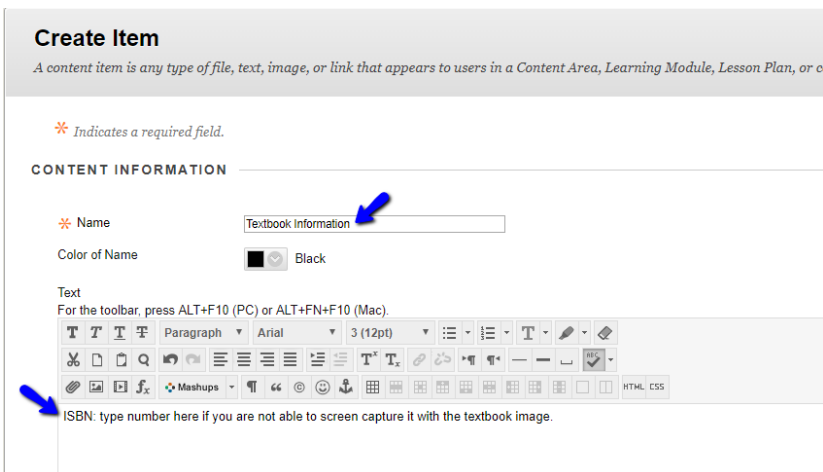# Adding an Item with Textbook Image and ISBN Information

In early 2018, UCT was advised by the university's business office that the use of the Blackboard tool that displayed textbook information (including suggested retail prices) placed the university in violation of their contract with Barnes & Noble, who operate the university bookstore. As a result, our system administrators were required to disable that feature in our Blackboard system.

If you would like to provide students with an image of the textbook and its ISBN, you can photograph/scan its cover and then create an Item in Blackboard that contains a thumbnail of that saved image and the ISBN. In this handout, we will demonstrate how to add an item with an image and ISBN information.

1. Navigate to the area of the where you would like to add the textbook information.
2. Click the Build Content button and select Item from its drop down menu.
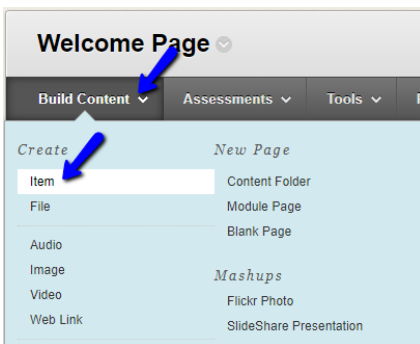
3. Enter a name for the new Item in the Name field and enter any desired text (e.g., ISBN number, book title, author) into the text box.

4. To obtain an image of the textbook, you have several options: (1) Screen capture an image of your textbook from the publisher's website, (2) scan the cover of the textbook, or (3) take a picture of the textbook with your mobile device. In this example, the ISBN numbers are listed below the textbook image so both were captured in one image. Save the image to your computer.
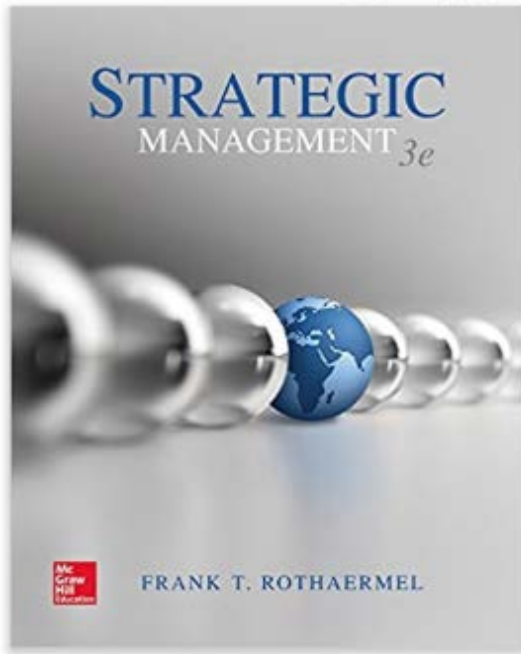
ISBN-13: 978-1259420474
ISBN-10: 1259420477

5. Once you have a saved image of the textbook, return to the Item that you are creating and click on the Edit/Insert Image icon.

6. On the resulting Insert/Edit Image screen, click on the Browse My Computer button.
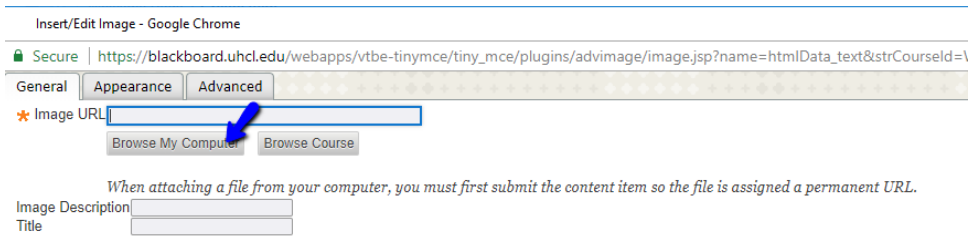
7. A Windows file selection screen will open. Navigate to the location where you saved your image, click on the image title, and click Open.
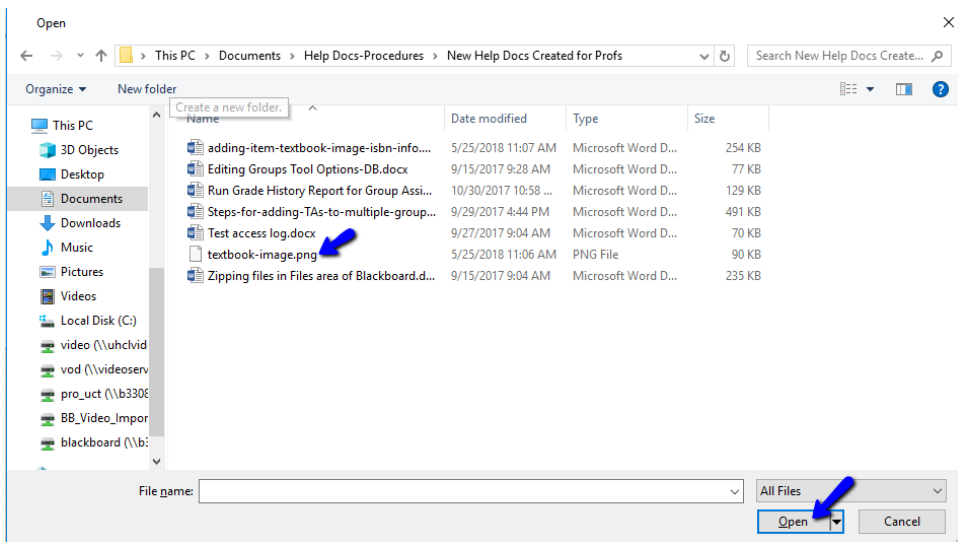

8. When you are returned to the Insert/Edit image screen, enter a descriptive Image Description and then click the Insert button.


Repeat steps 6-9 if you also need to add an image for the textbook ISBN.

9. You will be returned to the Create Item screen. Once you have completed adding the textbook image/information, click the Submit button.

10. The textbook information item you created will be at the bottom of the page. You will get a green bar across the top of the page that indicates that the Textbook Information item was created.
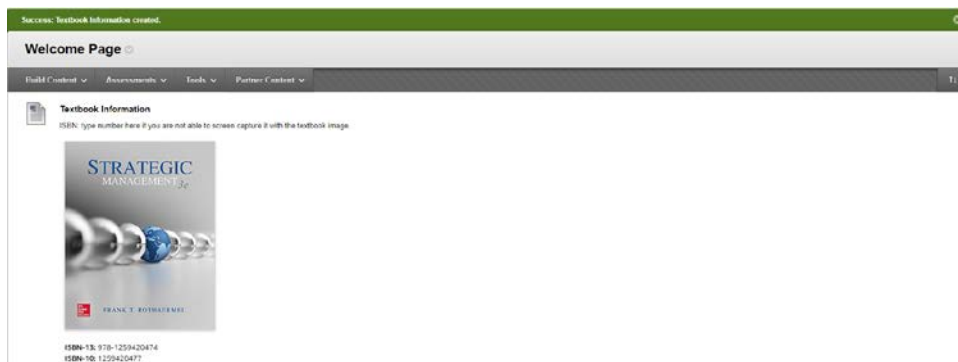
11. If you would like to re-order the items on the page, click on the Keyboard Accessible Reordering: Content icon in the upper right hand corner of the screen.
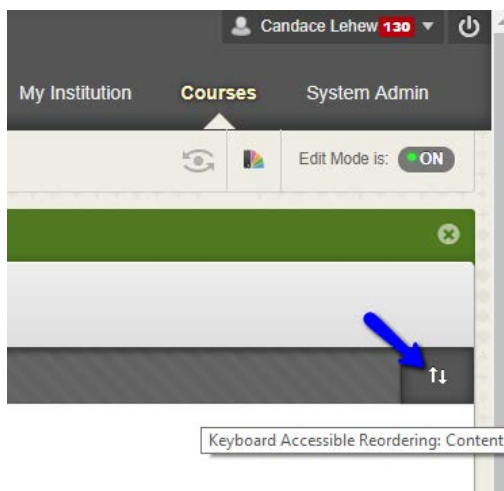
12. Click the title of the item you want to move, click the up/down arrows to move it into the desired position on the page, and click Submit when you have moved all of the items.