UPDATING LINKS ON BLACKBOARD: FAQS

Updating Talis Aspire reading list links on your Blackboard course for the new academic year

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For students to see your reading list, it must be published before you configure the link to it on Blackboard. For guidance on publishing your list, see: http://libguides.reading.ac.uk/reading-lists/staff/publishing

My course has been rolled over from last year and already has links to my Talis Aspire list(s)

If you had one or more reading list links on your 2015-16 Blackboard course, then these will also appear on your new 2016-17 course.

You now need to configure the links, in order for them to work correctly for 2016-17. For more information, see ‘Blackboard rollover / updating reading lists for the new academic year’ in our guide: http://libguides.reading.ac.uk/reading-lists/staff/blackboard
I have a Reading List link on the course menu

If you had a single module reading list in 2015-16, either you or a member of Library staff will have set up a link on your Blackboard course menu, to take students direct to their online reading list. It is a quick and simple job to configure this list to point to the 2016-17 reading list.

To do this, click on the **Reading List** link on the menu.

You will see the ‘Launch LTI Link’ screen for a few seconds, and will then be asked to log on to Library Online Resources. Once you have done this, you will be presented with a list of all reading lists on the Talis system which match your Blackboard module code, including those from previous academic years.

Select the list for the current year, and this will be displayed below.

When you are happy that this is the correct list, press **Save**.

Click on the **Home** icon to return to your Blackboard course.
I have one or more Reading List links in a course content area

This will apply on modules where you have multiple reading lists, or have created links to specific sections of a list.

The reading list links will all have been copied forward from last year’s course but, as with links on the main course menu, will need to be configured for the coming academic year.

To do this, click on a link in the new course, and follow the same procedure as above.

When you are presented with a list of matching reading lists select the required reading list.
or use the drop-down list to select the required section of the list.

![Add list section](image)

When you are happy that you have identified the correct list or section, press Save.

Click on the Home icon at the top of the screen to return to your Blackboard course.

**My course has been rolled over from last year but does not yet have links to my reading lists on Talis Aspire**

If you are new to the online reading lists system, and are setting up links to your lists for the first time, please see the guidance at [http://libguides.reading.ac.uk/reading-lists/staff/blackboard](http://libguides.reading.ac.uk/reading-lists/staff/blackboard)

**I have a Talis link on my course menu, but I want to link to more than one reading list**

It is not technically possible to set up course menu links pointing to more than one Talis reading list. So if previously you had a Reading List link on your course menu, but now wish to link to more than one list, the suggested procedure is as follows:

1. Delete the link on the Blackboard course menu

![Delete link](image)
2. Create a new content area on the course menu:
   a. Click the + sign at the top of the menu
   b. Select **Content Area**
   c. Type ‘Reading Lists’ as the name

   Tick the ‘Available to Users’ box and **Submit**.

3. Go into the new content area, and choose **Build Content > Reading Lists**
4. Enter a Name and, optionally, some descriptive text; press **Submit**.

5. Now click on the link to configure it.

6. You will be taken to Talis, and can select the required list, following the same procedure as in previous sections.

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**I am teaching a module which has never run before**

Complete the form **Request enrolment on a course** at [http://www.reading.ac.uk/internal/vle-support](http://www.reading.ac.uk/internal/vle-support) to be enrolled on the new Blackboard course.

The new Blackboard course will have been created with the default menu, which includes a Reading List link.

For this link to work properly, you will need to configure it: click on the link and follow the same procedure as on page 1-2 of this guide.
My Blackboard course is for a Programme / a Shared course / a Non-RISIS course

Talis Aspire reading lists are, with a few exceptions, set up for specific modules. The integration between Blackboard and Talis relies on both systems using the same module code, and this works well for 90% of Blackboard courses. If your course is one of the other 10% there are various options for linking to a Talis reading list.

1. Use the Reading Lists tool

In the appropriate Blackboard course content area, click on Build Content > Reading Lists.

Enter a suitable name for the Reading List (and, if you wish, some descriptive text); press Submit.

Now click on the link you have just created.

Talis will attempt to find a matching reading list, but none will be found because of the mismatch in codes between the two systems. You will need to edit what appears in the search box in order to locate the module list you wish to link to.

By editing what appears in this search box, you can in fact link from any Blackboard course to any Talis reading list.

When you have found the list you want, press Save.
2. Use a Blackboard web link to link to the reading list

Each reading list in Talis has a unique URL. When viewing your reading list, copy the URL from the browser address bar and use this to create a web link (Build Content > Web Link) in the appropriate content area of your Blackboard course.

Please note: when your course is copied forward for the next academic year, you will need to update the link in the new Blackboard course, as otherwise it will continue to point to the old reading list.

I want to link to a specific section of my reading list

If your reading list is broken down into sections, you can link from a Blackboard content area to a specific section. Follow the same procedure as on page 6 of this guide:

1. Go into the appropriate content area of your course, and choose Build Content > Reading Lists.
2. Enter a Name and, optionally, some descriptive text; press Submit.
3. Now click on the link to configure it.
4. In Talis, select the correct reading list and then, from the drop-down menu, select the appropriate section. Press Save when done.
Further help

Information on all aspects of using the online Reading Lists system can be found at http://libguides.reading.ac.uk/reading-lists/staff

Please see additional guides on Blackboard course management located on the Support for Staff tab in Blackboard.

Further help can be found on the Blackboard Help site at: https://en-us.help.blackboard.com/User_Filter/Instructor/No_Mobile/Higher_Education

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