

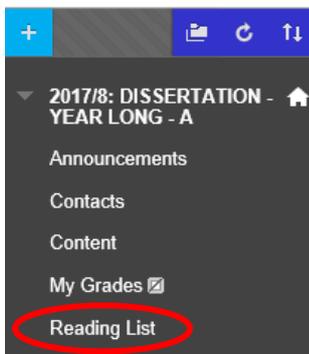
# Linking your Online Reading List to Blackboard

Instructors can link to an online reading list from their Blackboard module, so that students can click straight through to find their reading. You can link to just one reading list, or you can link to a number of lists - instructions for both methods are below.

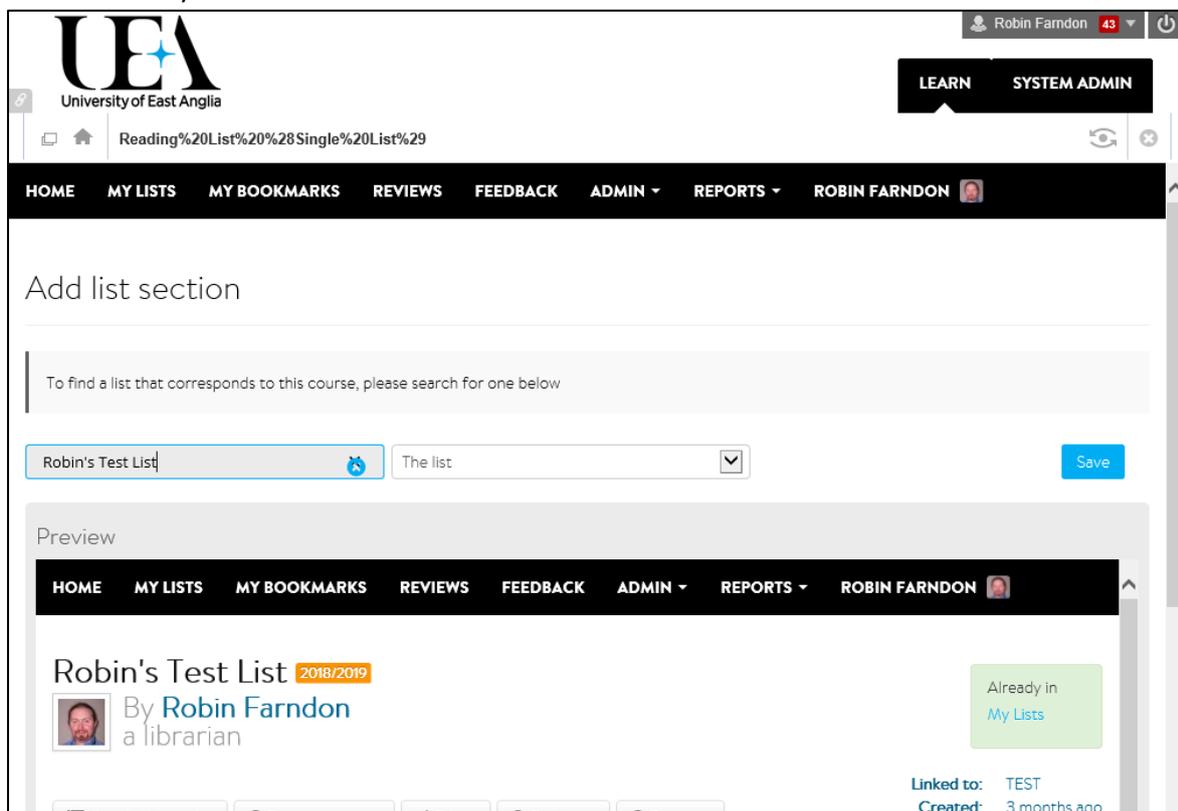
## Setting up a link for a single reading list

Before starting, please make sure your reading list has been published on Talis. You cannot link to a draft reading list, as they are not visible to students. If you're not sure how to publish your Talis reading list, see our [helpsheet on updating your Talis reading list](#).

Once your list has been published, you can set up the link in your Blackboard site to your reading list. To do this, click on the "Reading List" link in the left-hand menu of your Blackboard site:

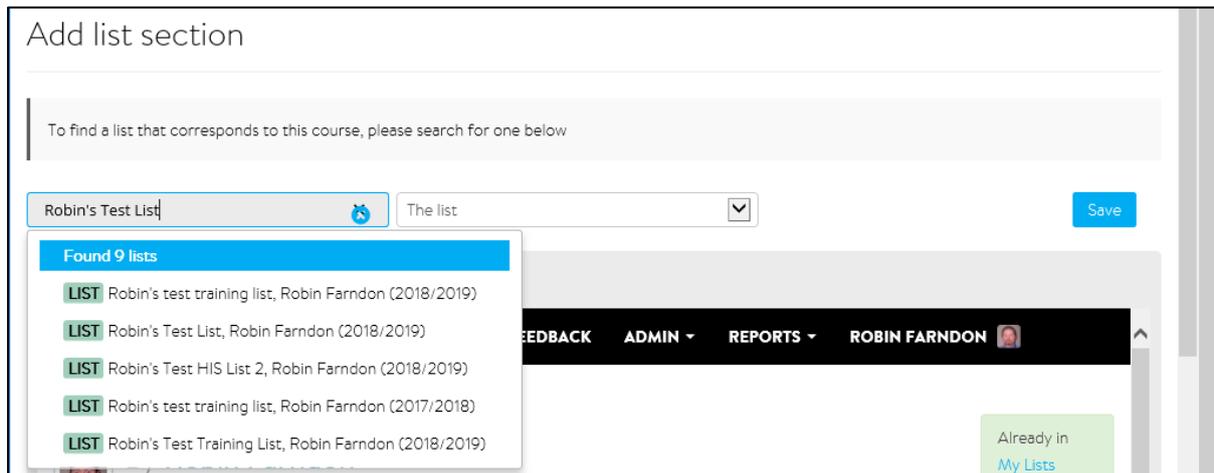


This will show you the screen below:



You should see your reading list displayed in the **Preview** area. If the correct list is displayed (check the title, list owner, and module code(s) are all correct), you can simply click the blue **Save** button in the top right to finish setting up the link.

If your reading list is not displayed in the **Preview** area, you will need to search for it. Type your reading list's title or module code in the grey search box in the top left, which will give you a list of results:

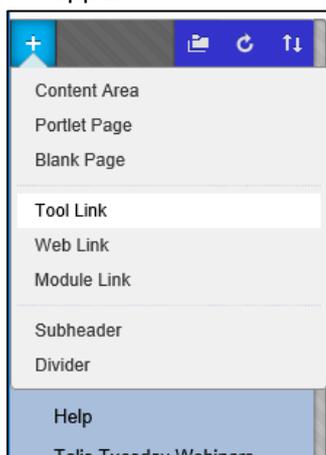


Click on the title of the list you want to link, and it will display in the Preview area. Check the details are correct, and then click **Save** to finish setting up your link.

### The Reading List link isn't in my Blackboard site menu

To add a reading list link to your Blackboard site menu, follow the instructions below.

- Click on the blue “plus” symbol near the top-left of the module menu. A drop-down menu will appear.



- Select **Tool Link** from the drop-down menu.
- Type appropriate text (perhaps something like 'Reading List') in the Name textbox.
- Select the **Reading List (Single List)** tool from the Type drop-down menu.

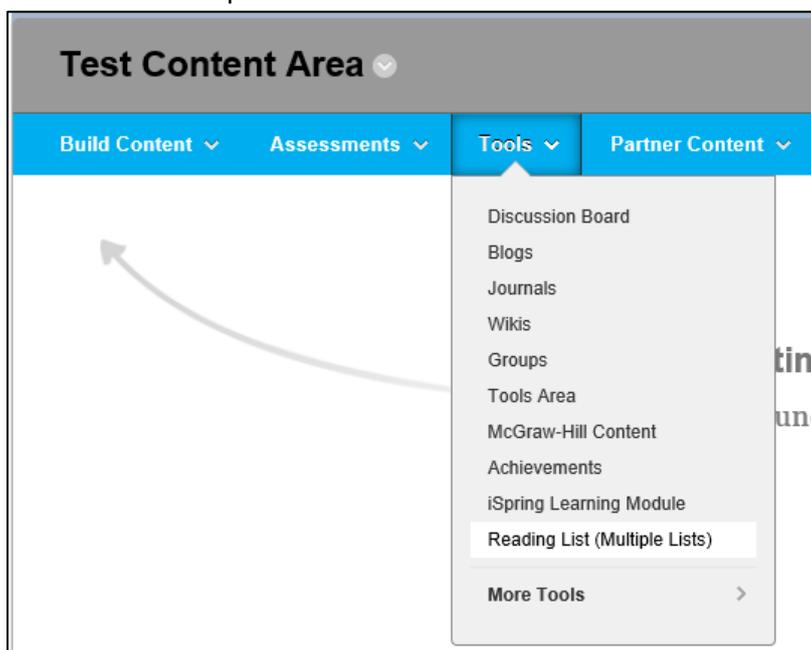
- Tick the **Available to Users** check box. Your “Add Tool Link” box should now look similar to the screenshot below.

- Click **Submit**. The link to the reading list will now appear on the module menu.
- Click the link, and follow the steps in the “Setting up a link for a single reading list” section above.
- [Click here for a short video showing this process!](#)

### Linking to multiple reading lists on a single Blackboard site

If you have a single umbrella Blackboard site for multiple modules or otherwise need to link to multiple online reading lists, you will need to follow these instructions instead. These links can only appear in Content Areas and not the main Blackboard site menu!

- Navigate to a Content Area in a Blackboard module.
- Click the **Tools** drop-down menu.



- Select **Reading List (Multiple Lists)**. A new blank form will be displayed.

- Type appropriate text (e.g. 'Module 1 Reading List') in the Name textbox and add a description (optional). Your form should look like the image below.

### Create Reading List (Multiple Lists)

Use this tool when adding MULTIPLE reading lists to a Blackboard site.

\* Indicates a required field.

**INFORMATION**

\* Name

Colour of Name █ Black

Description

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Text Color, Background Color, Table, Table Border, HTML, CSS

Optional Description|

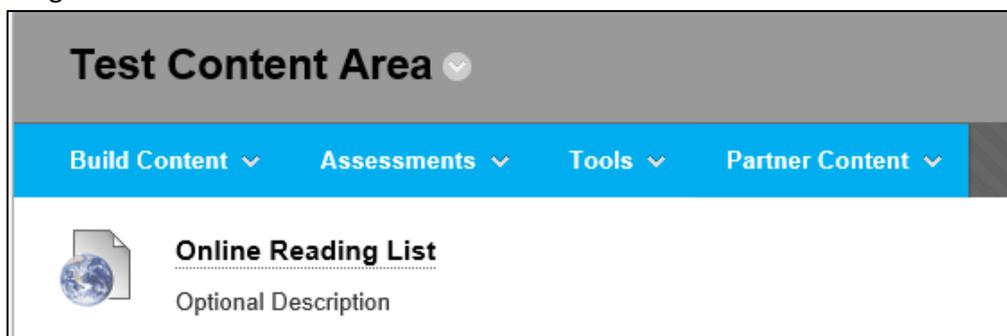
Path: p Words:2

**ATTACHMENTS**

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel
Submit

- Click the **Submit** button. Your new link will appear in your Content Area, similar to the image below.



- Click the link you've just created, and follow the steps in the "Setting up a link for a single reading list" section above.
- Repeat the process to link to any further lists.
- [Click here for a short video showing this process!](#)