

Publishing and sharing your list

To allow your students to find and use your list, you will need to publish it, and share it via your Blackboard course.

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

We also recommend that you request a Library review of your list (see below) as early as possible in the year, and whenever you make any significant changes to it. This will give Library staff time to check the list, and make any purchases that are required before teaching begins.

A Library review will take place automatically when you publish your list.

Library purchasing from Resource Lists

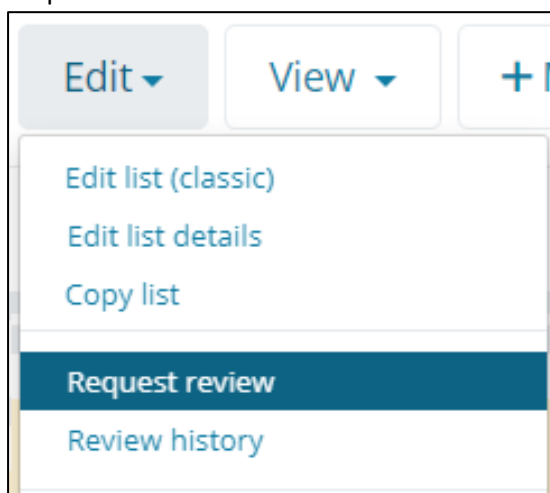
When you request a review, or publish your list, Library staff will check it for books that we do not hold. We will purchase one copy of any title that is not already held by the Library.

Please contact your [subject librarian](#) if you think that further copies of a specific title will be required.

Requesting a Library review

To request a Library review:

- Click on the **Edit** button near the top-right of the list, and select **Request review** from the drop-down menu.

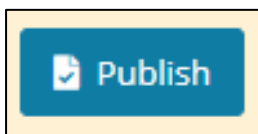


- Click **Send** in the pop-up window. You can request further reviews as you update your list with more resources.

Publishing your list

To publish your list:

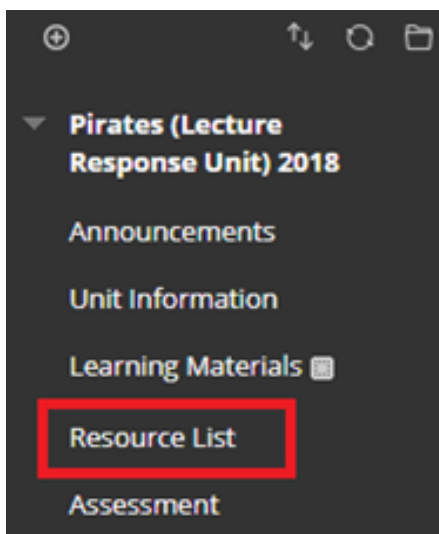
- Click the **Publish** button found near the top-right of the list.



- After a few seconds, the list will be published.

Sharing your list on Blackboard

Your Blackboard course will already have a dedicated area for Resource Lists, which you can access via the left-hand navigation menu.



- If you cannot see Resource List in the menu, please contact the Library at lib-resource-lists@bristol.ac.uk.

The Resource Lists area already contains a link entitled **Resource List** (see image below), which in most cases will already be connected to your published list.



Please note, however:

- You **must** confirm the link to your list (see following section) to ensure that it remains accessible throughout the academic year.
- If your list is divided into weekly or thematic sections, we strongly recommend that you create separate links for each section (see p. 3) to ensure the accessibility and usability of the list.

Confirming your Resource List link.

- Click on the **Resource List** link.
- In most cases your published list will open automatically within Blackboard. Once you have checked that the correct list is showing, click **Save** to confirm the list.

- If the correct list is not displayed, use the search box (see image below) to find your list – search by unit code or title. Once you have found the correct list, click **Save** to confirm it.

Add list section

To find a list that corresponds to this course, please search for one below

HIST30032

Found 1 list

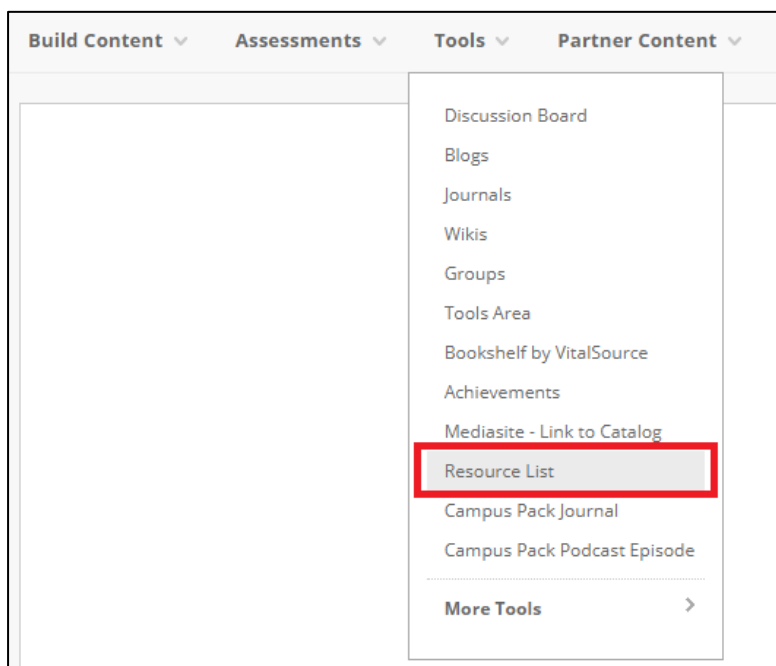
LIST HIST30032: Pirates, An Academic (Teaching block 1 2018/19)

Creating links to weekly or thematic sections.

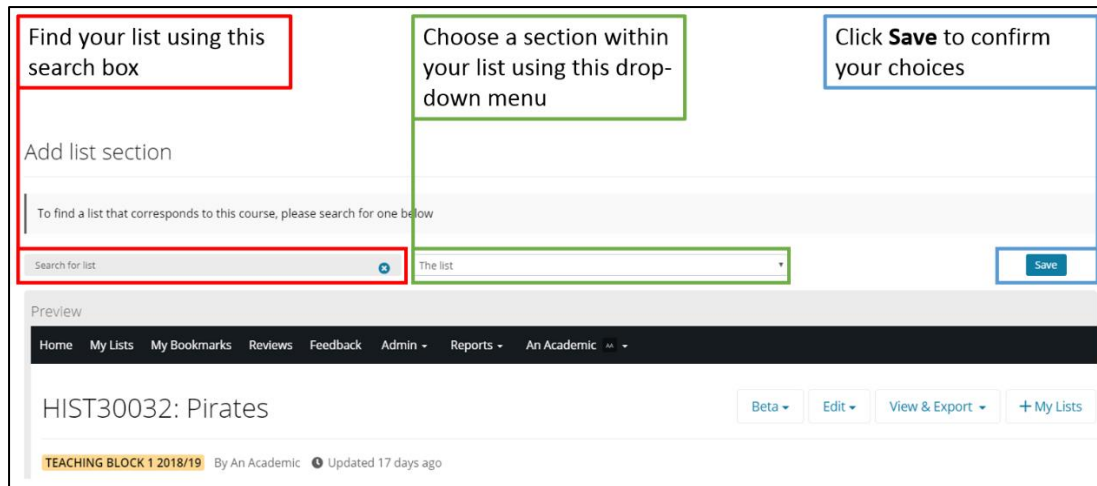
Creating individual links to weekly or thematic sections will improve accessibility, and generally make the list easier for students to use. To do this, you will need to add additional links to the Resource Lists area of your Blackboard course.

To create a link:

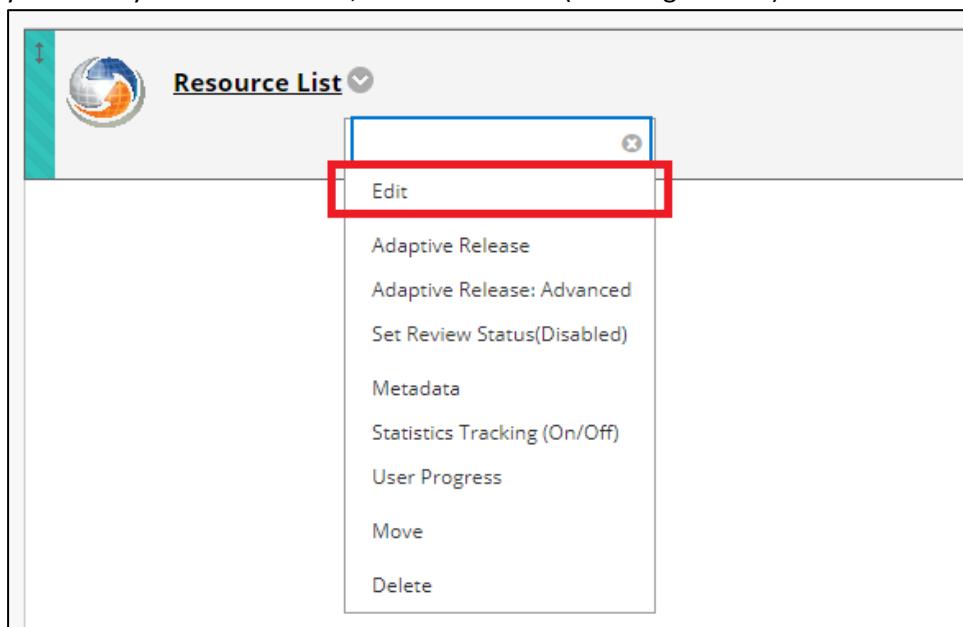
- From the **Tools** menu choose **Resource List** (see image below).



- A form entitled **Configure Tool: Resource List** will open. Amend the **Name** field as required (e.g. “Week 1”; “Seminar 2: Theoretical Approaches to Post-Structuralism”), then click **Submit**.
- A new link, with your chosen name, will appear at the bottom of the Resource Lists area. Click on the link.
- In most cases your published list will open automatically within Blackboard; if it does not, use the search box to find it (searching by unit code or title – see image below).
- Once you have found the list, use the drop-down menu to select the appropriate section of the list (see image below), then click **Save** to confirm your choice.



- Repeat this process to create links to each weekly/thematic section of your list. You can add as many links to your Resource Lists area as you require.
- To edit the title of a link, click on the downward-facing arrow that appears next to it when you hover your cursor over it, and choose **Edit** (see image below).



Linking to your list outside Blackboard

If you wish to create a link to your list in an online location other than 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://rl.talis.com/3/bristol/lists/** followed by a series of numbers and letters; it will end with **html?lang=en-GB&login=1**.
 - e.g. <https://rl.talis.com/3/bristol/lists/CFC8E3E3-16B1-940A-C4D8-563B93C11278.html?login=1>
- If the URL ends **html?draft=1&lang=en-GB&login=1** it refers to a draft list, and will not be accessible by your students.
 - Publish the list as described on p.2 of this document to make it available to students.