Share your list of scans in Blackboard

This document provides guidance for academics who have previously used the Library’s eReserve service, and are now using the new Reading Lists system solely to provide access to scans required for teaching.

If you have created a full reading list for your unit, or if you require general information about creating a reading list, and requesting scans for teaching, please see the support documents available from the Reading Lists website.

Before completing the steps outlined in this document, you will need to create a profile on the Reading Lists system, and take ownership of the list of scans that has been created for you. If you have not already done this, please consult the support guide ‘Access your list of scans’, which is available from our dedicated webpage.

Publishing your list

When you first access your list, it will be in draft format, with the following icon displayed next to the title: Draft. To publish your list (so that it can be viewed by students):

- Click on the Edit button beneath the title.
- Choose Publish from the drop-down menu.

- Update the Anticipated student numbers field (if known), and click Publish.
  - If you do not know the exact number of students who will be enrolled on the unit, you can provide a rough estimate, or use last year’s figure.
- You will be returned to the list; the draft icon will have disappeared.

Please note: if you edit the list at any point (for example, to add further scans), you will need to republish the list (using the process above) in order for your changes to be made visible to students.
Making your list of scans available in Blackboard

By default, your course unit area in Blackboard will have a dedicated **Reading Lists** section, which can be accessed via a link in the left-hand navigation menu.

- Click on the Reading Lists link in the left-hand navigation menu (see image below).
  
  ![Image of Blackboard navigation menu](image)

  - If the link is missing, please contact the Library at reading-lists@bristol.ac.uk.
  - You can rename or move the link to a new section in the left-hand navigation menu as required.

- The Reading Lists section will normally contain three content blocks:
  
  - Information for students (visible to all users).
  - A link entitled **Reading List** (see image below – visible to all users).
  
  ![Image of Reading List link](image)

  - Information for staff (only visible to instructors).

- Click on the **Reading List** link to open the Reading Lists system within Blackboard.
  
  - Reading Lists will automatically try to open the most appropriate online reading list for your unit, based on the unit code. If it does not display your list, you can use the search box (see image below) to find your list – search by unit code or title.

  ![Image of Add list section](image)

  - When you have found the correct list, click **Save** to confirm your choice.

The **Reading List** link is now fixed, and will now take students directly to your list of scans. If you edit and republish the list at any time, the link will automatically be updated with the new details.
Changing the link
If you need to change the destination of the Reading List link in Blackboard (for example, because you have inadvertently linked it to the wrong online reading list), you must delete the existing link, and create a new one.

- Click on the downward-facing arrow that appears next to the link when you move your cursor over it (see image below).

![Image](image_url)

- From the menu, select Delete, and confirm your choice in the pop-up dialogue box.
- From the Tools menu at the top of the Reading Lists section, choose Reading List (see image below).

![Image](image_url)

- A form entitled Configure Tool: Reading List will open in Blackboard. Amend the Name field as required (for example, “Week 1” if you wish to link to a specific section of the list), and click Submit.
  - Please note: you should not enter any text in the Description field, or adjust any other settings at this stage.
- A new Reading List link will appear at the bottom of the content area. You can now link it to your chosen online reading list using the procedure described on p.2 of this document.

Linking to your list of scans outside Blackboard
If you wish to create a link to your list of scans in an online location outside Blackboard (for example, in an email or on a departmental webpage), you can also create a normal hyperlink using the URL of the list.

- Use the URL of the list in the “student” view.
- The URL will begin with `https://bristol.rl.talis.com/lists/` followed by a series of numbers and letters; it will end with `.html`.
  - e.g. `https://bristol.rl.talis.com/lists/F0C9C779-D3B3-56B4-310F-CA47F0195FD1.html`
- If the URL ends `.html?draft` it is for a draft list, and will not be accessible by your students.
  - Publish the list (see above) to make it accessible.
Please note: in order to comply with the terms of our Copyright Licensing Agency (CLA) licence, only individuals with a UOB login will be able to access the scans.