


Posting Articles to Blackboard: (these links work)


Finding the article:

1. Go to the [Babson Library Website](#)
2. Click on “e-Journal Finder” above the main search bar
3. Type journal name into the search box and click “Search”
4. Choose your journal from the list (pay attention to the date range available) and click on the correct one
5. Log in with your Babson username and password
6. Search for your article using the date range and issue. If you click on a specific issue, all articles from that issue will be displayed

Creating a link for Blackboard

1. Once you have found the article you want, look for the persistent URL (link) to that article. These may be found in the article’s record as follows:
 - a. **EBSCOhost:** Permalink in the list to the right of the abstract will display URL at the top of the page
 - b. **ProQuest:** the Document URL located at the bottom of the page.
 - c. **InfoTrac:** the Document URL located at the bottom of the page
 - d. **JSTOR:** the Stable URL located at the top of the page
 - e. **LexisNexis:** Click the **Permalink icon**  in the top right corner of the **full document view** and follow the directions in the pop up window. **You do not need to use the Link Generator for this database.**
 - f. **Factiva:** you need to post how to find the article in those databases for your students. There is no direct link that will work from one session to another.
2. Copy this link, either by following the instructions on the database or by selecting it pressing CTRL + C
3. Open the [Link Generator](#)
4. Paste the link (CTRL + V) you copied into the box and click “Create Link”

Adding the article to Blackboard

1. Open **Blackboard** and navigate to the appropriate course and folder within that course.
2. Click on Add Item
3. Enter the citation for the article (or paste it – CTRL + V) into the text box that appears and then **highlight the title**
4. Click on the  (world) icon above the text box.
5. Paste the article URL from the link generator into the box that pops up and click submit. The pop-up box will close.
6. Click submit and then OK and your item should be added.
7. Always check your work by clicking the link you’ve made; you may have to log in the first time.