

Creating a Reading List—Getting Started

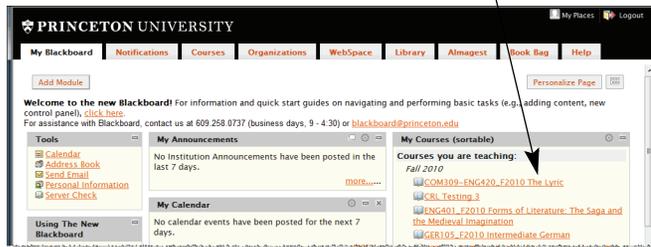
Getting Started

If you are responsible for a course (teaching, assisting, or administering), use the Course Tools in Blackboard to enter the course reading list and submit it to Labyrinth. As with other course-related tools in Blackboard, the Reading List tool is accessed from the Courses tab.

Note: If you need access to a specific course in Blackboard, send e-mail to blackboard@princeton.edu.

1. Log into Blackboard (<http://blackboard.princeton.edu>).
2. In the My Courses module, click the course name link.

My Courses Module with this term's courses



3. In the Course Management control panel on the left, select **Tools**, and then **Reading List**.



Until you add an item to the reading list, you will be prompted to indicate whether you are planning to use any purchased reading materials for your course.

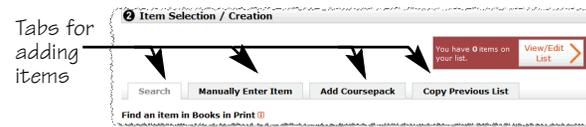
If students will need to purchase reading materials, click the Yes radio button, then click **Continue**.

If not, click the No radio button, and then the **Submit** button. No materials will be listed for this course.

Adding Items to the Reading List

You can add items to the reading list in 4 ways.

- ❖ You can search for it in Books In Print by ISBN, or by any combination of author, title, and binding.
- ❖ If the item is not found in Books in Print, you can add it manually, and Labyrinth will attempt to locate the item.
- ❖ If the item is a course pack, you can add it manually.
- ❖ You can copy the reading list for a course (only from a term when you were responsible for that course).



To search for an item in Books in Print:

1. On the Item Selection/Creation page for the course, locate the *Search by* fields.
2. To search by ISBN:
 - a) If you know the ISBN, enter the number in the *ISBN* field.
 - b) Click **Search**.
3. To search by any combination of author, title, and binding:
 - a) Enter the author's name in the *Author* field. You must enter at least the full last name, correctly spelled.

Note: *Books In Print* does not recognize foreign characters. If you are entering a name with foreign characters, use the unmarked character.
 - b) Enter the title in the *Title* field. For title, you can enter key words for the search.
 - c) If desired, select the binding in the *Binding* field.
 - d) Click **Search**.

Note: If an item is not found in Books In Print, you will need to manually enter the item (see "To enter an item manually"). Labyrinth will then locate the book and update the reading list as needed.

4. Locate the item you want in the search results, using the [Next >](#) and [< Previous](#) links if necessary to scroll through the search results. Then click the **+ Required** or **+ Recommended** button to add the book to the reading list. When the prompt appears, click **OK**, or to remove the item from the list, click **Cancel**.
5. To clear the search fields and search for another item, click the **New Search** button, then enter the criteria for your next item, and click **Search**. Locate and select the desired item as described in step 4.
6. Repeat step 5 as often as needed to create your reading list.

To see the list and then add more items:

1. To see the reading list, click **View/Edit List**. The reading list is displayed, in the sequence to be used in the course, with the required list first, and the recommended list next.

2. If you need to add more items, click the **< Previous** button to return to the Item Selection/Creation page.
3. If the list is complete, continue with "Completing the Reading List".

To enter an item manually

1. On the Item Selection/Creation page for the course, click the **Manually Enter Item** tab.
2. Complete the fields to the best of your knowledge, to provide enough information to locate the item. If you don't have the exact title, author, or publisher, give an approximate value. You can use foreign characters here, if desired.
3. If you have comments for the students, enter them in the *Comment (for students)* field.
4. Click either **+ Required** or **+ Recommended** to add the book to the reading list. When the prompt appears, click **OK**, or to remove the item from the list, click **Cancel**.
5. To add another item manually, repeat steps 2–4. To add an item from Books in Print, click the **Search** tab.
6. When you have entered all the items, see "Completing the Reading List" (on the reverse).



Creating a Reading List—Continued

To add a course pack:

1. On the Item Selection/Creation page for the course, click the Add Coursepack tab.
2. In the *Coursepack #* field, type the number given to you by the reproduction service.
3. Enter the name of the *Provider* (reproduction service).
4. Enter the *Price*.
5. If you have comments for the students, enter them in the *Comment (for students)* field.
6. Click either **+ Required** or **+ Recommended** to add the coursepack to the reading list. When the prompt appears, click **OK**, or to remove the item from the list, click **Cancel**.
7. To see your list, click **View/Edit List**. To add another coursepack, repeat steps 2–6. To add an item from Books in Print, click the Search tab.
8. When you have entered all the items, see “Completing the Reading List”.

To copy a previous list:

Note: If you copy a previous list after adding items another way, the previous list items are added to your current list without duplicating any matches found in the current list.

1. On the Item Selection/Creation page for the course, click the Copy Previous List tab. Courses for which you have entered a reading list in any term will be listed.
2. Select the list you want to copy, and click **+ Copy List**. When the confirmation prompt appears, click **OK**.
3. Click **View/Edit List**. The reading list is displayed, with the required items first, and the recommended items next. Continue with “Completing the Reading List”.

Completing the Reading List

When you have added the materials to the reading list, you **must** enter the expected enrollments before you can submit the list. You can also add notes for Labyrinth. (If you need to make other changes, see “Changing the Reading List”.)

This information is added on the List Organization page. If you are not already on this page, click the **View/Edit List**

button on the Item Selection/Creation page.

To add notes for Labyrinth:

1. Scroll to the end of the reading list.
2. In the *Notes / special instructions* field, enter any information you want to give Labyrinth, or any requests for Labyrinth, such as requests for desk copies.

To enter expected enrollments:

1. Scroll to the end of the reading list.
2. In the *Expected enrollment* field, type the total number of students you expect in the course. This includes any community auditors.

To submit the reading list to Labyrinth:

1. Review your reading list, and when you are sure it is complete, and you have entered the expected enrollment, click the **Submit** button.
2. When the confirmation page is displayed, click the **OK** button to return to the Course Announcements page.

Changing the Reading List

You can make additional changes to the reading list either before or after submitting it to Labyrinth.

To resequence the list:

1. Position the cursor over the item you want to move. Notice that the cursor changes to cross-hair arrows when positioned over an item that can be moved.
2. Drag the item to the location where you want to move it.

Alternatively, you can type over the sequence number to the left of the item. When you click out of the field, the item will be moved to that location, before the item previously in that location.

To move an item from Recommended to Required or vice versa: Drag the item from one list to the desired location in the other list. Alternatively, you can click the **Edit** button, and then click the **Move to Recommended** or **Move to Required** button.

To delete an item: Click the **Delete** button next to it, and then click **OK** on the confirmation window.

To add another item:

1. Click the **< Previous** button above the list to return to the Item Selection/Creation page.
2. Follow the steps above for adding items.

To add comments for students:

1. Click the **Edit** button for the item. The *Comment* field is opened for input.
2. Type any comments about this item that you want the enrolled students to see, and then click **Done**.

To change a manually entered item or comments:

1. Click the **Edit** button next to the item to open the fields for input.
2. To change text, select the text you want to change by dragging the cursor over it, and then type the replacement text.
3. To add information, position the cursor in the field, and type the new information.
4. To delete information, select the text you want to remove by dragging the cursor over it, and then press the Delete key.
5. When your changes are complete, click **Done**.

To change notes or enrollments, type over the value.

To submit your changes to Labyrinth:

If you have already submitted the reading list, the **Submit** button is no longer displayed, but when you make a change, the **Finish** button appears in its place at the top and bottom of the page. Click the **Submit** or **Finish** button to send your changes to Labyrinth.

Changes made to the list will be automatically submitted to Labyrinth Books when you click the 'Finish' button. **Finish**

Note: After you submit the reading list to Labyrinth, any changes you make will automatically generate notifications to Labyrinth.

