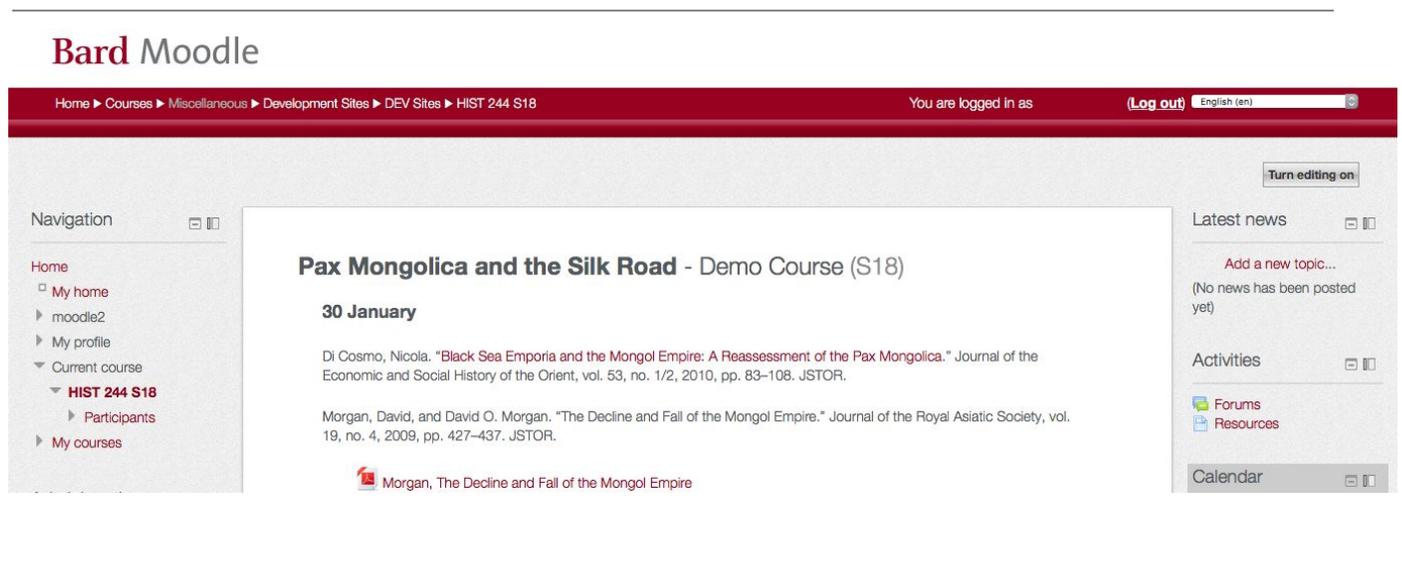
# Your Options for Replacing **RESERVES DIRECT**

We are using shared Google Team Drives to transport your readings to you. From there you may choose to share your files in the following ways:

## Upload your course readings to a Moodle2 site

1. Request your Moodle2 course site(s) NOW by going to the Bard Moodle2 homepage < <https://moodle2.bard.edu> >. Click on **Request your Course Site** on the right side of the page under **LINKS**. Fill out request form for each of your course sites.
2. Once your course site has been created, you will receive an email from the Bard Moodle administrator containing the course's *Student Enrollment Key*. You'll need to distribute this key to your students in order for them to self-enroll in your Moodle2 course site.

Sample MOODLE 2 course page with readings and citation options:



The screenshot displays a Moodle2 course page for 'Pax Mongolica and the Silk Road - Demo Course (S18)'. The page is viewed from the perspective of a user logged in as 'You are logged in as' with a '(Log out)' link and 'English (en)' language setting. The breadcrumb trail shows the path: Home > Courses > Miscellaneous > Development Sites > DEV Sites > HIST 244 S18. The main content area features a date '30 January' and two citations: 'Di Cosmo, Nicola. "Black Sea Emporia and the Mongol Empire: A Reassessment of the Pax Mongolica." Journal of the Economic and Social History of the Orient, vol. 53, no. 1/2, 2010, pp. 83-108. JSTOR.' and 'Morgan, David, and David O. Morgan. "The Decline and Fall of the Mongol Empire." Journal of the Royal Asiatic Society, vol. 19, no. 4, 2009, pp. 427-437. JSTOR.' Below the citations is a red icon and the text 'Morgan, The Decline and Fall of the Mongol Empire'. The left sidebar contains a 'Navigation' menu with options like 'My home', 'moodle2', 'My profile', 'Current course', 'HIST 244 S18', 'Participants', and 'My courses'. The right sidebar includes 'Turn editing on', 'Latest news' (with a note that no news has been posted yet), 'Activities', 'Forums', 'Resources', and 'Calendar'.

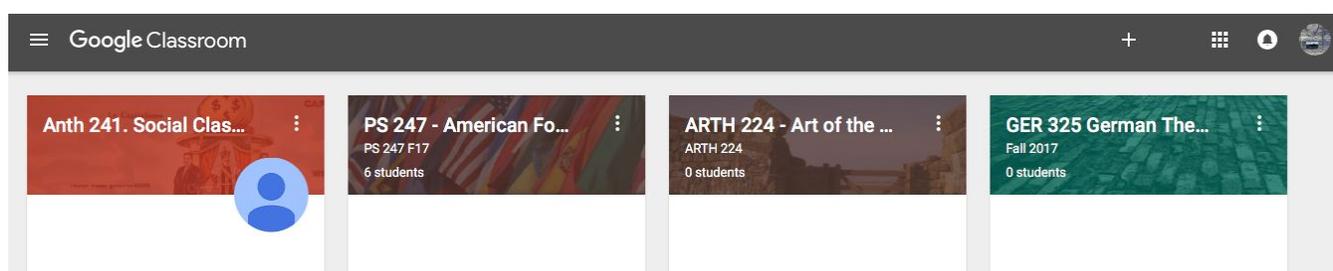
**PRO** - Moodle2 functions the most like Reserves Direct - start here if you are looking for a basic way to share your readings with your students each semester.

**CON** - In the coming year, we will be upgrading to Moodle3, so you will learn a new system just before it changes.

## Add your course readings to a **Google Classroom** course site

1. **Go to:** [classroom.google.com](https://classroom.google.com) .  
You'll have access to Classroom if you log in using your *bard.edu* "G Suite/Google Apps for Education" account.
2. **Choose the "I am a Teacher" option to request Instructor access to Classroom.** Once that has been approved, you will be able to create your own course sites.
3. **Click the "+" (plus sign) in the upper right corner of the browser window, next to your username.** Then choose: CREATE CLASS. **Add the Class Name/Title for your course.**
4. Click on the **ABOUT** tab. Add course content here that you'd like students to be able to reference throughout the duration of your course, like your syllabus and core readings.

5. For more information, see our handy [Faculty Guide](#). If you'd like to schedule a session to setup your new Google Classroom site, contact Leslie at [melvin@bard.edu](mailto:melvin@bard.edu).

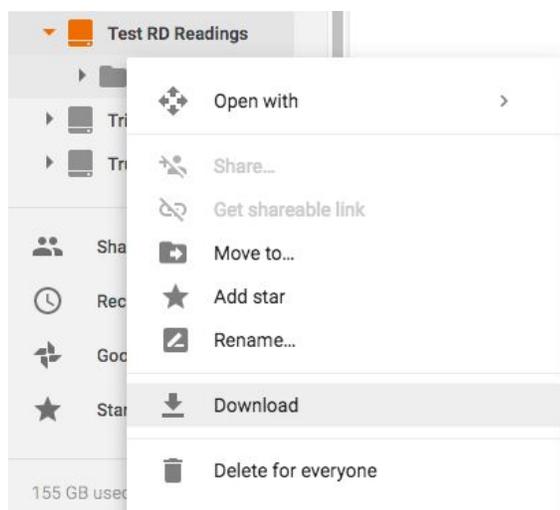


**PRO** - Google Classroom is well-integrated with other G Suite resources, like Calendar, Docs (word processing), and Drive (file storage). Since all of these resources are accessed via your bard.edu G Suite account, it provides a low-barrier way for you to manage (and archive) all of your course files.

**CON** - Google Classroom is very new and has some *quirks*. Though it lacks some of the features of a full learning management system, students seem to prefer it, and for many tasks it is pretty intuitive. What it does exceptionally well is encourage collaboration and resource sharing - the G Suite tools allow you to control what course materials you share (with whom, and how).

## Copy your course readings to a new shared Drive (that you own)

**Think of this Reserves Direct Team Drive as your master archive of all of your Reserves Direct readings.** Team Drive is being used as a vessel to transfer all of your Reserves Direct readings to you. After you receive the readings, they are yours to hold on to and use. For that reason, we recommend keeping the Team Drive with your Reserves Direct readings as intact as possible - think of it as your personal archive. If you move or delete the readings from here, you may not be able to find them! We also recommend that you not share this Team Drive unless it's necessary and you've already backed the readings up elsewhere (to your personal Google Drive, your hard drive, etc.).



**Q. Great, I have copies of all of my readings, but I don't want to use Moodle2 or Google Classroom. How else can I share my readings with students?**

**( THIS ONE'S A BIT TRICKY - SO LET US HELP YOU! )**

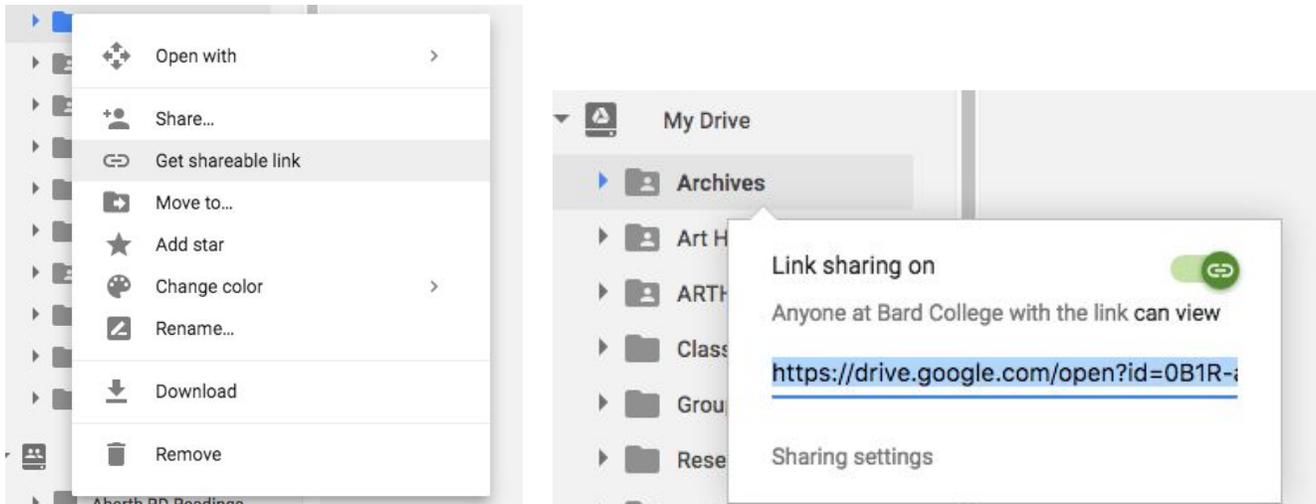
**A.** You may wish to share copies of course readings to a Google Drive folder that you create. To do this, go to [drive.google.com](https://drive.google.com)

- Select your **Reserves Direct Team Drive** from the left-hand menu.
- Click on the correct course folder, then find the right semester folder (usually you'll want the most recent iteration of the course).
- Right-click on that folder, select **"Download."**

This will allow you to download the folder and its readings as a zip file.

- **Unzip it to an easy-to-find location**, such as your desktop.
- **Locate the folder you've just downloaded/unzipped, then click and drag it to "My Drive."** This will upload the folder to your personal Google Drive and create a copy of the course readings for the new semester. (Consider adding *Spring 2018* or *S18* to the new Drive name.)

- You can share that folder with your students directly by right-clicking the folder and selecting **“Get Shareable Link.”**



- **Then copy and paste the URL into a message and send it the students in your class.** You can also select the **“Share+”** option (above “Get Shareable Link”) to enter in the names of those with Bard e-mail addresses whom you would like to have access to the readings.

**One final option worth mentioning:** with readings now stored in your Drive and Team Drive, it is possible to link to those readings in other Google applications. This means that it is possible to create a class bibliography in a Google Doc (or convert your syllabus into a Google Doc) with links to each of the readings on your Drive. That bibliography or converted syllabus can then be shared with your students. An example is illustrated below.



Note that the link function in Google Docs not only allows you to add links to your own files from Drive, but also suggests where one might find the article online. *In the above illustration, the second link directs to a full-text PDF of the article available online.* While we think it’s better to link to a file, this is a handy trick for quickly finding full-text articles that are available from our library’s journal vendors.

***Don’t know which solution is right for you? Schedule a one-on-one consultation with us over winter break to get customized help! Email [hoyt@bard.edu](mailto:hoyt@bard.edu) and [melvin@bard.edu](mailto:melvin@bard.edu).***