IMPORTANT: This guide is a living document and will evolve and expand as the Reading List system is rolled out and integrated with existing workflows and systems.
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Checklist for first time users

Check with your Subject Librarian that you are the module leader in the system

Login to the ReadingLists@Anglia system

Follow the instructions to set up your profile
(Please note you need a public profile)

Install the Bookmarklet button for your browser in “My Bookmarks”
(Please note you will need to have your browsers toolbar activated)

Create bookmarks from Library Search
(Use the Bookmarking manual to help with this)

Create bookmarks from the rest of the web if needed
(Use the Bookmarking manual to help with this)

Create a list in “My Lists”
(Use this manual to help with the following steps)

Structure and populate the list with the bookmarks you created earlier

Publish the list

Attach the list to your module using “Link to Hierarchy”

Maintain List
Creating a list
You can access the ReadingLists@Anglia website at http://readinglists.anglia.ac.uk

Naming a List
In your reading lists system, go to ‘My Lists’ and click on the ‘Create a New List’ button.

List name: enter your module code and module name.
Description: you can enter a description for the module.
Hierarchy: search for the module code for the reading list.
Time Period: choose the time period the module runs in.
Anticipated student numbers: give an approximate number.
Click on “Create list”

The next dialogue box is for assigning a list owner. The list owner should be the module leader or tutor (see the section on Inviting list publishers for further details)
**Structuring a list**

Once you create your list, you will be taken to the draft page. Structuring a list is just a matter of clicking and dragging a ‘New Section’ in to your list. You can also add ‘New Notes’ and ‘New Pages’.

You will be asked to enter a **Title** each time you drag in a section (you can have multiple sections). **Study note** is a note to your students: it is optional and editable. Click **Save**.
You can see in the Table of Contents at the top how your list is beginning to take shape. You can use the Table of Contents to move your sections around for re-structuring. All sections (names and notes) are editable and you can remove a section at any time.

You can also insert New Notes (can be used for entering explanatory text and extensive notes) and New Pages (can be used for inserting additional audio visual content, images, etc.) in your list structure.

You have the option of saving your draft and coming back to it later by using the Save Draft button.

When structuring your list, you will see your Most Recent Bookmarks on the right hand side of the screen. Resources you bookmarked last will always be at the top of the list. The list is searchable by author, title or keyword.

Populating a List with Bookmarked Resources

You populate your list by clicking and dragging your bookmarks into the sections you have just made.
Populate all your sections. You can use a bookmark multiple times (for a textbook that is to be read every week, for example) and you can remove a bookmark at any time.

Setting Importance/Notes

It is important that students are given clear guidance as to the importance of a resource in a reading list. You do this by clicking on Set Importance for each resource when you are in the edit screen.

This will open a drop-down menu and you will be able to select from options.
You also have the option of inserting and editing notes by simply clicking on Edit notes and importance.

**Note for Student:** you can give specific instructions to students or insert any other comments about the resource, e.g. chapters or pages to be read in a book.

**Importance:** Please choose from the list
- Suggested for student purchase
- Essential
- Recommended
- Optional

**Note for Library:** these notes will show up in the review of your list by library staff.
Saving a List

Normally, your list is saved automatically whenever you make changes. However, to consolidate the saving process and to come out of the edit screen, click on Save Draft.

You will be taken to the screen below and this is how the list is going to look to your students when you finally publish and attach it to a module. You can always go back to editing your list using the Edit tab.

Back to contents page
Editing a list

The “My Lists” tab shows all the lists that you have created. You can edit a reading list at any point. To do this click the “select action” drop down menu next to the list you want to work on and select “Edit”. This will take you to the original edit screen where you can continue to work on your list.

Please note: If you are editing a published list, please make sure that you re-publish your list so that your students can view the updated list.

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Publishing a list

After completing your list, you need to publish it. You can do it from several places: directly from “My Lists” (Figure 1), from the View Draft (Figure 2), or even in the Edit screen (Figure 3).

Figure 1
Whichever screen you are in, the same dialog box will come up asking you to confirm your action once you press the “Publish” button.

When you publish your list, it will automatically be available to your students for viewing.
Attaching a published list to a module

If you did not do this when creating your reading list there are a number of ways you can do it.

**Number 1**

In your list, click on “Edit” – “Link to Hierarchy”.

![Image of a screenshot showing the interface for linking a list to a hierarchy]
In the pop up box that comes up, start typing your module name or code. Select it when it comes up and click on OK. (You have the option to add your list to further modules before clicking on OK)

Number 2

From the ReadingLists@Anglia homepage [http://readinglists.anglia.ac.uk](http://readinglists.anglia.ac.uk) browse the hierarchy.

Locate your module by browsing in your Faculty and Department. For example Faculty of Arts Law and Social Sciences – Department of English and Media.
Then...

You will then see a list of Modules for that Department. Click on the module that you wish to add your list to, for example “Animation”

Using the drop down menu select the list you wish to attach and click on “Attach”
Your reading list will now be officially linked to the module code and this will show in the top right hand side of the front page of the reading list as shown below.

If your module code is unavailable please contact your Subject Librarian.

Module occurrences

You may have modules that run in multiple sites. If so you are able to attach more than one reading list to a module code or attach the same reading list to multiple module codes.

To attach the same reading list to multiple modules codes follow the instructions as shown above in “Attaching a published list to a module” and add as many module codes as you like. This will then show in the top right hand corner of the list like below.

To attach multiple reading lists to the same module code follow the instructions as shown above in “Attaching a published list to a module” and add as many reading lists to the same code as you like. In browse mode this will show like the below.
Exporting reading lists to RefWorks

Please note when exporting to RefWorks you should still check and edit references to make sure that they adhere to Anglia Ruskin University referencing guidelines.

1. Open the list you would like to export from and click on “Export” – “Export to RefWorks”

2. A new window will open with the RefWorks login page as shown below.
3. Login to RefWorks using “My Institution’s Credentials”.

4. If your import is successful the following “Import References” page will pop up. To view the imported references click on “View Last Imported Folder”.

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Inviting list publishers

All publishing rights for ReadingList@Anglia comes from ASTRA, the module leader and all tutors will automatically have the right to edit and publish the reading list associated with their modules.

If you feel you should be able to edit and publish a particular list and you are unable to please contact Alex Collins.

Copy a list for reuse

You may wish to reuse one of your own lists or copy a colleague’s. You can do this by opening the reading list that you wish to copy. Make sure you are logged in to the ReadingLists@Anglia system.

Once you are in the list click on “Edit” and then “Copy” as shown below.

You will then receive the following page in which you can create a new list.

Make sure you un-tick “Copy hierarchy associations to new list”.

When you have finished click on “Create list”. Once the new list has been created it can be attached to the module hierarchy like usual.

You are also able to edit and change the list to suit your module. (this will not affect the original copied list)
Your copied list is now available for you to edit and is available under “My Lists”

There are also templates available for you to copy.

Reading List Template

Reading List Template – Weekly reading

Reading List Template – Topical reading
Getting list usage statistics

The “Dashboard” tool in a list allows you to gather basic list usage statistics. This tool can be useful for identifying well-used resources as well as ones that are not popular. Click on “Dashboard”.

The Dashboard will show

- **Page views**: number of times the list has been viewed
- **Total clicks**: number of times item links have been followed

If you scroll down, each resource on the list will show you how many time the resource has been clicked, if the metadata could be improved, if it is the latest edition and does the library have access.
The “Show me alternatives” button brings up alternative resources based on the usage of that particular title on similar courses in other institutions using Talis Aspire.

Exemplar list examples

You may find the following lists useful when trying to see how to set your list out.

http://readinglists.anglia.ac.uk/lists/FF723F91-FBAA-545A-7FDA-2FA36D586C2A.html
http://readinglists.anglia.ac.uk/lists/62E94485-8AA6-0552-6E4B-C04BAE368602.html

Additional training materials

Talis Aspire support pages: http://support.talisaspire.com/home
ReadingLists@Anglia Project Manager: christina.harbour@anglia.ac.uk
Technical Queries: lib-sys@libweb.anglia.ac.uk

Your subject librarian team
libteam.alss@anglia.ac.uk
libteam.fhsce@anglia.ac.uk
libteam.fms@anglia.ac.uk
libteam.fst@anglia.ac.uk
libteam.laibs@anglia.ac.uk

ReadingLists@Anglia Guide – http://anglia.libguides.com/readinglists
Academic staff Guide - http://anglia.libguides.com/academic

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