

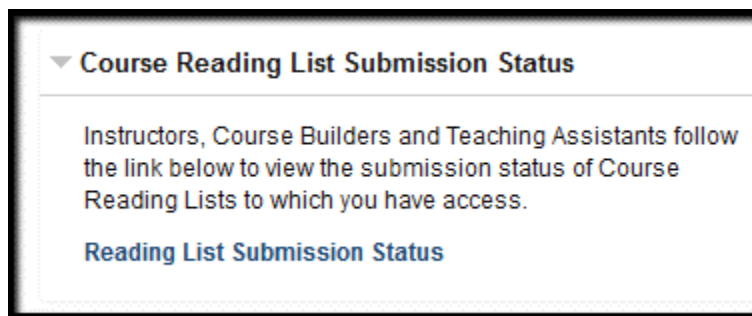
Adding the Submission Status Module

Setting up the new Module

Before you can export the Course Reading List Submission Status report data, you must add the Course Reading List Submission Status module on your My Blackboard page. Once you add the module, you can place it anywhere on the page you like.

Tip! You might want to place it right under the **My Current/Recent Courses** module.

1. Log into Blackboard at <http://blackboard.princeton.edu>.
2. Under the *Courses* tab (or the *My Blackboard* tab, if you prefer), click the **Add Module** button.
3. On the Add Module page, scroll down to find the Course Reading List Submission Status module, and click the **Add** button. **Tip!** You can filter the list of modules by selecting **Other** under *Browse by Category*. When the module has been added, the button changes to **Remove**.
4. Scroll down and click the **OK** button to return to your page. The new module will appear at the bottom of the column on the left.
5. If desired, you can move the module to another location on the page:
 - a. Move your cursor over the module header. It will change to the multi-arrow cross-hair.
 - b. Left-click on the header and drag the module to the location you prefer.



(Image of module)

Generating the Submission Status Report

You can check the submission status for all reading lists for which you have access, by downloading the data in an Excel spreadsheet.

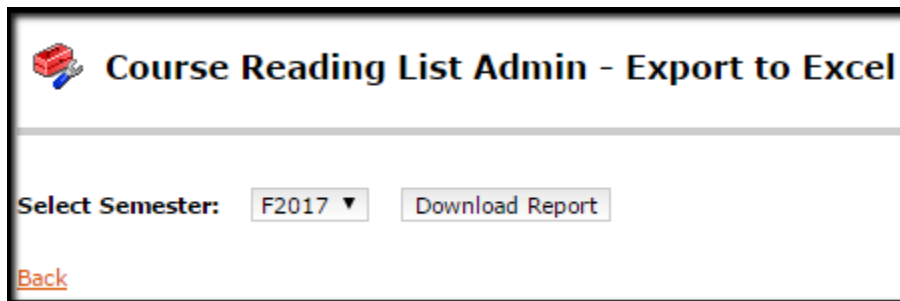
Note: If you need access to all courses for your department, or for specific course reading lists in Blackboard, see Knowledge Base article [KB0010428](#)

The Excel spreadsheet lists for the all course sites in which you are enrolled for the selected semester, the Blackboard course code, the date the reading list was submitted, the number of items in the reading list, and the user name. A Yes or No indicates whether the reading list has been created and whether the course has readings.

Important: To verify that a reading list has been submitted to Labyrinth, look for a date in the Submitted column. If a reading list is not submitted to Labyrinth, the materials will not be ordered.

To obtain Reading List submission status data:

1. Click the [Reading List Submission Status](#) link in the module you added.



2. When the Course Reading List Admin page is displayed, select the semester for which you want to check the submission status, and click the **Download Report** button.
3. Where you will access the downloaded Excel spreadsheet varies according to browsers and their settings. *The reports will not be emailed to you, as in the past.*

Examples of where you access the download Excel spreadsheet in most up-to-date browsers:

INTERNET EXPLORER and GOOGLE CHROME: Look in the footer of the browser frame.

FIREFOX: A small window will open asking you how you want to handle the file. Optionally, you may use the blue down arrow that will appear in the header of the browser frame.

SAFARI: A small down arrow appears in the header of the browser frame