

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If a list is still in draft form, or if there are unpublished changes to your list, you will see a notification beneath the list title.

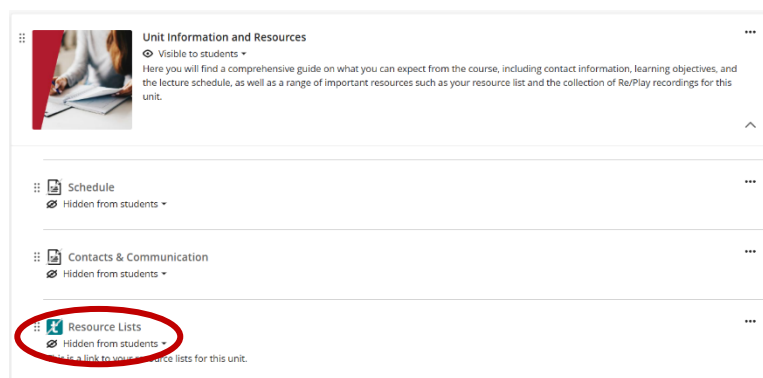


On the right, you will see a red **Publish** button. Clicking on this will convert a draft list into a live list, or, if there are unpublished changes, will make the current version of the list available to students.

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.

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



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.

Our automated matching has not found a list which is an exact match, here are some suggestions, or you can search for an alternative list

Embed reading list from Talis Aspire

Search by list name, code, creator, or year

TEST10021

TEACHING BLOCK 2 2024/25 TEST10021
TEST10021 Library Original test course
By Stuart Turner Created 8 months ago

Embed list

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

Embedding weekly sections

If your Blackboard Ultra course is arranged by weeks, you can also embed individual sections of your list to provide weekly readings.

1. Open the appropriate Weeks section (e.g. **Weeks 1-11**)

Weeks 1 - 11
Visible to students
This serves as the primary learning space for Teaching Block 1. Here, you will find teaching materials and engage in activities like online discussions. The section is organised by teaching weeks.

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2. Click on the small + below the week number and select **Course Tools**.

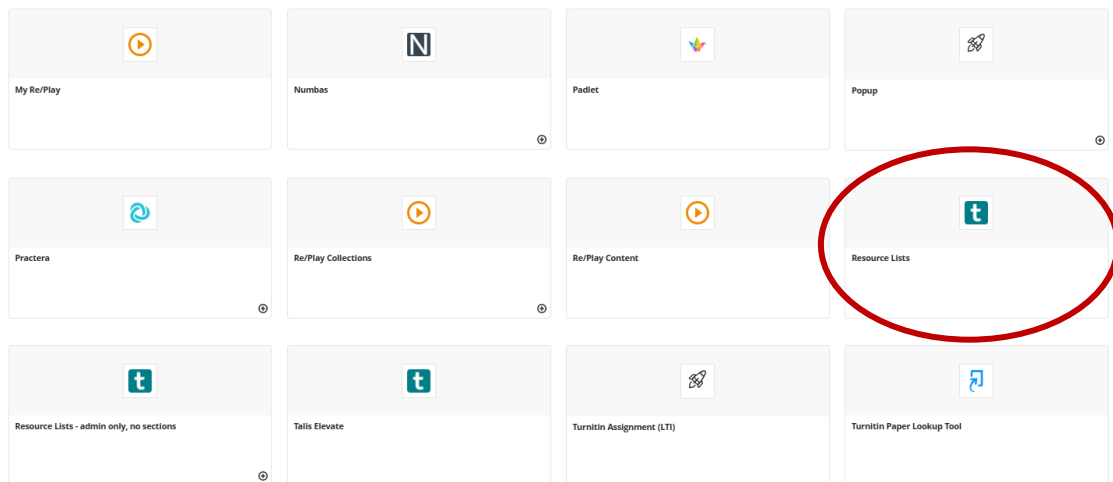
⊕

Week 1
Visible to students

+

- Create
- Copy Content
- Upload
- Cloud Storage
- Course Tools**
- Content Collection

3. Select **Resource Lists** (do not use **Resource Lists – admin only**)



4. Any resource lists connected with the unit should appear automatically; you can use the Search function if the list you want does not appear. Click on the **Select section** button.

Embed list or section from Talis Aspire

Search by list name, code, creator, or year

Suggested lists

TEACHING BLOCK 2 2025/26 TEST10021
TEST10021 Library Original test course
By Stuart Turner Created 6 days ago [Preview](#)

Select section Embed list

TEACHING BLOCK 2 2024/25 TEST10021
TEST10021 Library Original test course
By Stuart Turner Created 9 months ago [Preview](#)

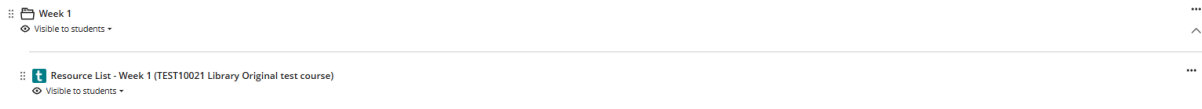
Select section Embed list

5. Choose the correct week or section from the list, and click **Embed section**.

[Back to TEST10021 Library Original test course](#)

Week 1 Preview	Embed section
Week 2 Preview	Embed section
Week 3 Preview	Embed section
Week 4 Preview	Embed section

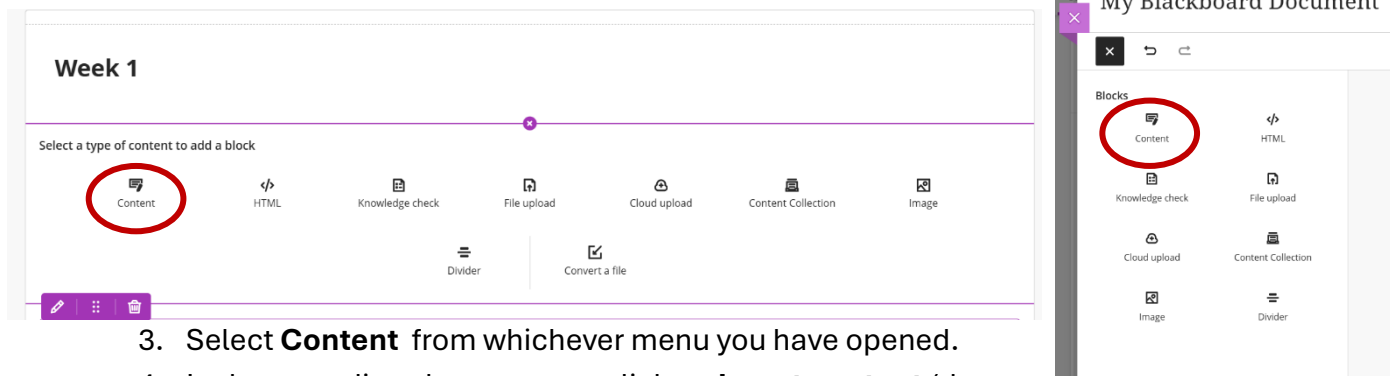
6. You will be returned to the course page; if you now reopen the Weeks section and open the week you have just edited, you should see your resource list section linked therein.



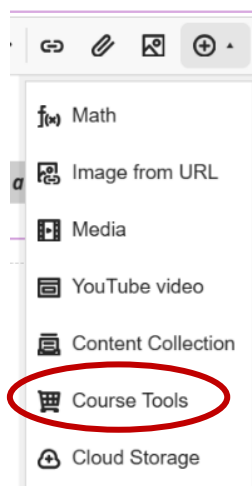
Embedding a list in a document

It is possible to embed a link to a list within a document in Blackboard Ultra. If you need to add your list to a document, this is the process.

1. Locate and open the document in your Blackboard Ultra unit.
2. Find the point in the document where you want to embed the list, and click on either the small + option that appears below the previous entry, or the black + icon at the top left of the document.



3. Select **Content** from whichever menu you have opened.
4. In the text editor that appears, click on **Insert content** (the small ⊕ on the far right of the toolbar) and choose **Course tools**.
5. From the tools list, select **Resource lists**.



6. Locate the list you wish to use, and then either embed the entire list, or a section of it.

Faculty of Health & Life Sciences Ultra Template 2025

Resource Lists

Embed list or section from Talis Aspire

Search by list name, code, creator, or year

Suggested lists

TEST10021 TEST10021 Library Original test course By Stuart Turner Created a month ago Preview	Select section	Embed list
TEACHING BLOCK 2 2024/25 TEST10021 TEST10021 Library Original test course By Stuart Turner Created 10 months ago Preview	Select section	Embed list

7. A link to the list or section will now be displayed in your document. If necessary, you can repeat the process to add further links to the document.

Week 1



Resource List - Week 1 (TEST10021 Library Original test course)

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 lib-resource-lists@bristol.ac.uk 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 lib-resource-lists@bristol.ac.uk for advice.

