Online reading lists - worksheet

Getting started with online reading lists

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Create a User Profile

The first time you use the reading list software you need to create a profile. Go to the reading list software page at *https://bradford.rl.talis.com/* and click on the 'Log in' option at the top of the screen. Log in with your UoB username and password, choose edit profile, create a profile and save.

Once your profile is set up, you will automatically be logged into the reading list system, if you are already logged in the University of Bradford portal. Off-campus, you will be prompted for your UoB username and password.
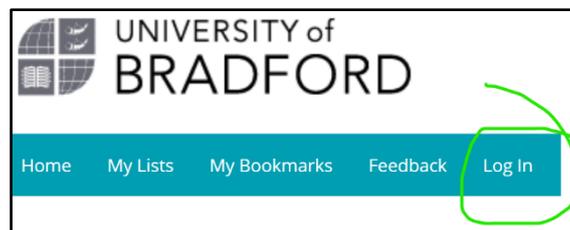
Find the Bookmarking Tool

The Bookmarking Tool captures information about the resources you want to add to your reading lists with just a couple of clicks. It is available on all UoB desktop computers. Click on Chrome, then look for the small green Talis icon in the top right-hand corner.
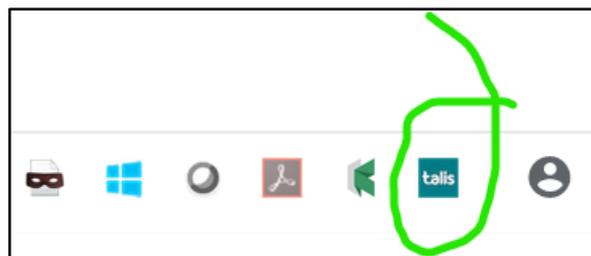
Create a test list to practice

1. Log into Talis at *https://bradford.rl.talis.com/*.
2. Click on 'My Lists' in the bar at the top of the screen.

3. Click on 'Create new List' on the top right of the screen and fill in the three fields below.

- 'List Name' – this is usually your module title, but for practice purposes today, call it TEST and add your name. (e.g. TEST Joe Bloggs).

- 'Description' - for now leave this blank, in a real list this can be used to provide some guidance to students about your reading list and give a personal feel to it. You might, for instance, describe how it connects to the rest of the module - or even explain why students should engage with the reading list in the first place.

- 'Academic Year' - choose 2019-20.

4. Click on 'Create list'.

Note, there are some additional steps to take when you set up a real list. These are described in the detailed *Getting started with online reading lists*.

Add a resource from Summon

a) Open a new window and go to Summon on the library website (*https://www.brad.ac.uk/library/find-materials/* choose Summon from the list). Do a search on a topic of interest and choose a book, eBook, journal or journal article from your results. Click on the title of your chosen item to display more information about it.

b) Click on the Bookmarking tool on the top right-hand corner of your screen. The first time you do this you will be prompted to choose University of Bradford from a list of universities.

A new window will open with all the details of the resource on the left-hand side of the screen. You can add to or amend the information in the various fields if you need to.

c) Click on the button 'Create and Add to List' (bottom left-hand side) and another small window will appear containing three drop-down menus and two 'notes' fields. Follow the instructions in the boxes below to select which list you add the resource to, add a note for students, and set the importance of the resource.

d) Return to your reading list screen (tab should be available at the top of your screen), click refresh (press F5) and you should see your chosen source within your reading list.

Create & Add to List

Add to list
Test alison lahlafi (2019-20) ▼

○ at the top of

◉ at the bottom of

The list ▼

Note for student

Use the first drop-down menu to select your test list

Use the Note for student box to add a note your students can see e.g. read chapter 1

Importance
▼

Note for library

Use the drop down Importance box to categorise your item as CORE, RECOMMENDED OR FURTHER READING.

WARNING: Items will not appear publicly until the list is published.

OK Cancel

Click 'OK' to finish.

Add a book from Amazon

If you want to add a book to your reading list which is NOT available through the University of Bradford Library, you need to use Amazon or a publisher website.

a) Open a new window and go to *https://www.amazon.co.uk/.* Search for a book, then click on the title of your book to display more information.

b) Click on the Bookmarking tool at the top right-hand corner of your screen, then click on the 'Add to my Bookmarks' in the 'Bookmarks' bar. A new window will open where you can add to or amend the information in the various fields.

c) Click on the button 'Create and Add to List' (bottom left-hand side) and another small window will appear where you can choose your reading list, add a note for students and set the importance of the resource. Add a note for the library saying "new book, please buy". When you have finished, click on OK.

d) Return to your reading list screen (tab should be available at the top of your screen), click refresh (press F5) and you should see your chosen source within your reading list.

Add a video from YouTube

a) Open a new window in Chrome, go to *https://www.youtube.com.*

b) Search for a video and click on the title to display the play box.

c) Click on the Bookmarking tool at the top right-hand corner of your screen. Click on the 'Add to my Bookmarks' in the 'Bookmarks' bar. A new window will open where you can add to or amend the information in the various fields.

d) Click on the button 'Create and Add to List' (bottom left-hand side) and another small window will appear where you can choose your reading list, add a note for students and set the importance of the resource. When you have finished click on OK.

e) Return to your reading list screen. The tab should be available at the top of your screen. Refresh the page (press F5) and you should see your chosen source within your reading list.

Add Resource – Add Paragraph – Add section

You can also use the 'Add Paragraph' and 'Add Section' options to add structure to your reading list. It also offers an alternative way to add resources to your list.

To access the Add Paragraph and Add Section options, move your mouse over your reading list to where you want to add a section, paragraph or resource and you will see a bar appear.
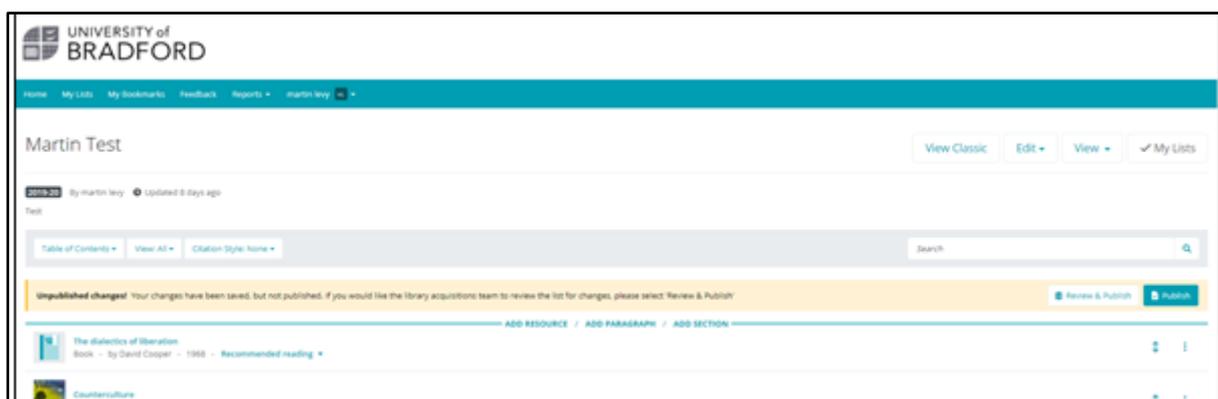
Try using '**Add Paragraph'** to provide a paragraph of guidance to students about how to use the list/resource.

Try using '**Add Section'** to organise your reading list, for example by week (Week One, Week Two, etc.) or by some other criteria. When you create a new section, it will say it is an empty section as shown in the screenshot below.

Try moving a resource you have added to your list into the section you have just created. To do this, click on the double-headed arrow to the left of the three dots (right-hand side of the item) and use it to drag-and-drop your source into the section.

You can also use **'Add Resource'** to include a source that you have already bookmarked. Clicking on 'Add Resource' will bring up a list of bookmarks you have previously used. It also offers a search box for you to find resources.

Edit a resource already in your list

Try setting or changing the importance set for an item by clicking on the drop-down box 'Importance not set' (If you have already chosen the importance your previous selection will show here).

Use the three dots to bring up a menu of different editing options. If you do not like dragging items to move them, you can use the options in the menu to do this. You can also delete items or add a student note.

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Publish your list

When you have finished editing your list, you need to publish it so it can be viewed by students. The screen will prompt you with two publishing options at the top of your screen.

Unpublished changes! Your changes have been saved, but not published. If you would like the library acquisitions team to review the list for changes, please select 'Review & Publish'

📋 Review & Publish   📄 Publish

Until you choose to publish, the list remains in draft format and only you can see it.

Choose the 'Publish' button to publish the list, or the 'Review & Publish' button if you have finished all the edits to your list. This will send the list to the Library for checking. The Library will check for latest editions and the number of copies needed in stock. This is decided by the number of students taking the module and the importance you have set for each item, so a CORE item on the list will have more copies purchased than a Further Reading item.