



Course Resources Guide

The University of Denver offers instructors a variety of tools and resources for creating and delivering course-related materials to students.

COURSE MATERIALS	Description	Contact info
University Library	Located in the Anderson Academic Commons. Books, journals, videos, research center, computer labs, study rooms, math and science tutoring, Office of Teaching and Learning, the Writing Center, University Technology Services, and more!	Website: http://library.du.edu/
Bookstore	The DU bookstore is where students can purchase or rent books, textbooks, coursepacks, electronic texts, and custom course materials that you assign.	DU bookstore's website: go to DU Bookstore scroll down to "Faculty Services, and select "Online Adoptions."
E-Reserves	A service in which library materials are made available electronically for students in a specified course. Includes articles, book chapters, syllabi and other documents.	Contact the Reserve Department at University Libraries through: reserve@du.edu . Details about how E-reserves work are at: http://library.du.edu/services/reserves/faculty-reserves.html
Physical Reserves	Books, videos, CDs and DVDs are made available to students for a limited 2-hour checkout period. Materials are held for checkout at the Circulation Desk in the Anderson Academic Commons.	Materials to be placed on Physical Reserves may be requested through the Reserve Department at University Libraries: reserve@du.edu .
DU CourseMedia	A courseware tool for organizing and presenting high quality images and videos. Instructors have access to over 20,000 images and over 1,000 library reserve videos.	To access DU CourseMedia, go to: https://coursemedia.du.edu/ . Contact reserve@du.edu for new streaming requests.
TECHNOLOGY AND EVENT SUPPORT	Description	Contact info
Classroom Support	Classroom support maintains nearly 200 smart classrooms on campus. Support services for classroom A/V equipment, laptops, projectors, microphones, etc.	Contact Classroom Support at x13595. Classroom Support
Digital Media / University Video & Events AV Services	Services include: Video capture and production : Professionals digitally record and produce your lecture or event. Digital conversion services : Turn your old VHS into a DVD! Event media support : Full technical support for audio/visual presentations, video- and teleconferencing Digital Media Center : Use our Digital Media Center computer lab in the Anderson Academic Commons to produce and edit your own videos, PowerPoints, and most forms of audio-visual productions.	Questions? Email Library-av@du.edu , or phone 303-871-3190 Web site: http://library.du.edu/services/media-support/Event Request Form

ONLINE LEARNING MANAGEMENT SYSTEMS	Description	Contact info
Blackboard	Online learning management system. Allows instructors to create web-based content and use online communication tools (email, discussion board, wiki, group and real-time collaboration tools) for their courses.	To access Blackboard go to: http://blackboard.du.edu/ , or contact Alex Karklins at x17882 or blackboard@du.edu.
Canvas	Online learning management system. Allows instructors to create web-based content and use online communication tools (email, discussion board, wiki, group and real-time collaboration tools) for their courses.	To access Canvas go to: Canvas (https://du.instructure.com/login)
DU Portfolio Community (DUPC)	A web-based searchable database of electronic portfolios for the DU community. Individual portfolios, course portfolios and community portfolios are available. Good for online posting of course materials including text, audio, video, and discussion forums.	Portfolio site: https://portfolio.du.edu/ . Portfolio FAQs: http://otl.du.edu/academic-technology/du-portfolio/ Email contact: Kim.Hosler@du.edu in the Office of Teaching and Learning.
myWeb	myWeb is the interface to DU's administrative database. View and update registration and grading information (class rosters, wait lists, advisee lists, academic progress reports, student registration status, registration overrides, submit grades, email students).	Contact the Registrar at x12284 for assistance with myWeb.
PioneerWeb	DU's web portal provides secure access to webMail, Blackboard, myWeb, DU Portfolio, University Library account, email, calendars, employment information, and personal announcements.	Link: PioneerWeb Contact Jeff Derksen at x12104 or email jderksen@du.edu

Course Related Content at University Libraries

E-Reserves Requests

reserve@du.edu

Ph.: (303) 871-3431 or x13151

Physical Reserves Requests

Ph.: (303) 871-3485 or x13151

reserve@du.edu

New Streaming Requests for DU CourseMedia

reserve@du.edu

Ph.: (303) 871-3486 or x13151

Reactivations on DU CourseMedia (via the Office of Teaching and Learning)

Ph.: (303)-871-2084

coursemedia@du.edu

Informational page on Course Reserves: <http://library.du.edu/services/reserves/faculty-reserves.html>

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted materials. See fair use guidelines at: http://www.du.edu/intellectualproperty/fair_use.html.

Fair use policies for electronic reserves through University Libraries:

- BOOKS
 - ✓ We will post one or two chapters of a book on electronic reserves.
 - ✓ If the percentage of any title requested is over 20%, we will try to purchase an electronic version of the book, and make a link to that from E-Reserves.
 - ✓ If we can't find an electronic version of the book, then we will put the print book on physical reserves for students to check out.
 - ✓ We recommend you work with the bookstore so that students can purchase the book.
- JOURNAL ARTICLES
 - ✓ For all articles in journals licensed by University Libraries, we will create a link to the article online.
 - ✓ If we do not have an online version of the article, we will post a scanned copy on e-reserve. One article from an issue of a journal is fair use, but two articles will require a permission request and copyright fees, which University Libraries will cover.
 - ✓ For more than two articles from a single issue, we will either put the paper volume on physical reserves, or ask you to work with the bookstore to create a course-pack for purchase.
- CONSECUTIVE USE
 - ✓ When you use the same readings for the same courses in consecutive quarters, we need to process these for copyright permissions in order to post your readings on e-reserves. We will do this for you, and we will cover the permission fees.
 - ✓ Consecutive quarter postings can become very expensive (roughly \$140 per reading) we recommend that rather than putting materials on e-reserve two or more quarters in a row, that you work with the bookstore to create course-packs for purchase.
- RE-ACTIVATING
 - ✓ We check all links, scans, and copyright compliance when reactivating a course. At times, this can take as long as setting up new reserves

