Reading Lists: a guide to creating an online list

Introduction

The Talis Aspire reading list system allows the user to create reading lists for students using simple drag and drop technology; use the University of Nottingham Reading List system to bookmark resources from library catalogues, bookseller sites, journal publishers, websites; link to lists of resources from within Moodle; and automatically alert library staff to new book requirements.

This guide is designed to show you how to:
1. Bookmark resources
2. Create a basic reading list
3. Add resources from your bookmarked ‘library’ to your list
4. Publish your list
5. Link the list to the relevant module in Moodle.
6. Edit list as required

Getting started

Open the University of Nottingham’s reading list page http://readinglists.nottingham.ac.uk

In order to create or edit a list you will need to be signed in to the system. Click on Log in and enter your usual University username and password.

If it is the first time you have used the system you will need to Create a Profile.

Complete all the fields including your name, email, type of user from the drop down menu, and your discipline.
Click Save Profile.

Insert the Bookmarklet Tool
Talis Aspire works using simple drag and drop technology. But in order to be able to create/edit a list using this method you will need to capture the data to include in your list. This is done by adding bookmarks to the University’s library catalogue or to booksellers, journal publishers and websites.

Before you can add any bookmarks you will need to add the Bookmark button tool to your web browser. You will only have to do this once for each browser.

Click on My Bookmarks and then Install Bookmark Button (on the right of the screen). Follow the instructions on the screen as they will guide you through the process for the browser you are using.
Click Next

The bookmark button

When added to your browser, the bookmark button allows you to capture resources from around the web and add them to your ‘My Bookmarks’ page or directly to a reading list.

On Internet Explorer Right click on the Add to my Bookmarks lozenge and select Add to favourites...

Your browser bookmarks bar needs to be visible. It appears below the box where you enter a web address and looks something like this:
If you can’t see it then right-click on the gear icon in the top-right of your browser, and select ‘Favourites bar’

http://tails.com/addressbar

Add to My Bookmarks

Now right-click on the link above and select ‘Add to favourites’, then ‘Create in: Favourites Bar’
Still struggling? Visit support.

Select Favourites Bar from the drop-down menu
You may find that the Favourites Bar is not automatically displaying on your browser. If this is the case right click at the top of your screen and ensure that Favourites Bar is ticked.

**On Google Chrome**

Instead of right clicking on the Add to my bookmarks lozenge drag it to the bookmarks bar. If your bookmarks bar is not visible then click the three horizontal bars in the top-right of your browser, hover over 'Bookmarks' and click 'Show Bookmarks Bar'

Click on the **Add to My Bookmarks** button when you want to add a bookmark.

You are now ready to bookmark resources and create lists.
Bookmarking resources

A main source of resources for your reading list will be NUsearch.

Bookmark a book or e-book

Search NUsearch for a book that you would like to add to a reading list. Once you have found an item you want to add click on the title of the book. You need to make sure that only one version of the book is displayed on the screen. A screen like the one below will appear:

The data that needs to be captured is on this screen. Click on Add to my Bookmarks

The bookmark template appears. Check the details such as Resource Type and Title. This is the information that will display in the student’s reading list. You may need to amend some of the fields. However, you will have other opportunities to edit the records which will be discussed later.

To create a bookmark to add to a list later
To add the item to a list immediately click

To reference a specific chapter:
EITHER Add field Has part (chapter, article, etc) to enter details of the chapter.
OR add a Note for the students eg read chapter 7 pages x-y
The process is basically the same for other types of resources, although in some cases slightly more information is required.

For ebooks, ebook chapters and ejournal articles that appear on NUsearch follow the same process as above.

**Bookmarking an Online Journal Article**

Where you want to add a specific issue of a journal or specific article to a list, search the catalogue for the journal. For ejournals you can provide a link directly to the article. Click on the Journal Title

Enter the details of the issue/article you want to bookmark in the boxes provided and click **Go**:

![Image of University of Nottingham logo and journal details]

This should take you through to a page giving abstract information about this article and a link to the full text. Once on this page click **Add to My Bookmarks**.
Check that both the article detail and the journal details have copied across accurately and click on Create to bookmark the article.

**Bookmarking books which are not on NUsearch**

If the book you wish to add to your list is not yet available in the library then search for the book on a book sellers website e.g. Amazon or a publisher’s site. Make sure only the item you wish to add to your list is displaying on the screen and click on Add to MyBookmarks. Once the book has been purchased the system will automatically link the record to the library catalogue to display library availability information.

**Bookmark an issue/article which is not available online**

If a Journal is not online at all, or we hold the hard copy but do not subscribe to the relevant year of the online version:

1. Look up journal on Nusearch: e.g. Nottingham Medieval Studies. Bookmark from catalogue record page.
2. This opens the window “ADD THIS ITEM TO YOUR BOOKMARKS”
3. Then go to the drop down menu to the left of the “Add” button. Select “Has Part (chapter, article etc)” and click ADD.
4. This will open a new tab. In the “Resource Type” field select “Article”. Enter the title of the article in the “title” field.
5. You now need to add the author, date, volume number, issue number (if required) and pages. Do this by using the drop down menu by the “Add” button as before, selecting the required fields and entering the information. Click on “create” or “create and add to list”
Bookmarking other resources
You can add bookmark webpages or web resource such as Youtube videos by navigating to the relevant location and clicking Add to my Bookmarks

Your bookmarked resources

Talis Aspire enables you to review the items that you have bookmarked at any time. Go back to Reading Lists at http://readinglists.nottingham.ac.uk and click on My Bookmarks.

You will see the list of resources that you have just bookmarked. As you bookmark more resources the most recently added will appear at the top of the list. You can search for an item using the Search facility and can sort alphabetically using the arrows at the top of each column.

Clicking on the three dots will allow you to choose to edit or remove a bookmark.

You can click on the title of each entry to view it fully.
You will notice that clicking on a print book title displays the library availability and shelf mark.
It is possible to directly access the text of electronic items, although you may be asked to login to access journals or e-book. After clicking on the title the following page shows details of the article or e-book and a link to access to the text.

Create a list
To create a reading list from scratch, click on My Lists on the reading lists homepage:
Then click on the **Create New List** button

Enter the details for the list: The name should follow the format Module Name (Module Code) eg. Evidence Based Practice (B72EVP) Also add details for the academic year in which it is running (selected from the drop-down menu). You can also add a description of the module.

Click on Create List

**Creating sections**

In order to make it easier to navigate you can create sections in your reading lists – for example, essential and further reading, grouping items by weekly seminar topic or group resources according to type, eg, all books together and journals in their own sections.

To create a section, position your cursor over the cross next to **New Section**, drag it over to the blank list and release.
Type in a suitable title for the section, for example Week 1. Repeat the process for every subsequent section (eg. Week 2, Week 3 etc.)

You will notice that a table of contents has appeared at the top of the list – this is based on the sections you have created and can be used to navigate the list by clicking on each of the links here. You can also create sub-sections by dragging and dropping a new section within a section.

In the finished list the table of contents will appear at the top of the lists to allow students to jump straight to the relevant part of the list.

**Adding resources**

In order to “populate” the sections of your blank list with suggested readings, place your cursor over the cross next to the resource in the Most Recent Bookmarks box on the right-hand side of the page and drag it over to a section and release.

Do this several times until you have a couple of resources in each section.

You can set importance and add a study note such as ‘read Chapter 4’. You can edit the information shown for each item.

If you click on Remove the item will be removed from that particular list, but not from your bookmarked items or any other list that it may on.

You can move items around between sections by dragging on the appropriate cross.
Adding notes and pages
As well as adding notes to individual resources, you can also add a Note to the list as a whole. To create a Note, drag the cross by New Note and release it wherever you want it in your list and type your text as required.

A Page is similar to a Note but allows you to insert more lengthy explanatory text. Pages can be used for extended explanations or to add original educational content to lists. You can also use them to add images and video to your list. The page will appear like a section heading in your reading list, and students will be able to click through to see the full content.

If you add a Page to your list, you will notice that it then appears as a bookmark in your list of bookmarks. This means that you can add it to other lists and any edits made to the Page will be updated in all lists that have that Page – there is no need to edit each one.

Editing
There is no need to fill a whole list in one go – you can save a draft of the list and come back to it later, or even edit it after it has been published.

There are several options for editing your lists.

There is an Edit option in the Actions column for each list in the My Lists view. If you access a list by clicking on the title in the My Lists view there is an edit button at the top left of the page. You can then add or delete items, move items around etc.

Once you have made any changes to a published list you must publish again to make the changes public. This is also the case if you bookmark an item direct into a list, you must publish to make the item available for students.
You can also edit individual resources by selecting them in the My Bookmarks section. If you edit an item here it will automatically be updated in any lists entries.

Publish
The list is not available for anyone else to view until you publish it. Click on Publish at the top right of the page. You can also publish from the My Lists view.

The list can now be accessed through the Reading Lists homepage by searching for the title. When you publish a list the library will start to review it and order any resources. When the review is complete you will receive an email.

Linking the list to the hierarchy of modules
In order to ensure your reading list is listed under the appropriate module click on Edit and select link to hierarchy and search for the module code.

The modules listed in the system are based on, but not linked to, the module catalogue. Therefore, new modules may not automatically appear. If your module isn’t present please let the Collections Team know so that they can add it.

Once you have identified the correct module click on Save (You can click on remove if an incorrect module is associated with your reading list.)

The list will now be attached to the module and can be accessed by students searching Reading Lists by module code or title, or by clicking on the reading list link within Moodle (see below).

In the My Lists view you can see which modules your lists are linked to. Modules can have more than one list attached and a list can be attached to more than one module.

Displaying lists in Moodle

Full instructions on adding your reading list to Moodle can be found on the Moodle help page How do I add a reading list to my module?

In order for the module resources block method to work your reading list must be attached to the hierarchy of modules (instructions above)
Method 2: adding a reading list to the central column will allow you to link to a particular section of your reading list within Moodle for example you could link to readings for a specific week of teaching.

**Further Functions**

**Copying and deleting lists**

It is possible to copy a published list by clicking **Copy to a new list** from the **My Lists** view or **Copy** from the top of the page when you have a list open. After clicking on **Copy** you can rename the list and edit it as you wish.

To remove a published list from view, you must first unlink the list from any modules that it is attached to.

Go the Reading Lists homepage and select your module, you will see any lists attached to it as shown below.

From the Actions column select Remove to unlink the list from the module. Click on OK.

Then go into **My Lists** and open the list by clicking on the title.

Select **Archive** from the list of functions at the top of the page and OK. This effectively ‘unpublishes’ the list. If you now view the list in the **My Lists** view, you will see that its status is ‘archived’. The only way of retrieving this list is to open it, copy it and then re-name it to restore editing and other functionality (you could then edit the title back to the original title if you wished).

If you want to delete a list you should unlink it, archive it and then select Remove From View in the actions column. The list cannot be retrieved after this point.

**NB.** If you select Remove From View for a published linked list, the list will be removed from your **My Lists** page, but will still be accessible in the usual way through the Reading Lists homepage or the Moodle module.

**Advanced Bookmarking**

**Manually adding a bookmark**

1. Manually bookmarking a journal article PDF that opens as a PDF file and has a **DOI** – Digital Object Identifier.

Some articles include a DOI some do not, if there isn’t a DOI you must bookmark at the issue level. There is no set location for a DOI sometimes it is at the bottom of the first page of the article, sometimes it is included in the citation.
Go to My Bookmarks and click on **Add** and select Add manually.

A blank bookmarking template will appear.

Enter the DOI into Lookup DOI at the bottom right of the template and click on Lookup. The **Resource type** and **Title** will populate if the DOI link is successful. Fill in the details of your article by adding in the appropriate fields from the drop down menu on the bottom right of the template.

2. Manually adding other documents:

If you want to add your own documents, such as, PDFs follow the instructions above to create a manual bookmark and select web address from the Add field drop down menu.
Bookmarking an article which is in the Harvard Business Review

Due to restrictions imposed by the Publisher, students will need to find the articles themselves. These steps will give them the bibliographic information to enable them to do this.

1) The Harvard Business Review is available in the Business Source Premier database on the EBSCOHost platform. You can find this database using NUSearch.
2) Locate the Harvard Business Review article that you wish to bookmark. (e.g. Use the Publications option in Business Source Premier to locate the Harvard Business Review. Then browse to the year, volume, issue and page number that you require.
3) Bookmark the article from the Detailed Record view:
The static URL for the Harvard Business Review is http://sfx.nottingham.ac.uk/sfx_local?genre=journal&sid=sfx:unloc&issn=0017-8012. Replace the URL in the Web address field with this static URL. Click Create or Create & Add to List.
5) When you click Create or Create & Add to List, ignore this message due to publisher's restriction, this journal can not be accessed via persistent links. Please search EBSCOhost directly.

To continue with the session, go back to the previous page.

**Bookmarking resources direct to existing lists.**

If you already have lists created you can bookmark resources directly into a list as well as your bookmark ‘library’. Simply click on Create & Add to List instead of Create.

- Select the required list from the dropdown menu.
- Select which section you would like the item to appear in.
- You can add a note for the library, for example, number of copies required, reference copy required, etc.
- Click OK when all fields are complete.

**N.B.** You will need to publish the list again after making any additions or changes.

**Browsing the Internet**

If you are browsing the web you can click on Add to my Bookmarks at any point. You will then be prompted to sign in to Reading Lists and the usual bookmarking page will appear.
Using List Analytics

To display usage analytics for each item on a reading list select Analytics from the View & Export menu in the right hand corner of the screen.

This will colour code every resource on your reading list according to the usage legend provided in the dashboard overlay. To return to a normal list view, click the Exit Dashboard button which remains docked as you scroll through your list.

**Page Views:** the number of times your list has been viewed

**Clicks:** the number of times people have clicked through to a resource from your list

You can also see if any of your students have set reading intentions of annotated items on your list.

It will also alert you to if a new edition of an item on your list is available so you can consider if you want to add that to your list instead.
General points

Link maintenance
As the system is based on bookmarked URLs, there is always the possibility of broken links occurring, for example, when websites change their URLs or the Library website/catalogue undergoes an upgrade. Therefore, it is a good idea to check regularly that bookmarked links are still current.

Library subscriptions
If you wish to add a title to a list that we don’t hold in the library, it is possible to bookmark items from Amazon. You can then Request Review to alert your librarian. Please make sure that the Library holds a subscription for any e-resources that you are bookmarking. This shouldn’t be a problem if you are bookmarking from the Library website. Library staff will ensure that the library catalogue link is added as they review the list.

Publisher variations
There is variation in the way publishers provide the metadata for their resources. This affects the bookmarking functionality. For example, in a MyiLibrary e-book you can bookmark at any point, i.e., library catalogue title or actual page in the book, but when a student clicks on the link it will always open at the book title page. Conversely, NetLibrary links will open at the exact point of bookmarking, so if you bookmarked a specific page in a book, that is where the link will take the student. Similar variation occurs with bookmarking journals, with some publishers you can bookmark actual PDF documents, with others you can only bookmark at the issue level. It’s a good idea to check your links before publishing the list, as you might want to include more information in the notes field for some resources.

Off-campus access to resources
As you may know some resources are more difficult to access off-campus, i.e., requiring some extra clicks or registration. Examples are SCOPUS, Emerald, Wiley, NetLibrary, British Standards and ScienceDirect. Unfortunately, these problems will still occur for bookmarked resources, so when a student clicks on one of these links off-campus they will have to navigate the extra steps which are not always obvious or easy.

Time-out
There is a ‘time-out’ feature, so you may be prompted to sign in again if you have left Reading Lists dormant for a while.

List Bibliography
It is possible to display a list in a particular citation style. Select your preferred style from the citation style drop down menu.

Table of Contents ▼  View: All ▼  Citation Style: Harvard ▼

If you would like an additional citation style added please contact collections

Export a list to bibliographic management software
You may want to export the resources on your list to an external reference management tool e.g. RefWorks, EndNote, Zotero. This can be done by clicking on the "Export Citations" option in the "View & Export" drop-down menu. This will export to your computer a RIS file (a tagged format for expressing
citations which is supported by most reference management tools), which can be imported to an external reference management tool.

Import a list from bibliographic management software (EndNote)

You may want to import references from an external reference management tool such as EndNote. This can be done as follows:

In EndNote

- Highlight the record(s) you want to export
- Click **File > Export**
- File name: assign file name (must be a .txt file)
- Save as type: **Text File (*.txt)**
- Output style: Select **RefMan (RIS) Export**
- Click **Save**

In TALIS

- Select **My Bookmarks**
- Select **Add bookmark**
- Select **Import citations**
- Find file and select **Import** (At this stage, you can simply import the file to your “basket” or can additionally add the references to a new reading list.)

If the import is successful, you will receive the following message: “RIS file has been successfully submitted. Importing resources takes a little time. Some entries may need slight modifications in order to link to our holdings in UNLOC. If you have any problems or queries please contact the Collections Team.

Help and suggestions

If you have any problems or queries please contact the Collections Team ([UA-Collections@exmail.nottingham.ac.uk](mailto:UA-Collections@exmail.nottingham.ac.uk)).