

Finalizing the List - Script

When you've finished compiling your list of resources, the next step is to send it to the library so that the library staff can prepare the items for your students. In this session you will learn how to send your resource lists to the Library, how to publish it to students, and how to find it later on.

Each item in the list has a status associated with it: 'Being prepared' . indicates that the item is still being prepared by you and is not yet ready for the library to start processing. Once you're ready to send the list to the library for processing click the Library Review button.

All items that previously said 'BEING PREPARED' now have the status of 'Sent .'

The status might change again as the library starts processing the items. Once they're finished with each item, the library will set it to 'COMPLETE', letting you know that it's ready for your students.

Regardless of the status of each item on your list, students will not be able to view the list at all until you publish it. the 'DRAFT' indication shows that this list is not yet published.

To publish the list, click the PUBLISH button .

In the dialog box that opens, you'll may see different publishing options, depending on what has been configured for your institution .

"Course students" means only students enrolled in the course can see the list and access the materials. Generally, students will need to start in the Learning Management System to access the list.

"All students" means that all students in your institution can see the list. They may or may not have access to all of the materials, depending on the library configuration.

"Anyone" means guests can see the list, with no log-in required. They too, may or may not have access to all the materials .

Choose the appropriate status, then click Confirm to make the list available to students. This also lets the library know about any items that still need processing.

Now the status of the list has changed to 'PUBLISHED', and you can hover over the text to see who can see the list and access the materials.

Note that it's possible to unpublish a list if you wish to do so via the List Menu.

Now that the list is published, your students will be able to access it. If your course in the Learning Management System includes a link to the list, students will be able to access it from there. If you don't have a link from the Learning Management System, you can use the List Menu to generate a sharable one which you can share with your students. If you've published the list to all students at the institution or to guests, it will be searchable using the find lists page. You and your students can use the find lists page to search for lists from within your institution. Let's enter a search term, and here is our list!

These were the steps you need to take in order to publish your list to students.

Thanks for joining

