

# Getting Started with List View and List Edit

We are introducing an enhanced user interface for Talis Online Reading Lists, improving the user experience for students and making editing lists quicker and simpler for academic staff. This offers a number of benefits, detailed below. This helpsheet also includes a quick guide to the enhanced user interface, and instructions for using the updated editing functions.

## Benefits for students:

- Reading lists will include book cover images and have a generally improved look and feel.
- The enhanced interface has been designed with mobile devices in mind. It's much better at scaling to a range of screen sizes than the classic Talis interface.
- It's easier to get the details of items on the reading list. Clicking on an item shows its details in place within the main list view, rather than moving you to a separate page. This is better both for mobile devices, and for integration within Blackboard.
- Features like personalised notes and reading intentions, sharing links, and exporting references are more visible in the enhanced user interface than the classic Talis interface.

## Benefits for list editors:

- Inline editing tools are built into the enhanced user interface, so you don't need to swap to a separate view to make changes to your reading list.
- Editing your list is much easier within the Blackboard integration, with all of your editing tools available within an embedded reading list.
- The enhanced user interface improves the visibility of notes for students and library, as well highlighting any missing information e.g. Importance categories.
- A new quick "Add Resource" option lets you search for and add books to your reading list without having to leave your reading list.
- The enhanced user interface offered improved compatibility with editing on mobile and tablet devices, and touch screen interfaces in general.

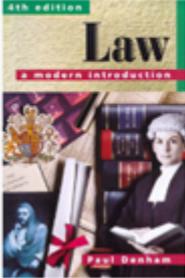
If you would like a training session on the enhanced List View and List Edit options for your reading lists, please contact [Lib.Reading@uea.ac.uk](mailto:Lib.Reading@uea.ac.uk) to book a session at a time convenient for you.

## 1. List View overview

### Everything you need on one page

You can more easily see the details of reading list items, with a “click to expand” approach rather than being taken to a separate page for each item. This makes it easier to locate an item in the Library, see if it’s currently available, and make notes or update reading intentions for any item on a list.

Introduction



**Law: a modern introduction**  
 Book - by Denham, Paul - 1999 - Core Reading

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**Availability**

Main Library (Main shelves) -  
 KD660 DEN 1 COPY AVAILABLE

[View other formats/editions](#)

Waterstones UNAVAILABLE

**Details**

Authors Denham, Paul

Published date 1999

Publisher Hodder & Stoughton

Pub place London

Edition 4th ed

ISBN 0340704810

Week 1



**EU Competition Law**  
 Book - by Pesaresi, NicolaSlateril, ChristinaVan de Casteelle, KoenFlynn, Leo - Further Reading

[VIEW ONLINE](#)

### Mobile device friendly

The new site layout scales to smaller screens, making it easier to access reading lists on the go and find the resources you need wherever you are.

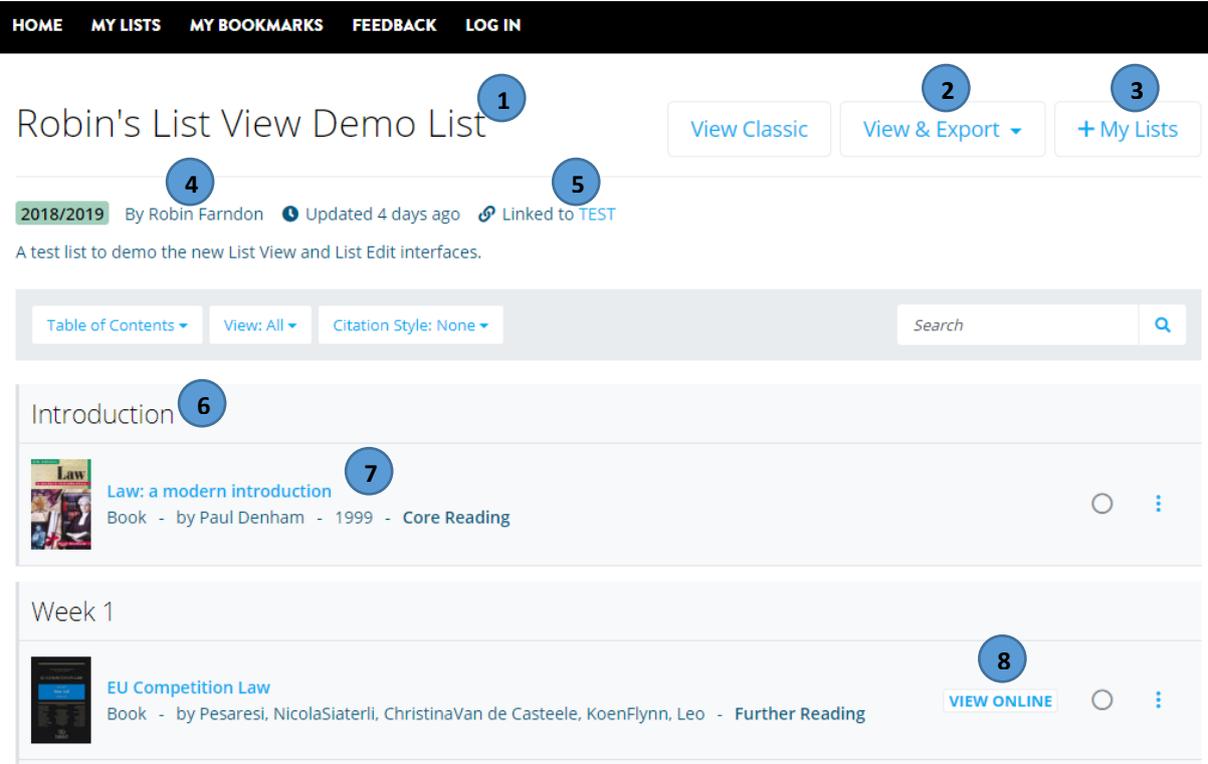
### Improved look and feel

The Talis interface has been enhanced to give it a better look and feel. Book jacket images are included to make it easier to find what you’re looking for on the shelves, and the layout has been improved to give a cleaner user experience. It’s also built with accessible technologies in mind, making reading lists available to as wide an audience as possible.

### Report broken links (coming soon!)

While broken links are hopefully a rarity on a reading list, this new feature lets you easily let the Library know if you can’t access an online resource.

## 2. Quick guide to List View

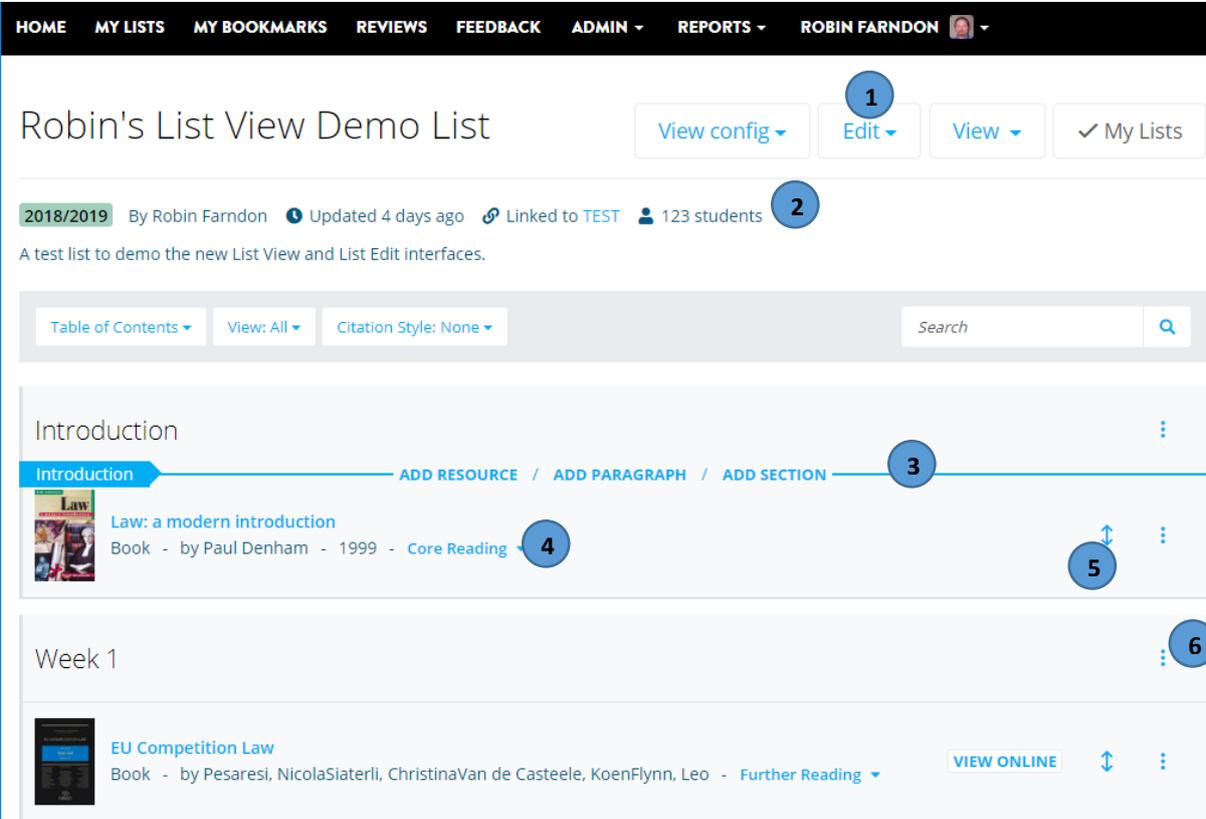


The screenshot shows the 'Robin's List View Demo List' interface. At the top is a navigation bar with 'HOME', 'MY LISTS', 'MY BOOKMARKS', 'FEEDBACK', and 'LOG IN'. Below this, the list title 'Robin's List View Demo List' is followed by three buttons: 'View Classic', 'View & Export' (with a dropdown arrow), and '+ My Lists'. A horizontal line separates the header from the list details. Below the line, the list is identified as '2018/2019' (in a green box), 'By Robin Farndon', 'Updated 4 days ago', and 'Linked to TEST'. A description follows: 'A test list to demo the new List View and List Edit interfaces.' Below this is a control bar with 'Table of Contents', 'View: All', 'Citation Style: None', and a search box. The list content is organized into sections: 'Introduction' and 'Week 1'. Under 'Introduction', there is a book entry 'Law: a modern introduction' by Paul Denham (1999), categorized as 'Core Reading'. Under 'Week 1', there is a book entry 'EU Competition Law' by Pesaresi, NicolaSiaterli, ChristinaVan de Castelee, KoenFlynn, Leo, categorized as 'Further Reading'. A 'VIEW ONLINE' button is visible next to the 'EU Competition Law' entry.

1. **List title.**
2. **View & Export button.** View recent changes to the list, or to export it to a variety of formats (CSV, PDF, RIS).
3. **Add to My Lists button.** Add the list to your “My Lists” area on Talis.
4. **List owner’s name.**
5. **Module code** or codes the reading list is linked to appear here.
6. **Section header.**
7. **Reading list resource.** Click on the title to expand to see more details for this item.
8. **View Online button.** Click here to access the linked electronic resource.

### 3. Quick guide to List Edit

In addition to the List View features shown above, List Edit adds editing functionality for academic and library users directly to reading lists. Unlike the classic Talis interface, there's no need to swap between the student view of your reading list and a separate editing interface to make changes to your reading list.



1. **List Edit menu.** This gives you access to a range of editing options, including changing the list title and notes, adding new module codes, updating student numbers, inviting other colleagues to edit the list, manually requesting a Library review on your reading list, making a copy of your reading list and more. You can also access the classic list editing interface from here.
2. **Student numbers.** This is the number of students enrolled on the linked module(s).
3. **Action Bar.** The Action Bar appears when you hover your mouse over the reading list. It lets you add a new resource (from your existing Talis bookmarks, or searching a wider book database), paragraph (block of text), or section at that point on the list. Please note you will still need to use the Bookmark Button to add non-book items (journal articles, websites, etc.) to your reading list.
4. **Importance.** You can click on this to set or change the importance category of an item.
5. **Move item.** You can move an item on your reading list by clicking and dragging the double arrows to a new location. You can also use the cut and paste options in the section/item editing menu (see point 6 below) to move individual items or entire sections.
6. **Section/item editing menu.** You can access item or section editing details here, letting you edit the details of an item, cut and paste it elsewhere in the list, delete an item, or access the functions of the Action Bar (see below).

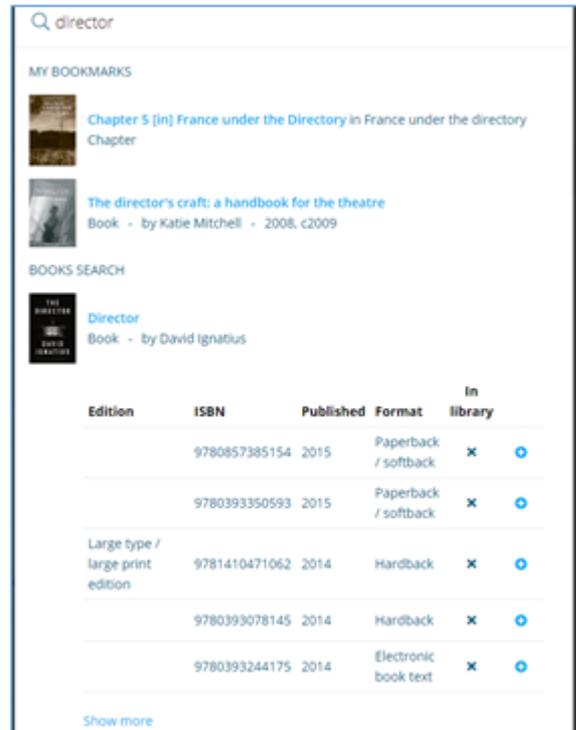
## The Action Bar

The Action Bar appears when you hover your mouse cursor over a gap between items or sections on a reading list. This lets you access three key functions for creating or editing a reading list.

### Add Resource

The Add Resource option brings up the pop-up pictured on the right. From here, you can look through your recently bookmarked items, search your bookmarks, or do a general search for books.

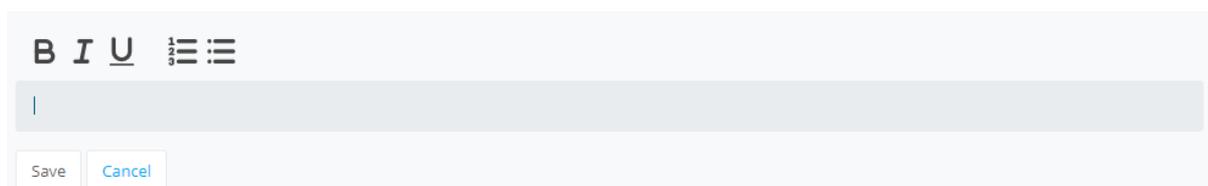
- **Add an item from your Talis bookmarks.** Your recently bookmarked items appear at the top of the Add Resource pop-up. Alternatively, you can search via the “Search by title, author, or ISBN” box to find other bookmarked items. Click on the title of the item to add it to your reading list.
- **Add a new item to your reading list.** Below the “Recently Bookmarked” section, you will find a list of other titles in the “Book Search” section. This searches both the Library’s collection, and an external bibliographic database. Click on the “Show more” link if the item you’re looking for doesn’t appear.
  - Search via the the “Search by title, author, or ISBN” box at the top of the Add Resource pop-up.
  - Click on an item in the “Book Search” section to expand it out.
  - If there is a tick in the “In Library” column, the Library already has this edition in stock and so it will be immediately available to your students. Otherwise, we will need to order the item in for you.
  - To add an item to your reading list, pick the edition you want, and click on the blue “+” icon next to it to add it to your reading list.



**Please note the Add Resource function currently only works for books** – you will still need to bookmark articles, websites, or other material using the Talis bookmarklet or browser extension.

### Add Paragraph

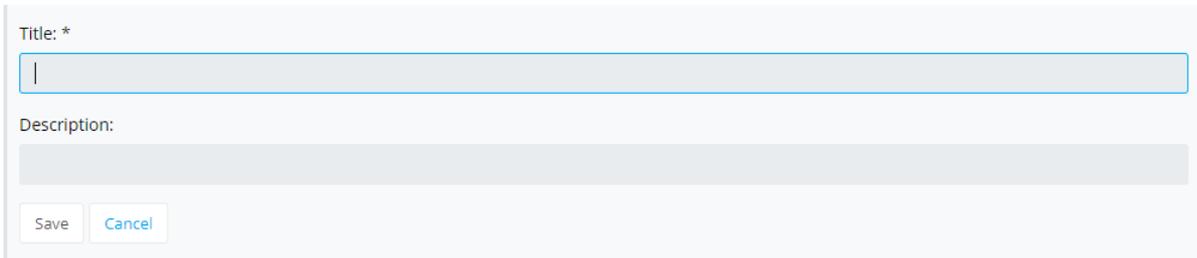
The “Add Paragraph” option lets you add a block of text directly to your reading list. You can do basic formatting to this text, including **bold**, *italic*, and underlined text, as well as numbered and bulleted lists.



Once you’ve entered your text, press “Save” to add it to your reading list.

## Add Section

The “Add Section” option lets you add a new section to your reading list. You can place a section within an existing section to create sub-sections.

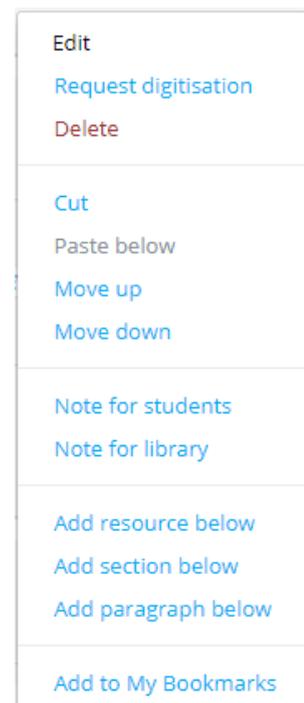


Once you’ve given your section a title and (optionally) a description, press “Save” to add it to your reading list.

## Item Editing menu

The item Editing menu (the three dots on the far right of every item on your list) gives you access to a range of editing options for the item in question.

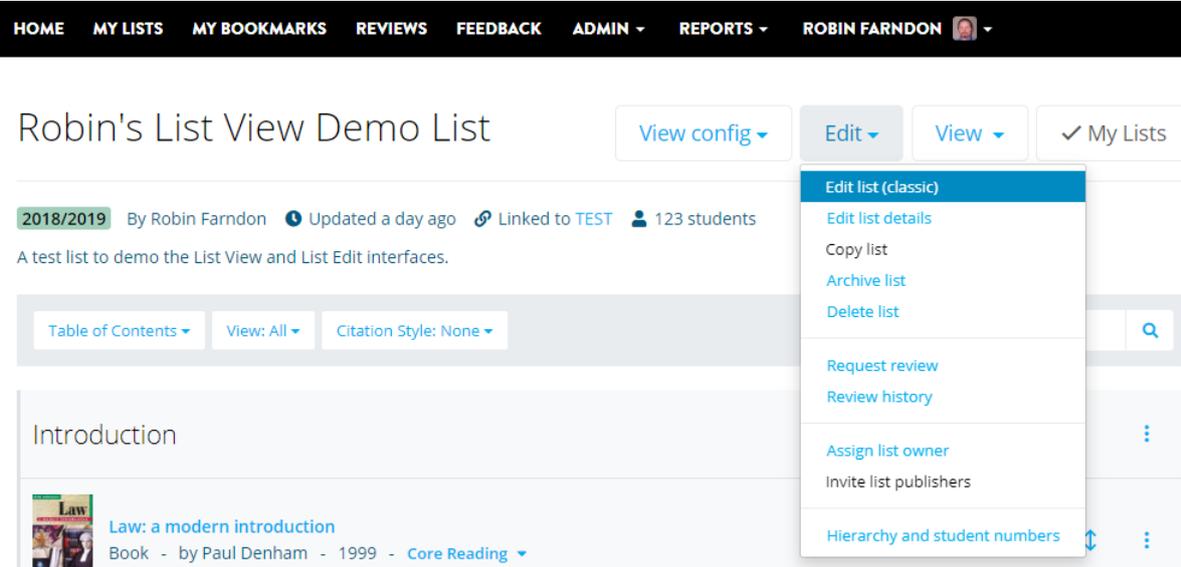
- **Edit.** This lets you edit the metadata of an item, the text of a paragraph, or the title and description of a section.
- **Request digitisation.** You can request for a chapter or section of a book or journal to be scanned in and uploaded to your reading list.
- **Delete.** This deletes the item from your reading list. **Please be careful when using this to delete a section** as it will delete the section and all the items in it!
- **Cut.** This cuts the item from your reading list so you can paste it elsewhere. Cutting and pasting a section will move the section and all the items contained in it.
- **Paste below.** This will only be available if you have previously cut an item from your list. It will paste it below the item currently selected.
- **Move up and Move down.** This will move the item up or down one step in the reading list. Moving a section will move all the items in the section at the same time.
- **Note for students.** This lets you add a note for your students on a reading list item.
- **Note for library.** Use this to add a note for the library about an item on your reading list. This will only be visible to the Library and list editors.
- **Add resource below, Add section below, Add paragraph below.** This lets you add a resource, paragraph, or section immediately below the currently selected item. (Please see the Action Bar section for more details on these functions.)
- **Add to My Bookmarks.** Add an item from a reading list to your bookmarks in Talis for use on other lists.



## 4. Accessing the classic list editing interface

If you don't want to start straight way with the improved, easier to use editing tools you can still quickly access the classic list editing interface you are familiar with:

To access the classic Edit List functions, go to the **Edit** menu in your reading list and chose the **Edit list (classic)** option.



The screenshot shows the top navigation bar with links: HOME, MY LISTS, MY BOOKMARKS, REVIEWS, FEEDBACK, ADMIN, REPORTS, and ROBIN FARNDON. Below this is the page title 'Robin's List View Demo List' and buttons for 'View config', 'Edit', 'View', and 'My Lists'. The 'Edit' dropdown menu is open, showing options: Edit list (classic) (highlighted), Edit list details, Copy list, Archive list, Delete list, Request review, Review history, Assign list owner, Invite list publishers, and Hierarchy and student numbers. The main content area shows a list item for 'Law: a modern introduction' by Paul Denham, 1999, categorized as 'Core Reading'.

If you have any questions about the updated List View and List Edit options in Talis, please contact [Lib.Reading@uea.ac.uk](mailto:Lib.Reading@uea.ac.uk).

Want to know more about editing your reading lists, adding new items or request copyright compliant scans for your list? There are helpsheets and video guides on the [Online Reading Lists website](#), and more support materials for the List View and List Edit interfaces will be coming soon.