

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If a list is still in draft form, or if there are unpublished changes to your list, you will see a notification beneath the list title.

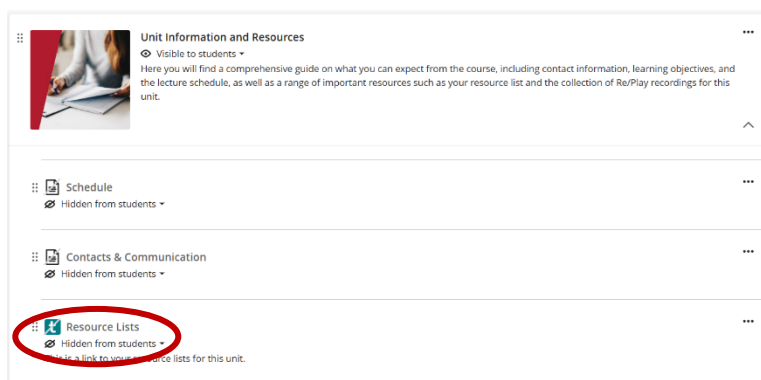


On the right, you will see a red **Publish** button. Clicking on this will convert a draft list into a live list, or, if there are unpublished changes, will make the current version of the list available to students.

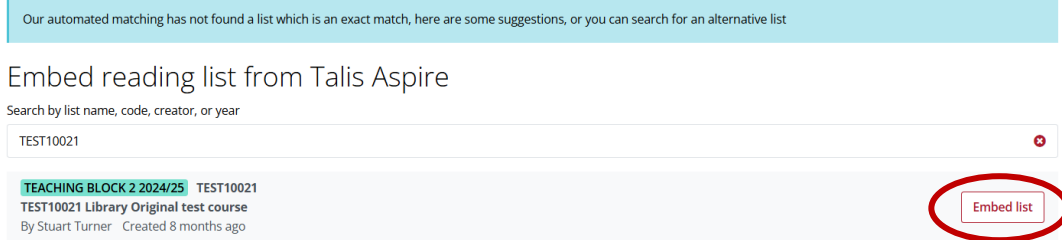
Sharing your list

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.

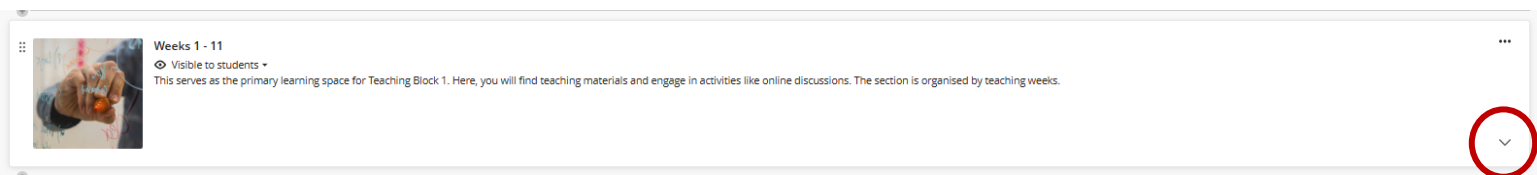


3. Click on the **Embed list** button to attach the list to your unit.

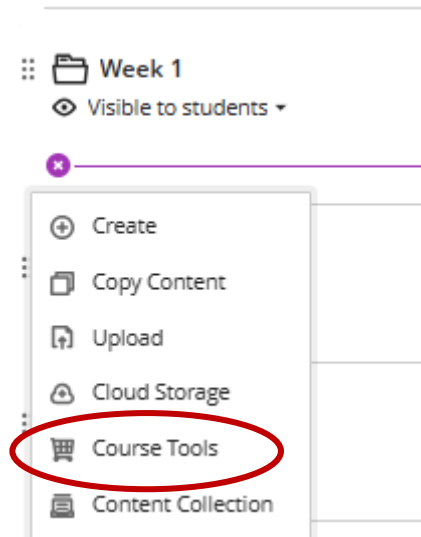
Embedding weekly sections

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

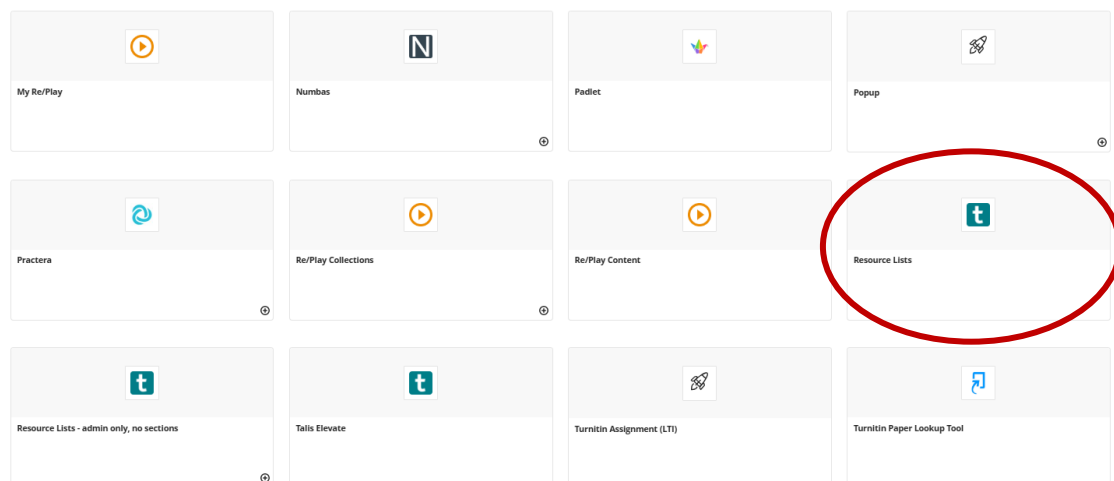
1. Open the appropriate Weeks section (e.g. **Weeks 1-11**)



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



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.

Week 1

Visible to students

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

Visible to students

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.

