



Pack Ready and First Day® Complete Blackboard Faculty Guide

What is Pack Ready and First Day® Complete?

CSU Pueblo has adopted Barnes & Noble College for bookstore operations and launched the Pack Ready program. This is a First Day Complete program, which provides access to all required course materials to students on or before the first day of class in one package with the goal of providing a simplified student experience and potentially lowering the cost of materials.

As part of **Pack Ready**, the bookstore provides a tool in Blackboard courses so that students can access digitally delivered class materials through this program directly in their course.

This guide provides information on how to use this Blackboard tool to link to digital materials to your courses and who to contact should more support be needed. More information on the **Pack Ready** changes to the bookstore and materials model can be found here: <https://www.csupueblo.edu/pack-ready/index.html>

How do I prepare my digital course materials?

Below are the steps that need to be taken by **faculty** to ensure digitally delivered materials are available for students in Blackboard.

Setup *Course Materials* Link – Tool Configuration

Blackboard Original Course View

Any Blackboard courses that are using digital courseware materials will need to include a link through the VitalSource tool that Barnes & Noble College utilizes so that you and your students can access the digital materials.

If you do not see a *Course Materials* link set up in your Blackboard course menu, please follow the instructions below to configure the tool.

A video tutorial of this process in the Original Course View is available here: ["First Day™ - Add Course Materials Link in Blackboard"](#)



Steps

1. Open your **Blackboard course**, and make sure that **Edit Mode is on** by *toggling the option* at the top right-hand corner of your course page.
2. Click the **+** sign at the top of your course menu (on the left).
3. Select **Content Area** from the drop-down options.
4. Type “Course Materials” for **Name**.
5. Check the box for **Available to Users**.
6. Click **Submit**.
7. Open the newly created **Course Materials Content Area**.
8. Hover your cursor over the **Build Content drop-down menu**.
9. Click the “**VitalSource Course Materials**” option from the drop-down menu.
10. Enter “Course Materials” for the **Name**.
11. Click **Submit**.



If you see the **Purchase Course Materials** link in the same course menu, take the following steps to remove it, to prevent student confusion for this course only.

12. In the course menu, click the arrow to the right of the **Purchase Course Materials** link.
13. Click Delete, then select “Delete this menu item” from the window that appears.
14. Repeat these steps **for** any additional sections that require the Course Materials link.

Blackboard Ultra Course View

Steps

1. Open your **Blackboard course**.
2. In the right-hand navigation panel, under Books & Tools, *click* **View course & institution tools**.
3. Locate the “**VitalSource Course Materials**” tool link.
 - a. You may need to *click the* “**Browse all course tools**” link at the bottom of the menu if you do not see the VitalSource Course Materials tool link in the list of Available tools.
4. Click the **+** sign in the tool box.
 - a. This will add a link to the tool into the Course Content area of the course.
 - b. Click the **eye icon** to make the link available to students (hidden by default).



Confirm Course Material Selection

1. After ensuring that the *Course Materials* tool link is set up in your course, clicking this link will launch the tool and take you to the **Instructor Portal** where you will be able to see you're your list of linked courses and selected materials.
 - a. If you need assistance, please contact your publisher representative.



Merged courses can cause student access issues. If you have courses merged in Blackboard, please let your bookstore manager know ASAP.

2. Consider adding the student instructions below to your syllabus and Blackboard course, so they know how to access their materials:

This course is part of CSU Pueblo's course material delivery program, Pack Ready. The bookstore will provide each student with a convenient package containing all required physical materials, and all digitally delivered materials for this course are provided through the Barnes & Noble College tool in Blackboard. These materials can be accessed through the link in the Course Materials content area in the course sidebar.

3. Check your email for a notification from the bookstore confirming the materials provided for each of your courses. Please reach out to the bookstore manager if you did not receive an email or need the email resent to you.
4. If you have not done so already, select whether you prefer to receive printed components through **in-store pickup** or **home delivery**.
5. Confirm your fulfillment preference so the bookstore can prepare your materials.

For more information about Pack Ready, please go to the [Pack Ready webpage](#)



Who should I contact if I have questions or concerns?

Questions? Contact your Bookstore Manager:

Rory Alexander

ralexander@bncollege.com

(719) 549-2146

Pack Ready and First Day® Complete for Students

A student guide has been made available to assist students with accessing their printed materials, their digital materials via Blackboard, and provide information on who to contact for support. Here is some important information from the student perspective for faculty to keep in mind.

- Students can review all their included courses and included materials via the **Pack Ready Student Portal**, accessible here <https://aip.bncollege.com/>
- **All students will have access to digitally delivered material until after the opt-out date for the term has passed.** After the opt-out has been processed, students who have chosen to opt out of the program will lose access to all their digitally delivered materials. They will then be responsible for purchasing access to the material outside of the program
- More information on the **Pack Ready** changes to the bookstore and materials model can be found here: <https://www.csupueblo.edu/pack-ready/index.html>