

## Adding Article-Level Purls to a Blackboard Course revised: 28 January 2008

Add a link in your course to the full text of an article in a Sawyer Library database.

### Rationale:

- the Sawyer Library has access to millions of full text, scholarly articles in its tuition-supported subscription-based databases
- a persistent URL (PURL) can link directly to the article level
- copyright clearance is included for all of these full text articles
- helps direct the student to exactly what you want them to read
- saves the student some money if you can replace articles in course packets

### Scope:

- almost every database has linkable full text articles you can include on your reading lists, but not all databases enable persistent URLs
- not all articles are available in full text
- there are different full text formats -- the most common are text, text with graphics, and .pdf (an image of the document as originally published)

### Instructions:

1. open the Blackboard course (<http://suffolk.blackboard.com>) as instructor
2. go to Control Panel
3. under Content Areas, select an area, such as Assignments
4. add a folder (recommended), and then appropriately name it for student use, such as Reserve Readings
5. click on the new folder's name
6. Minimize Blackboard, and start up another browser window (or, open another browser tab), and go to the Sawyer Library's homepage (<http://www.suffolk.edu/sawlib/sawyer.htm>) and **click on the link for "Databases by Subject"** (<http://www.suffolk.edu/sawlib/oncampdb.htm>)
7. click on a subject area
8. click on the link for a database (chose EBSCO Academic Search Complete for this example)
9. Conduct a search in the database (click checkbox for "full text." You may want to further limit the search by clicking "peer reviewed")
  - click on article title
  - click on save at top of screen
  - look at radio button for Standard Field Format. Click the down arrow and change that to "Brief Citation"
  - you may also change the citation format if you wish
  - then click the save button
  - on the next screen, copy the article's title (or the entire bibliographic citation if you want)
10. Return to Blackboard.
11. add External Link -- window appears

12. in the Name textbox, paste the title's article
13. return to the database
14. copy the article's URL (one method -- right click the link, then highlight Copy Shortcut)  
To be accessible on- and off-campus, a correctly-formatted article-level persistent URL must begin with "< a href = "http://0- " and include "library.law.suffolk.edu" AFTER the vendor domain. Therefore, a correctly-formatted PURL would look like this example:  
`http://0-search.epnet.com.library.law.suffolk.edu/direct.asp?an=10236180`
15. return to Blackboard
16. in the URL textbox, paste the article's URL.
17. Then, under "3 Options" click the radio button for "Yes" to "Open in a new window". This is critical -- if you do not do this, the link will not work from off-campus.
18. Then, click the submit button at the bottom of the page
19. Then, click OK.
20. The folder window opens. The link appears as a link.

The result is a link to the full text article you want students to read. To add additional articles from the same database, return to Step 9. To add articles from another database, return to Step 7.

This may seem cumbersome; however, after doing a few, the process becomes mechanical. Additionally, this process can be undertaken by student- or teaching assistants.

**PLEASE NOTE:** each database handles PURLs differently. Most databases explain their process in their help screens. If you cannot determine how to create a PURL for an article you want, please contact Bob Dugan in the Sawyer Library at x8536 or by email at [rdugan@suffolk.edu](mailto:rdugan@suffolk.edu) for assistance.