

Linking to Images from the Library Image Collection via Blackboard.

Access to the DePaul Libraries' Image Collection is restricted to campus-wide use within DePaul University. This means that images may be viewed for educational use via any computer on the DePaul University network or off campus via the proxy server. Off campus access requires a Campus Connection user ID and password. Deep linking (image-level linking) will not work off campus. Below are two methods for using library image collection images in your Blackboard course.

Copying Images

You can copy the image from the image collection to a file (or your computer) and then upload the image just like you would any other type of document. Please note that Copyright restrictions forbid the downloading or capture of these images to Web pages or other files that may be accessible outside the university.

1. Go to the Library Image Collection database (<http://library.depaul.edu/Collections/DigiCollections.aspx>) and locate an image you are interested in using. You can use the quick search or the advanced search.
2. View the image you are interested in using for your course by clicking on the thumbnail.
3. Place your mouse over the image and click on the image using your right mouse button (Windows users). Choose save picture as and save to a file or your desktop. Repeat until you have all the images you are going to use.
4. Open Blackboard (<http://oll.depaul.edu/>) and log into your course. Click on control panel and choose the course area you want the image to be uploaded into (e.g., course documents, handouts, assignments, course material.)
5. Click on add item and complete the information about the item. You can give it a name and a description. In section 2: Content, go to File to Attach, and browse to select the image from the desktop (or whatever location to which you saved the file).
6. Using the Special Action drop-down menu appearing directly below the File to Attach option, select Display media file within the page.
7. After you've completed any selections you might make in section 3, click Submit. You will be taken to a page titled File Options. Here you can determine the alignment and placement of the image you just added to the page, as well as set whether it has a border and/or opens in a new browser window, add alternate text for accessibility. If you want this image to serve as a hot link to a URL or web site, you may add that URL or web site. Keep in mind that image-level linking to the Image Collection will not work off campus.
8. Finally, click Submit. The image will now display in the content area to which it was added within your Blackboard course.

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Linking to Images

Linking to images is a preferred method, but it will not work easily if your students are accessing the resources from off campus. Below are the two methods for linking directly to the images.

On Campus

If your students will primarily be accessing the resources from on campus you can simply add links to the images in the external links area of Blackboard.

1. Go to the Library Image Collection database (<http://library.depaul.edu/Collections/DigiCollections.aspx>) and locate an image you are interested in using. You can use the quick search or the advanced search.
2. View the image you are interested in using for your course by clicking on the thumbnail.
3. Copy the URL for this image.
4. Open Blackboard (<http://oll.depaul.edu/>) and log into your course. Click on control panel and choose external links (could also be called Resources or Websites).
5. Click on Add Item. Give the item a name, paste in the URL and provide a description. Under Options answer “yes” to *Launch in new window* and click *Submit*.

The image will now be linked from the external links area of your Blackboard course.

Off Campus

Proxy access does not allow for deep linking (linking to the image) in this database. To make images available to off-campus users, you will need to provide them with the accession (item) number and directions for searching the database for the image.

1. Go to the Library Image Collection database (<http://library.depaul.edu/Collections/DigiCollections.aspx>) and locate an image you are interested in using. You can use the quick search or the advanced search. Write down the ID number for each image you want your students to find. Repeat until you have all the images you are going to use.
2. Open Blackboard (<http://oll.depaul.edu/>) and log into your course. Click on control panel and choose External Links (could also be called Resources or Websites).
3. Click on Add Item. Paste in the following URL:
http://ezproxy.lib.depaul.edu/login?url=http://mimsy.itd.depaul.edu/ImageSearch/advanced_search.asp.

This URL takes your students to the advanced search screen via the proxy server.

4. In the description, provide your students with the item numbers for each image you would like them to view. Students will need to type the item number for a particular image into the Accession Number box on the advanced search screen to search for the image. Under Options answer “yes” to Launch in a new window and click Submit.

The database will now be linked from the external links area of your Blackboard course.

5. When your students click on the URL for the database, they will be prompted to enter their Campus Connection user ID and password. After providing a valid user name and password they will see the advanced search screen. The student will then need to search the database (using the accession/item numbers you provided) for each image you want them to view.