Instructions on How to Add LibGuides (Research Guides) to Moodle

How to Add a Research Guide (LibGuide) to Moodle

1. In your Moodle course page select "**Add an activity or resource**"
2. In the pop-up box click on "**External Tool**" and then the "**Add**" button,
3. Fill in the "**General**" features:
   a. **Activity name**: [choose a name your class will recognize, my preference would be "Research Guide for [Subject]"]
   b. **Preconfigured tool**: click on the box and select "**LibApps Library Content**"
4. Scroll down and click on "**Save and display**"
5. Fill in "**LibApps Library Content Selection**"
   a. **LibGuides Site**: Click on box and choose "**LibGuides – huntington.libguides.com**"
   b. **Content Type**: Click on box and scroll down to the bottom and choose "**Full LibGuide**" under "**Guides & Guide Content**". Note: you can also embed the list of A-Z Databases or a specific part of a guide.
   c. **Guide**: Click on "Please select a guide" box and select the correct guide. Please only choose published guides do not add "Private" guides. Private guides are under development. Guides are listed by developer.
   d. **Optional - Guide Page**: Click on "Please select an optional landing page" box if you want to open up a specific page in the guide. This line is optional.
6. Click on "**Embed Content**"
7. You have now added the Research Guide to your Moodle page.

How to Add Library Course Reserves to Moodle

1. In your Moodle course page select "**Add an activity or resource**"
2. In the pop-up box click on "**External Tool**" and then the "**Add**" button,
3. Fill in the "**General**" features:
   a. **Activity name**: [choose a name your class will recognize, I use "Library Course Reserves" or "Supplemental Material"]
   b. **Preconfigured tool**: click on the box and select "**LibApps Library Content**"
4. Scroll down and click on "**Save and display**"
5. Fill in "**LibApps Library Content Selection**"
   a. **LibGuides Site**: Click on box and choose "**LibGuides – huntington.libguides.com**"
   b. **Content Type**: Click on box and scroll down to the bottom and choose "**Course Page**" under "**E-Reserves**"
   c. **Course**: Click on box and select the correct course. They are alphabetical by course number so you may have to scroll down.
6. Click on "**Embed Content**"
7. You have now added course reserves to your Moodle page.

Instructions on How to Add LibGuides (Research Guides) to Moodle

How to Add a Database on LibGuides to Moodle

1. In your Moodle course page select "**Add an activity or resource**"
2. In the pop-up box click on "**External Tool**" and then the "**Add**" button,
3. Fill in the "**General**" features:
   a. **Activity name**: [choose a name your class will recognize, my preference would be the database name or if you are including the full set of "A-Z Databases" you can name it so. A set of subject databases can also be added such as "Medical Databases"]
   b. **Preconfigured tool**: click on the box and select "**LibApps Library Content**"
4. Scroll down and click on "**Save and display**"
5. Fill in "**LibApps Library Content Selection**"
   a. **LibGuides Site**: Click on box and choose "**LibGuides – huntington.libguides.com**"
   b. **Content Type**: Click on box and scroll down to "**A-Z Databases**".
      i. *Single Database Option*: Click on "**Specific A-Z Database**".
         1. **Database**: Click on "*Please select a database…*" the scroll down the alphabetical list of databases and click on the correct database.
      ii. *Subject Databases Option*: Click on "**Databases for Specific Subject**".
         1. **Database**: Click on "*Please select a subject…*" the scroll down the alphabetical list of subjects and click on the correct subject.
      iii. *All A-Z Databases Option*: Click on "**All A-Z Databases**".
6. Click on "**Embed Content**"
7. You have now added the Database(s) to your Moodle page.