Using Curriculum Builder to Create a Reading List in Blackboard

Curriculum Builder is a tool for creating a reading list for students within your Blackboard course. You can add articles and ebooks from library databases, as well as websites, so that students can directly access these materials from your course site. You can also add notes about additional reading from course texts or other materials that you provide to students in hardcopy form.

Create a Reading List

1. Within your course content, choose the “Build Content” menu and then “EBSCO Reading List (UAS)” from the drop-down list.

2. Give your reading list a name. You may also include a description that will viewable to students in Blackboard before they open the list. Click “Submit”
Add Items to your Reading List

3. Now that you have created a list, you can add items to it. Click on the list name in your Course Content.

4. In the search box, type the title, author, or subject keywords for the text or article you need. If you want to edit a list you already created, click on “See Current Reading List” in the upper left.

5. You will see a list of search results. From here, you may select items to add to your reading list, or refine your search using the options on the left-hand side. To add an item to your reading list, click the “Add to Reading List” button. Note: If a title says “Place hold on catalog item,” then it is available in print format only, and should not be added to your list.
6. You may continue to search for new items and click “Add to Reading List” until your list is complete.

**Edit and Add Notes to Your Reading List**

7. Once you have everything added to your reading list, click on “See Current Reading List” in the upper left.

8. You can re-order the items in your list by typing a number in the “Sort Order” box, or simply dragging and dropping the items into the order you prefer. You may delete items using the Delete button on the far right. You may also add notes to a text using the “Add notes” option.
9. You may add text or instructions that will appear in your reading list using the “Add Text or Instructions” menu at the top of the list. Your text will be added to the list alphabetically, so you will need to drag and drop it to the top of the list if you want students to see it first. (You can also set the “sort order” to 1.)

10. To add a resource from the Internet, click on “Add Web Resource” at the top and copy and paste the URL into the box. You will also need to supply a title for the resource.
11. Once you are finished editing your reading list, you can use your Blackboard course “breadcrumbs” (at the top) to navigate out of Curriculum Builder.

12. To see how your reading list will look to students, click on the icon to “Enter Student Preview” mode from your course site.

13. Navigate to your reading list, and click on it to open.
14. This is a sample of what students will see. They will click on the links below the title (highlighted in yellow below) to go directly to the text. Texts will open in a new window, so that students can easily navigate back to the reading list.