UNIVERSITY of BRADFORD

Library

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 top of the screen. Log in with your UoB username and password. Choose **Edit profile**, create a profile, and save.

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 Library resources in Summon directly into your reading list

This works for books, ebooks, journal articles, whole journals, web documents, and other sources found in Summon.

1. Hover your mouse over your reading list where you want to add the resource, and click on **Add Resource.**
2. This will give you a search box in which you can type the author, title or ISBN-13 of the source.
3. You will see a list of search results; click on **Add to List** for the right one.
4. Now the source is in your list, **set the Importance** of the item - **Core**, **Recommended** or **Further Reading**.

Adding sources not in Summon

First, add the bookmarking tool

1. The bookmarking extension captures information about resources you want to add to your reading list in a couple of clicks.
2. On University PCs the extension is already installed: find the small green **t** icon in the top right-hand corner of the Chrome browser.
3. To install the extension from Talis, log in and click on **My Bookmarks** at the top of the screen.
4. Click on **Install Bookmarking Extension** on the right-hand side of

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the screen, and choose the link for the browser you use.

5. You can also add the extension direct from the Chrome Web Store or Firefox Browser Add-Ons.

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. It is **vital** to **set the Importance** of the item - **Core**, **Recommended** or **Further Reading** - as this determines what ebook, and how many print copies, are bought. 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 2-5 above.

Order books and publish your list in Canvas

Use the **Publish** button to make the list available via your Canvas module. This also sends the list to the Library, we will check links and order new books for you. Your list remains in draft (students cannot see it) until you press the **Publish** button. Use the **Request Review** option under **Edit** if you want us to check your list before the students see your changes.

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*.