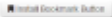# Library

READING LISTS
WITH TALIS ASPIRE

Quick Start Guide

University of Essex

READING LISTS

STEP ONE — GETTING STARTED

- Go to readinglists.essex.ac.uk and log in.
- If this is the first time you have logged in you will need to create a profile.
- Click **My Bookmarks** and then click the **Install Bookmarks Button.**
- Follow the instructions in the pop-up and drag and drop the **Add to My Bookmarks** button into your bookmarks bar (you'll only need to do this once).

STEP TWO — EDIT A LIST

- Use the search bar to see if a list for the module already exists.
- If a list does not exist then click on **My Lists** and then click on **Create New List**. Link this list to the module by selecting hierarchy and searching for the module code.
- If the list does exist does then click on the list title and then click **Edit > Edit list.**

STEP THREE — STRUCTURING A LIST

- Whilst in edit mode drag and drop **New Sections** using the cursor ⊕ to create a structure (e.g. weeks or topics).
- Drag and drop bookmarks from the previously added bookmarks on the right.
- Drag and drop **Notes** to add in information about the course.
- Use **Pages** to add in text heavy notes; this will then only display the first few lines of text in the reading list.

STEP FOUR — ADDING BOOKMARKS

- Use the library search bar to find the items you want to add.
- Bookmark items by clicking on the **Add to my bookmarks** link in your bookmarks bar.
- Click **Create** to add it to your general bookmarks or **Create & Add to List** to pick a particular list and section to add it to.
- Make sure you add any student notes, set an importance for the item and enter any information for the library in the notes section.
- You can also bookmark from anywhere online, just find the page and then click **Add to my bookmarks**.

STEP FIVE — FINAL STEPS

- If you want to save the draft and edit later, click **Save Draft.**
- When you have finished editing click **Request review** to send the list to the library for reviewing.
- Then click **Publish** so that students can see the list (you can make changes after publishing).

NEED HELP?

We can come to your office to go through any issues
E libread@essex.ac.uk

NEED SOMETHING DIGITISED?

The library now offers a digitisation service – so you don't need to worry about scanning or copyright.

For more information email **libdig@essex.ac.uk**