**Editing existing list**

1. To check whether a list exists, go to Library website [http://www.uwl.ac.uk/library](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 a 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.
5. You can always check your lists from the UWLReadingLists homepage. Log in to http://uwl.rl.talis.com

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. [Image of UWLReadingLists interface with My Lists option highlighted]
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.