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Introduction

This guide is designed to help you get started with creating and editing reading lists in the University’s reading lists software, **UWLReadingLists**.

**UWLReadingLists** software, allows you and your students to link directly to recommended reading and other resources in various formats.

This software will allow you to:

- Collect details of books, journal articles, and other resources automatically from the Library catalogue, databases, publishers’ websites and even YouTube (no re-keying of information)
- Link directly and simply to e-books, e-journals etc.
- Make your lists accessible via Blackboard
- Show the availability of resources in the Library
- Save your time by making updates to your lists in an instant
- Annotate and add study notes to resources
- Inform the Library of the resources you are recommending
- See how many times your recommended resources are accessed.

You can access the **UWLReadingLists** website at [http://uwl.rl.talis.com](http://uwl.rl.talis.com)

If you have any questions please contact your Academic Support Librarian.

"I think reading lists play an important role because it’s like being thrown into a swimming pool with lead boots on and no life saving device...I think particularly for new students the reading list is absolutely invaluable"

*(First year student, University of Northampton)*

Part 1: Getting started

To get started you will first need to contact your Academic Support Librarian who will arrange for you to be set up on the system. Once you have been set up you will receive an email from noreply@talisaspire.com. If you have not received your email within 24 hours, please check your junk folder for an email from Talis Aspire (software supplier).

1. Click on the link within the email to accept the invitation and create a profile (Public)

*Please note:* UWLReadingLists software works best with Chrome or Firefox.

Once you have the required permissions, follow the steps below to enable you to start collecting resources for your reading lists.

Reading Lists are created by ‘bookmarking’ resources. The records you create, which include links to reading list items (books, e-books, book chapters, journal articles and websites) are referred to as ‘bookmarks’.
To be able to bookmark resources and add to your reading lists, install the Bookmark Button tool which will display in your browser toolbar(s) as ‘Add to My Bookmarks’. For further information on this please see next section ‘Installing Bookmark Button’.

To add new resources to your list, simply navigate to the resource then click on the ‘Add to My Bookmarks’ button on your toolbar. The resource, along with available metadata, is added to your UWLReadingLists ‘Bookmarks’. The bookmarks you create are shown when you click on ‘My Bookmarks’ in the main navigation pane and can be reused in any of your reading lists.

Part 2: Installing ‘Bookmark Button’

1. Go to the UWLReadingLists homepage and log in - [http://uwl.rl.talis.com](http://uwl.rl.talis.com)

   ![UWLReadingLists homepage](image)

2. Click ‘My Bookmarks’ on the navigation bar

   ![UWLReadingLists My Bookmarks page](image)

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3. Then click on the ‘Install Bookmark Button’

The system will detect which browser you are using and will provide the appropriate on-screen instructions for installing the Bookmark Button tool for that browser. You will only need to do this once on each computer you use.

When you see the [Add to My Bookmarks] button, drag and drop this button on to your Bookmarks/Favourites toolbar.

The Bookmarklet should now be available in your browser to use.

The bookmark button allows you to capture resources and add them to your ‘My Bookmarks’ page or directly to a reading list. Each reading list is a collection of bookmarks which you create and organise. Each bookmark will take your students either directly to the online source or to the relevant entry in the Library catalogue.

You are now ready to start bookmarking resources for your list!
Part 3: Bookmarking resources

Bookmarking from the Library Catalogue – books and e-books

1. Go to Library Catalogue [http://www.uwl.ac.uk/library](http://www.uwl.ac.uk/library) and search for the book you want to add to your reading list.

If both, print and e-book are available for the particular title please refer to point 5.

2. When you find the book, click on the book title or ‘Check Availability’ button to see full details of the item. Then click on ‘Add to My Bookmarks’ on your browser’s toolbar.
3. A new screen will appear. Check that the information is correct and click ‘Create’. This will add the book to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

4. When you want to bookmark an e-book, follow the same steps as above, then make sure that the Web address is displayed and ‘Online Resource’ box is ticked.
5. If we hold both an e-book and a print copy:
   a) Open the Library record for the e-book in a new tab and copy the URL
   b) Bookmark the print copy (steps 1-3). When the split screen appears (step 3), go to the ‘Add field’ menu, select ‘Web address’ from the drop down menu, and then click ‘Add’
   c) Paste the copied e-book’s URL into the new field and then tick the ‘Online Resource’ box
   d) When finished click ‘Create’. This will add the book to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

6. To see your bookmarks go to [http://uwl.rl.talis.com](http://uwl.rl.talis.com) and click ‘My Bookmarks’.
Bookmarking a chapter from Books or E-Books

You can add a chapter of a book as a resource in one of two ways:

1. Bookmark the book. Follow steps 1 to 3 from the ‘Bookmarking from Library Catalogue – Books’ section and use the notes field to direct students to read specific chapters, e.g. ‘Please read Chapter 6: Questionnaire construction’, or

2. Create a chapter bookmark. Follow steps 1 to 3 from the ‘Bookmarking from Library Catalogue – Books’ section then

   a) From the ‘Add field’ drop down menu choose ‘Has Part’ (chapter, article, etc.) and click ‘Add’.

   b) A new section tab will be opened. From the ‘Resource Type’ drop down menu choose ‘Chapter’

   c) In the title field enter the title of the chapter e.g. Chapter 6: Questionnaire construction (the word ‘Chapter’ followed by the title of the book appears as the default)

   d) If applicable, add additional fields such as author and page numbers by using the ‘Add field’ drop down menu.

   e) When finished click ‘Create’. This will add the book to your list of bookmarks. Click on ‘Create and add to list’ if you already have a list set up.

   f) To see the bookmarks go to the http://uwl.rl.talis.com homepage and click ‘My bookmarks’
Bookmarking a book that is not available in the Library Catalogue

Use websites like Amazon to bookmark books not available in the Library. After searching Amazon for the book, click ‘Add to My Bookmarks’ in your browser toolbar as you would for a book in the Library catalogue.

Please remember that items bookmarked this way WILL NOT pick up the metadata needed to link to the Library catalogue and look for holdings. Please let your Academic Support Librarian know if you wish the Library to purchase any items not currently in the collection.
**Bookmarking webpages/websites**

1. Locate the webpage or website you wish to bookmark and click ‘Add to My Bookmarks’ in your browser toolbar.

2. Check that the details are accurate and amend as needed (check title and web address!). Resource Type should be set up as ‘Webpage’ or ‘Website’. Also, make sure that the ‘Online Resource’ box is ticked. You can use the ‘Add field’ drop down menu to add in any additional details, e.g. authors and dates.

3. When finished click ‘Create’. This will add the webpage/website to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

4. To see the bookmarks go to the [http://uwl.rl.talis.com](http://uwl.rl.talis.com) and click ‘My Bookmarks’.

**Bookmarking YouTube videos**

1. Locate the [YouTube](https://www.youtube.com) video and click ‘Add to My Bookmarks’ in your browsers toolbar.

2. You may receive the following pop up. To continue, click ‘Show all content’, then click ‘Add to My Bookmarks’.

3. You will then see this page:
4. When you bookmark a video from YouTube make sure the resource type is set to ‘Audio-visual document’ in the ‘Resource Type’ drop down menu. Also tick the ‘Online Resource’ button.

5. When finished click ‘Create’. This will add the webpage to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

6. To see the bookmarks go to the http://uwl.rl.talis.com and click ‘My Bookmarks’.

**Bookmarking an e-journal title**

1. Go to Library Website [http://www.uwl.ac.uk/library](http://www.uwl.ac.uk/library) and locate the e-journal title you want to bookmark.
2. When you find the exact journal title you wish to bookmark, click ‘Add to My Bookmarks’ tab.

3. In the title field replace ‘Full Text Electronic Journal List’ with the title of the journal. Also tick the ‘Online Resource’ button if it is not ticked.
4. When finished click ‘Create’. This will add the webpage/website to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

5. To see the bookmarks go to the http://uwl.rl.talis.com and click ‘My Bookmarks’.

**Bookmarking a journal article**

To ensure you capture good metadata and a reliable URL (web address) to a journal article, where possible:

- Bookmark journal articles from the source; for example: from the journal or publisher’s website
- Bookmark the HTML page which links to the full text PDF and **NOT** the PDF itself. UWLReadingLists will not capture sufficient metadata to create a good bookmark from a PDF but will from the HTML version of a page.
- If a DOI (Digital Object Identifier) is available use the ‘Look up’ field and add to the item record (see below section ‘Bookmarking using DOI lookup’). This creates a stable URL which will work in the event of a journal moving publisher or platform.

You can bookmark journal articles in two main ways:

1. Go to Library website [http://www.uwl.ac.uk/library](http://www.uwl.ac.uk/library) and locate the **e-journal title** you want to bookmark an article from.

   a) In the journal information there will be a link to take you to the journal online, this will usually be a name of the database where full text articles are available.
b) Browse through the journal to find the year, volume and issue required. Locate the actual article and click on title of the article or a link that will provide you with the full details of the article (exact wording will vary between journals). Look for a page that shows summary information about the individual article, but not the full PDF article.

c) Click ‘Add to My Bookmarks’. Check that information is complete. It is usually entered in automatically but it is worth checking to be sure it is all there.

d) When finished click ‘Create’. This will add the book to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

e) To see the bookmarks go to the [http://uwl.rl.talis.com](http://uwl.rl.talis.com) and click ‘My bookmarks’.
2. Go to the Library website http://www.uwl.ac.uk/library and search for the journal article in Summon.

a) Find the journal article and click “Full Text Online”. You may be prompted to login here. Use your UWL staff username and password.

b) If the Library has access to the full text of this article you will retrieve a page from the database where the full text of this article is available. Bookmark this page using ‘Add to My Bookmarks’. Bibliographic information is automatically captured. Please check details and amend as necessary.

Remember: You cannot bookmark directly from a PDF!
c) When finished click ‘Create’. This will add the book to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

d) To see the bookmarks go to the [http://uwl.rl.talis.com](http://uwl.rl.talis.com) and click ’My bookmarks’.

**Bookmarking using DOI lookup**

1. If the details of an article are not added automatically, search for a DOI (Digital Object Identifier) number to find the bibliographic details.

2. Check for a DOI on the journal article page e.g.

   **A Review and Research Towards Mobile Cloud Computing**
   Dev, D.; Baishnab, K.L.
   2nd IEEE International Conference on Mobile Cloud Computing, 2014
   DOI: [10.1109/MobileCloud.2014.41](http://dx.doi.org/10.1109/MobileCloud.2014.41)
   Publication Year: 2014 , Page(s): 252 - 256

3. Navigate to the ‘My Bookmarks’ section of UWLReading Lists and click ‘Add’, then ‘Add manually’

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4. Copy and paste the DOI number into the DOI box in the edit metadata page of your bookmark. Click ‘Lookup’.

5. You should then get all the article details added to the screen. Check that all the details are correct and ‘Online Resource’ is ticked.
6. When finished click ‘Create’. This will add the book to your list of bookmarks. Click ‘Create and add to list’ if you already have a list set up.

7. To see the bookmarks go to the http://uwl.rl.talis.com and click ‘My bookmarks’.

**Bookmarking resources directly to existing lists**

If you already have lists created you can bookmark resources directly into a list.

1. Simply click ‘Create & Add to List’ instead of ‘Create’

2. Select the required list from the drop down menu
3. Select which section and position you would like the item to appear in
4. Add note to students or for the library and click OK.
5. Remember: You will need to ‘Publish’ the list again after making any additions or changes.
Part 4: Creating, Editing and Managing UWLReadingLists

Your module will probably have an existing list. If a list has already been created and you would like to edit it, please follow the instructions below in the section ‘Editing Existing Lists’. If a list does not exist, follow the instructions in the ‘Creating a new list’ section first on p. 23.

If you did not set the list up originally, you will need to claim ownership of the list before you can start editing it. To edit a list, you must be set up on the system. (See ‘Part 1: Getting Started’ section on p. 3 of this Guide)

Editing existing list

1. To check whether a list exists, go to Library website http://www.uwl.ac.uk/library and search for the list using a search box ‘UWLReadingLists’. You can search using name of your module or the module code.

2. When you get your results, log in to the system with your UWL username and password. Once you are logged in you will receive a list of UWLReadingLists for that module which are published (available to students) and a list of Drafts (if any)
3. There may be several lists to choose from, so make sure you choose the list with the right module code and correct time period. Published lists appear in the ‘Lists’ section and all drafts (if any) appear in “Draft” section.

4. Clicking on a list displays the list in its current form. Check if you are an owner of the list. If yes, you can start editing. To claim ownership of it, click on the ‘Add to my Lists’ button.


6. Click on the ‘My Lists’ option in the menu bar. In ‘My Lists’, you will have all the lists that you created yourself or you were assigned as an owner.

7. Select the list you want to edit.
8. You can start editing your list. Check that “time period” and “number of students” are correct. If you need to change a “time period”, go to ‘Edit’, choose ‘Edit list details’ and assign a correct “time period” there. To assign or change student numbers choose option “hierarchy and student numbers”.

9. You can edit your list by adding a new resource clicking on “Add Resource” on a horizontal line. Your bookmarks box will open and you can select or search for the particular resource. When you add a resource, please remember to set Importance. You can also add "Note for students" for this particular resource by clicking three little dots on the right hand side of the screen. You can add Paragraphs and Sections at any time to structure your list. You can move and rearrange your resources using arrows on the right hand side of the screen.

Refer to the section ‘Creating a New List’ if you would like to remind yourself how to navigate this page.

10. Once you have made any changes to a published list, the status changes automatically to ‘draft’. You must publish this draft again to make the changes publicly visible. The library will review this list for acquisitions and metadata quality purposes.
Creating a new list

2. Click ‘My Lists’ then ‘Create New List’.

3. Fill in the List name in this format: Module code number: Module title (e.g. CP40053E: Computer Architecture). The Description is optional. For Hierarchy choose the module code (if it exists) and add student numbers taking this module. Student numbers field is helpful for the Library when deciding on the number of copies of resources to be bought. In Semester box, choose the 2019-2020 Academic Year, 2019-2020 Semester 1, 2019-2020 Semester 2 whichever is applicable. Click on “Create list”.

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Adding resources and structuring a list

4. Once you create your list, you will be taken to the draft page. Adding resources, paragraphs, and sections, is all completed using the Action bar, which appears on your list wherever you move your cursor.

5. You can now start adding your resources. Click 'Add Resource' to add resources to your list from your existing bookmarks. Once you've found a resource you'd like to add to your list, click the title. The resource will be added to your list as an unpublished change, meaning this is not yet visible to students. This will remain an unpublished change until you choose to publish the list.

6. Sections are a great way to add structure and guidance to your list, making it easier for students to navigate and consume the information. Sections can be used to give structure to a list e.g. weekly readings, topics based sectioning, resource type sectioning, guided reading, structured around the importance of the items - Essential, Recommended, Further Reading. Want to add a note to your reading list without it being associated with a specific item or section? You can do this using 'Add paragraph' from the Action bar.

7. You can move an item or section on your reading list. You're able to do this by clicking and holding the up and down arrow button. The below screenshot is the drag in action so you can see the shadowing that is visible when you are dragging an item.
8. Students should be given clear guidance as to the importance of a resource in a reading list. Click the Importance not set for each resource when you are in the edit screen. This will open a drop-down menu and you will be able to select among several options. The importance setting is crucial to ensuring the Library orders enough stock to meet the likely demand.

9. You also have the option of inserting and editing notes to an item to give additional guidance for your students (e.g., important for assignment 1, read pages 25-32) by simply clicking the action button for the item and selecting the “Note for students”. The note for students can be identified by a mortar board hat image.

Important note: If you are editing a published list, please make sure that you re-publish your list so that your students can view the updated list. You do not need to re-link your list to the module when you make changes; the links are updated automatically.
Inviting list publishers

When you are in the list, click ‘Edit’ – ‘Invite List Publishers’. This means inviting other people to contribute to your lists, as an editor of your lists. They can add/delete resources or add/delete lists.

Enter the email address of the colleague you want to invite then click Send. The recipient will get an invitation that he or she will need to accept before becoming a publisher (editor) for this list. You can invite multiple editors.

Copying a list for reuse

You may wish to reuse one of your own lists or copy a colleague’s. You can do this by opening the reading list that you wish to copy. Make sure you are logged in to the UWLReadingLists system.

1. Once you are in the list click ‘Edit’ then ‘Copy list’ as shown below.
2. You will then receive the following page in which you can create a new list. Rename your list and provide a time period and anticipated student numbers. If you wish you can also provide a description for the list. Make sure you **un-tick** ‘Copy hierarchy associations to new list’.

![Copy list page](image)

3. When you have finished click ‘Create list’. Once the new list has been created it can be attached to the module hierarchy as usual.

4. Your copied list is now available for you to edit and is available under “**My Lists**”

**Getting list usage statistics**

The ‘**Analytics**’ tool in a list allows you to gather basic list usage statistics. This tool can be useful for identifying well-used resources as well as ones that are not popular. Make sure you are logged in to the UWLReadingLists system. Choose a list, then click on ‘**View**’ and ‘**Analytics**’.

![Analytics page](image)

The Analytics page will come up with ‘**Page views**’ (number of times the list has been viewed) and ‘**Total clicks**’ (number of times item links have been followed) statistics. If you scroll down the list,
each resource will display: the number of times the item has been clicked, if the metadata could be improved, if it is the latest edition, and whether the library has copies.

Printing your UWLReadingList

You and your students may print your Reading List or Bibliography with QR code attached. Once you are in the list click on ‘View’, then ‘As student’.

‘Student view’ mode will open. You will be able to export, or create a pdf version of the list or pdf version of the bibliography.
You will generate a Reading List similar to the example below.

<table>
<thead>
<tr>
<th>CP70011E: Research Methods (2018-2019 Semester 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>15 items</strong></td>
</tr>
<tr>
<td><strong>Essential texts</strong> (3 items)</td>
</tr>
<tr>
<td><strong>Thesis projects: a guide for students in computer science and information systems</strong> - Mikael Birniento, c2001</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Researching information systems and computing</strong> - Briony J. Oates, 2006 (c 2005)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Recommended texts</strong> (8 items)</td>
</tr>
<tr>
<td><strong>Literature reviews made easy: a quick guide to success</strong> - Paula Dawidowicz, c2010</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Ethical and social issues in the information age</strong> - Joseph McGa Kozza, 2017</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Management and business research</strong> - Mark Easterby-Smith, Richard Thorpe, Paul Jackson, 2015</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>A gentle guide to research methods</strong> - Gordon Rugg, Marian Petre, 2007</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Research methods in business studies</strong> - Pervez N. Ghauri, Kjell, 2010</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Qualitative methods in management research</strong> - Evert Gummesson, 2000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Practical Research Planning and Design</strong> - Paul Leedy</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>