Quick Guide to Online Reading Lists

Getting started

Set up your user profile

1. Go to the reading list homepage *https://bradford.rl.talis.com*
2. 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.

Add the bookmarking tool

1. The bookmarking tool captures information about resources you want to add to your reading list in a couple of clicks.
2. On a university PC a bookmarking extension is already installed: find the small green **Talis** icon in the top right-hand corner of the Chrome browser.
3. To install the bookmarking tool, go to *https://bradford.rl.talis.com/index.html* and log in. Click on **My Bookmarks** at the top of the screen.
4. Click on **Install Bookmark Button** on the right-hand side of the screen and follow the instructions.
5. Alternatively, find the Talis extension in the Chrome Web Store and install.

Find your list and set it up to edit

1. You can find and edit your reading list either in Canvas (click on the **Reading List** link to display the list) or using the search box at *https://bradford.rl.talis.com/index.html* to search by title or module code.
2. If you cannot find a reading list for your module, *contact your subject librarian* who will create one for you.

3. Click on the **+My Lists** button on any list you want to edit, to make it ready for you to edit, and to add it to **My Lists** on the reading list homepage.

Structuring your list

1. You can add **sections** to make your list easier to use, and to organise week by week reading. Sections allow you to add explanatory text, and you can add extra **paragraphs** elsewhere.
2. Move your mouse over your reading list to where you want your **section** or **paragraph** to start, and you will see a bar appear displaying these options.

Adding resources

Add a book, eBook, or journal

1. Open a new window in Chrome. Go to *https://catalogue.brad.ac.uk/* . Use the **Title** search (left-hand dropdown) to look for the book you want;
2. Click through to the item you want. For books, default to the ebook if available (this improves accessibility);
3. Click on the **Permanent Link** on the right of the screen;
4. Click on the bookmarking tool.
5. A new window will open with details of the resource.
6. Click on the button "**Create and add to list**" and complete the boxes in the new window which pops up**.**
7. It is **vital** to **set the Importance** of the item - **Core, Recommended** or **Further Reading** - as this determines

how many print copies of a book the library will buy).

8. Click **OK** to return to your list.

Add an article from Summon

1. Open a new window in Chrome. Go to *https://bradford.summon.serialssolutions.com/* to find the article.
2. Click through to the article homepage.
3. Click on the bookmarking tool.
4. A new window will open with details of the resource. Make sure the **Online Resource** box is ticked, and then tick **DOI** in the **Online Resource Link** popup.
5. Click on the button "**Create and add to list"** and complete the boxes**.**
6. Set the importance and click **OK**.

Add a new title from Amazon

If you want to add a book we do not already have, you can bookmark the item from Amazon, or a publisher's website.

1. Open a new window in Chrome. Go to *https://www.amazon.co.uk*
2. Search for the book and click on the title to display more information.
3. Click on the bookmarking tool.
4. Click on the button "**Create and add to list"** and complete the boxes in the new window which pops up. Put "*Please buy"* in the **Note for the Library** box.
5. Set the importance and click **OK.**

Add a web document or webpage

1. In a new Chrome tab, find the web pdf or webpage you want to add (or use the webpage on which the pdf sits).
2. Click on the bookmarking tool.
3. In the new window, edit the details to make them more helpful (pdfs give incomplete details).
4. Click on "**Create and add to list"** and complete the boxes in the new window which pops up.

5. Set the importance and click **OK**.

To add a video from YouTube, go to *https://www.youtube.com/* and find a video. Click on the title to display the play box. Then follow steps 2-6 above.

Order books and publish

Use the **Review and Publish** button to send the list to the library, so we can make checks and order new books for you. Your list remains in draft (students cannot see it) until you press this or the **Publish** button.

Editing the list

You can edit, delete, and move items on your list easily by clicking on the three dots to the right of the item details.

5 top tips

Improve access for your students!

1. Follow our *Best Practice Guidelines*
2. Use Sections, add Notes for students, and set the Importance for each item to guide your students.
3. Make sure that the **Online Resource** box is ticked when bookmarking a new online resource, so that students have the one-click link in your list.
4. Remember to **Review and Publish** when you add new books to your list, so the library can order them.
5. Try to get your list ready **8 weeks** before the module starts so the library can obtain alternative formats if students have specific accessibility requirements.

Further help

- *Reading list FAQs*
- *Contact your Subject Librarian*
- *Guides, videos and further reading.*