



University of Essex

Online Reading Lists with Talis Aspire

Quick guide

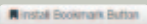


Online Reading Lists

Step

1

GETTING STARTED

- Go to readinglists.essex.ac.uk and sign in.
- Click **My Bookmarks** and then click the **Install Bookmark Button**. 
- Follow the instructions in the pop-up to add the Bookmark Button to your web browser. (you'll only need to do this once)

Step

2

ADDING BOOKMARKS

- Use the Library search engine, Encore, at encore.essex.ac.uk, to find the items you want to add. You can also search the web for resources from sources such as JSTOR, Amazon, etc.
- 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 information you want the Library or Waterstones to know.

Step

3

EDIT A LIST

- To view reading lists you have access to, click **My Lists**.
- To edit a list, click on the title of the list you want to edit and then click **Edit > Edit list**.

Step

4

STRUCTURING A LIST

- Drag and drop **New Sections** to create a structure (e.g. weeks or topics).
- Search for previously added bookmarks through the **Find** field on the right.
- Drag and drop bookmarks into the appropriate sections.

Step

5

FINAL STEPS

- To send notes to the Library, click **Request review** at the top right below the **Publish** button.
- If you want to save the list in its current state and edit it later, click **Save Draft**.
- When you're ready to publish the list so students can see it, click **Publish**.

Find out how your students have been interacting with your list by viewing the **DASHBOARD**

Things to think about...

List length

– is it too short or too long to be useful?

Notes and guidance

– do you have an appropriate amount of notes and guidance on your list for your students?

Need help?

Get training at www.essex.ac.uk/it/training/courses/talis/

Or ask for assistance by emailing libline@essex.ac.uk

Discover more about elearning, visit

www.essex.ac.uk/it/elearning