Part III

In this short video, you will learn about the advanced features of Library Resource Builder tool in Blackboard.

Once you have created a reading list in Blackboard, you have several add on options to enhance your experience along with your students’.

On your reading list’s main page, click on the See Current Reading List link at the top of the page. You will see the selected items as you scroll down. Each item has an optional notes field, where you can add notes to your students about the content. There is also a Sort Order section in the upper left of each item, allowing you to change the order of the list as you see fit. You can type in numbers for the order in the Sort Order box, or click and drag each item using the up and down arrow icon in the upper left corner. Otherwise the readings are listed alphabetically.

Above your selections are the following options:

- **Search Library Resources** will take you back to the search page where you can conduct another search for the same list. To
create a new list, you must go back to the Build Content menu and select Library Resource Builder again.

- **Import from Existing List** will take you to all the lists that you have previously created that are Private, as well as any lists that you or someone else might have created that are Public. This allows you to copy reading lists from one course to another, from one semester to another.

- The default setting for lists is **Private**. That means only you can see them and reuse them. Clicking on **Private** will toggle the setting to **Public**, which means anyone using Library Resource Builder at SHU will be able to see your list and use it in their own course(s). In order to share your lists with colleagues, you must set your reading list to Public. Existing lists are named according to the semester and course number.

- **Import from EBSCO folder** allows you to import bibliographic information from an Ebsco folder you may already have from a previous search in a separate database.

- **Add Folder** will create a folder that you can then drop readings into from your list. You can organize your reading list by weeks or by subject area using the Folder option.

- **Add Text or Instructions** will allow you to add comments to the list generally and can be useful when referencing readings that
are not electronically available, like a physical textbook or course reader.

- **Add Web Resource** allows you to add a URL for an online reading that is not available through the databases like a blog or other website.

The Library Resource Builder tool allows you to easily select appropriate readings for your courses while providing similar easy access to those readings for your students. You will be able to track the number of clicks and the library will see which resources are being used the most.

For further assistance with Library Resource Builder, or any other questions, feel free to contact us at the library!