# Reading Lists: a guide to creating an online list

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## 1. Getting started

## 1.1. Logging in and creating a profile

Open the University of Nottingham reading list page: <u>http://readinglists.nottingham.edu.my</u>

In order to create or edit a list you need to be logged in to the system. Click **Log in** and enter your usual University username and password.



If it is the first time you have used the system you will prompted to create a profile.

Complete all the fields including your name, University of Nottingham e-mail, type of user from the drop down menu, and your discipline.

Edit Profile		View Profile
First name:* Surname:*		2
Email address:*		About your profile image
I'd describe myself as:*	Add another email     Choose	The profile image comes from an external service, Gravatar, and is based on the first email address provided in your profile.
Main discipline:	Choose Telling us about the discipline area that best describes your work will allow us to personalise the system for you in the future	Gravatar is a globally recognised avatar site which allows you to define an avatar image that follows you from site to site. To change this image you must visit gravatar.com:
Privacy	<ul> <li>My profile is public. Internet users can search and discover me by searching or finding content that I create or manage</li> <li>My profile is private. Only administrators can review it</li> </ul>	Visit Gravatar.com
	Save profile Cancel	

Click Save Profile.

## 1.2. Installing the bookmarking browser extension

The first step in creating your list is capturing data of the resources you want to add. This is done by creating bookmarks from records on the University's library catalogue or from booksellers, journal publishers and websites.

Before you can create any bookmarks you will need to add the bookmarking extension to your web browser. You will only have to do this once for each browser. Find instructions for installing the browser extension for your preferred browser below.

When installed, this Talis icon will be visible in the top right of your browser window. When you want to create a bookmark, click on this icon.



n.b. if you have previously used the **Add to My Bookmarks** tool which appears in your favourites bar, you can continue to use this. However, we recommend switching to the browser extension.

#### 1.2.1. Microsoft Edge

Go to <u>https://www.microsoft.com/en-gb/p/talis-aspire-reading-lists-bookmarker/9nxmdlj3x011?activetab=pivot:overviewtab</u>

#### Click Get



This opens a similar page in Microsoft Store.

#### Click Get



A progress bar will appear as the extension installs. Once installed, click Launch



On Edge, a box will appear in the top right corner. Click Turn it on



The Talis icon will show in this top bar. The browser extension is now installed.



The first time you use the extension, you will prompted to choose your institution. Select **University of Nottingham**, then **Save**.

唱	Ð	Get	Talis Asp	oire Reading List	📋 Talis Aspire R	Reading List $ imes$	+ ~					_		×
$\leftarrow$	$\rightarrow$	Ö	ŵ	i ms-brows	er-extension://Edg	geExtension_Tali	sEducationLtdTalisA		☆	☆	l~	È	talis	
To s	ee favo	urites l	here, sele	ect staten ☆, a	and drag to the Fa	avourites Bar fo	older. Or import fr	om an	other b	rowser.	Impo	rt favo	urites	
Ins	stitutio	n:	(	Choose one			$\checkmark$					Save		

#### 1.2.2. Google Chrome

# Go to: <u>https://chrome.google.com/webstore/detail/talis-aspire-reading-list/mmkenhijminadaklkpdhofkjfhglnokp</u>

#### Click Add to Chrome



#### Click Add extension

ma × +										
me.google.co	m/webstore	e/detail/ta	ilis-aspire-re	eading-lis	t/mmkenhijm	inadaklkp	dhofkjfhg	glno	kp	
Room 💁 U	Universi tali	is Add	"Talis Aspire	e Reading	g Lists Bookr	marking"?	•	×	jem	
web sto	ore It ca	an: Id and char	nge vour data	a on talis-r	public talis.com	n				
Talis Aspire	Read			A	dd extension	C	ancel			
pire Re	eading	g List	s Bool	kmar	king					

The Talis icon will show in the top bar. The browser extension is now installed.



The first time you use the extension, you will prompted to choose your institution. Select **University of Nottingham**, then **Save.** 

Please specify an institution	in extension settings			
Institution:	Choose one	¥	Save	•

#### 1.2.3. Firefox

Go to: https://addons.mozilla.org/en-US/firefox/addon/talis-reading-lists-bookmarker/

#### Click the + Add to Firefox button



#### Click Add



Click Okay, Got it. The browser extension is now installed.



The first time you use the extension, you will prompted to choose your institution. Select **University of Nottingham**, then **Save.** 

Please specify an institution	in extension settings		
Institution:	Choose one	•	Save

# 2. Bookmarking resources

A main source of resources for your reading list will be the University of Nottingham library catalogue, NUsearch.

The following sections walk through how to create bookmarks of common resource types although the process is basically the same for other types of resources.

## 2.1. Books and e-books

#### 2.1.1. Creating bookmarks using NUsearch

Search NUsearch for the book that you would like to add to a reading list. Once you have found the book click on the title to load a screen with further details, like the one below:

University of Nottingha UK I CHRA I MALA		воок The SAGE I Leonard Bi London : Sag	nandbook of so ickman, Julia B se 2008 at UNMC Library	o <mark>cial research r</mark> G <b>rannen.</b> Ordinary Loan (I	methods / edit	ted by Pertti A	lasuutari,	
* *	TOP SEND TO FIND IN LIBRARY DETAILS TRY THESE LINKS TAGS	Send to	PRINT PRINT EXPORT BIBTEX	Ø Permalink Easybib	77 CITATION	ENDNOTE ONLINE	RW REFWORKS	RIS
PAGE 1 V		Find in librar	y IONS: Ordinary Loan	Sign in for 1	request options	Sign in		

If it is a print book, click on the **Talis browser extension icon** whilst on this page.



If it an e-book, click the **Available Online** link on the NUsearch page to load the e-book then click the **Talis** browser extension icon

	Solar Balant Balant Balant Balant	BOOK Introducing s Janet M. Rua Ruane, Janet M Chichester, Eng & Available or	social resea ine. ., 1954- autho ¦land : Wiley Bl iline ☑ >	r <mark>ch methods</mark> : es r. ackwell 2016, ©20:	ssentials for g	etting the edg	je /	*
	ТОР							
	SEND TO	Send to						
	AVAILABLE ONLINE		•	5	77	ß	RW	
i i i i i i i i i i i i i i i i i i i	DETAILS	E-MAIL	PRINT	PERMALINK	CITATION	ONLINE	REFWORKS	
	TRY THESE LINKS	6	<b>75</b>	2	5			
	TAGS	RIS	MENDELEY	EXPORT BIBLEX	EASYBIB			
	EXPLORE							
		Available onlin	ie					
		Available online 🗹	>					

A split screen with the NUsearch/e-book page on the right and a bookmark template form on the left will load:

Bookmarking from	n Primo Explore		A BACK TO RESULT	'S LIST				
Required field     Resource Type *     Book     Title *     The SAGE handbook of social res	search methods			воок The SAGE han edited by Pert Julia Brannen London: Sage 20	dbook of soci ti Alasuutari, 08	al research me Leonard Bickn	ethods / nan,	*
Pertti	Alasuutari	Remove   Single Field		🔃 Available at U	NMC Library O	rdinary Loan (H6	2 SAG ) >	
Editor (first name, surname)								
Leonard	Bickman	Remove   Single Field	TOP					
Editor (first name, surname) Julia	Brannen	Remove   Single Field	SEND TO	Send to 👘				
ISBN-10				_	_	0		
online Resource: Add field: Aut	hor Tookun		DETAILS	E-MAIL	PRINT	PERMALINK	CITATION	
ote			TRY THESE LINKS	ENDNOTE	RW	RIS	MENDELEY	
			TAGS	ONLINE	5			

Check the details the bookmarking tool has gathered as this is the information that will display in the reading list. You may need to amend some of the fields.

To reference a specific chapter, choose **Has part (chapter,article, etc)...** from the **Add field** drop-down list and click **Add.** A new form will appear in which to enter details of the chapter.

	 Part of (book, journal, etc.) Has part (chapter, article, etc.)		
Online Resource: 🗌 Add field:	Author	•	Add Lookup:
Note			
		/	
Create Create & Add to List	Cancel		

To create the bookmark to add to a list later click **Create** To add the bookmark and add it to a list immediately click **Create & Add to List**.

#### 2.1.2. If a book is not on NUsearch

If a book you wish to add to your reading list is not available in the library search for the book on a booksellers website e.g. Amazon or a publisher's site.

Make sure only the item you wish to add to your list is displaying on the screen and click on the **Talis browser extension icon.** Once the book has been purchased by the library, the reading list system will automatically link the reading list bookmark to the library catalogue record and display library availability information.

## 2.2. Journal articles

Many journal articles the library has access to are available online and have individual records on NUsearch. Search for the article title and click **Available online** to load the full-text article.

Professiona	ls and the 'Knowledge Economy'	×	: / .	All Coll	lection:	s 🔻	۶
0 selected	PAGE 1 116,928 Results 🦼 Save query 🕥 Personalise					Ŧ	
	ARTICLE / multiple sources exist. see all Professionals and the `Knowledge Economy': Rethinking the Theory of Postindustrial Society Brint, Steven Current Sociology, July 2001, Vol.49(4), pp.101-132 44 doubled. Brint: Professionals and the 'Knowledge Economy: Professionals and the 'Knowledge ## PEER REVIEWED  Arrive Available online [2] > [2] View issue contents [2]	<b>۲</b> owledge	¥ = Econ	<b>,,</b>	03	*	•••

When viewing the full-text article, click the Talis browser extension icon



Check that both the article and the journal details have been gathered accurately and click on **Create** or **Create & Add to List**.

#### 2.2.1. If the library does not have the article online

If the library does not have own or have electronic access to an article, you can still add it to the reading list.

## 2.3. Other resources

You can add bookmark other resources such as webpages and YouTube videos by navigating to the relevant location and clicking the **Talis browser extension icon** 

#### 2.4. Managing your bookmarks

You can review the items that you have bookmarked at any time by clicking **My Bookmarks** on the reading list homepage.

The most recently added bookmarks will appear at the top of the list. You can search for an item using the search bar and can sort bookmarks alphabetically using the arrow in the Title column heading.

M 13	y Bool	kmarks 1 to 25 of		Add <del>-</del>	Action •	Insta	all Bookmark Bu	itton
	/iew as citati	ions 🕶				Search titles, i	notes, authors	۹
	Туре	Title \$	Author	Date Add	led 👻 Notes			Action
	CHAPTER	Chapter 10, Narrative in Aesthetics of Music	Reyland, Nicholas, Downes, Stephen	3 months	s ago			:
	CHAPTER	A5 Kinetic data: Integration in Instant notes in sport and exercise biomechanics	Grimshaw, P.	3 months	s ago		View bookmark	¢
	ARTICLE	William Paddison: Marsh Farmer and Survivor of the Agricultural Depression, 1873-96 in The Agricultural History Review	Crust, Linda	5 months	s ago		Edit	0.05
	воок	The farmer in England, 1650-1980		5 months	s ago		Export to RefW	orks
		The census and the servant: a reassessment of the					Remove	

Clicking on the three dots will allow you to add the bookmark to a list as well as view, edit, export, or remove the bookmark from your My Bookmarks collection.

# 3. Creating a new list

Before creating a new list, first check if a draft or published list already exists for the module by logging in and searching for the module code.

At the end of the academic year, published reading lists are automatically duplicated to create draft reading lists for the next academic year. These draft lists are only visible to logged in staff.

To create a new reading list, click on **My Lists** on the reading lists homepage

Moodle Workspace	Student help Staff help
Reading Lists	University of Nottingham
Home My Lists My Bookmarks Feedback Log In ①	

Then click on the Create New List button 🔍

Home	My Lists	My Bookmarks	Reviews	Feedback	Admin 👻	Reports 🔻	Laura Ward	Ť			
									<u> </u>		
M	ly Lis	ts Show	/ing :	1 to 2	5 of					Action -	Create new list
3	32 115	STS									

Enter the list details:

- <u>List name</u>: should be formatted as (Module Code : Module Name) eg . COMP4088: Simulation and Optimisation for Decision Support<u>Hierarchy</u>:
- Click **Select Hierarchy** and enter the new-style 8 character module code/s.

#### Hierarchy and student numbers

COMP4088 Module: COMP4088 - Simulation and Optimisation for Decision Support							
Module	COMP4088 - Simulation and Optimisation for Decision Support	0	•				
		Total: 0					
		Close	Save				

The full module name will appear in the drop-down, click this and then click Save

• <u>Year:</u> Select the correct academic year from the drop-down menu

Once you have entered the list details, a page like the one below will load. This looks similar to what students will see when the list is published, making it easier to visualise what they will see.

Home My Lists My Bookmarks Reviews Feedback Admin - Reports - Laura W	ard w 🕶 🛞			
Test 02/2020	View config 🗸	Edit 🗸	View 🗸	✓ My Lists
2019/2020 By Laura Ward O Updated a few seconds ago				
Table of Contents ▼ View: All ▼ Citation Style: None ▼		Searc	ch	Q
Unpublished changes! Your changes have been saved, but not published.				Publish
Empty list! Start by adding a resource, paragraph, section				

### 3.1. Creating sections

To make it easier to navigate a reading list, you can create sections. For example, a section for each week of the module.

To create the first section, click **section** in the **Empty List!** information box:

Unpublished changes! Your changes have been sayed	d, but not published.	blish
Empty list! Start by adding a resource, paragraph, section		

Type in a suitable title for the section, such as Week 1. For subsequent sections, position your mouse where you would like a new section, then click the **Add Section** text on the blue action bar that appears.

1

Unpublished changes! Your changes have been saved, but not published.	Publish
Week 1	:
Empty section!     Add a resource, paragraph, section	
ADD RESOURCE / ADD PARAGRAPH ,	ADD SECTION

You can create sub-sections by in a similar way – if adding to an empty section, you can click **section** in the **Empty section!** information box, otherwise position your mouse and click **Add section** on the blue action bar.

<u> </u>		/	
Unpublished changes! Your changes have been sav	ed, but not published.		Publish
Week 1			÷
Week 1 C Empty section! Add a resource, paragraph, section	- ADD RESOURCE / ADD PARAGRAPH	/ ADD SECTION	

Clicking the three dot icon lets you **edit** the name of the section, **delete** the section, or reposition the section. To move a section to elsewhere in the list, click **Cut** in the three dot icon menu.

Unpublished changes! Your changes have been saved, but not published.	De Bartish
Week 1	:
Essential reading	Edit Delete
Add a resource, paragraph, section	Paste below Move up Move down
Week 2	Add resource below Add section below Add paragraph below

The section being moved will become faded and the blue action bar will change from showing **Add resource / Add note / Add section** to **Paste / Cancel**. Position the mouse where you would like to paste the section and click **Paste**.

If adding to an existing section, the blue action bar will also indicate which section it will be added to

Week 1	:
Essential reading	÷
Add a resource, paragraph, section	
Week 2	÷
Week 2     PASTE     CANCEL       Paste     Add a resource, paragraph, section	

A **table of contents** at the top of the list displays all sections and sub-sections on the list. You can use the table of contents to jump straight to the relevant part of the list.

Table of Contents 🗸	View: All 🗸	Citation Style: None 🗸	
Week 1			
Essential reading Week 2	/our changes h	ave been saved, but not pub	lished.
<u>د</u>			
Week 1			

## 3.2. Adding resources

To add bookmarked resources to the reading list, move your mouse to where you would like to add the resource and click **Add resource** in the blue action bar

Week 1		÷
Essential reading	ADD RESOURCE / ADD PARAGRAPH / ADD SECTION	:
Add a resource, para	graph, section	

A box will appear with a search box and a list of the most recent bookmarks you have created. You can also click on **Show more** to load more recent bookmarks or you can search for older bookmarks

	$\mathbf{h}$		V/H
	२ Sea	rch by title, author, or ISBN	
R	ECENTLY	BOOKMARKED	
	Darm Andrewiss A	Fundamentals of collection development and management Book - by Peggy Johnson - 2014	
l		A theory of organizational knowledge creation in International Journal of Technology Management Article - by Ikujiro Nonaka; Hirotaka Takeuchi; Katsuhiro Umemoto - 1996	
	MANAGING MOWLEDGE WORK AND NNOVATION	Managing Knowledge Work and Innovation Book - by Sue Newell; Maxine Robertson; Harry Scarbrough; Jacky Swan - 2009	
		Knowledge Management: classic and contemporary works Book - by Daryl Morey; Mark T. Maybury; Bhavani Thuraisingham - 2002	
	=	Knowledge Management in Organizations Book - by Donald Hislop; Rachelle; Remko Helms - 2018 Show more	_
C	an't find	what you're looking for? Create manually Close	

Using the search box will return two sets of search results:

<u>My Bookmarks</u> – bookmarks you have created that contain the search term. Clicking these will immediately add them to the reading list.

Books Search – any books that contain the search term.

In the Books Search results, you can click the title of a book to see further details and see if the book is already available in the library.

You can then click the plus sign to immediately create and add a bookmark to the reading list.

୍	damentals	of collection d	levelopm	ent and m	anagem	ent	
MY BOOK	KMARKS						
Example Projection reals, provide a real of the provide real of the real of the provide real of the re	<b>Fundamental</b> Book - by Pe	<b>s of collection dev</b> eggy Johnson - 20	<b>velopment</b> a	and managem	ent		
Construction of calledition of datageneric calledition	<b>Fundamental</b> Book - by Pe	<b>s of collection dev</b> eggy Johnson - 20	<b>velopment</b> a	and managem	ent		
BOOKS S	SEARCH					/	
Fundamentals of Collection Development and Management Book - by Peggy Johnson							
	4th New	9781783302741	2018	Paperback /	~	•	
	edition			softback			
	4th Revised edition	9780838916414	2018	Paperback / softback	×	•	
	3rd Revised edition	9780838911914	2014	Paperback / softback	×	0	
3rd edition 9781856049375 2014 Paperback / 🗸 🔮							
	2nd Revised edition	9780838909720	2009	Paperback / softback	×	•	

You can remove resources from a list by clicking the three dots, then **delete**.



#### 3.3. Re-arranging resources

You can move items by clicking and dragging the two-way arrow of the resource bookmark into a new position.



Alternatively, you can cut and paste a resource into a new position. First, click the three dot icon on the bookmark, then **cut** 



The resource bookmark will become faded and the blue action bar will now say **paste / cancel.** Move your mouse to the new position, then click **paste** 

Essential reading		:
Fundamentals of collection de Book - by Peggy Johnson - 2	velopment and management 018 - Importance not set •	\$ :
Week 2 Week 2	PASTE / CANCEL	:
Add a resource, paragraph, section		

## 3.4. Setting importance, adding student/library notes

For each item on the list, you can set the importance to **Core**, **Recommended** or **Further Reading**.

Clicking the red **Importance not set** text beneath the bookmark will let you choose from a drop-down of these options. Please utilise this function so the library can order an appropriate number of copies of essential texts ahead of the start of semester.

	The Economics of Consumer C Book - September 1, 2006 -	Tredit Importance not set 💌	VIEW ONLINE	\$ :
Week 1	Sams Teach Yourself ASP.Net	Core Recommended Further Reading	RESOURCE / ADD PARAGRAPH / ADD SECTION	\$ :
	Book - by Scott Mitchell - 0 Engineering materials 1: an in Book - by M. F. Ashby: David	f Importance not set troduction to their prope R. H. Jones: Michael F. Ash	rties and applications by - 1996 - Importance not set •	\$ :

You can add additional information and guidance to individual resource bookmarks through the student/library note function.

**Note for student**: anything added in this field will be visible to anyone viewing the list. For example, a note to indicate particular pages/chapters of interest to students.

**Note for library:** anything added in this field will be hidden from students but visible to library staff reviewing the list. For example, a note that the item is not already in the library or that you would like an e-copy

To add a student/library note, click the three dot icon and then either **Note for students** or **Note for library.** 



You can add both a student and a library note to a resource if required.



#### 3.5. Adding general notes

As well as adding notes to individual resources, you can also add general notes to the list. Please do not use notes to add resource references as these will not be picked up in the library review of the list.

To create a general note, position your mouse and click **Add Paragraph** in the blue action bar.

			:
Essential reading			:
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core ▼	t	0	:
Chapters 1-3 are especially relevant for the week 3 seminar			

/

### Type your text into the box as required, then click Save

Veek 1	
Please remember: the lecture this week will be in a different room than normal	
Save Cancel	
Essential reading	i
Essential reading Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core	:

You can edit, delete and move general notes in the same way as you would with resources by clicking the three-dot icon and choosing the relevant option:

Week 1	÷
Please remember: the lecture this week will be in a different room than normal	\$ :
Essential reading	Edit Delete
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core ▼	Cut Paste below Move up
Chapters 1-3 are especially relevant for the week 3 seminar	Move down

# 4. Editing an existing list

There is no need to create or edit a reading list in one go – changes are automatically saved as you make them.

When logged in, you will automatically view the most current version of the list (whether draft or published) and can edit the list straight away. Students will only see the most recent published version of the list.

If there are changes which have been made since the last time the list was published OR if the list has never been published, a yellow bar at the top of the page will notify you of unpublished changes. You must (re)publish the list to make changes visible to students.

Unpublished changes! Your changes have been saved, but not published.	Publish
Week 1	1
Essential reading	1
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core ▼	\$:
Neek 2	1
C Empty section! Add a resource, paragraph, section	

You can compare the latest version with the last published version (if applicable) by clicking on **View**, then **As student** 

Test 02/2020	View config -	Edit 👻	View 👻 🖌 🗸 My Lists
			Analytics
2019/2020 By Laura Ward O Updated 8 minutes ago			Recent changes
Table of Contents   View: All   Citation Style: None		Sear	As student Q
Unpublished changes! Your changes have been saved, but not published.			🕃 Publish
Week 1			÷

# 5. Publish

A new list will not be visible to students until it has been published. Once you have added all the resources, sections and notes you need, click on **Publish** in the yellow bar at the top.

Jnpublished changes! Your changes have been saved, but not published.	Publish
/eek 1	1
Essential reading	1
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core ▼ ☆ Chapters 1-3 are especially relevant for the week 3 seminar	\$:
宜 Chapter 1 for digitisation	

Once published, a review of the list will automatically be opened. Library staff will review the list and order any resources not already available in the library. When the review has been completed you will receive an automated email.

# 6. Displaying lists in Moodle

For this method to work, the list must be associated with a module code in the hierarchy. You can see the module which a list is associated in the information bar

Test list 1	9/20		
View Classic	Edit 🔻	View & Export •	+ My Lists
<b>2019/2020</b> B	y Laura Ward	d <b>O</b> Updated 2 hours	ago 🕜 Linked to LRLR5611

If a list is not associated with the correct module, click on **Edit** then **Hierarchy and student numbers** 



Type in the module code and then click on the correct module.

Hierarchy	and student numbers	
Irlr5611		
Module: L	RLR5611 - Rethinking Pedagogy	
Unlinked	Not linked to the hierarchy	
		Total: 0
		Close Save

The modules listed in the system are based on, but not linked to, the module catalogue. Therefore, new modules may not automatically appear. If your module isn't present please contact <u>libraryservices@nottingham.edu.my</u>

Once you have added the module click **Save.** You can also click on the red icon to remove a module if an incorrect module code is associated with your reading list.

For Moodle linking to the Talis, you can turn the editing on, select "Add a block" and choose the "Module resources". Then the link will be appear in your Moodle page.



Latest badges		
Learning plans		
Kaltura Madia Gallety		
Medical School Formulary		
Medical School Search		
Medicine course links		
Module list		
Module Resources	•	
Open Educational Resources		
BS Enrol Block		
People		
Private files		
Remote RSS feeds		

## How to add your Reading List to the main part of your Moodle page

In your module:



1. **Turn Editing On** using the icon

2. Near where you want the reading list, click on the Add an activity or

+ Add an activity or resource

#### resource button

3. Click on the words '*Reading List (Malaysia*)' and you will be taken to the **'Adding a new External tool'** screen

dd an activity	or resource				
Search					
All Activities	Resources				
Absence form	? Allocation form	스 Assignment 슈 6	Book A O	© Chat ☆ 0	Choice ☆ 6
Database ☆ ❹	<b>設</b> Echo360 Cloud ☆ 19	External tool ☆ 0	<b>€eedback</b> ☆ ❹	Eile	Eolder ☆ ❹
Forum ☆ O	Glossary 企 ④	<mark>H5P</mark> 日5P ☆ ①	IMS content package ch 6	Label ☆ ❹	Lesson A O
下。 Media Resource 公 ①	Page ŵ 🕑	Pearson MyMathLab ☆ €	Quiz	E Reading list (China) ☆ ❹	t Reading list (Malaysia) ☆ ❹

4. Add the Activity name e.g., Reading List



5. Click Save and return to module

- 6. Click on the link to open the Reading List again
- 7. You will be asked to authenticate in 'Talis': click on 'Start'



Start

- 8. Login to 'Talis'
- 9. Your reading list may come up automatically: otherwise, search for the name or code, until it is offered, then click on the correct list name.

# Add list section

To find a list that corresponds to this course,	, please se
Key Moodle Basid	3
LIST Key Moodle Basics (2020/2021)	
Preview	

10. You can add **any list that you own**, from any module, it does not matter what the code is. Therefore you can:

a.

- i. Link to a reading list with a Campus Solutions code
- ii. Link to a reading list for a coded module from a Parent module
- iii. Include a reading list for another module as information for your own students
- 11. Click Save

# 7. Further help

## Help and suggestions

If you have any problems or queries please contact The Library at <u>libraryservices@nottingham.edu.my</u>