Creating your student reading list through the online Resource List platform

This document shows you how to

1. Create a resource list.
2. Add items to your resource list.
3. Structure and annotate your list.
4. Make your resource list visible to your students.
5. Find further support.

1. Create a resource list
   a) Make a previous year’s resource list available
      1. In the relevant Blackboard course, click on the Resource List link in the left menu.
      2. You should see a resource list with a title indicating it has been rolled over from the previous year. If not, please email resourcelists@sheffield.ac.uk
      3. Edit your list as necessary by adding and removing items.
      4. Publish your list to make it visible to your new students by clicking the Publish button. The Library will review your list to ensure items are accessible to students.

   b) Create a new resource list
      1. In the relevant Blackboard course, click on the Resource List link in the left menu.
      2. Choose from the two options:
         a. Click the “Create” button to create your resource list on the Resource List platform. The title of your resource list will auto-fill with the name of the module and the academic year.
         b. If you would prefer the Library to create the resource list on your behalf, select “Upload it” to send your reading list to the Library. If you have queries about this route please see the section “Find further support”. The rest of this document provides guidance to people creating their own list.
3. If you cannot see a Resource List link in the Blackboard menu, you will need to add it yourself under Add Menu Item – Tool Link.
   a. Type ‘Resource List’ into the name box and choose Resource List from the ‘Type’ drop down menu.
   b. Click ‘Available to users’.
   c. Click on the Submit button.
   d. The link to the resource list will now appear in the left menu.

2. Add items to your Resource List
   a) Add books and journal articles from within the Library collection
      1. To add items to the list, click on the + symbol near the menu on the right.
      2. Choose between three searches – **Primo Central** to find individual journal articles; **All University of Sheffield** to find books, e-books, journals, databases; **Everything**.
      3. Enter your search terms. Alternatively, you can search in StarPlus and then copy the ISBN or DOI into the resource list search.
      4. From your search results, drag the item into a section on your resource list.
b) Add resources from outside the library collection: webpages, videos and Open Access articles

First add the Cite it! button to your browser

1. From within your resource list click on your initials in the toolbar.
2. Click on Cite it! and drag the Cite it! button to your browser toolbar.

![Cite it! button](image)

Add a resource to your list from the web

1. While looking at the page you wish to add, click on Cite it! on your toolbar.
2. Cite it! opens a box that displays information about the resource. You can edit these details.
3. Either add the resource directly to your resource list, selecting which section to put it in, or add to your Collection to use later.
4. Click “Add and Close” to save.

To improve accessibility for students, please use Cite it! on the document landing page rather than on the document itself (e.g. a pdf).

3. Structure and annotate your list

Providing clear direction to your students will help them engage successfully with the module resources.

1. Divide your list into sections, perhaps by topic or by academic week.
2. Tag your items to indicate Key or Wider reading. Click on ‘Add tags to item’.

![Add tags to item](image)
3. Annotate items to direct students to a particular chapter or author. Click on the item to show the full details then scroll down to edit the Public Note.
4. Move items around your list by dragging them. Alternately, use ‘Bag it’ to relocate multiple items.

4. Make your resource list visible to your students

You will need to Publish your list so that students can see the list in Blackboard and access the resources.

When you click Publish the Library will review your list to ensure your items are accessible to students, with consideration to licensing and copyright restrictions.

5. Find further support

The Library resource list webpage: https://www.sheffield.ac.uk/library/teach/resourcelist
Speak to your Liaison Librarian: https://www.sheffield.ac.uk/library/libstaff/sllist
Email: resourcelists@sheffield.ac.uk

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