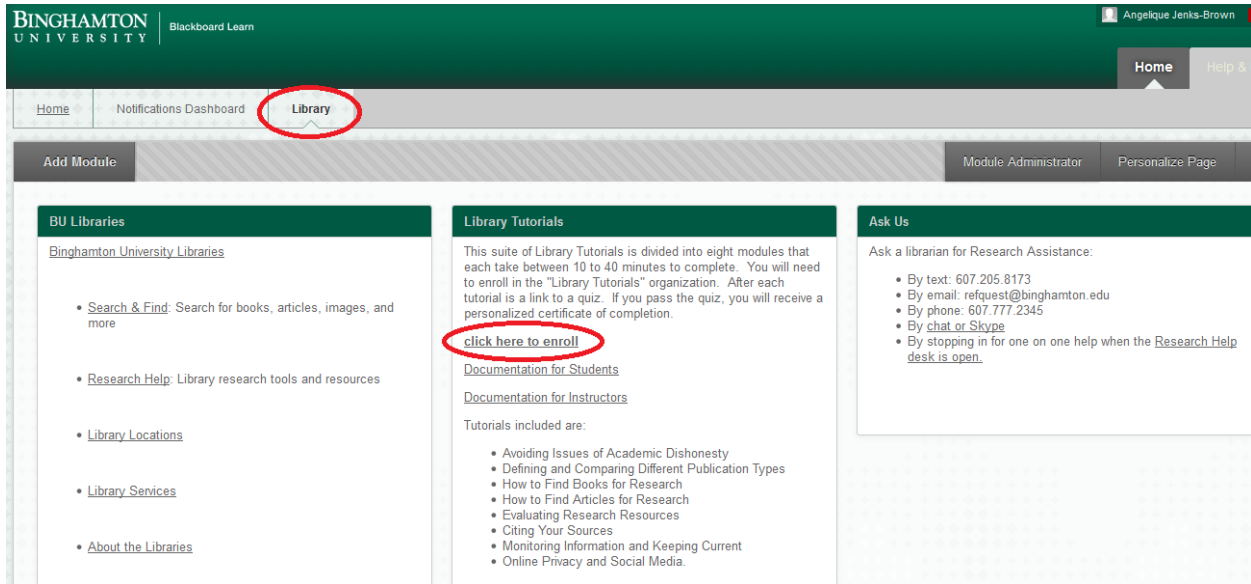


## Online Library Tutorials Documentation for Students

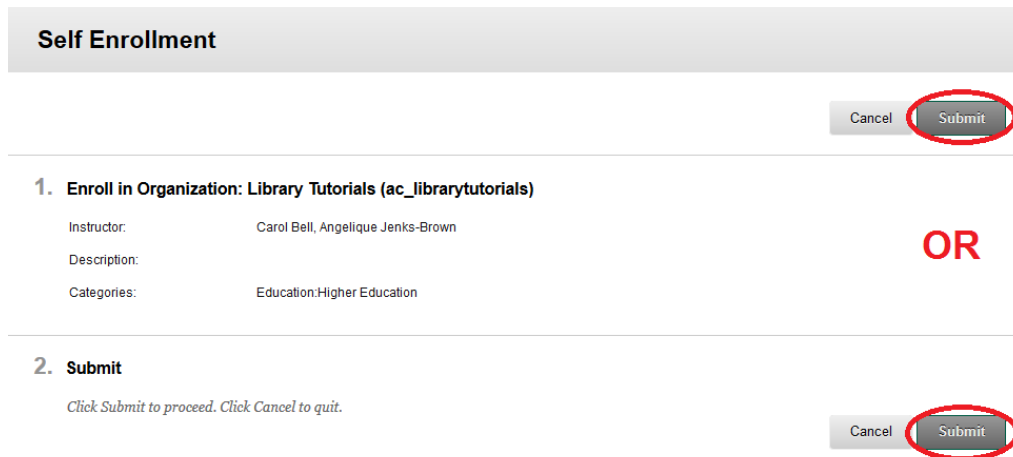
To take the Library Tutorials and get a certificate of completion, you will first need to enroll in the organization “Library Tutorials”.

In Blackboard, click on the “Library” tab, and under “Library Tutorials” select “click here to enroll”.



The screenshot shows the Blackboard interface for Binghamton University. The top navigation bar includes 'Home', 'Notifications Dashboard', and 'Library' (circled in red). Below this, there are three main sections: 'BU Libraries', 'Library Tutorials', and 'Ask Us'. The 'Library Tutorials' section contains the following text: 'This suite of Library Tutorials is divided into eight modules that each take between 10 to 40 minutes to complete. You will need to enroll in the "Library Tutorials" organization. After each tutorial is a link to a quiz. If you pass the quiz, you will receive a personalized certificate of completion.' The link 'click here to enroll' is circled in red. Below this text are links for 'Documentation for Students' and 'Documentation for Instructors'. A list of tutorials included is provided: 'Avoiding Issues of Academic Dishonesty', 'Defining and Comparing Different Publication Types', 'How to Find Books for Research', 'How to Find Articles for Research', 'Evaluating Research Resources', 'Citing Your Sources', 'Monitoring Information and Keeping Current', and 'Online Privacy and Social Media'.

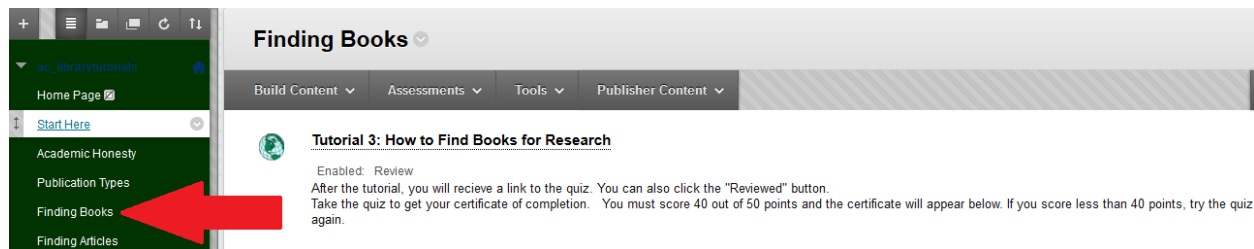
You will self enroll in the organization Library Tutorials (ac\_librarytutorials) by clicking “Submit”



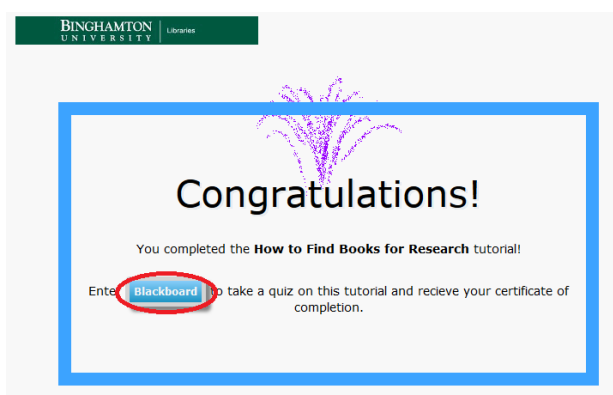
The screenshot shows a self-enrollment form titled 'Self Enrollment'. At the top right, there are 'Cancel' and 'Submit' buttons, with 'Submit' circled in red. Below this, the first step is '1. Enroll in Organization: Library Tutorials (ac\_librarytutorials)'. The form fields are: 'Instructor: Carol Bell, Angelique Jenks-Brown', 'Description:', and 'Categories: Education:Higher Education'. To the right of these fields is a large red 'OR' text. Below the first step is the second step: '2. Submit'. Below this step is the instruction: 'Click Submit to proceed. Click Cancel to quit.' At the bottom right, there are 'Cancel' and 'Submit' buttons, with 'Submit' circled in red.

Then click “ok”.

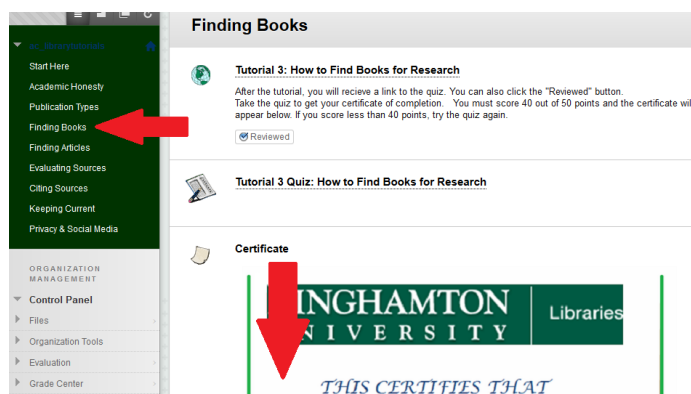
You will be re-directed to the Library Tutorials Announcements page. On the left, select the tutorial you would like to view.



At the end of the tutorial, you will be able to click on the “Blackboard” button to take the quiz.



Your personalized certificate of completion will appear in Blackboard under the tutorial link. You can print your screen as proof of completion for your instructor.



If you have any questions, please contact Angelique Jenks-Brown ([ajbrown@binghamton.edu](mailto:ajbrown@binghamton.edu)).