*Finalizing a List - Script*

Hello, while preparing your list, it will be in a Draft status, and this banner will be displayed reminding you that your list hasn’t been sent to the library and isn’t visible to students yet. Additionally, some of the items in your list may have a Draft status associated with them. This status indicates that the item will require further processing from the library. In this session we will show how to send your list to the Library, how to publish it to students, and how to find it later on.

Once you’ve finished compiling your list of items, you may want to check what it will look like to your students. Click on the list menu and choose View list as student. When you’re done, you can go back to the instructor view.

When you’re ready to either publish the list to students or send it to the library for processing, click on the My list is ready button on the banner.

The steps you see on the next screen will vary depending on the settings for your institution. You may see the option to send the list to the library, to publish the list, or to do both, which is what we see here. In this case, you can send the list to the library and check the checkbox if you want to publish the list to students too. You can publish the list for Course students, which means only students enrolled in the course can see the list and access the materials. Generally, students will need to navigate from the Learning Management System to access the list. All students at the institution, means all students within your institution can see the list, including those not enrolled in your course. They may or may not have access to all of the materials, that depends on the library configuration. Or you can publish to Anyone, meaning guests can see the list, with no log-in required. They too, may or may not have access to all the materials. Your library will have selected a default, but you may see the option to change it here. When you’re ready, click Send.

As the lists status indicates, the list is now published. The banner has been removed, and the items’ statuses have changed from Draft to Library processing. 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.

You don’t have to finish your list in order to publish it or send it to the library. If your list has a lot of items, you can share what you have with your students by publishing it. If you add new items to your list after it is published, they will be automatically sent to the library and they will be visible to your students once they’re ready.

If you’ve changed your mind, and you don’t want your students to see the list, you can always click on the list menu, and choose Unpublish list. The banner is back, with a different text saying The library is reviewing your list, and the lists’ status is back to Draft. When you’re ready to publish again, just click on My list is ready.

Once 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. You can also share the list with your students directly. From the top of the list, click the Share icon to generate a link you can send to your students. If you have multiple lists that are linked to the same course, you can copy a sharable link to the course. If you've published the list to all students at the institution or to guests, it will also be searchable using the Lists page. This is My list, so I see it on the default “My lists” view, but other people will search in All lists. And here is our list!

These were the steps you need to take in order to send your list to the library and publish it to students.

Thanks for joining!