Using the Reading List System - LISTS
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After creating your bookmarks, the next thing you’ll want to do is create a list and start building your reading lists ready for publication.

3.1 Creating a List

When you first come to setting your list up, you will need to start a list from scratch. After this is done, you will be able to edit the list in future years without needing to start all over again.

1. Navigate to readinglists.rul.ac.uk and click on the ‘My Lists’ option from the menubar (you will need to be logged in to do this).
2. The ‘My Lists’ page is where all lists you have created can be accessed. To start a new list, click on the green ‘Create new list’ button.

3. The ‘Create a new list’ page will ask you to fill in some simple details about the course to which the list pertains:

   - **List name:** This should be the module code followed by the title and the year of study. For example, EN1107: Inventing the Novel (2014-15)
   
   - **Description:** This can be left blank
   
   - **Hierarchy:** Here you should click on the ‘Select Hierarchy’ button and, in the resulting pop-up box, search for and select the course to which the list pertains using its module code and then click ‘Save’. This ensures the list will appear in the correct space on Moodle and the reading list system.
   
   - **Time Period:** Here you can identify which academic year the list relates to.
   
   - **Anticipated student numbers:** This is important as it allows the Library to ensure that a sufficient number of the key texts are available in the libraries.

When you have filled in all the details, click on the blue ‘Create list’ button at the bottom of the form.
You list will then be created in draft form, and will be available for you to edit via the ‘My Lists’ section of the reading list system.

3.2 **EDITING A LIST**

If a list has already been set up and you would like to edit it, you will be able to do so at any time – even after it has been published.

If you did not set the list up originally, you will need to claim ownership of the course before you begin to edit. (If you did set the list up originally, you can skip down to step 3).

1. Navigate to readinglists.rul.ac.uk and search for the list you would like to edit using the search box. While you are searching possible lists should appear: click on the one you’d like to edit. (There may be several options relating to the course you are looking for, so make sure you click on the one labelled ‘List’ with a small green icon).
2. This will take you through to the list in its current form. To claim ownership (or part-ownership) of it, click on the ‘Add to My Lists’ button in the top right-hand corner of the page.

3. To get started on editing your list, click on the ‘My Lists’ option in the menubar.
4. Locate the list you’d like to edit from those available and click on the ‘Select action’ button at the right-hand end of its row. From the options on the drop-down menu, click on ‘Edit’.

This will take you through to the edit screen and you will be able to start working on the list. The rest of this section explains how to add bookmarked items, notes, and sections to the list.
3.3 Adding Bookmarks to a List

The most important thing you'll want to add to your list is bookmarks. Section 2 of this guide explains how to bookmark items from around the internet, so here you'll just want to add those bookmarks to the list. There's a simple drag and drop system that allows you to do this with the greatest of ease.

1. In the list edit screen (see 3.2 for how to get to this screen) you will see a list of recently added bookmarks down the right-hand side of the page. You can scroll through these, or use the search bar at the top of the list to locate items. When you have found the item you would like to add to the list, click on the four-way arrow symbol at the left-hand end of the bookmark, and drag it over to the main list space. You can then position the bookmark as you'd like and drop it into place.

You'll be able to drag items around the list even after they've been added. Again, click on the four-way arrow symbol to grab hold of bookmarks within the list.

nb. Beneath each item, there is the option to 'Set importance' or 'Edit notes and importance'. These options will allow you to attach notes to students to items, and, more importantly, designate how important the reading is (Essential, Recommended, Further). The importance setting is crucial to ensuring the Library orders enough stock to meet the likely demand.
3.4 **Adding Sections to a List**

Reading lists are much easier to navigate when they are split into sections and more useful analytics can be drawn to see which of the sections are gaining the greatest engagement with students. To add a section, do the following:

1. In the list edit screen (see 3.2 for how to get to this screen) you will see a list of options on the top right-hand side of the page. Click on the four-way arrow symbol at the left-hand end of the ‘New Section’ option, and drag it over to the main list space. You can then position the section as you’d like and drop it into place.

You’ll be able to drag sections around the list as long as they’re unpopulated (if they are populated, use the Table of contents above the list to move sections around). Again, click on the four-way arrow symbol to grab sections within the list. You can drag bookmarks, notes, pages, and other sections into sections at any time.

3.5 **Adding Notes to a List**

As mentioned at the end of section 3.3, you can add notes to individual items, but you might also want to include notes within the reading list itself. To add a note, do the following:
1. In the list edit screen (see 3.2 for how to get to this screen) you will see a list of options on the top right-hand side of the page. Click on the four-way arrow symbol at the left-hand end of the 'New Note' option, and drag it over to the main list space.

2. As soon as you release the note, a box will pop up and allow you to write out your note. You will also be able to specify simple formatting using the toolbar at the top. When you're happy with your note, click on the 'Save' button to add it to the list.
You’ll be able to drag notes around the list even after they’ve been added. Again, click on the four-way arrow symbol to grab hold of notes within the list.

3.6 ADDING PAGES TO A LIST

Though you can add notes to a reading list (see section 3.5) you may want to add information with more advanced formatting (images, colours, etc.). In these cases, a page is the best thing to use. This will be linked to from the reading list and allow for a richer design. To create a page, you’ll need to do the following:

1. In the list edit screen (see 3.2 for how to get to this screen) you will see a list of options on the top right-hand side of the page. Click on the four-way arrow symbol at the left-hand end of the ‘New Page’ option, and drag it over to the main list space. You can then position the section as you’d like and drop it into place.

2. As soon as you release the page, a box will pop up and allow you to create your page. You will be able to specify more advanced formatting using the toolbar at the top. When you’re happy with your page, click on the ‘Save’ button to add it to the list.
You’ll be able to drag pages around the list even after they’ve been added. Again, click on the four-way arrow symbol to grab hold of notes within the list.

3.7 Publishing a List

Once you’ve set your list out, added all items, and finished formatting it, you’ll want to publish it so students can begin to use it. You can do this at a click of a button:

1. In the list edit screen (see 3.2 for how to get to this screen) you will see a list of options on the top right-hand side of the page. Click on grey ‘Publish’ button to set your list live.
And that’s it – the list will now be live and students will be able to access it to find their readings. The Library will also be notified so that books can be ordered, where necessary, to ensure the library stock available is sufficient.

nb. You will be able to go back into the list and make changes at any time – just remember to publish once you have so that these changes appear on the live list.

**Useful Links**

The reading list system [readinglists.rhul.ac.uk](http://readinglists.rhul.ac.uk)

Online guide to using the reading list system

Video tutorials for reading list system

Library contacts [http://libguides.rhul.ac.uk/informationconsultants](http://libguides.rhul.ac.uk/informationconsultants)