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Barnes & Noble **NOOK Study™**  
Blackboard Building Block™  
*User Guide for Block version 2.0.3*  
*Blackboard Learn™ Release 9.1 and Release 9.0*  
V2.0.3 – November 2012

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**Blackboard**

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### Please Note:

Items that are new to this version of the block are noted in red font in the guide.

## 1 Introduction to the Barnes & Noble NOOK Study™ Blackboard Building Block

Through a partnership between Blackboard and Barnes & Noble College, higher education institutions in North America can help their educators and students do more in Blackboard Learn. The free NOOK Study™ eTextbook reader application for PC and Mac consolidates eBooks from across publishers. Its study and organization tools enable users to easily find and tag content with searchable terms, highlight sections and take notes, look up additional material online and add links to Web content. This integration also enables eCommerce by giving users the ability to purchase and distribute eTextbooks from within the Blackboard® course environment. NOOK Study™ eTextbooks often are priced up to 60% less than print books – using NOOK Study™ can save students money.

There are two Tools included in the Building Block:

- **“Textbooks List” Tool** – Enables textbook eCommerce by giving educators and learners the ability to purchase and distribute eTextbooks from the Blackboard environment.
- **“Link to NOOK Study™” Tool** – Integrates NOOK Study™ eTextbooks into a syllabus, course content or assignments quickly and easily by enabling instructors to create links to a chapter, section, or page of a book for the class.

This guide is intended for instructors.

## 2 Introduction to the NOOK Study™ eTextbook Application

NOOK Study™ is a FREE eTextbook application that consolidates eTextbooks and eBooks across different publishers, and is designed for use on both PC and Mac. More than an e-reader, NOOK Study™ is a powerful study and organization tool that enables users to easily search and tag content, highlight sections and access coursework in one convenient place.

NOOK Study™ is a standalone application – you do not need Blackboard to use NOOK Study™.

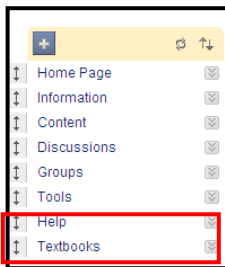
NOOK Study™ turns your computer into the Ultimate Study Tool:

- **Keeps You Organized**
  - o NOOK Study™ keeps your eTextbooks, class handouts, course syllabi, lecture notes, and even leisure reading, instantly accessible on your computer. Drag and drop documents into the Library with ease. Read eNewspapers and eMagazines and mark up relevant articles for a course. Organize your materials by course so you can focus on what you need when you need it.
- **Helps You Study Effectively and Efficiently**
  - o Open multiple textbooks at the same time or have pages from two different books open in the same view. Zoom in on full-color diagrams. NOOK Study™ automatically returns you to the last page you were reading. Plus, no more waiting; instantly download over 1 million eBooks and eTextbooks.
- **Optimizes Your Workflow**
  - o Take notes directly in your eTextbook and tag content with easy-to-search terms like “final exam”. Export your notes to share with others or print them out for class. Highlight and annotate important passages, mark questions for in-class discussion, and even integrate your web research

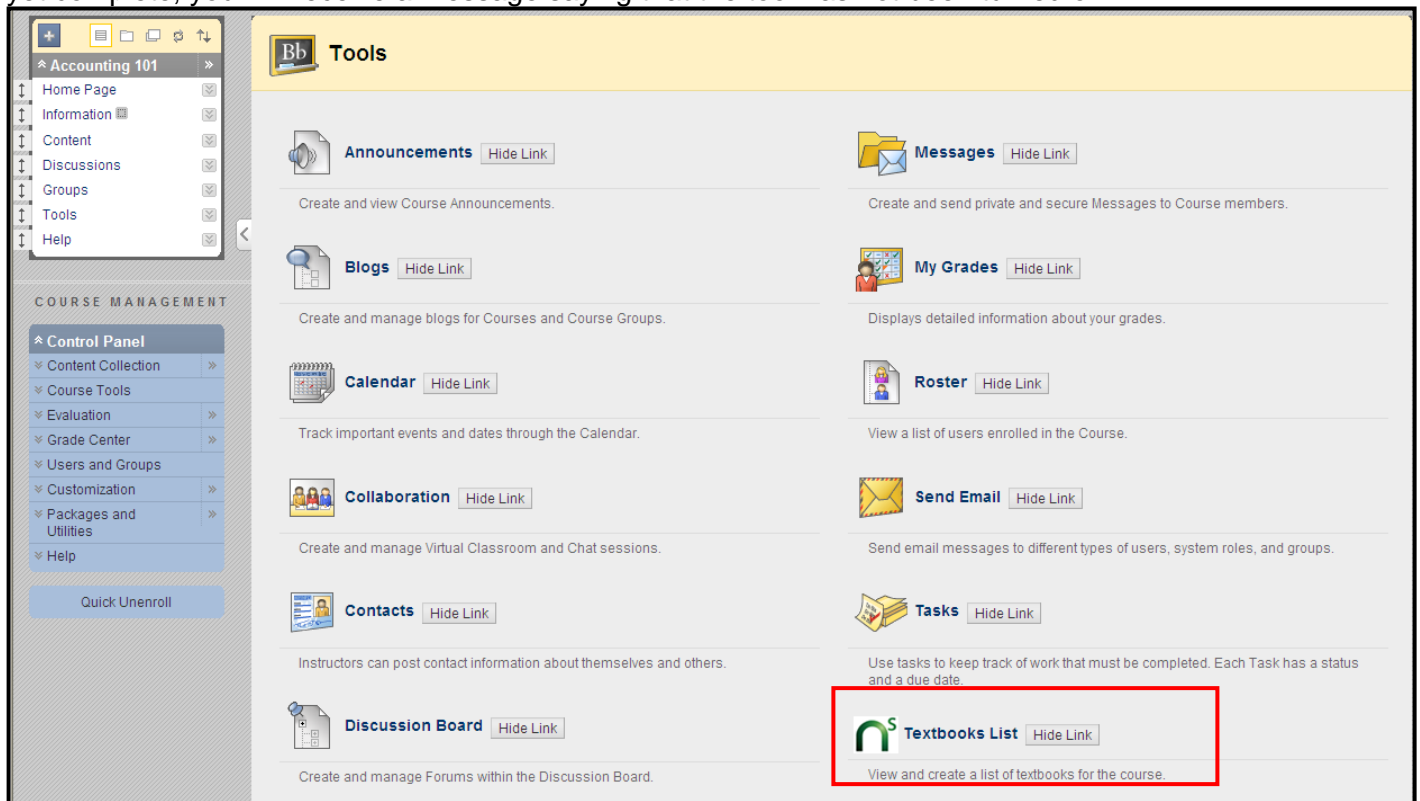
- **Find Anything Fast**
  - o Search the entire text of a book in seconds. Search your own notes. Plus, look up definitions or formulas on web sites such as Google and Dictionary.com
- **Low Priced Purchase and Rental Options**
  - o NOOK Study™ eTextbooks often are priced up to 60% less than print textbooks – using NOOK Study™ can help students save money. Students also have the option to either own or rent the eTextbooks.

### 3 Required Blackboard Administrator Setup

Before you can use the integration and features enabled by the Building Block, your Blackboard Administrator has to request a license key from Barnes & Noble College. Note that, once installed and configured, your Blackboard Administrator will add a “Textbooks” link to the default course menu in the left nav. If you don’t see the “Textbooks” link that means the configuration process is most likely not yet complete for your institution.



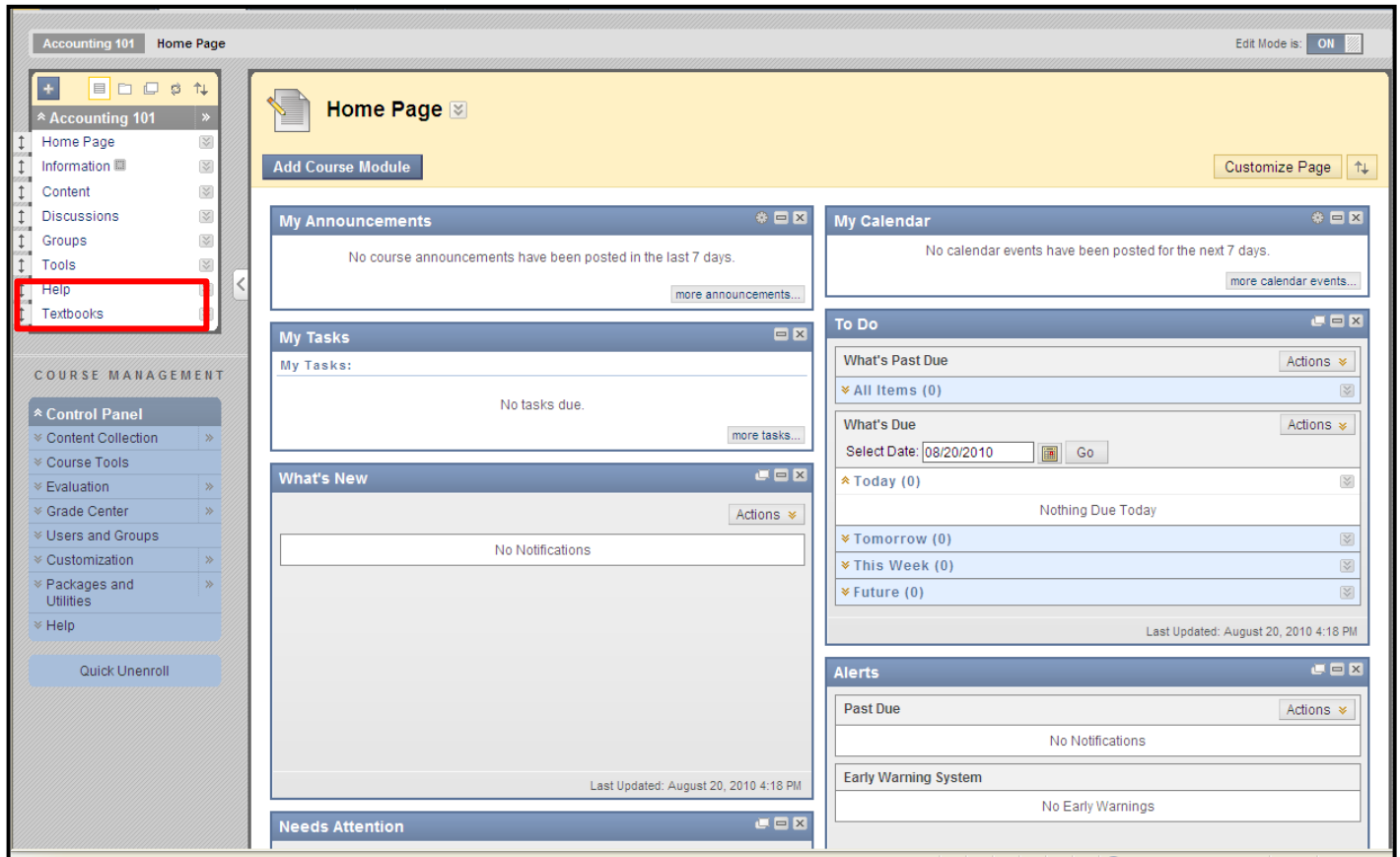
You can also access the “Textbooks List” tool from the “Tools” page; however if configuration is not yet complete, you will receive a message saying that the tool has not been turned on.



## 4 Faculty Usage of the “Textbooks List” Tool

### 4.1 Starting Your Search

Log into the Blackboard platform as you normally do and visit a Course. Within a Course, select the “Textbooks” link on the left-hand side.



**Figure 1: Selecting the Textbooks List Tool**

If the “Textbooks” link does not appear in the left navigation for your course, the configuration process for your institution may not be complete yet. Please contact your Blackboard Administrator for assistance. **Or add the link yourself by creating a Tool Link in the course menu linking to the “Barnes & Noble NOOK Study™” building block.**

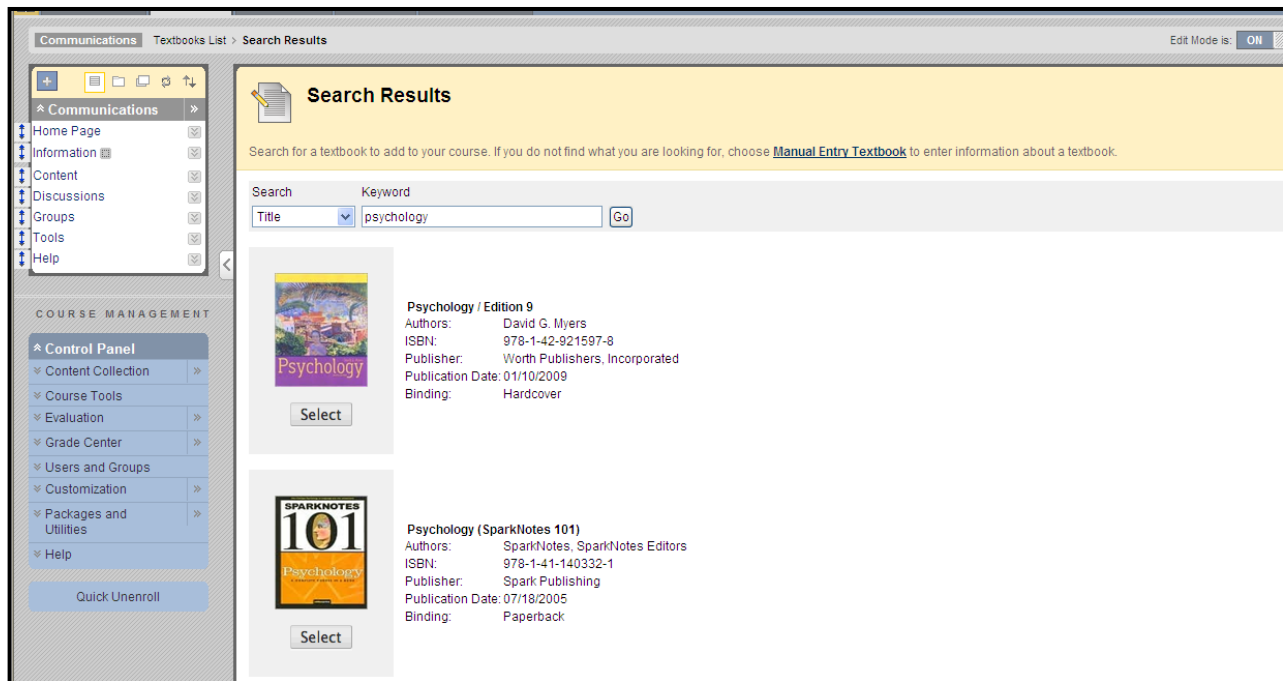
Selecting the “Textbooks” link takes you to the Textbooks page where you can view and create a list of textbooks for your course.

- If you are on Blackboard Learn, Release 9.1 and have previously used the “Assign Textbooks” tool, any items that were created using that tool will be shown here by default.
- If you are on Blackboard Learn, Release 9.0 and this is your first time accessing the Textbooks page, the page will be empty.

## 4.2 Search and Adding a title

To search for a title, enter the Title, Author, or ISBN and click “Go”. The search will take a moment and then the first page of results will appear. Up to 10 results will appear on the first page. If more than 10 results are available, you can click the *More* button at the bottom to display the next 40 results.

Each result is summarized by the title, author, ISBN, Publisher, Publication Date, and Binding.



The screenshot displays the Blackboard interface for searching textbooks. On the left is a navigation menu with sections for 'Communications' (Home Page, Information, Content, Discussions, Groups, Tools, Help) and 'COURSE MANAGEMENT' (Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help, and a Quick Unenroll button). The main area is titled 'Search Results' and contains a search bar with a dropdown menu set to 'Title' and the keyword 'psychology'. Below the search bar, two search results are listed:

- Psychology / Edition 9**  
Authors: David G. Myers  
ISBN: 978-1-42-921597-8  
Publisher: Worth Publishers, Incorporated  
Publication Date: 01/10/2009  
Binding: Hardcover
- Psychology (SparkNotes 101)**  
Authors: SparkNotes, SparkNotes Editors  
ISBN: 978-1-41-140332-1  
Publisher: Spark Publishing  
Publication Date: 07/18/2005  
Binding: Paperback

Each result includes a small image of the book cover and a 'Select' button.

**Figure 2: Search Results**

Select the title you want to add. If successful, you will be returned to the original Textbooks page with a message at the top indicating that the title has been successfully added.

### 4.3 Manually entering a title

If you are unable to find the textbook you need to assign, or if what you are assigning is not a book, you can opt to use our Manual Entry form to manually enter information about the item you are assigning.

The screenshot shows the 'Manual Entry Textbook' form within the Blackboard interface. The top navigation bar includes 'Accounting 101' and 'Manual Entry Textbook', with an 'Edit Mode is: ON' indicator. A sidebar on the left lists course management options such as 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main form area is titled 'Manual Entry Textbook' and contains the following fields:

- 1. Textbook Information**
  - Type: Digital (dropdown menu)
  - ISBN: [text input]
  - \* Title: [text input]
  - Subtitle: [text input]
  - Author: [text input]
  - Publisher: [text input]
  - Publication Date: 08/20/2010 (calendar icon) with a note 'Enter dates as mm/dd/yyyy'
  - Page Count: [text input]
  - Binding: [text input]
  - Description: [text input]
  - Price: [text input]
  - Textbook in Course:  Required  Recommended
- 2. Submit**

Buttons for 'Cancel' and 'Submit' are located at the top right and bottom right of the form area. A legend indicates that an asterisk (\*) denotes a required field.

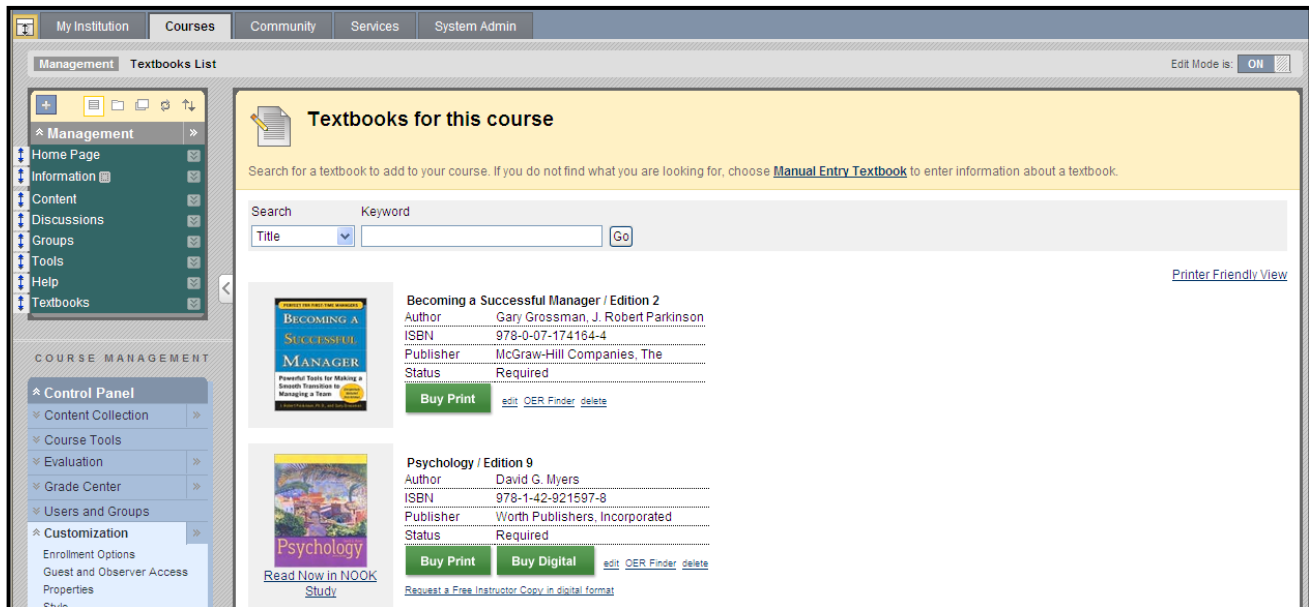
Figure 3: Manual Entry



## 4.4 Reviewing the completed Textbooks list

Items that are available in NOOK Study™ (digital) format will be shown with a “Buy Digital” button. If an item does not have a “Buy Digital” button that indicates the item is not available in NOOK Study™ format. Every item will have a “Buy Print” button because Faculty most likely will be assigning items that can be purchased from the campus bookstore.

Items that have been manually entered will not display the “Buy” buttons.



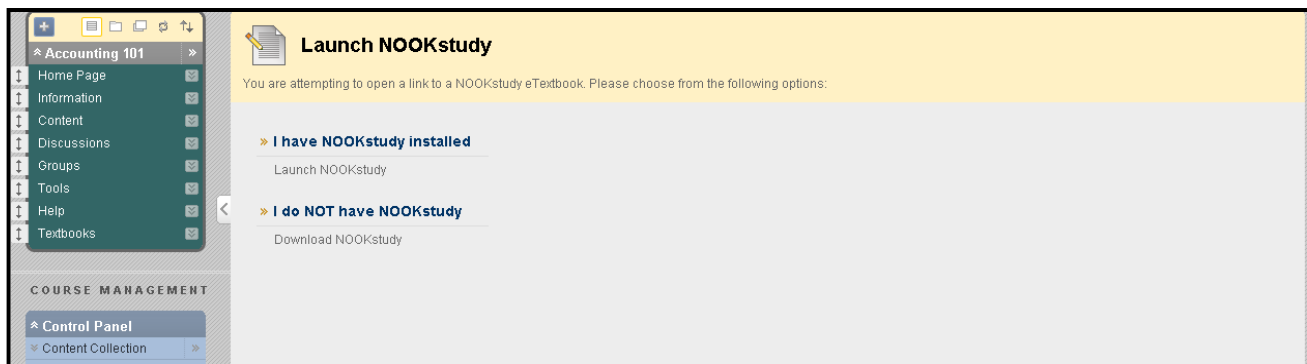
**Figure 4: Textbooks List**

A “Read Now in NOOK Study™” link will be shown if the item is available in NOOK Study™ format for the NOOK Study™ eTextbook application. For more information about NOOK Study™ and its benefits, go here: [www.nookstudy.com/college](http://www.nookstudy.com/college)

You will need to have NOOK Study™ installed in order for the “Read Now in NOOK Study™” link to work properly. To download it, go to: [www.nookstudy.com/college](http://www.nookstudy.com/college)

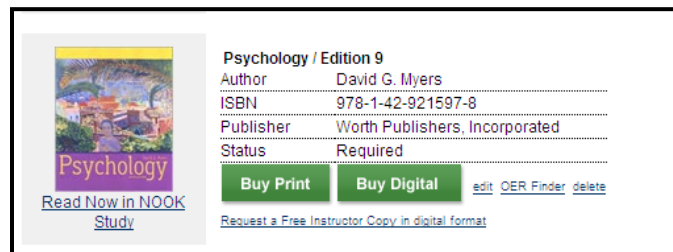
The first time you click on a NOOK Study™ link, you will see a screen (see Figure 5 below) prompting you to select whether you have NOOK Study™ installed or not.

- If you have NOOK Study™ installed, this choice will be remembered. The next time you click on any NOOK Study™ link, it will bypass this screen and automatically attempt to launch NOOK Study™ on your computer. If you have NOOK Study™ installed on your computer, the link will open the application and if you have purchased the eTextbook for that title, the book will open automatically to the last page read.
- If you do NOT have NOOK Study™ installed, clicking on the “I do NOT have NOOK Study™” link will take you to the download page where you can download the application. The next time you click on any NOOK Study™ link, you will be presented with the same screen so that you have the opportunity to launch NOOK Study™ directly.



**Figure 5: “Launch NOOK Study™” screen**

Students will see the list exactly as the Instructor sees it, with the exception of the Search fields at the top of the page. In BB 9.1, instructors can see the Student view by switching the Edit mode to “OFF”. In BB 9.0, a bug in Blackboard prevents us from supporting the Student view.



**Figure 6: Options for each Textbook item**

You can edit each item’s description field by clicking on the “edit” link.

To remove an item:

- If you are on Release 9.1
  - o And you used the Search field to find and add the item, you will be able to remove the item from the page by clicking on the “delete” link.
  - o And you used the “Assign Textbooks” tool to create the item, you will NOT be able to delete the item from the Textbooks page. You will have to return to where you originally created the item to remove it. That will automatically remove the item from the Textbooks page as well.
- If you are on Release 9.0
  - o You will be able to remove any items from the page by clicking on the “delete” link

You can also access a compilation of free online course materials related to your item by using the “OER Finder” link. The link will use the ISBN number of your item to automatically search for a list of free online resources that you can leverage in your teaching of the course.

Students can view and print out a printer-friendly list of all of the assigned textbooks for ALL of their courses in Blackboard by clicking on the “Printer-Friendly view” link.

## 4.5 Requesting Free Instructor Copy of a title in digital format (NEW!)

You can also request a free instructor copy of the title in digital NOOK Study™ format by clicking on the “Request a Free Instructor Copy in digital format” link that is shown below titles that are available digitally.

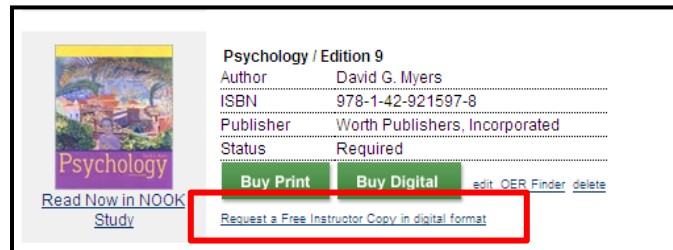


Figure 7: “Request Free Instructor Copy” link

Clicking on the link brings up a short form that you fill out and submit. Most of the form fields will be pre-filled already for you.

Management Textbooks List > Request

Request a Free Instructor Copy

Fill out this form to request a free instructor copy of this title in digital format to be used with the NOOK Study eTextbook application.

\* Indicates a required field.

1. Faculty Information

\* First Name Stella

\* Last Name Loh - test

\* Email sloh@book.com

Phone Number 646-761-8460

\* School Name Digital State

\* Course Number MGT\_301\_01\_Sum2011:Manag

\* Term 06 2011

\* Expected class size

Contact Would you like your publisher rep to contact you if there are supplemental instructor materials?  
 Yes  No

2. Submit

Figure 8: Free Instructor Copy Request Form

The form will be submitted to Barnes & Noble College who will then forward it to the respective publisher to fulfill.

## 5 Faculty Usage of the “Link to NOOK Study™” Tool

### 5.1 Access the Tool

For Blackboard Learn Release 9.1:

The “Link to NOOK Study™” tool can be found under two menus: “Add Interactive Tools” menu and “Build Content” menu which you can access from any Content page in the Blackboard platform.

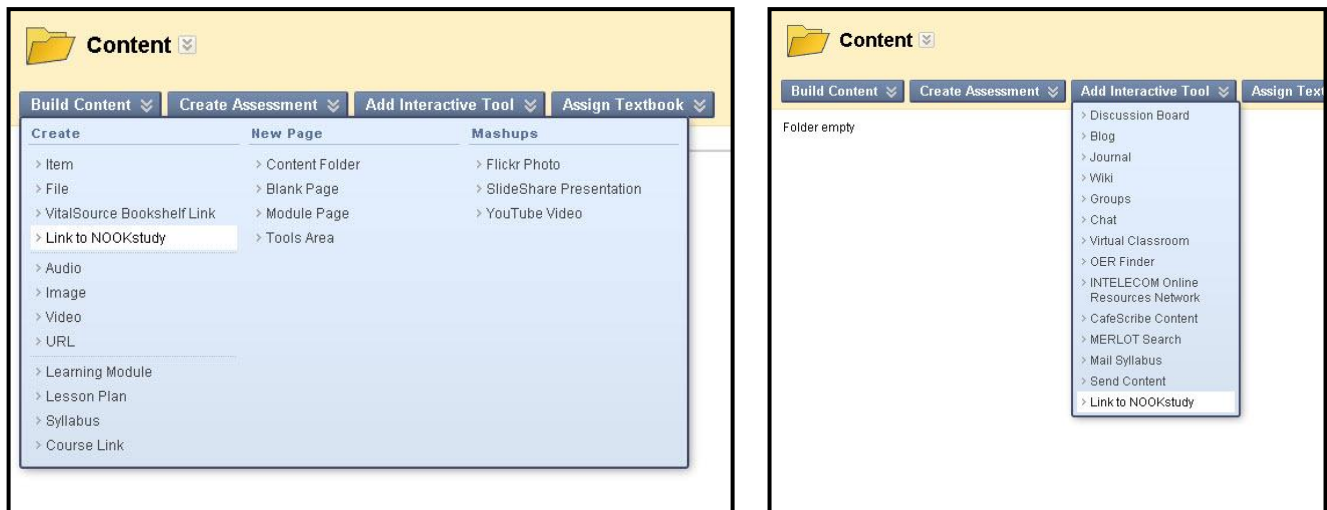


Figure 9: “Link to NOOK Study™” from both Menus

For Blackboard Learn Release 9.0:

The “Link to NOOK Study™” tool can be found under the “More” menu. You may see it listed twice – this is an oddity with R9.0. Both links do work.

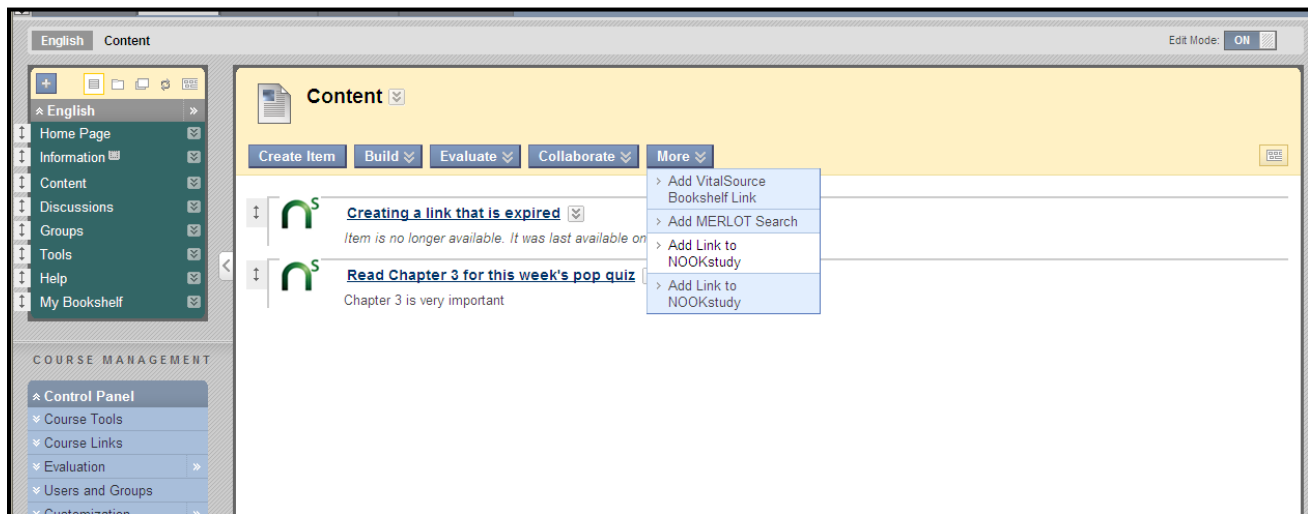


Figure 10: “Link to NOOK Study™” from the “More” Menu

## 5.2 Create a Note with a Link from NOOK Study™

With this tool, you can create notes for your students and in those notes, incorporate links directly to your NOOK Study™ eTextbooks for the class so that your students would be taken directly to that part of the textbook that you wanted them to read. For example, you can create a link called “Read Chapter 5 for this week’s pop quiz” and link it to Chapter 5 of your textbook. The link, when clicked on by your students, would open up NOOK Study™ and the eTextbook directly to Chapter 5.

**Create NOOKstudy Link**

Add a note for your students and incorporate a link directly to a NOOKstudy eTextbook for the course. ([Help](#))

\* Indicates a required field. Cancel Submit

**1. Name your link**

\* Name

Description

**2. Select a textbook or provide a link**

You must EITHER (1) Select a textbook from the list of titles that are available in NOOKstudy format assigned for this course; OR (2) Provide a URL directly to the NOOKstudy eTextbook page you want to reference. Launch NOOKstudy, select the book and section you want to link to, use the "Create Link to Selection" feature to copy a link to the clipboard, and then paste it into the link field below.

Book   
 Biology / Edition 10  
 Principles of Microeconomics / Edition 5

or

NOOKstudy link  [Launch NOOKstudy](#)

**3. Options**

Permit Users to View This Link  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**4. Submit** Cancel Submit

**Figure 11: Create NOOK Study™ Link page**

**“Name”:**

Whatever you want to name the link (example: “Read Chapter 5 for the pop quiz”)

**“Description”:**

This is a free-form text editor that you can use to add a description or more information for your students.

**“Book”:**

You can select from either:

- The Booklist – this list is pre-populated with the titles available in NOOK Study™ digital format from the Textbooks page that you may have created (see Section 4 of this document). If you have not added any textbooks to the Textbooks page, you won’t see this Book field at all.

- OR paste a link directly from NOOK Study™ – From NOOK Study™, find the chapter, section, or page of the book you want to reference, and use either the “Create Link to Selection” or “Create Link to Page” feature in NOOK Study™ to paste a direct link.

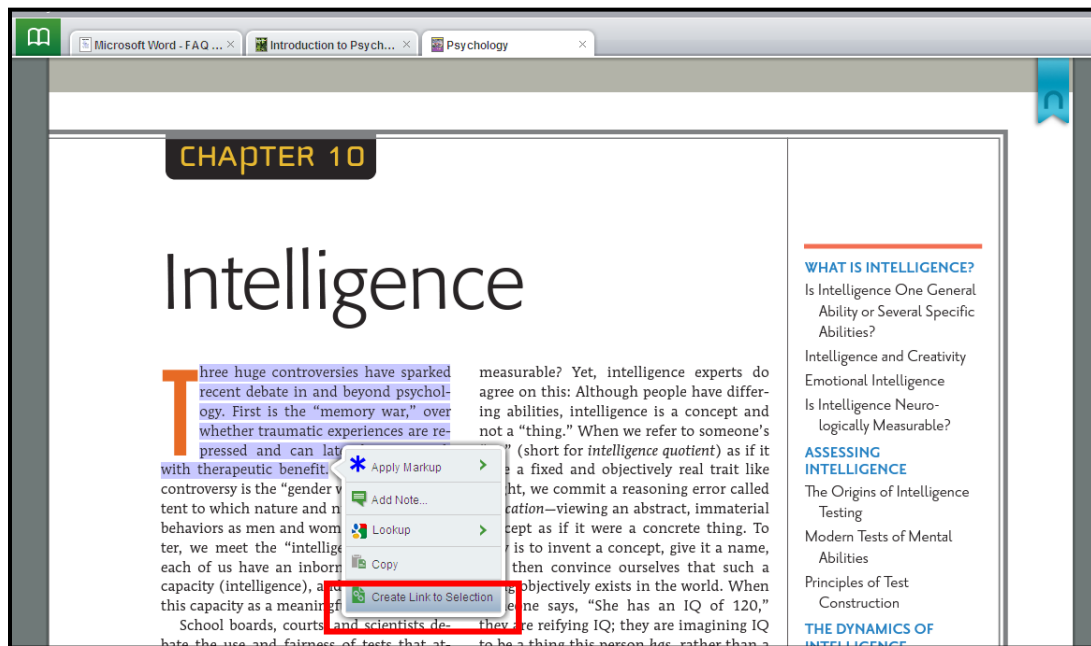


Figure 12: “Create Link to Selection” feature in NOOK Study™

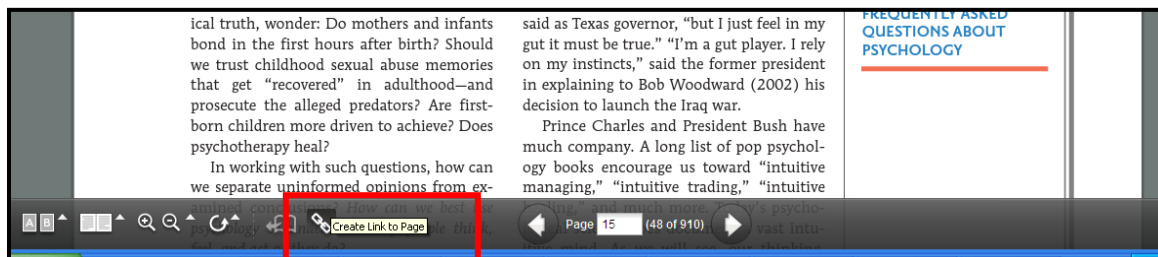


Figure 13: “Create Link to Page” feature in NOOK Study™

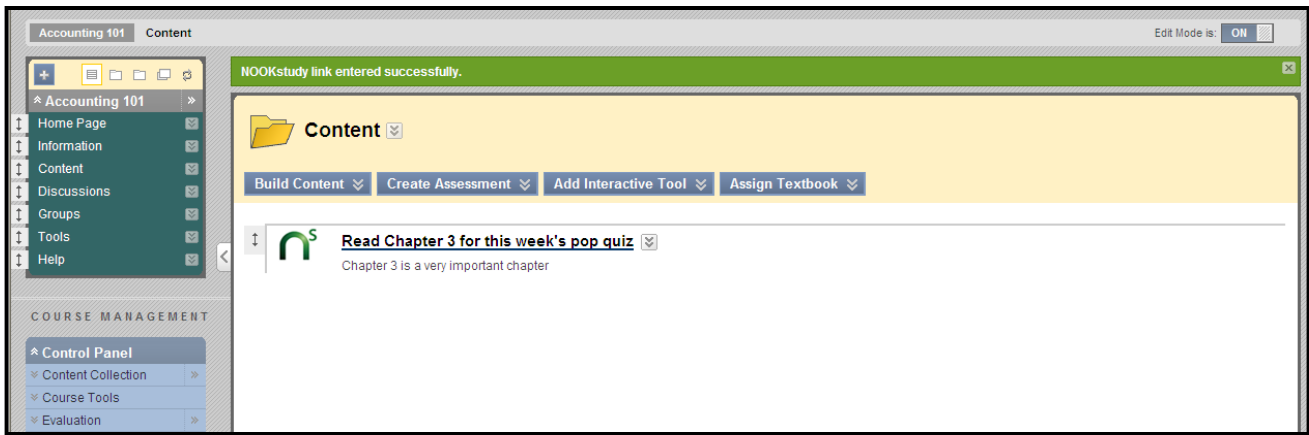
#### “Options”:

These are your standard options for a Content item in the Blackboard platform.

This whole process works exactly the same with digital supplemental course materials, like lecture notes, handouts, articles, etc, that you post on Blackboard for your students to download. We highly encourage you to promote NOOK Study™ to your students so that they are able to interact with and take notes, highlight, and make annotations in their supplemental course materials. Even if you adopt a textbook that is not available digitally, you and your students can still use NOOK Study™ for all the rest of your supplemental course materials.

### 5.3 Viewing your NOOK Study™ link

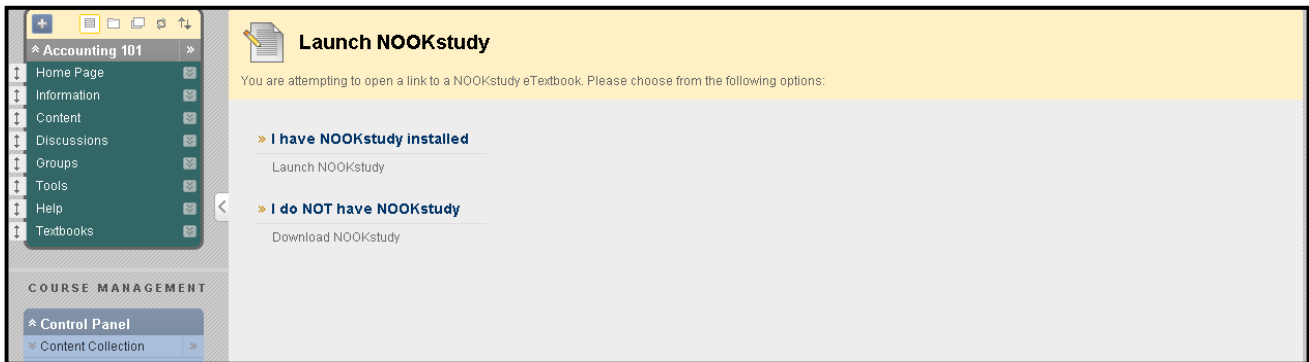
Once you’ve created your NOOK Study™ link, it should appear on your Content page looking similar to this:



**Figure 13: A completed NOOK Study™ link**

The first time you click on one of these NOOK Study™ links, you will see a screen (see Figure 14 below) prompting you to select whether you have NOOK Study™ installed or not.

- If you have NOOK Study™ installed, this choice will be remembered. The next time you click on a NOOK Study™ link, it will bypass this screen and automatically attempt to launch NOOK Study™ on your computer.
- If you do NOT have NOOK Study™ installed, clicking on the “I do NOT have NOOK Study™” link will take you to the download page where you can download the application. The next time you click on a NOOK Study™ link, you will be presented with the same screen so that you have the opportunity to launch NOOK Study™ directly.



**Figure 14: “Launch NOOK Study™” screen**

<b>If you:</b>	<b><i>Purchased the eTextbook</i></b>	<b><i>Did not purchase the eTextbook</i></b>
<b><i>Have NOOK Study™ installed</i></b>	The link will launch NOOK Study™ and open the eTextbook to either the last page read or the one specified by the Professor in the link itself.	The link will launch NOOK Study™ but a message will display telling you that you do not have the eTextbook.



You can install NOOK Study™ from: [www.nookstudy.com/college](http://www.nookstudy.com/college)

### 5.4 Creating NOOK Study™ links in Bulk (NEW!)

If you need to create multiple NOOK Study™ links and you don't want to keep repeating the form, you can create these links in Bulk by clicking on the "Create NOOK Study™ Links in Bulk" link on the initial create page.

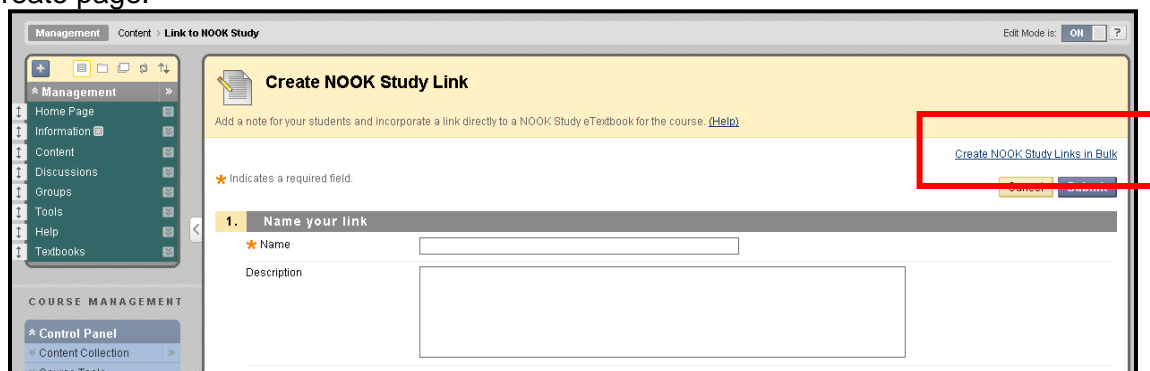


Figure 15: "Create NOOK Study™ Link" screen

Clicking on the link takes you to the below form where you can create up to 10 links at a time. For each link, provide a name and a link copied over from the eTextbook or digital course material (Description is optional). Creating links in bulk can be useful if you're setting up reading assignments for your students.



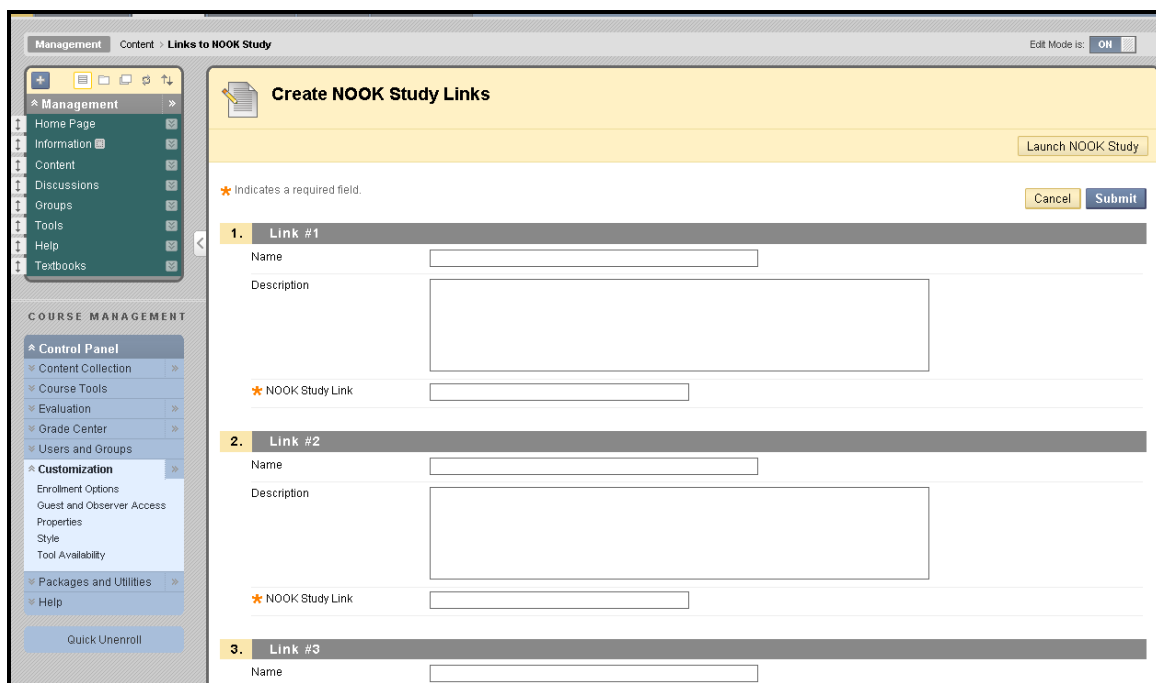


Figure 16: “Create NOOK Study™ Links in Bulk” screen

## 6 Frequently Asked Questions

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### 6.1 NOOK Study™ and Device Questions

#### **What is the NOOK Study™ application?**

NOOK Study™ is a PC/Mac-based application which you must download and install in order to access and read Barnes & Noble College eTextbooks. NOOK Study™ comes with a powerful set of study tools and features designed especially with students in mind. Install NOOK Study™ now at: <http://www.nookstudy.com/college>

#### **Which devices are compatible with NOOK Study™?**

NOOK Study™ can be installed on your PC or Mac. NOOK Study™ is NOT for the NOOK device. NOOK Study™ is supported on the following platforms and operating systems:

- PC: Windows XP, Vista, 7
- Mac: OS X (10.6.x)

#### **Is there an iPad-compatible NOOK Study™ application?**

Not at this time. We do understand the increasing need for mobile solutions and are committed to providing products that offer both a great student reading and studying experience while utilizing the features of the device the student chooses.

#### **I'm running Mac 10.5.8 - can I still install NOOK Study™?**

Mac operating systems older than 10.6 do not have the latest code libraries that we used for all the great features in NOOK Study™. We're evaluating our options on backwards compatibility in light of how quickly operating systems update as well. We sincerely hope that once you upgrade to Snow Leopard, you'll be able to enjoy the versatile toolset available in this free application. For more information on upgrading, please visit the Apple website.

#### **How many devices can I install NOOK Study™ on?**

NOOK Study™ can be installed on up to six devices. However, each eTextbook that you purchase can only be downloaded onto a maximum of two devices (e.g. home computer and your laptop). We recommend you install NOOK Study™ on the computers that you use most often for school.

#### **What study tools are built-in to NOOK Study™?**

Here are just a few of the great features and tools we've included:

- Highlighting
- Annotations
- Tagging & Searching
- Side-by-Side Reading
- Organization by Course
- Note-taking directly in your book
- Importing of local documents such as your syllabus, lecture notes, etc to view and organize
- The ability to look up terms immediately in Wikipedia and Google
- And many more

#### **Can I use my NOOK or iPhone to read digital textbooks?**

No, you cannot use your NOOK or mobile devices to read your eTextbooks. Textbooks are complex and usually graphic-intensive — they do not display well on small screens. However, if you have purchased eBooks (e.g. Moby Dick, Pride & Prejudice, etc) that are predominantly text, those are supported on NOOK and mobile devices, in addition to NOOK Study™.

**Will the eTextbook look exactly like the physical version?**

Yes, the publishers have worked hard to preserve all the content from the physical version to be used in the digital version. That means you'll see the same graphs, charts, tables, drawings, etc. as you normally would in the physical version. Page 50 of the physical version is exactly the same as Page 50 of the eTextbook version.

**Tips for installing NOOK Study™ seamlessly:**

- Make sure you are connected to the Internet during installation.
- If you have a Barnes & Noble.com account, please use that same account during installation of NOOK Study™.
- Make sure the operating system you have is supported.
- Make sure you have administrator rights to install NOOK Study™.
- Do NOT install NOOK Study™ on a shared computer (e.g. library computer).
- Make sure the clock on your computer is current.
- Make sure your firewall is not blocking the application's connection to Adobe.

**Where can I go to learn more about NOOK Study™?**

You can learn more about NOOK Study™ at [www.nookstudy.com/college](http://www.nookstudy.com/college)

**I am experiencing technical issues with my NOOK Study™ application / I can't get my eTextbooks to download or open**

Please call Barnes & Noble Customer Service at 1-800-THE-BOOK and we'll be happy to assist you.

**What if my students are experiencing issues with their NOOK Study™ application or eTextbook?**

Please call Barnes & Noble Customer Service at 1-800-THE-BOOK and we'll be happy to assist them.

## 6.2 Textbook Tool Questions

**How do I remove the “Buy” buttons from the Textbooks page?**

The “Buy” buttons cannot be removed selectively at the course level. The decision to have them be displayed or not displayed is made at the institution level in accordance with prearranged discussions between Barnes & Noble College and your institution. The configurations are managed by Barnes & Noble College. If you need to make changes, please contact Barnes & Noble College at [nookstudy@bncollege.com](mailto:nookstudy@bncollege.com).

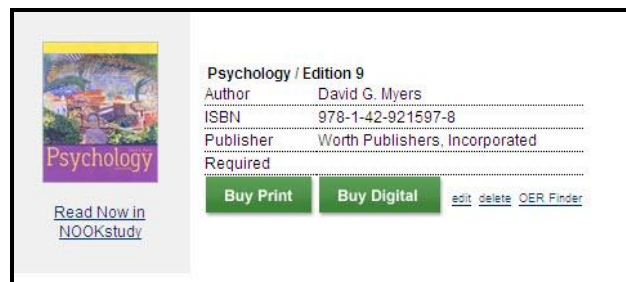
**How does the Textbook Tool in this Building Block relate to Blackboard's built-in Assign Textbooks Tool (for v9.1 only)?**

You can continue to use Blackboard's built-in Assign Textbooks Tool to indicate the assigned textbooks for your course. However, every item that you create using the Assign Textbooks Tool will also appear on the new Textbooks Page that's associated with the NOOK Study™ Building Block. If you edit or delete an item created using the Assign Textbooks Tool, it will be changed or deleted from the Textbooks Page as well.

**How do I delete textbooks from the Textbooks Page?**

Items that were added can be removed by clicking on the “delete” link.

For Blackboard Learn, Release 9.1 users - If a “delete” link does not show, that means that the item was created using the Assign Textbooks Tool. To delete the item, you will have to return to the place in the course where you originally created the item using the Assign Textbooks Tool and delete it from there.



**Figure 17: Textbook item**

**Why do some textbooks have a “Buy Print” button, a “Buy Digital” button, both or neither?**

All textbook items will show a “Buy Print” button, unless the institution has decided to suppress the button altogether. The “Buy Digital” button will only show for textbook items that Barnes & Noble College has a digital (NOOK Study™) version of. If the textbook item is not available as a NOOK Study™ version, the “Buy Digital” button is suppressed. If a textbook item does not have either button it means that the institution has most likely decided to suppress both buttons.

**Why do I get different results when I search for a textbook using the Assign Textbook Tool?**

The Search feature on the Textbooks page uses the Barnes & Noble book database to run the searches. The “Assign Textbooks” Tool uses a different book database (Bowker) to run the searches. Hence, the search results that are returned by both tools may be different.

### 6.3 Link to NOOK Study™ Tool Questions

**What if not all of my students have purchased the NOOK Study™ eTextbook that I am creating a link to?**

The NOOK Study™ link that you are creating is meant to be a convenience for your students that have purchased the NOOK Study™ eTextbook. However, we suggest that when you are creating the link, that you provide enough detail about the item such that a student who does not own the NOOK Study™ eTextbook can still understand and follow along in their print version of the textbook.

**What if my students are experiencing issues with their eTextbooks?**

Please call Barnes & Noble Customer Service at 1-800-THE-BOOK and we’ll be happy to assist them.