

Publishing and sharing your list

To allow students to find and use your list, you will need to publish it and share it via your Blackboard course. Publishing makes the current version of a list visible to students; they cannot view lists that are still in Draft or changes that have not yet been published.

After a list has been published, you can edit and re-publish it as often as you wish. Each time you re-publish the list, your changes will immediately be visible to students.

Publishing your list

If a list is still in draft form, or if there are unpublished changes to your list, you will see a notification beneath the list title.





On the right, you will see a red **Publish** button. Clicking on this will convert a draft list into a live list, or, if there are unpublished changes, will make the current version of the list available to students.

Sharing your list

In order for students to be able to find your list easily, you can share it by embedding it directly into your Blackboard Ultra course.

 Access your unit in Blackboard Ultra and open the Unit Information and Resources section. You will see an entry labelled Resource Lists.

	Unit Information and Resources Vibile to students - Here you will find a comprehensive guide on what you can expect from the course, including contact information, learning objectives, and the lecture schedule, as well as a range of important resources such as your resource list and the collection of Re/Play recordings for this unit.	~
::	j Schedule Ø Hidden from students →	
	Gontacts & Communication Ø Hidden from students ▼	
1	Resource Lists Hidden from students * Is a link to work project lists for this unit.	

2. Click anywhere within the **Resource Lists** section. A new pane will open. This will usually show the resource list for your unit automatically; if it does not, you can use the Search function to locate the correct list.



3. Click on the **Embed list** button to attach the list to your unit.

Troubleshooting

If you are not able to find the correct list for your unit, there are several possible reasons:

- List is not published only published lists can be linked in Blackboard Ultra. If your list has not yet been published, you can do so in Talis Aspire by clicking on the **Publish** button (see above).
- List is not attached to hierarchy if your list is not connected to the correct unit code in the Talis hierarchy, it will not be available to link in Blackboard Ultra. To connect the list to the hierarchy, open it in Talis Aspire, and select Hierarchy and Student Numbers from the Edit menu. Enter the unit code, and click on Save. If the unit does not appear in the hierarchy, please contact <u>lib-resource-lists@bristol.ac.uk</u> to have it added.



• List is not for current year – lists should be rolled over automatically to the current year; however, if your list is still showing a previous academic year it will not be available to link to in Blackboard Ultra. Please contact <u>lib-resource-lists@bristol.ac.uk</u> for advice.