Using the AC Library Resource List Builder (Introduction)

Creating lists of resources for your students to access in Brightspace

This tip sheet will explain the following tasks:

1. Creating a new list in Brightspace
2. Adding resources to your list
3. Adding instructions to your list
4. Adding notes to your list
5. Changing the order of your list

1. Creating a Resource List in Brightspace

The AC Library Resource List Builder allows you to create resource lists directly in the modules of your courses in Brightspace. You can create collections for each week of the course, or create a list of useful readings for an assignment.

To create a new list:

1. Open a module from your course menu.
2. Click Existing Activities and from the drop-down menu select External Learning Tools.
3. Select AC Library Resource List Builder from the list of tools. The link to your new list appears in the module with the default name and description.

To change the list name and description:

1. Click the down arrow beside the existing title and select Edit Properties In-place.
2. Click on the list title and type a name for your list into the text box that appears.
3. Click outside the text box to save the title.
4. Click on the description to open the description text entry box and enter a description for the list.
5. Click Update.
2 Adding resources to your resource list

Once you have created a reading list you can add items to it. Students will be able to easily find and access their readings from Brightspace.

To add Library resources to a list
1. Click on a list in Brightspace to open the Resource List Builder.
2. Enter your search terms into the Basic Search to view your results.
3. Filter your results using the limiters along the left side of the page.
4. When you have found a resource that you want to add, click Add to Reading List.
5. View your list under See Current Reading List.

To add resources from the web
1. Open your resource list from Brightspace.
2. Click See Current Reading List to view the list.
3. Click Add Web Resource to open the text entry box.
4. Enter the URL of a web page that you want to include in the resource list.
5. Enter a Title for the resource and click Add to Reading List. The web resource will appear in your list, along with any Library resources that you have added.

3 Adding instructions to your resource list

1. Open your resource list from Brightspace.
2. Click See Current Reading List to view the list.
3. Click Add Text or Instructions to expand the widget.
4. Type your instructions into the text box.
5. Click Add to Reading List. Your instructions will now appear in your reading list.

4 Adding notes to resources in your list

1. Open your resource list from Brightspace.
2. Click See Current Reading List to view the list.
3. Locate the list item to which you want to add the note. In the entry for the resource, click Add Notes. This will reveal the notes text box.
4. Type your note into the text box and click Save Notes. Your note will appear with the resource entry in your list.

5 Changing the sort order of a resource list

Resources that have been added to a resource list will appear in alphabetical order. If you want them to appear in a different order, you can change the sort order manually.

To change the sort order of resources:
1. Open your resource list from Brightspace.
2. Click See Current Reading List to view the list. By default, all items in the list will appear with a sort order of 1.
3. Locate the item that should appear first in the list.
4. Click and hold the box for this result. Drag the result to the top of the reading list.
5. Repeat this process with the remaining list items, so that each item is in the order that you prefer.