Admin Job Aid: Add Item to Library

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding an item to a library.

In this job aid, you will learn how to:

- Task A. Access Item Record
- Task B. Add Item to Library
Task A. Access Item Record

1. Select **Learning Activities** to expand the menu of options.
2. Select **Items**.
3. Enter **Search Criteria**.
4. Select **Search**.
**Task B. Add Item to Library**

1. Select the **Libraries** tab in the item record.
2. Select the **Add Library icon**.
3. Enter **Search Criteria**.
4. Select **Search**.
5. Select the **Add checkboxes** for the Library you want to add the item to.

6. Select the **Add** button.

7. You have successfully added the item to the Library you selected.