

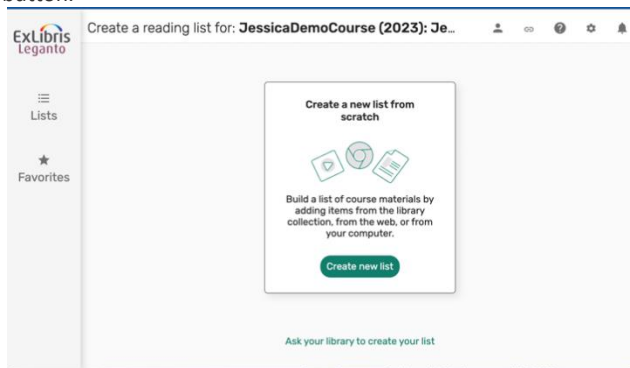
Create a Reading List

Some of us may have all our learning materials for the course handy, along with your tentative schedule. If that is you, then you want to follow these set of instructions.

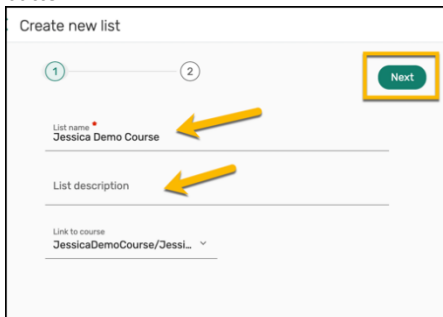
Best Practice: The best practice is to provide the complete course materials list within Blackboard’s course menu, then add appropriate course materials reading list share link within each weekly module.

Step 1. Create your reading list for the course.

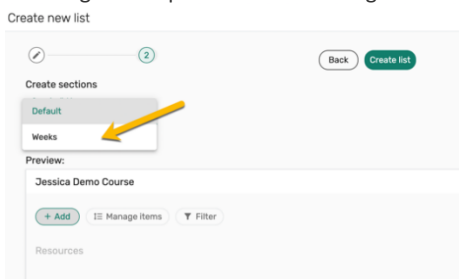
1. We begin by first selecting how we would like our reading list to be organized. Begin by selecting the **Create New List** button.



2. On the next page that appears, you may choose to add a description and rename the List Name. Then press the Next button.

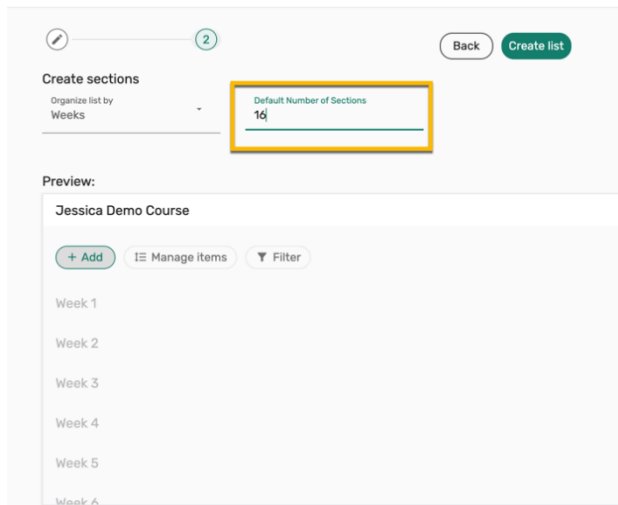


3. Then choose if you want to organize your list or simply begin adding content. We recommend structuring your list by selecting the drop-down and selecting **Weeks or Accelerated Programs**.



By default, 8 weeks are provided; you can change this to suit your course schedule. In addition, you may choose to change the week to a module or chapter.

- a. In this example 16 weeks were entered and the Preview updates

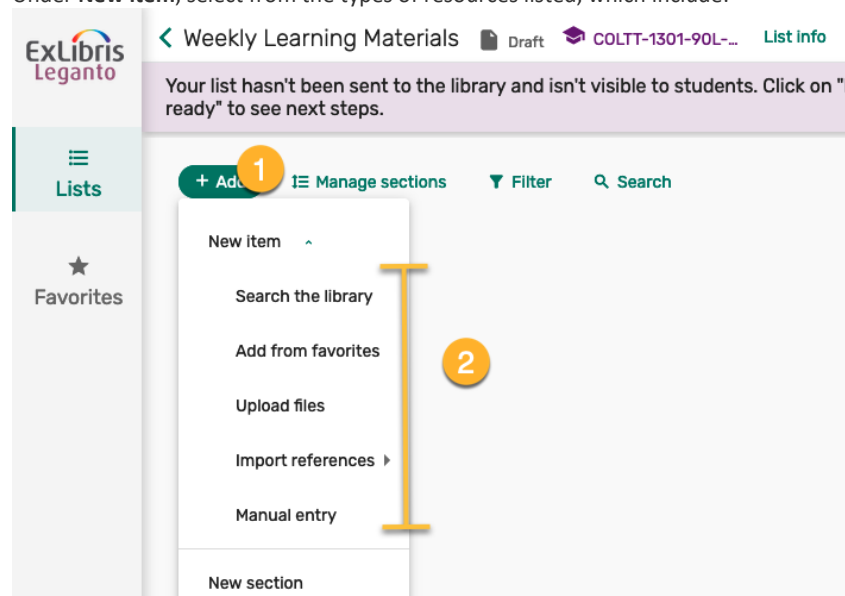


- b. Next, select the **Create list** button.

Step 2. Add your materials

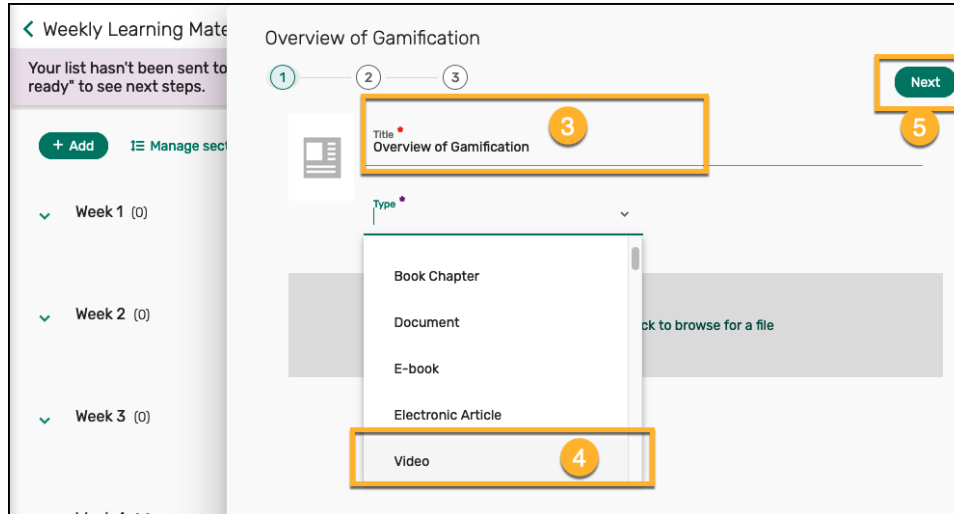
You are now ready to add your learning materials to your reading list. Begin by accessing your reading list.

1. Click the **+ Add button**
2. Under **New item**, select from the types of resources listed, which include:

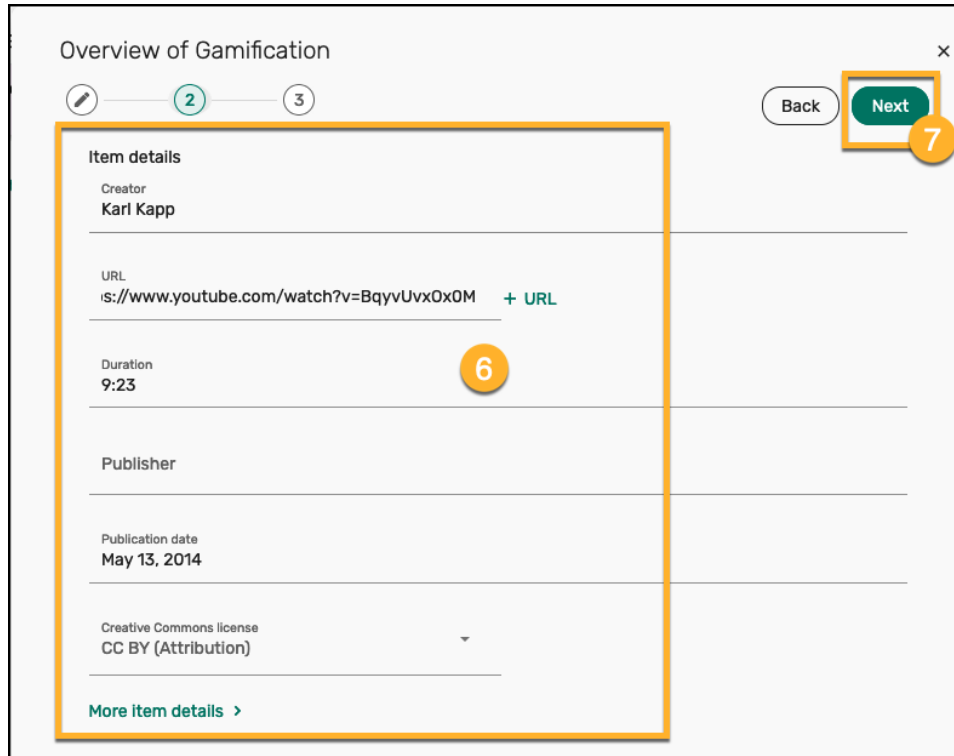


- i. **Search the Library** to add material from the library's collection. Here you can search all of the library's physical and electronic collections, including, books, eBooks, articles/book chapters, DVDs, streaming video, and much more!
- ii. **Add from favorites** to use resources you have already marked as favorites in another reading list.
- iii. **Upload files** to upload your own files. If you have articles, it is recommended to use library collection.

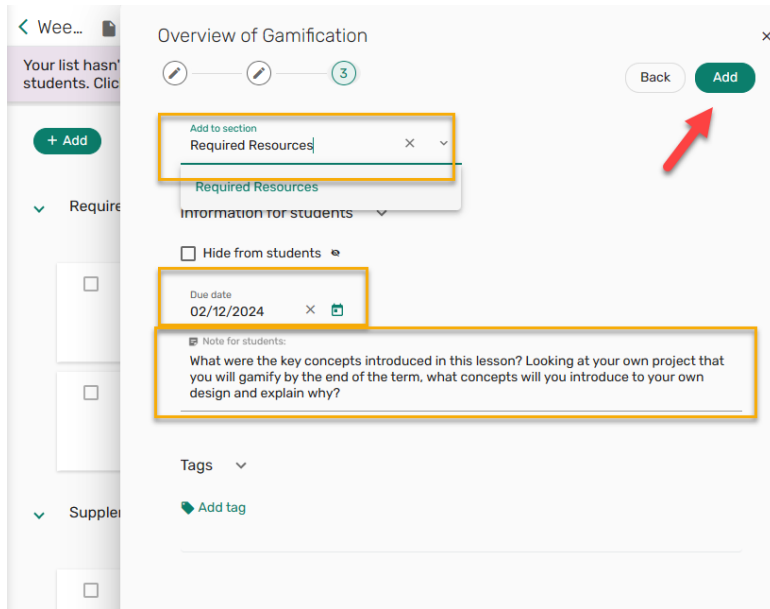
- iv. **Manual entry** -- If you have external URL – YouTube Videos or if you can add what information you know about a source you're looking for and the library will identify and add the item for you
3. In this handout we selected Manual Entry, where a new page appears. Provide resource a Title
 4. Then under Type drop down, select appropriate format.
 5. Then select the **Next** button



6. In the next page that appears, we complete as much information as we can about the resource



7. Then press the **Next** button
8. In the next page, under the **Add to section** drop down, select where you would like the resource to appear. You can also provide addition details such as Due Date, Notes, and Tags.

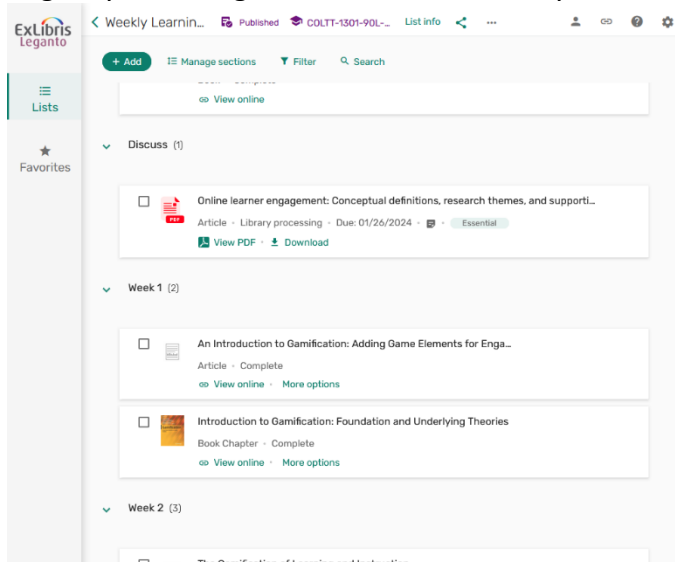


9. Then select the **Add** button

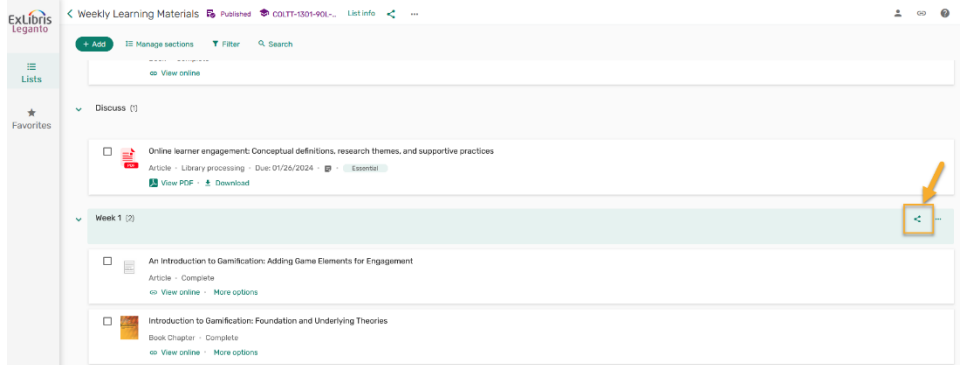
Step 3. Add module reading lists to their respective week/module in Blackboard.

Providing the assigned materials for a given week or module within their respective Blackboard module will help students focus on what they need to and reduce anxiety on overall semester tasks.

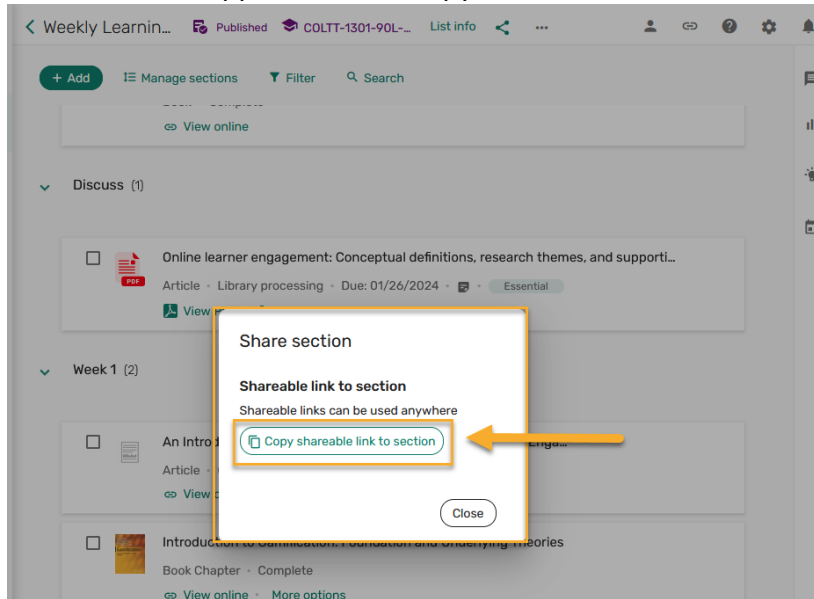
1. Begin by accessing Course Materials from your Blackboard course.



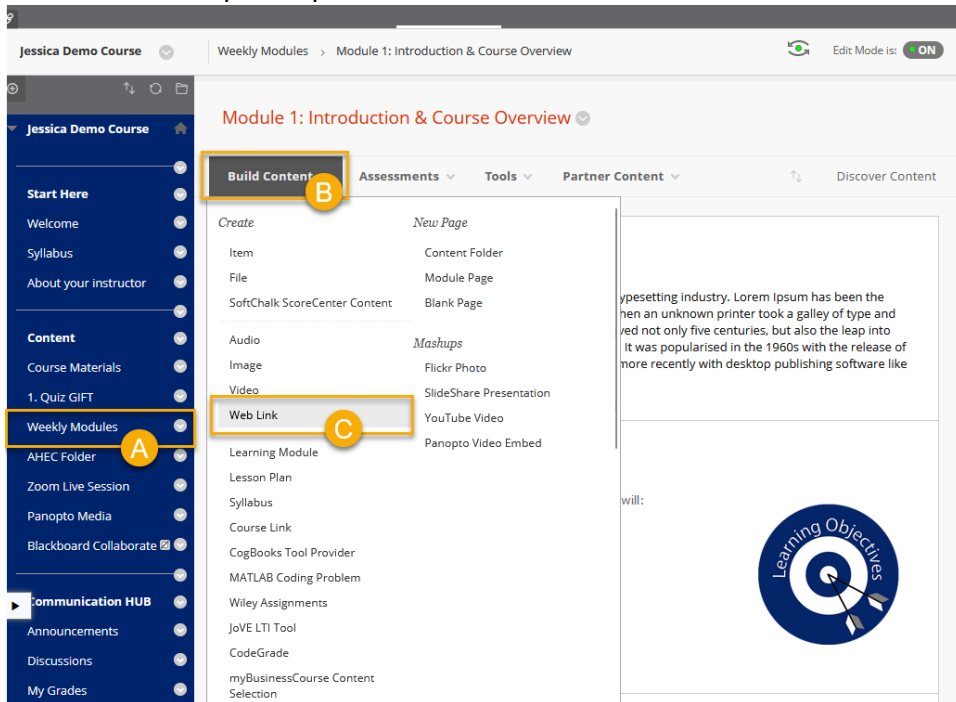
- For the given week's reading list select the Share link. Hover your mouse over the week for the share link to appear



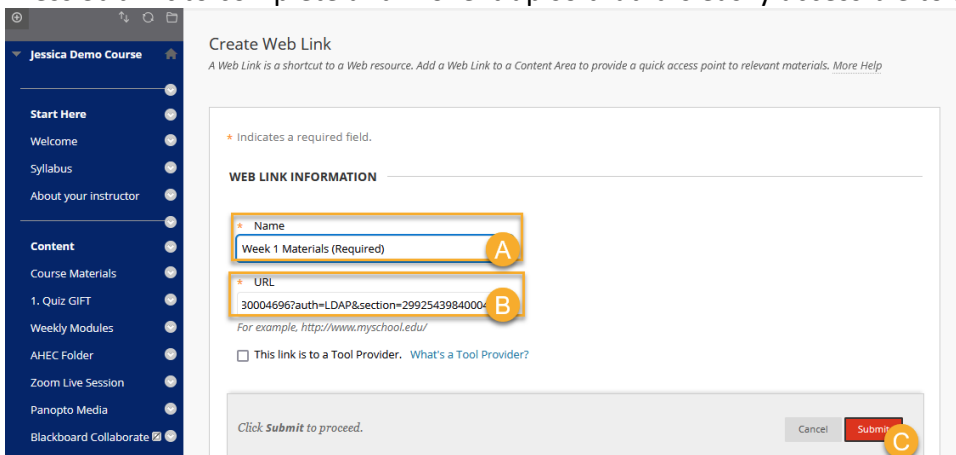
- A new window appears, select Copy shareable link to section, then select close.



- Return to Blackboard and go to appropriate module, select **Build Content** then select **Web Link** from options provided.



- Provide a meaningful name for the reading and then paste the shareable link provided. Press **Submit** to complete and move it up so that it is easily accessible to students.



How Librarians Can Help

Librarians can help add a resource list to your course, search for possible materials in the library's collection or elsewhere online and help troubleshoot any issues.

Contact Liliana Galindo, UTRGV Librarian, if you have any questions about an existing list or about setting up a list for a course.

Liliana Galindo

Instruction and Education Resource Coordinator

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