

## Publishing and sharing your list

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

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 be immediately visible to 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. This will give Library staff time to check the list and make any purchases that are required.

### Library purchasing from reading lists

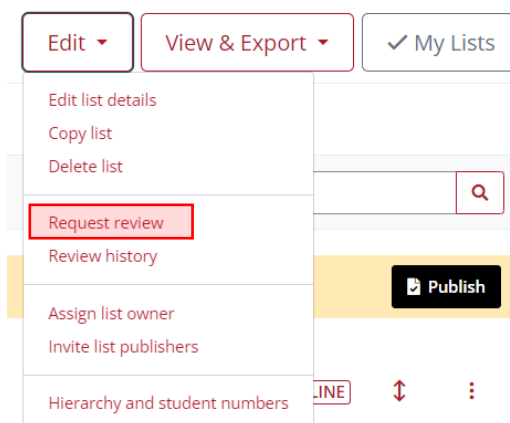
When you request a review, Library staff will check it for titles that we do not hold. We will, wherever possible, purchase unlimited access to any Essential item or a single copy of any Recommended item that is not already held by the Library.

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 review:

Click on the **Edit** button at the top right of your list, and select **Request review**.




Click **Send** in the following popup window. You can request a review whenever you add new resources to the list.

## Publishing your list

When your latest changes to a list have not yet been published, you will see a yellow banner at the top of the list:

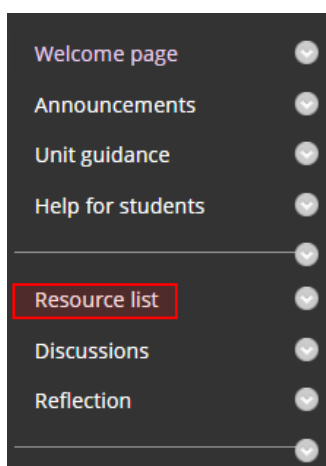
**Unpublished changes!** Your changes have been saved, but not published.

 **Publish**

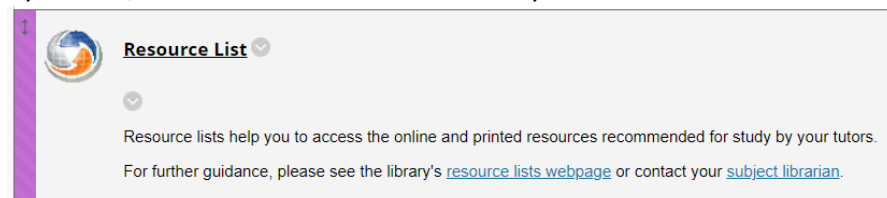
To publish your changes, click on the black **Publish** button. Your changes will take effect immediately.

## Sharing your list in Blackboard

Your Blackboard course unit will already have a dedicated area for reading lists, which you can access via the left-hand menu:



By default, this section will contain a link to your resource list:



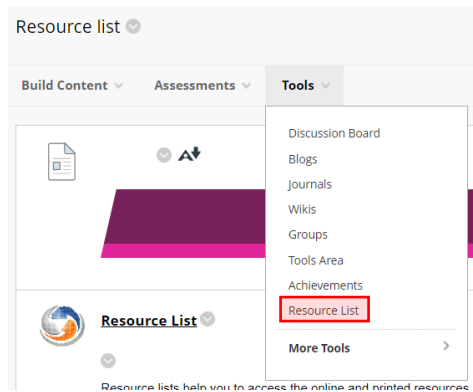
Please note:

You *must* confirm the link to your list to ensure that it remains accessible throughout the academic year. To do this:

- Click on the Resource list link.
- In most cases, your published list will open automatically within Blackboard. Once you have confirmed that the correct list is showing, click **Save**.
- If the correct list is *not* displayed, use the search box to find it, searching by unit code or course title. Once you have found the correct list, click **Save** to confirm it.
- If the correct list does not appear in the search box, please contact [lib-resource-lists@bristol.ac.uk](mailto:lib-resource-lists@bristol.ac.uk) with the course code and list title.

If your list is divided into weekly or thematic sections, we recommend that you create separate links for each section within Blackboard to improve accessibility. To do this:

- From the **Tools** menu, select **Resource list**.



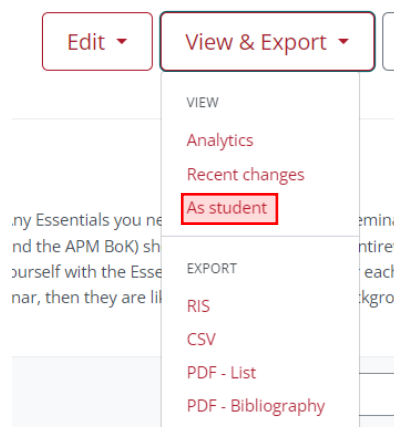
- A form called “Configure Tool: Resource List” will open. Amend the **Name** field as required (e.g. “Week 1”, “Seminar 2: Theoretical Approaches to Post-Modernism”) and click **Submit**.
- A new link, with your chosen name, will appear at the bottom of the Resource Lists area. Click on this link.
- In most cases, your published list will open automatically – if it does not, follow the steps for confirming a link, above. Use the drop-down menu to select the appropriate section of the list, and click **Save** to confirm your choice.

Repeat these steps to create links to each week/section of your list. You can add as many as you require.

## Linking to a list outside Blackboard

If you wish to create a link to your list in an online location other than Blackboard (e.g. in an email or on a departmental webpage), you can create a normal hyperlink using the URL of the list.

In the **View & Export** menu, select **As student**.



Then simply copy the URL from the address bar and use this as the target of your hyperlink.