Getting Started with Online Reading Lists

1. Sign in and Create a Profile

First name:*	Robin
Surname:*	Farndon
Email address:*	Lib.Reading@uea.ac.uk
	⊕ Add another email
I'd describe myself as:*	a librarian ▾
Privacy	⦿ My profile is public. Internet users can search and discover me by searching or finding content that I create or manage
	○ My profile is private. Only administrators can review it
	Save profile Cancel
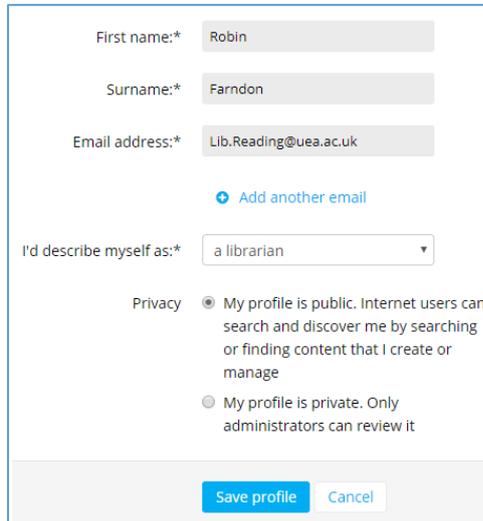
If this is your first time working with Online Reading Lists, you'll need to create a profile. To access the system, go to http://libreading.uea.ac.uk. Click **Log In** in the black toolbar and enter your usual UEA username and password if prompted, then click **Create Profile** once you're logged in.

Enter your name and email address.

Choose a description.

Under Privacy, choose **My profile is public**. This will allow lists to be assigned to you and students to search for your lists.

Click **Save profile**.

You can access your profile at any time by clicking on your name in the black toolbar at the top right of the screen.

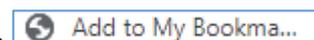## 2. Installing the Bookmark Button

The Bookmark Button is a button that sits in the Bookmarks or Favorites bar of your chosen browser. When you are looking at an item on the Internet that you would like to add to your reading list (i.e. a book in the library catalogue, an article, or YouTube video) clicking the Bookmark Button will create a record that you can add to your reading list straightaway or save for later.

To install the Bookmark Button, click **My Bookmarks**, then the **Install Bookmark Button** at the right hand side of the screen. Follow the instructions in the pop-up to install the button.

Important! Make sure your bookmarks or favourites bar is visible in your chosen browser:

- **Chrome:** click the 3 dots in the top right of your browser (to the right of the address bar) and click **Bookmarks** > **Show bookmarks bar**
- **Firefox:** right click at the top of the screen, next to your tabs and make sure **Bookmarks Toolbar** is ticked
- **Safari:** click on 'View menu' and select '**show favorites bar**'

The Bookmark Button will appear like this in the bookmarks/favorites bar: 🌐 Add to My Bookma...

Microsoft Edge doesn't support the standard Bookmark Button, but you can download a browser extension instead:

- **If you are using a PC on campus:** Go to the **Software Center**, and search for "Talis". Install the "Talis Aspire Reading Lists Bookmarker for Edge".

Need help? Email lib.reading@uea.ac.uk

- **If you are using your own PC/laptop:** Click on the 3 dots in the top right of your browser, and click **Extensions > Get extensions from the Store**. You'll need to search for the "Talis Aspire Reading Lists Bookmarker" app and install it.

When you next go into Edge, you'll get a "You have a new extension" message. Click on the "Turn it on" option, and a green Talis button should be added to your browser:

When you click on this button for the first time, you'll be prompted to pick an institution. Chose "University of East Anglia" from the list, and click **Save**.
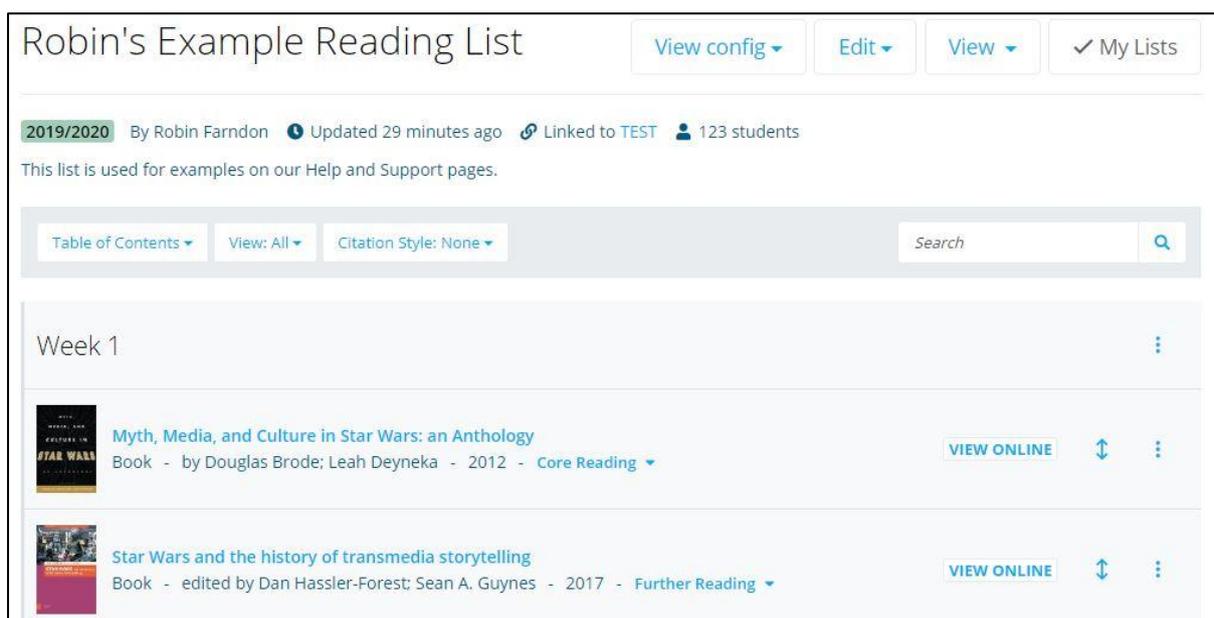
You can now start finding items to add to your Reading List. **For more information on how to add items to your reading list, please see our helpsheet Adding items to your Online Reading List.**

3. Viewing a list

You can search for reading lists via the search box on the home page of the Talis site.
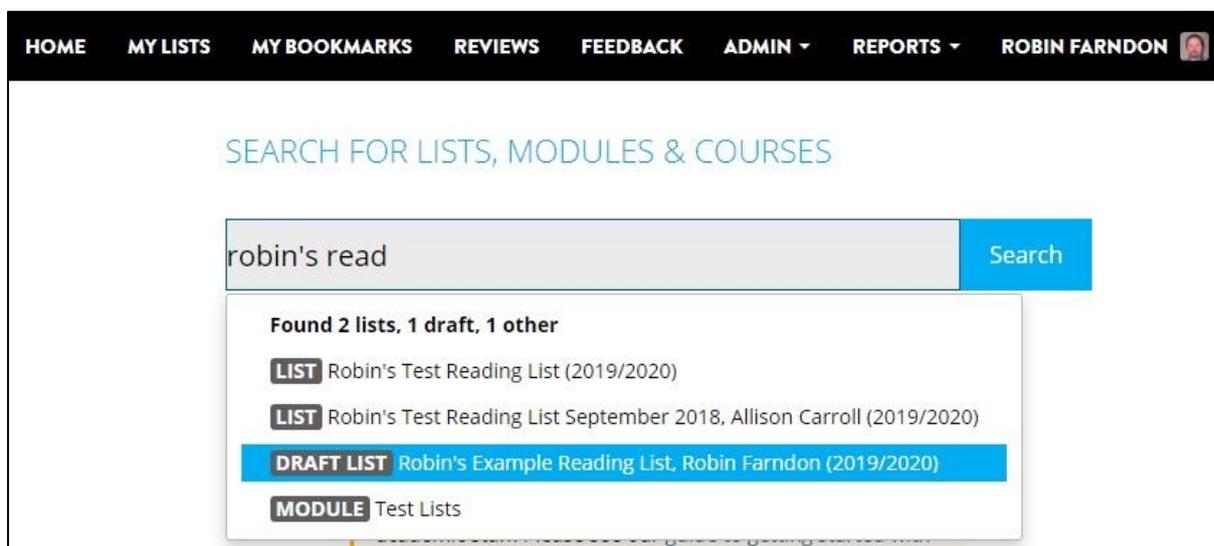
Click the title of a reading list to view it.

Need help? Email lib.reading@uea.ac.uk

Click the title of any item on the list to see more details about it and its library availability. If the item has a **View Online** button next to it, you can also click this to be taken straight to the resource on the Web.

4. Creating a new reading list

Please double check that there is no existing 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.

Follow the steps below to create a new online reading list:

o   Click **My Lists** in the top black toolbar, then the **Create new list** button in the top right.
o   Enter the following details:

List name	Enter the module name
Description	Optional – you can put any additional notes about the module you'd like to add here
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.

Your form should now look something like the following:
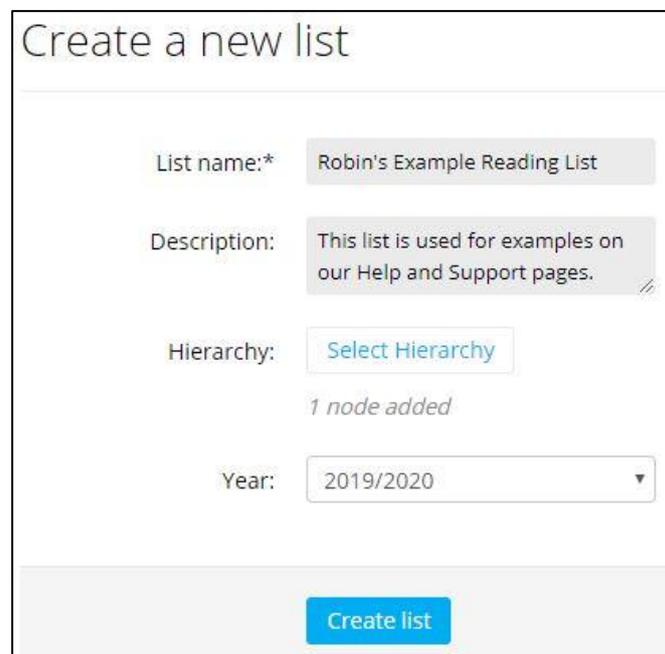
Click **Create list**. You will be taken to your new reading list. Your first step should be to do to **Edit > Assign list owner**, and the **Assign list owner** pop-up message below will display.

Click in the search box, and chose the "Assign to me" option, and click **Save**. Students will be able to find the list by searching for your name, and the Library will know who to contact with any questions about your reading list.

For more information on how to add items to your reading list, please see our helpsheet Creating an Online Reading List.

5. Taking ownership of an existing list

To find any lists that may already have been created for your module(s), click **Home** in the black toolbar, then search for the module name or code. Select the list (it may be a List or a Draft List) and once it opens, click the **+My Lists** button near the top right hand corner. From now on, the list will appear under the **My Lists** heading.

You will need to take ownership of the list so that the Library knows who to get in touch with. There can only be one list owner, although you can invite other colleagues to edit the list. We recommend that the Module Organiser takes ownership.

You can do this by clicking **Edit** > **Assign List Owner**, clicking in the search box, and choosing **Assign to me**. Your name will then appear at the top of the list.

Please email lib.reading@uea.ac.uk if you would like to check if a list already exists for your module or if you would like help taking ownership of it.

Want to know how to edit a list, add new items or request copyright compliant scans for your list? There are more guides on the Online Reading Lists website.

Need help? Email lib.reading@uea.ac.uk