Reactivating (copying) expired lists in Course Resources

Any resource list created in Course Resources for last semester will now be showing an alert in red indicating that it has expired.

1. If you have previously created a resource list in Course Resources, there is no need to reinvent the wheel this semester! Roll over your Blackboard course and the Library will roll over your list and any digitised content for you OR follow these steps to make these available to new students yourself.
   i. Go to My lists in the navigation bar – you will need to log in, if you have not already done so – and choose the list you wish to reactivate by clicking on its name.
   ii. Now use the Edit menu and select Copy.

The window that opens will be preloaded with information from your previous list – but the List name will now read Copy of [list name]. Remove the words Copy of – but having done so, you must complete all steps before you click Create. Has the course code or course name changed since last time? Here’s your chance to update.

Check the Description field. If you will be delivering the course this time with a colleague, we suggest you add their name into the description field at this point so students will be able to locate the list by searching on their name as well.

Semester: Here’s the crucial part. Please select the new semester you are copying the list for.

Check the Anticipated student numbers and correct for the new semester.

Leave the tick next to Copy hierarchy associations to new list?

Now click Create list.
Congratulations! You have now created a copy of the previous list. Your new list will appear in My lists and you will be able to Edit and Publish.

2. If you are taking over delivering a course and have just copied a list created by someone else, you should take over as list owner.
   i. Open the new list in My lists. In the Edit menu, select Assign List Owner.
   ii. In the Search for list owner box, you will see the previous list owner’s name.
   iii. Click Remove to remove them as list owner.
   iv. Then click Assign to me.

3. If your list included digitised print resources, such as book chapters or articles from print journals, there is one more step to ensure these will be available to your new tranche of students.
   i. Open your list and in the Edit menu select Edit list. Identify those resources that require digitisations one by one.
   ii. Underneath the resources title in the list, click on Request digitisation.

Check the system has correctly identified your request as a book chapter, book section (not a complete chapter) or journal article and click through the steps. Click Submit request.

The request will be processed by library staff and you will receive a confirmation email when the digitised copy is available from your Course Resources list.