

Creating an Online Reading List

If there isn't an existing reading list for your module on Talis, or you have a new module, you will need to create a new online reading list.

Please double check that there is definitely no list for your module before you start, as there may be a list already on the system from a previous year. Sign in, then search for your module code or title from the Talis Home screen to check. Please email Lib.Reading@uea.ac.uk if you're not sure on how to do this.

1. Creating a blank list

Sign in to <http://libreading.uea.ac.uk> and click **My Lists**, then the **Create new list** button in the top right.

Enter the following details:

List name	Enter the module name
Description	Optional
Hierarchy	Click Select and enter the module code(s), click on the relevant module(s) and click Save* . You can also enter student numbers at this point. You can link to as many module codes as needed.
Year	Choose the relevant academic year

* email lib.reading@uea.ac.uk if you can't find your module code in Talis. You can continue working on the list while we add the code – we'll link it up for you once we're done.

Your form should now look something like the following:

Create a new list

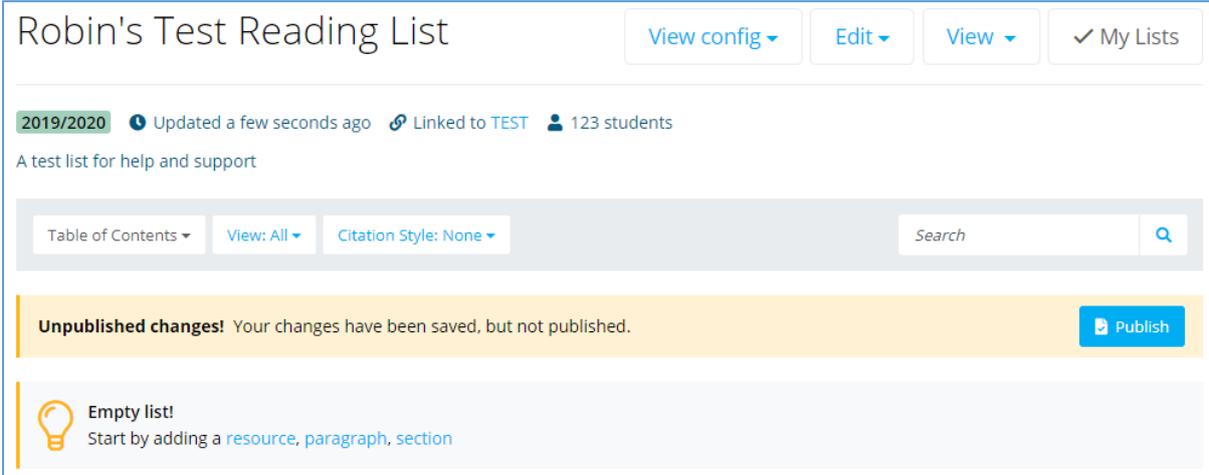
List name:*

Description:

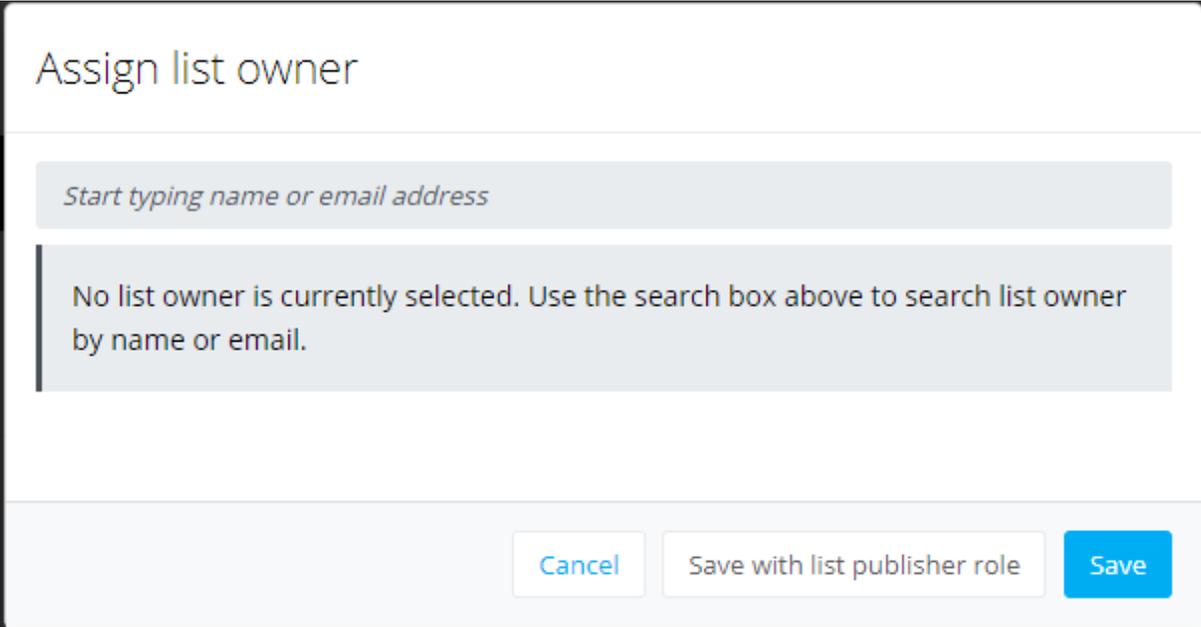
Hierarchy:
1 node added

Year:

Click **Create list**. After a short pause, you will be taken to your new reading list.



Before going any further, you should take ownership of your new list. To do this, go to the **Edit** menu, and choose the **Assign list owner** option. The pop-up below will display.



Click in the search box, and either search for your name or click on the **Assign to me** option, then click **Save**. If you are working on a reading list for a colleague, you can assign it to them instead, as long as they have a profile on Talis.

2. Adding structure to the list

If you'd like to divide your list up by weeks, subjects or lecturer you can add Sections to the body of your list. This gives more guidance to students and allows them to use the Table of contents to navigate the list more easily.

If you are adding an item to a new empty reading list, click on the **Section** option in the “Start by adding a resource, paragraph, section” option in the reading list.



Empty list!
Start by adding a [resource](#), [paragraph](#), [section](#)

If you’ve already added a section or other item to your reading list, you can use the **Add Section** option from the Action Bar instead.

Either of these options will display the Add Section option below.

Title: *

Description:

Save Cancel

Once you’ve given your section a title and (optionally) a description, press **Save** to add it to your reading list.

You can create subsections by creating new sections within an existing section.

Template Weekly Reading List

We have created a template reading list structured for a 12 week semester you can use as a starting point for your own reading lists. [This template can be found here.](#)

To use this template, go to **Edit** and choose the **Copy** option.

Copy list Template Weekly Reading List

List name:*

Description:

Year:

Copy hierarchy associations to new list?

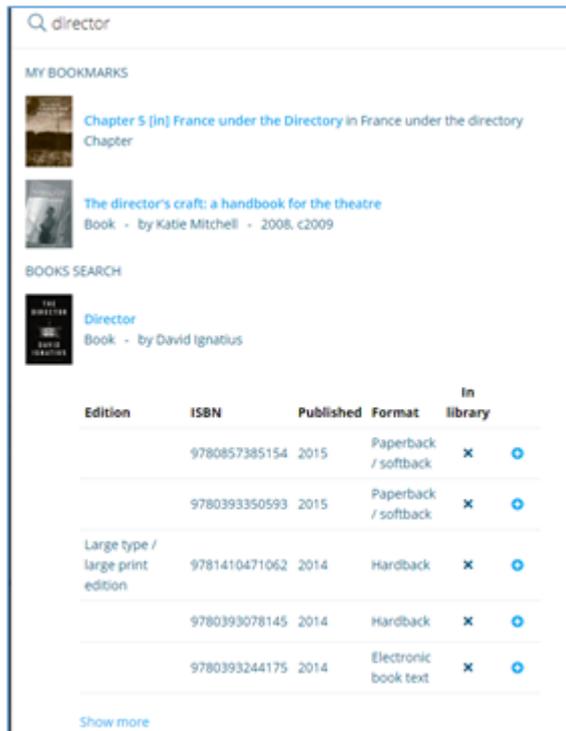
Check this box to copy over any associations to the institutional hierarchy (modules, units, courses etc.) from the source list to the new copy.

Create list

Change the **List name** to that of the module you're creating a list for. You will also want to delete the text in the **Description** field, and chose the correct **Year**. Click **Create List** once you've finished.

3. Adding items to the list

You can quickly add books to your reading list using the **Resource** option in an empty reading list, or the **Add Resource** option from the Action Bar. This will let you search for books by title, author, or ISBN.



Click on the title of a book to expand out the available editions, and click on the blue “+” icon to add it to your reading list.

Please see the guide [Adding items to your list in Reading Online](#) for full instructions on adding a range of items to your reading list.

4. Publishing the list

When you’ve finished creating your list, click **Publish** at the top of the reading list.

Unpublished changes! Your changes have been saved, but not published.

 Publish

You can continue to make changes to your list after publishing it, but you will need to click Publish again in order for these to be viewable.

Once the list is published, students will be able to access it and the Library will undertake a Review to ensure that we have the right resources in the Library – we’ll contact you when it’s done.

That’s it - thank you for creating an Online Reading List!

There are more guides on the [Online Reading Lists website](#).