Using the Library Reading List Builder: Advanced

Sharing lists with other instructors

The Library Reading List Builder allows you to make your reading lists available for other instructors to view and to import into their own lists. You can also view, and import content from, lists that other instructors have made public.

Making your list available to other instructors

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. On the menu near the top of the page, look for a line of text that says either This list is public or This list is private.
5. If the list is private, click on the word private. This will make the list public; other instructors will now be able to view and import your list.

Note: This will make your list available to ALL George Brown College instructors. There is no option to share a list with a particular instructor. However, once the instructor you wish to share your list with has imported it, you may change your list settings back to private. Doing so will not affect the list that your colleague has imported. Any changes you make to your list after your colleague has imported it will not be reflected in their list.

Importing other instructors’ lists

1. Open the reading list into which you want to import the new list and click See Current Reading List.
2. Click Import from Existing List. This will display two drop-down menus: one listing all of your resource lists, private or public, and another listing all resource lists that have been made public.
3. Click on the second drop-down menu, labelled All Public Lists. If the list that you want to import is not displayed here, contact the owner of the list and verify that it has been made public.
4. Select the list that you want to import and click View this list.
5. Select the resources that you want to import. You can select each resource individually, or select the entire list by checking the Check/Uncheck All box.
6. Click Copy Selected Readings. This will import all selected resources into your list.
Importing your own list from another course

1. Open the reading list into which you want to import the new list and click See Current Reading List.
2. Click Import from Existing List. This will display two drop-down menus: one listing all of your resource lists, private or public (i.e. lists you have created for the course you are in OR any list you have created for another course), and another listing all resource lists that have been made public.
3. Click on the first drop-down menu, labelled Your Lists.
4. Select the list that you want to import and click View this list.

Importing resources from an EBSCO folder

If you have created a folder of resources in the library’s main search feature (Search for Articles, Books, Videos or More) or another EBSCO collection, you can import these resources all at once into a list in the Library Reading List Builder.

Note: This function requires an EBSCO account. EBSCO accounts are not maintained by George Brown College. You may create an account by choosing the Sign In option at the top of the Search Results page on the library website, or any EBSCO database.

1. From the Search Results page on the library website (accessible after performing a basic or advanced search on the library homepage), or from another EBSCO database, sign into your EBSCO account.
2. Click Folder on the top right menu.
3. Select the folder that you would like to import. This folder will display resources by resource type. Each type of resource will need to be imported separately.
4. Select a type of resource in this folder (e.g. eBooks). This will display all of the resources in this category in the folder.
5. Select all the resources that you would like to import into your reading list, and click Export on the right-hand side of the page.
6. Under Save citations to a file formatted for, select Generic bibliographic management software.
7. Click Save.
8. Copy the bibliographic information displayed on the resulting page.
9. Open your reading list in Blackboard, and click See Current Reading List.
10. Click Import from EBSCO Folder.
11. Paste the bibliographic information that you have copied into the text box.
12. Click Generate list. The resources from your EBSCO folder will be added to your reading list.