# **UWL Reading Lists Guide for Academics**

(updated September 2024)

[**UWLReadingLists**](https://uwl.rl.talis.com/index.html)  is an online reading list system purchased by the University of West London. It allows you and your students to link directly to books, ebooks, journal articles, videos, sound files, images and websites recommended for the modules.

UWL Reading List website [**https://uwl.rl.talis.com/index.html**](https://uwl.rl.talis.com/index.html)

How does it work?

Essentially you build up a list of 'bookmarks' for the resource you want to recommend to your students, then you insert the bookmarks into the appropriate reading list and arrange them however you want - by week, by topic, as a bibliography. The structure of a reading list is very flexible and can easily be updated and changed at any time.

In this guide you will find the following instructions:

* Getting started – accepting the invitation
* Installing the bookmarking extension
* Bookmarking
  + Bookmarking from LibSearch - print book and ebooks
  + Bookmarking a journal article
  + Bookmarking webpage/website
* Creating and structuring a new list
* Editing existing list
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**Getting started – accepting the invitation**

To get started you will first need to contact your [Subject Librarian](https://www.uwl.ac.uk/current-students/library/staff-and-support-services/library-staff#academicsupport) who will arrange for you to be set up on the system. Once you have been set up you will receive an email from [noreply@talisaspire.com](mailto:noreply@talisaspire.com). If you have not received your email within 24 hours, please check your junk folder for an email from Talis Aspire (the software supplier).

1. Click on the link within the email to accept the invitation and create a profile (Public)
2. Log in to <https://uwl.rl.talis.com/index.html> using your UWL username and password.

Once you have the required permissions, follow the instructions in this guide to enable you to start collecting resources for your reading lists.

**Installing the bookmarking extension**

The bookmarking extension allows you to bookmark resources like books, journals, videos or images from anywhere on the internet to add to your lists.

To install the bookmarking extension, follow these steps:

1. Go to <https://uwl.rl.talis.com/index.html> and log in to your account.
2. Go to 'My Bookmarks'
3. Click on 'Install Bookmarking Extension'
4. Follow the instructions in the tutorial popup

If you prefer more detailed guidelines to install the bookmarking extension please follow instructions in this [guide](https://support.talis.com/hc/en-gb/articles/17338752211485-Installing-and-using-a-bookmarklet-extension).

You're now ready to bookmark from anywhere on the web.

**Bookmarking**

Where possible, bookmark from LibSearch from an individual item view.

When bookmarking via LibSearch, please sign in first – that will help you to get the best possible data.

You need to click on either ‘view details’ or the title of the resource that you want to bookmark to get to the page where you will get the best data for your bookmark.

* **Bookmarking from LibSearch – Print books and ebooks**

To bookmark a print book:

1. Go to [LibSearch](https://www.uwl.ac.uk/current-students/library) and search for the book you want to add to your reading list. The best way to do it is to filter your results to items we have in our Library by using “All filters” option and then “Catalogue only”. Click “Apply”. Once you find the book you want to bookmark, click on the title and then click on the Talis bookmarking extension button.
2. A new screen will appear. Check that the information is correct and click ‘Create’. This will add the book to your list of bookmarks.

To bookmark an ebook:

1. Go to LibSearch and search for the book you want to add to your reading list. The best way to do it is to filter your results to items we have in our Library by using “All filters” option and then “Catalogue only”. Click “Apply”. Once you find the book you want to bookmark, click on the title and then click on the Talis bookmarking extension button.
2. A new screen will appear. Check that the information is correct, make sure the ‘online resource’ tick box is ticked, and click on ‘Create’ if everything is OK. This will add the ebook to your list of bookmarks.
3. If it is a Perlego eBook, click on ‘Access now’ to open the eBook in a new tab. Copy the URL from the Perlego eBook. Then go back to the Libsearch eBook “View details” tab and click on the Talis bookmarking extension button.
4. You will need to add the eBook link to “Web address” field. To do so, scroll to “Additional fields” and choose “Web address”. Click Add. The new box will appear where you need to paste the link.
5. Check that the information is correct, and make sure the ‘online resource’ tick box is ticked, and click on ‘Create’ if everything is OK. This will add the ebook to your list of bookmarks.

* **Bookmarking a journal article.**

The best method to bookmark a journal article is to use LibSearch, as this will create a stable URL with UWL authentication and will capture the best metadata.

1. Go to [LibSearch](https://www.uwl.ac.uk/current-students/library) and search for the journal article you want to add to your reading list. Click on the title. At this point you need to get the link to the article by selecting the arrow in the top right corner ( you need to be signed in to LibSearch)
2. A new screen will appear. At the bottom you will see “Create link”. Click on this and the journal article link will be generated. Copy this link. Now, click on Talis bookmarking extension button. Check that the information is correct. You will need to add the journal article link. To do so, scroll to “Additional fields” and choose “Web address”. Click Add. The new box will appear where you need to paste the link. Make sure that “Online Resource” box is ticked.

Click on “Link to” box and choose the link you just added. Click OK and then scroll down and click ‘Create’. This will add the journal article to your list of bookmarks.

If the article is not available through LibSearch you can use the DOI look up option to create a bookmark.

1. From the main navigation bar on the Reading List, select 'My bookmarks'.
2. Select 'Add' from the menu on the right-hand side of your screen. This brings a dropdown menu where you select 'Add manually'. This takes you to a screen where you can manually enter details of a resource.
3. Select DOI from the “Type” dropdown menu beneath “Resource lookup”.
4. Enter the DOI into the “Value” field and click 'Lookup'. If a match is found, the bookmark fields will be filled automatically.
5. You can now review the data, updating as needed. When you are happy with the data click ‘Create’. This will add the journal article to your list of bookmarks.

* **Bookmarking webpage/website**

1. Locate the webpage or website you wish to bookmark and click on bookmarking extension button.
2. Check that the details are accurate and amend as needed (check title and web address!).  Resource Type should be set up as ‘Webpage’ or ‘Website’. Also, make sure that the ‘Online Resource’ box is ticked.  You can use the ‘Add field’ drop down menu to add in any additional details, e.g., authors and dates.
3. When finished click ‘Create’.

**Creating and structuring a new list**

Your module will probably have an existing list. Please check the search bar on the homepage <https://uwl.rl.talis.com/index.html> if the list already exists.

You can search by module title or module code. If a list has already been created and you would like to edit it, please follow the instructions in the section **‘Editing existing list’** below**.**

If a list does not exist, follow the instructions in this [video](https://www.youtube.com/watch?v=UCNOVFZ2bbw) explaining how to create and structure a new list, or see brief instructions below:

How to create a new list:

Select **My Lists** from the main navigation bar on the Reading List

Select **Create New List**

Fill in the details:

1. List Title. Please use this format Module code: Module name e.g. MU50366E: Practical Arranging
2. Hierarchy. Click Select Hierarchy and input the module code. It should appear automatically as a suggestion, but if not, leave it and Academic Support will add it to the module for you.
3. Academic Year. Select the appropriate time period from the drop-down menu: E.g. 2024-2025 Academic Year, 2024-2025 Semester 1, or 2024-2025 Semester 2.
4. Click Save. The new RL will open in draft/edit mode.

* Here is a short [video](https://www.youtube.com/watch?v=m-JNi4F_FtY) how to quickly add an item to your reading list.

When you add a resource, please remember to set **Importance: Essential, Recommended or Further Reading.** You can also add 'Note for students' for the resource by clicking three little dots on the right-hand side of the screen.

The UWLReadingLists service is very flexible, and you can structure your list in any way you feel is appropriate for your module, e.g., by week, topic, or theme. You can move items up and down the list and into different sections by clicking and dragging the double arrow symbol.

You can include as many sections, sub-sections, notes and annotations as you like to provide your students with the guidance and context you feel most appropriate.

Please remember to “Publish” your list. The library staff then will review your list and check if we have all required material available.

Please check [Top tips to make your list appealing for students](https://support.talis.com/hc/en-gb/articles/17337860127645-Top-tips-to-make-your-list-appealing-for-students)

You can also read one of our Subject Librarian’s blog on [*"Creating effective and interesting reading lists"*](https://campuspress.uwl.ac.uk/cbtips/2018/04/12/creating-effective-and-interesting-reading-lists/)

**Editing existing list**

Your module will probably have an existing list. Please check <https://uwl.rl.talis.com/index.html> if the list already exists.

If not, please follow the instructions in the section “Creating and structuring a new list” above. If a list has already been created and you would like to edit it, follow instructions in this short [video](https://youtu.be/T8NIr4EbXcw) (start watching from 1:05 min).

Here are the links to help you navigate through editing a list.

* [Adding resources, paragraphs and sections to your reading list](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_5bd908d1-295f-441c-bafd-e0f1c39fa41b)
* [Moving items or sections within your list](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_3e4fc38a-de09-4760-9f96-3ba3518f91f1)
* [Editing an existing item, section or paragraph on your list](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_2102176c-8df8-48f8-b44a-c09eb644e6fe)
* [Navigating your list while in edit](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_aede41fb-4d5a-4d0d-b9ef-4dea9bf4470e)
* [Adding and editing notes on your reading list](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_ff50e566-276d-41e3-849a-06828c75c3dd)
* [View the list as a student](https://support.talis.com/hc/en-gb/articles/17338669848221-Editing-lists#h_ce47013a-fca7-43ad-a442-6f3abe481d2c)

Once you finish your editing, click “Publish”.

**Copying a list for reuse**

You may wish to reuse one of your own lists or copy a colleague’s. You can do this by opening the reading list that your wish to copy. Make sure you are logged in to the UWLReadingLists system.

1. Once you are in the list click ‘Edit’ then ‘Copy’
2. You will then receive the page in which you can create a new list. Rename your list and provide a time period and anticipated student numbers. If you wish you can also provide a description for the list. Make sure you **un-tick** ‘Copy hierarchy associations to new list’.
3. When you have finished click ‘Create list’.
4. Your copied list is now available for you to edit (it is in “draft” mode) and is available under **“My Lists”.**
5. Once you finish your editing, click “Publish”.

**FAQ**

* **Can I bookmark a PDF?**

Your results may vary if you attempt to bookmark from a PDF. Some PDF's do not allow us to automatically load our bookmarklet script. In many cases this means that clicking the extension will have no affect. Some browsers show the PDF file in a ‘fake’ webpage which means that the extension may work for these - but it will not be able to extract any information from the PDF, as there is often little to no metadata available.

You can manually bookmark a PDF by creating a new bookmark from within Talis Reading Lists, *My Bookmarks* and adding the link to the PDF in the web address field.

* **How does UWL Reading Lists link with Blackboard?**

Subject Librarians make sure that lists are linked in the tools bar for each module. You don't need to do a thing!