Adding Reading List to My Blackboard Tip Sheet

Adding Reading List to My Blackboard Site.
Blackboard is available via the Staff Portal. Look for Blackboard under the Easy Logins Menu.

STEP 1: ACCESS YOUR BLACKBOARD SITE
Open your Blackboard site for your unit by clicking the site under ‘My Units’ in Blackboard

STEP 2: CREATE A READING LIST CONTENT AREA
Click on the + (plus sign) on the left top hand corner of the screen and choose Content Area from the drop down box

In the pop up box that appears, type in Reading List and click the “Available to Users” tickbox. Click submit.

NOTE: Use Reading List as the name for consistency across units in the University.
This creates a new link at the bottom of your side bar which says Reading List. Click on this link. This next screen will appear:

**STEP 3. CREATE READING LIST TOOL**

Click on the TOOLS menu as shown below and from the drop down menu, choose Reading List.
On the next screen, you can type in ‘Reading List’ in the **Name** field.

Towards the bottom of the screen under OPTIONS, click YES to track the number of views. Press the SUBMIT button when you are finished.

Click on the link “Reading List” within the Content Area to access your Reading List webpage.
If you have never accessed your Reading List before within this tool, you may be asked to specify which school the unit belongs to. Use the drop down menu (highlighted below) to choose your school. Press UPDATE.

YOU ARE DONE!

You have now set up access to Reading List in your Blackboard site.