Resource Lists

Resource Lists are collections that contain links to resources (video, audio, images, articles, ebooks, etc) from the various content providers found in CalSNAP. These lists can be used to provide quick access to resources that you have found useful. Users can create their own resource lists or access those that have been shared by others.

Creating a Resource List

After conducting a search, each item in your search results contains an <Add to List> button at the right of its description. (Figure 1) TIP: If you hover your mouse over this button, an informational pop-up will appear.

Continental Drift
Lexile: 880; article, Intermediate, 2015
Continental Drift, the theory that the **continental** masses have moved across the earth relative to one another.

GROLIER ONLINE View on Encyclopedia Americana

Add to List ▾

Figure 1

1. Click the triangle on the <Add to List> button and select the "Create a New List" option. (Figure 2)

Add to List ▾
Create a New List
Manage My Lists
American Revolution
Civil Rights

Figure 2

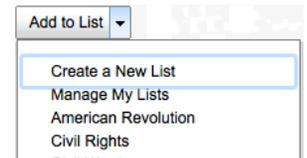2. A pop-up with two tabs will appear: Describe (Figure 3) and Share (Figure 4). Complete the following information:

   On the **Describe tab**,

   a. Enter a name for the resource list.

   b. Choose whether to make the list your default list. If you make the list your default list, you will be able to add additional items to the list by clicking the <Add to List> button. If it is not your default list, you will need to click the down arrow and select the list from the list that displays.
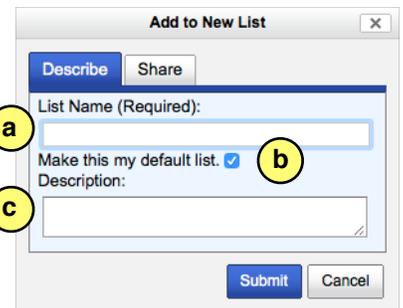
   c. Enter a description for your list.

Add to New List ✕
Describe | Share
List Name (Required):
(a)
Make this my default list. ✓ (b)
Description:
(c)
Submit | Cancel

Figure 3

   On the **Share tab**,

   d. Check the "ALL users" box if you want to make the list available to everyone in CalSNAP. Your list will display in the PUBLIC list along with your name as the creator.

   e. If you only want to share with a select group of people, enter their email addresses. Note: If you want to share with students, please make sure to include the email address for the student account at your site. This information can be found on your account card.
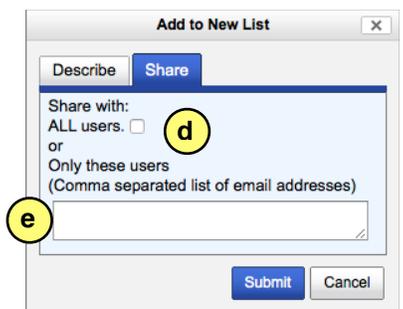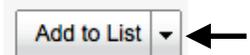
3. Click the <Submit> button to save the resource list. The message "Resource added to list." will appear on your screen to confirm that the item has been successfully added.

Add to New List ✕
Describe | Share
Share with:
ALL users. ☐ (d)
or
Only these users
(Comma separated list of email addresses)
(e)
Submit | Cancel

Figure 4

Adding Additional Items to a Resource List

If you want to add items to a resource list that you've already created, do one of the following:

- If the list is your default list, click the <Add to List> button.

Add to List ▾ ←

- If the list is not your default list, click the triangle on the <Add to List> button, then select the desired list from the list that appears.

http://media.lacoe.edu

media_services@lacoe.edu
Multimedia Services, Instructional Technology Outreach, a division of Technology Services
P: 562-922-6107 F: 562-940-1667

Multimedia Services

Los Angeles County Office of Education

Managing & Viewing Resource Lists

Resource lists can be accessed from the "Resource Lists" menu at the top of the screen. Select from:

- My Lists - Lists that you've created.
- Shared Lists - Lists created by other users that have been shared with your account.
- Public Lists - Lists created by <u>other users</u> that have checked to share with "ALL users."

Detailed instructions on how to edit your lists appear at the top the page.

To display the resources in a list, click the "View List Details" button that appears in the far-right column.

To access a resource from the list…

Click the link or icon in the far-right column. A new window or tab will open and display the selected resource (Figure 5).

Select	Resource Name	Description	Producer/Publisher	Audience Level	Length	
☐	Alexie, Sherman	A Native American of Spokane–Coeur d'Alene descent, the writer Sherman Joseph Alexie, Jr., b. Spokane, Wash., Oct. 7, 1966, has won critical acclaim for his poems, short stories, novels, and films, all bent on subverting stereotypes of the American Indian.		Junior High - Senior High		**SCHOLASTIC** Grolier Multimedia Encyclopedia™ Grolier Multimedia Encyclopedia

Figure 5

To copy resources in the list…

1. Click the Select checkbox, in the first column of the item(s) you wish to copy.

2. Click the "Copy to" button and select one of your lists or choose "Create a New List" (last option) in the pull down menu (Figure 6).

3. You will get a warning that you cannot undo the action. Click "OK" to continue.

Note: If you are in My Lists, you will also have the ability to move resources from one of your lists into another. Instead of clicking the "Copy to" button, click the "Move to" button. This will take the item out of one list and move it to another.

Linking to your list…

All of resource lists have a unique URLs that allow you to link directly to them. (Figure 7) However, anyone accessing that link must also have an account to CalSNAP. The link appears at the top of the list when you access it with the "View List Details" button.

CalSNAP Resource List Detailed View

List name: Identity and Stereotypes
Created by: Laura Smith
Description: Resources referenced in the Identity unit shared at the Digital Educator Day.
Resources in list: 11
Shared with: Public
Created on: 2015-01-29
Last updated: 2017-06-30 21:16:15
Share Link: http://search.calsnap.org/index.php/snap/login/resource_list/id/574

Figure 7

IMPORTANT: You can post the link to a resource lists on a public website. However, **DO NOT post any login information (username/password) on a public website**. This would allow any individual to access licensed content, violating licensing agreements and copyright laws. You are permitted to post this information in a password protected environment as long as only those individuals who have a right to access the account are accessing the password protected site.