



Using Resource Lists: a guide for staff - Making a previous year's Resource List available for the new academic year

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.

This part of the guide is for members of staff teaching modules which had a Resource List last year that they want to review and make available for the next cohort of students.

By making this list available to your students you can still add resources, and edit the content and structure, or you can choose to leave it exactly as it is.

Making your resource list available

In order to make your Resource List available:

1. Click "Log in to MUSE" from any university webpage, 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. Click into your MOLE course for the next academic year.
4. Make sure you have copied across last year's content into the new course. Instructions for how to do this can be found on the webpage: [MOLE - Setting up your site for the forthcoming academic year.](#)
5. Click on the Resource Lists link in the left hand menu to take you through to the Resource Lists Interface.
6. You should be able to see a Resource List with a title indicating that it has been rolled over from the previous year. If you cannot see the rolled over list then please contact us by emailing resourcelists@sheffield.ac.uk.



7. In order for your new students to be able to access the resource list it is essential that you publish the list. To do this:
 - a. Click on the “Resource List Options” menu.



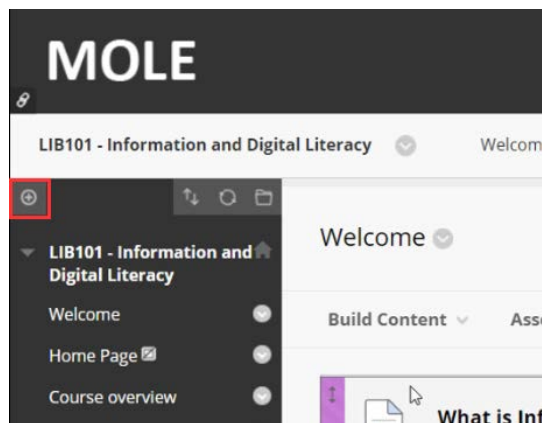
- b. Click on Publish at the top of the list.
 - c. This will make the list visible to your students and also send it to the library staff who will check that all resources are accessible.

This is everything you need to do to make last year’s list available in its present form.

Adding a Resource Lists 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.





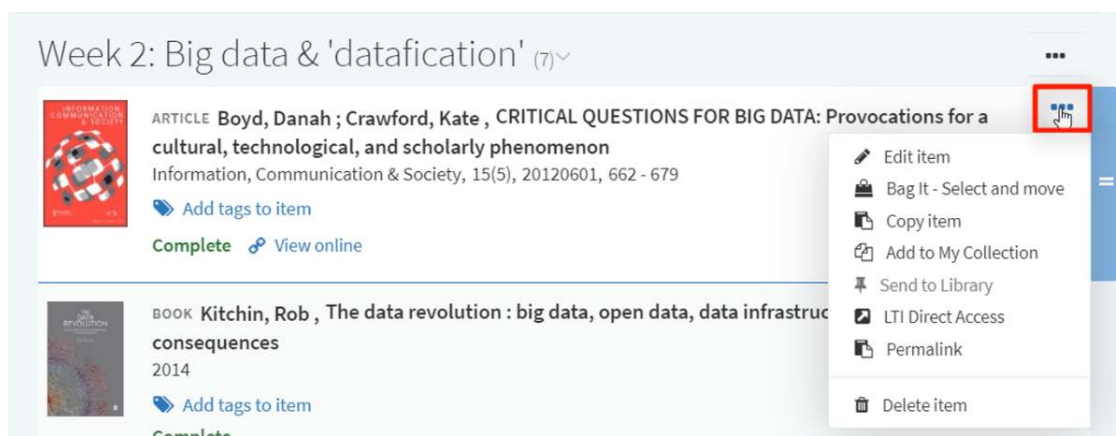
2. From the drop down menu select “Tool link”
3. Type ‘Resource List’ into the name box and choose Resource List from the “Type” drop down menu
4. Remember to tick “Available to users”
5. Finally, click on the Submit button
6. The link to the Resource List will now appear in the left hand menu. Click and drag to reposition it as appropriate.

Editing your list

It's a good idea to check through the list and remove anything you no longer think is required.

To remove a resource:

1. Click on the resource menu.



2. Click ‘Delete item’.



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](https://www.sheffield.ac.uk/library/teach/resourcelist) webpage (<https://www.sheffield.ac.uk/library/teach/resourcelist>).

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

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