Publishing and sharing your list

Publishing your list

When you have finished editing and structuring the draft version of your list, you will need to publish it. This action will:

- Allow students to view the list.
- Allow the Library to review the list, and make any purchases that are required.

To publish your list:

- Click on the Edit button beneath the title.
- Choose Publish from the drop-down menu.
- Update the Anticipated student numbers field in the pop-up form, 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.
- Your browser will return to the list, which has now been published.

By default, your list will be publicly visible. To restrict access to members of the University:

- Click Edit, and choose Privacy Control from the drop-down menu.
- Select Only logged in users, and click Save.

Please note: you can only restrict access after the list has been published.

Updating your list after publication

When you add new resources, or make other changes to a published list, they are saved in draft form initially.

You will need to republish your list in order to make the changes visible to your students.

You can republish your list as many times as you like.

For further help or information please contact your subject librarian.
Sharing your list on Blackboard

A built-in tool allows you to share your list in two ways in Blackboard:

- **Create a link to the whole list.** We recommend this approach if you have a short reading list, or a list that is being used solely to host digitisations.
- **Create separate links to individual sections of the list.** We recommend this approach if you have divided your list into weekly or thematic sections.

Create a link to the whole list

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 panel.

- Click on the Reading Lists link in the left-hand navigation menu (see image below).

  ![Reading Lists](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).

  ![Reading List](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.

For further help or information please contact your subject librarian.
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.

**Create separate links to individual sections of the list**

Reading List links can be created in almost any content area in your Blackboard course unit – so you can choose to use the dedicated **Reading Lists** section (accessible via the left-hand navigation menu), or simply place your links elsewhere as you see fit (for example, in the **Unit Information** or **Learning Materials** sections).

To create a link:

- Navigate to the content area to which you wish to add the link using the left-hand navigation menu.
- From the **Tools** menu choose **Reading List** (see image below).

- 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, identifiable by the Reading Lists icon (see image below).

Click on the link to open Reading Lists within the Blackboard course unit.
- 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.
- To link to a specific section of your list, use the second, drop-down menu to choose the appropriate section (see image below).
- When you have found the correct list/section, click Save to confirm your choice (see image below).

The link is now fixed, and will take students directly to your chosen section of the list.
You can add as many different reading list links as you like to a content area (see image below for an example).

For further help or information please contact your subject librarian.
• To edit the title of a link (or add a written description), click on the downward-facing arrow that appears next to it when you move your cursor over it, and choose **Edit** (see image below).

[Image]

**Reading List**

**Linking to your reading list outside Blackboard**

If you wish to create a link to your reading list 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/](https://bristol.rl.talis.com/lists/) followed by a series of numbers and letters; it will end with `.html`.
  o e.g. [https://bristol.rl.talis.com/lists/F0C9C779-D3B3-56B4-310F-CA47F0195FD1.html](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.
  o Publish the list (see above) to make it accessible.

For further help or information please contact your subject librarian.