Blackboard Reading List Tip Sheet

Finding a Reading to Add to My Reading List

⚠️ The Reading List module is not designed to research Readings that might be relevant for your teaching. The search results are limited to 30 and a keyword search cannot be performed. Before adding a resource you should have ascertained what you want to add and have basic identifying criteria such as Title, Author, ISBN or ISSN.

STEP 1: ACCESS YOUR READING LIST

Open your Blackboard site by clicking the site under ‘My Units’ in Blackboard. Next click the ‘Reading List’ link from the left hand menu.

When the Reading List opens, select Add -> Find an existing reading

STEP 2: FIND THE READING

2.1 Initiate the find

Click Find

WATCHPOINTS

If you don’t have the ‘Reading List’ link in your menu, see the tip sheet ‘Adding a Reading List to My Blackboard Site’.
2.2 Enter your search term

- Select the document type
- Enter the search term

**WATCHPOINTS**
The Locations reflect where the search will be performed. In order to search the ECU Library Catalogue be sure ECU WorldSearch appears.

2.3 Submit the search and select the Reading

- Submit the search
- Optional: View the catalogue entry of the reading to see whether it is in ECU's collection
- Select the reading
STEP 3: ADD THE READING

The selected Reading is now listed on the left.

3.1 Set date and relevancy

1. Set the Duration, it should not exceed the dates of the Teaching Period.

2. Set the Reading Importance

3. Add optional Notes for Library or Students

4. Submit

WATCHPOINT

Core Readings will be forwarded to the Associate Dean T&L of the appropriate School for approval. They will also be included in the Handbook.

If you want the book in the campus High Use Collection use the For Library note field to indicate this, including the campus.

3.2 View the Reading in your Reading List

Your Reading should now appear in the list. It is most important that you check the status of the Reading to ensure all required information has been provided. Hover over the status to see the date the reading will be available to students.

WATCHPOINT

The Reading Status will determine if a Reading can be seen by students or requires further work.