Using Resource Lists: a guide for staff - Setting up your Resource List from Blackboard (MOLE) and creating your list

Through Resource Lists students and staff can directly access online articles, ebooks, and websites, and view the availability of physical items such as print journals and books.

All Resource Lists created, or submitted through the service, are processed by Library staff. At this point we will ensure that the library is able to provide all of the readings that you are setting for students.

How to set up the Resource List link in your Blackboard (MOLE) course

1. From any university webpage click "Log in to MUSE" then enter your username and password.

2. From My Services, select Blackboard (MOLE). You should see a list of modules on which you are listed as an instructor.

3. If the module that you want to make a resource list for is not listed you will need to contact the module leader or module administrator to add you. If you are fulfilling either of these roles and do not have access, then contact the Digital Learning team at digital.learning@sheffield.ac.uk.

4. Click on the Blackboard (MOLE) course that you want to create a Resource List for.

5. By creating your list from within the appropriate MOLE course you will ensure that the Resource List is associated with the correct module, and that the link from MOLE to the Resource List will work for your students.

6. If you can see a Resource List link in the left hand menu then click on this to access the Resource Lists interface and start creating a list.

Adding a Resource List link

If you can't see a Resource List link in the left hand menu then you will need to add the link yourself. To do this:

1. Click on the "Add Menu Item" button at the top of the left hand menu.
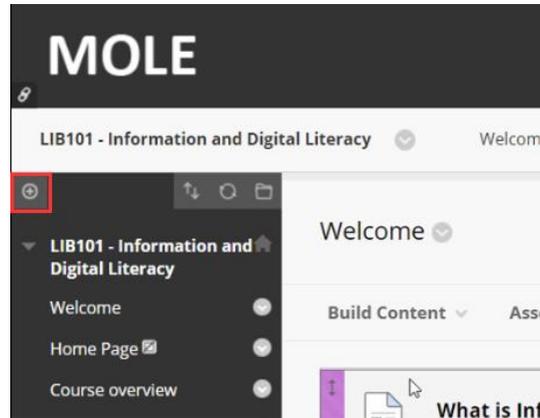
2. From the drop down menu select "Tool link"
3. Type 'Resource List' into the name box and choose Resource List from the "Type" drop down menu
4. Remember to tick "Available to users"
5. Finally, click on the Submit button
6. The link to the Resource List will now appear in the left hand menu. Click and drag to reposition it as appropriate.
7. Click on the link to take you through to the Resource List interface.

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How to create the Resource List

The Resource Lists interface will present you with two methods by which you can create your Resource List. Choose one of the following options.

Option A: Creating a new Resource List yourself

After clicking on the Resource List link in your Blackboard (MOLE) course:

1. Click on the "Create It" button.
2. As you have come through from Blackboard (MOLE) the title of your Resource List will auto-fill with the name of the module and the academic year of study.
3. Click Create to proceed.
4. You will now be offered a choice of templates. Regardless of which template you choose you will be able to add, edit and delete sections as required.
5. Click on a template to select it.
6. If you would like to edit the section titles, click on the three dots and select edit section.
7. Change the section title as required.
8. Click save to return to your list.
9. If you would like to delete a section you will find this option at the bottom of the same menu.
10. If you want to reorder the sections, hover over the right hand end of the section and click on the blue handle to drag it to a new position.
11. Choose Blank if you feel none of the templates meet your needs.
12. You will need to add at least one section before you start to add any content.
13. To do this click New Section and complete the Title field.
14. Click Create to return to your list.

You have now set up the structure of your list and can begin to add resources.

Option B: Creating a new Resource List - uploading to the Library

If you would rather the Library created your Resource List on your behalf, follow the instructions below to upload a document containing your resource list to the Resource Lists interface for the Library to process.

Before uploading, please ensure you have indicated on your document which resources are key reading for your students. We will attempt to supply these resources digitally, where this can be done in line with copyright agreements, so that all of your students are able to access them.

If your list is for a distance learning course please also indicate this on your document.

After clicking on the Resource List link in your MOLE course:

1. Click the "Upload It" button to upload a document.
2. You can either drag and drop a file to this box, or click on it to browse for the file on your PC.
3. Once the file is uploaded you will be able to confirm that you have selected the right document before you send it to the Library.
4. You will then see the message "Your file was uploaded and sent to library."

At this point, Library staff will pick up your document and begin to build it in the Resource List system for you.

We will send you an email when the list is complete.
Please allow six weeks at busy times such as the approach to, and beginning of semester.

Further guidance

You can find the other videos and PDF guides in the collection **Using Resource Lists: a guide for staff** on the **Library resources for your students** webpage (https://www.sheffield.ac.uk/library/teach/resources).

If you need any further guidance then please contact us at resourcelists@sheffield.ac.uk.

Date created: July 2019
Review due: July 2020

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