Using the Library Reading List Builder

The Library Reading List Builder is a tool that allows instructors to create lists of library resources in Blackboard. Lists can contain links to digital library resources (such as journal articles, eBooks, or streamed videos), or any web content. Students can then easily access these resources from within the course on Blackboard.

Creating a reading list

Using the Library Reading List Builder, you can create a list of readings directly in a content area or in a folder. This allows you to create collections of readings for each week of the course, or lists of useful resources for an assignment.

1. Open a content area from your course menu, or a folder within a content area (e.g. Week 1).
2. Click Build Content from the content area menu.
3. Click Library Reading List Builder.
4. Type a name for your list (e.g. “Week 1 Readings”). You can also enter a description in the text box below.
5. Scroll down to Options, and ensure that Permit Users to View this Content is set to Yes.
6. Click Submit. Your reading list will now appear in your content area or folder.

Adding content to your reading list

Once you have created a reading list, you can add items to it from either the library or the web.

Adding library resources to your list

1. Click on the reading list you just created (e.g. “Week 1 Readings”) in Blackboard.
2. The Library Reading List Builder will open in a new tab or window. If this does not open automatically, select Click for Readings to open the Reading List Builder.
3. Enter your search terms into the Search Library Resources box, and click Search. You may perform a general keyword search, or search for specific items by title or by author.
4. Use the limiters on the left side of the page to filter your results by source type, date, etc.
5. When you have found a resource that you would like to add, click Add to Reading List.
6. View your list by clicking See Current Reading List at the top of the page.
Adding web resources to your list

1. Open your reading list on Blackboard.
2. If necessary, select **Click for Readings** to open the Library Reading List Builder.
3. Click **See Current Reading List** to view your list.
4. Click **Add Web Resource**.
5. Enter the URL of a web page that you would like to include in the resource list.
6. Enter a title for the resource.
7. Click **Add to Reading List**. The web resource will appear in your list along with any library resources you have added.

**Tip:** you can also use the **Add Web Resources** function to add Library databases, APA/MLA Guides or Subject Guides to your list.

Viewing your list

Once you have created a list, you can view it and modify, organize, and share its contents (see below for detailed instructions on these features). You can also view a preview of the list as it will appear to students in your course.

**Viewing your list**

1. Beginning on your Blackboard course page, open the content area or folder in which your list is located.
2. Click on the title of your reading list.
3. If necessary, select **Click for Readings** to open the Library Reading List Builder.
4. Click **See Current Reading List** near the top left of the page to view your list.
5. Once you are finished, click **Return to Course** to exit your list.

**Note:** The Library Reading List Builder will open in a new browser tab. If your browser has a popup blocker enabled, clicking on your reading list in Blackboard will take you to a page with a button labelled **Click for Readings**. Click this button to open the List Builder.

**Previewing your list as it will appear to students**

1. Beginning on your Blackboard course page, open the content area or folder in which your list is located.
2. Click the **Student Preview** icon (alt-text: **Enter Student Preview**). An orange bar will appear at the top of the page, indicating that you have entered the student preview.
3. Open your resource list.
4. If necessary, select **Click for Readings**. A preview of your list will launch in a new tab or window.
5. To exit the student preview, return to Blackboard. Click **Exit Preview** on the top right of the page, then click **Continue**.
Modifying your reading list

Once you have created and populated a reading list, you can modify its appearance and content by adding instructions and notes, changing the order in which items appear, and organizing items in folders.

Adding instructions to your list

1. Open your reading list on Blackboard.
2. If necessary, select Click for Readings to open the Library Reading List Builder.
3. Click See Current Reading List to view your list.
4. Click Add Text or Instructions.
5. Type your instructions into the text box.
6. Click Add to Reading List. Your instructions will now appear in your list.

Adding notes to resources in your list

1. Open your reading list on Blackboard.
2. If necessary, select Click for Readings to open the Library Reading List Builder.
3. Click See Current Reading List to view your list.
4. Locate the list item to which you want to add a note and click Add Notes. This will reveal the notes text box.
5. Type your note into the text box.
6. Click Save Notes. Your note will appear with the resource entry in your list.

Changing the sort order of your list

1. Open your reading list on Blackboard.
2. If necessary, select Click for Readings to open the Library Reading List Builder.
3. Click See Current Reading List to view your list.
4. By default, all items in the list will in alphabetical order.
5. Locate the item that should appear first in the list. Click and hold the grey bar at the top of this item, then drag it to the top of the list.
6. Repeat this process with the remaining list items until each item is in the order that you prefer.

Tip: You may also change the Sort Order number of each item, located in the grey bar at the top of each item, and then click Save Changes.

Adding folders to your list

1. Open your reading list on Blackboard.
2. If necessary, select Click for Readings to open the Library Reading List Builder.
3. Click **See Current Reading List** to view your list.
4. Click **Add Folder**.
5. Type a name for your folder.
6. Click **Create Folder**.
7. To move items to a folder, select the folder from the drop-down menu to the right of the resource entry.