Creating a Reading List in Blackboard

1. From course menu, select ‘Online Readings’

- **If online readings does not appear in your menu, contact Blackboard Support on 4921 7101 or email uonline@newcastle.edu.au**

2. From the top bar, select ‘Build content’. From the drop down menu under *create* select ‘item’
3. Enter a Name for your Online Readings (eg. Reading List).

In the text box, you can insert your reading list with web links.

You can use the Text Editor functions to format the text and add a hyperlink to library online resources. (ie. Online database articles and e-books)

Using the attachments section you also have the option to attach a word document of your reading list.

4. To finalise your online reading click submit.

For more information please contact Blackboard support at 4921 7101 or email uonline@newcastle.edu.au