Embedding a “Contact Your Librarian” Box in Blackboard

- Why embed a “Contact Your Librarian” box in your Blackboard site?
  o If they need help, your students will have one easily accessible place to go to email their liaison library, find his phone number, or schedule an appointment for one-on-one assistance.

- How do I embed a “Contact Your Librarian” box into my Blackboard site?
  o First, log into Blackboard and navigate to the specific course in which you want to embed the box.
  o Next, mouse over the plus sign on the left side of your screen and select “Content Area” from the drop-down menu.
  o Name your new content area something like “Contact Your Librarian,” and click on “Submit.” Be sure to check the “Available to Users” box so your students will be able to see this Content Area.
- Your new Content Area will now appear in the left column. Click on it.
- From within your new Content Area, mouse over “Build Content” and select “Item” from the drop-down menu.

- Give your new Item a name like “Contact Your Librarian,” then click on HTML from the toolbar.
○ An HTML box will open in a pop-up window.
○ Paste in the following code and click on the “Update” button.

```html
<p><iframe id="s-lg-widget-frame-1474855049787" width="320" height="740" src="//lgapi.libapps.com/widget_box.php?site_id=846&amp;amp;widget_type=8&amp;amp;output_format=2&amp;amp;widget_title=Contact+Your+Librarian&amp;amp;widget_height=&amp;amp;widget_width=&amp;amp;widget_embed_type=1&amp;amp;guide_id=16111&amp;amp;box_id=1955695&amp;amp;map_id=2282529&amp;amp;content_only=0&amp;amp;config_id=1474855049787"></iframe></p>
</p>
```

○ Lastly, click on “Submit.”

○ Your new “Contact Your Librarian” box will now be visible.