Reading Lists Online

Version 2.0

User Guide for academic staff

Summer 2017
Reading Lists Online

What it is
Reading Lists Online is an interactive resource used by BCU in support of learning and teaching. It provides an area where students can link directly to the Library catalogue, eBooks, and online information including journal articles, web pages and scanned extracts all in one place.

Benefits
Linking directly from Moodle, Reading Lists Online enables staff to locate, use, create, and manage reading lists for their students. Students can find lists easily with a single search that gives results matching lecturer, course or module, faculties and schools, and once located lists can be re-sorted and filtered to make the information as easy as possible to work with.

Getting started
Web address
The best way to find Reading Lists Online is to log in to your iCity page. Find the red Library tile, and in the "Links" tab, you will find a link to Reading Lists Online:

Alternatively you can go direct to https://bcu.rebuslist.co.uk/#/
Reading Lists Online is best viewed using Chrome.

Logging in
Log in by clicking the Main Menu icon in the top left of the screen and entering your username and password. (Your username is your full BCU email address; your password would have been sent to you, but if you have forgotten it, click on the FORGOT PASSWORD? link and follow the reset instructions.)
When you have successfully logged in, you will see a green "Success" box in the bottom right of your screen. You are ready to begin!

Finding and editing lists
Click on ‘My Lists’ from the Options menu which appears on the left when you log in. You will see a list of modules to which you have access – these details are imported from SITS, so it is important that you liaise with your school or faculty to ensure that your module responsibilities are correct.

Search for the module you wish to edit using the “Filter Lists” function at the top of the list of modules - type in the name or module code. If you cannot find the module you want, contact your Librarian. (You may also need to ensure that your responsibilities are recorded correctly on SITS.)
When you have selected the list you want, click on the icon to edit. The page will change to the editing or draft view. From here you can, if you wish, add a public or private note to the list; and begin to add items.

Adding new items to a Reading Lists Online list

The headings for organising your reading list (Purchase, Essential, Recommended, Background, Other) are preset.

To add an item, click the icon in the bottom right, and select the heading you want to use - P, E, R, B or O.

NB: When you make changes to a list, don’t forget to Publish your revised list or changes will not be visible.

Adding a book or ebook

When you select a heading, a search box will appear. Enter the search terms for the book you want to add - author surname and title if you know them - and click the search icon.

Your results will be grouped into Local Items (these are items already on another reading list), Library Catalogue, and Summon categories. Books and ebooks will be found in the Library Catalogue group, so click on this one.

When you have found your title on the list, click the green "add to list" icon to add it to your reading list, then click "Finish" at the bottom. You will see the green “Success” icon in the bottom right of your screen - the book is now added to your reading list.

When you have finished adding everything you want to, click on “Publish” so that your list is visible to students.

Adding a journal title

As for books (above) first select the category heading for your journal using the icon.

Search for your journal title, and open the Summon results and click on for the title you wish to add. If you wish to recommend a journal which the Library does not hold, or which you cannot find using the search function, you can add it manually. Select a PERBO category, and when the search box opens, click on .

Complete the form with as much detail as you can, then click . The journal is now added to your list.

When you have finished adding everything you want to, click on “Publish” so that your list is visible to students.
Adding a journal article

Select a category heading (P, E, R, B, O) from the icon in the bottom right.

In the search box, type in the author and article title. Select the Summon grouping, and when you have found your article in the list, click on the green plus icon, then click Finish. The article is now added to your list.

You can check that the full text is available by finding the article in your list and clicking the target icon – this will take you through to Summon where you can see the full article details. If the full text is not available, please contact your Librarian.

When you have finished adding everything you want to, click on “Publish” so that your list is visible to students.

Adding other materials

Materials which cannot be found in Summon or the Library catalogue can be added manually. When you have selected a category for your item, click on the “Manually Add Material” button:

and select the material type from the drop-down. You will be presented with a form to complete – mandatory fields are highlighted in red. Enter the data you require, including a URL if appropriate. Click Finish and the item is added to your list.

You can, if you wish, go back and edit items which you have added manually to a list – click on the “Edit” button for the item and you will be presented with the editing form.

NB: it is not possible to edit items which you have imported from Summon or the Library catalogue.

When you have finished adding everything you want to, click on “Publish” so that your list is visible to students.

Adding a book chapter

You can request the addition to the Digital Library of a single chapter from any book or ebook which the Library owns by contacting your Librarian. If Copyright allows, your selection will be digitised and added to your Reading List; you will be notified when this has happened.

Managing reading lists online

Finding a list

Select “My Lists” from the main menu on the left of the screen, then search for the module you want using the Filter Lists function.
Updating the list content

To update an existing list, click the edit button on the List Actions bar.

After clicking edit on a reading list, draft mode opens - from here you can add material to your list, or remove it, using the “global category headings”, P(urchase), E(ssential), R(commended), B(ackground) or O(ther) as per the instructions above.

Alternatively, you can find an item in your list and click “Add another item after this one” to add a further item in the same category.

To move an item, click and hold the “Move this item” icon and drag the item to the new location in the list.

To remove material, scroll down to the item in question and click the dustbin icon. You will be prompted to confirm that you wish to delete the item.

Adding/editing notes

In draft mode, you can add a note to an item by clicking , and adding your own text to help direct student learning (e.g. “Read chapter 12 for week 4”).

Tagging items

In draft mode, you can add tags to individual items by selecting A drop-down list will appear as you type showing pre-existing tags – you can select one of these, or continue typing to create your own. Tags enable you or your students to group items together in different ways, for example by format. Tags are easily removed from items by clicking the X in each tag.

Tagging multiple items

In draft mode, select the items you wish to tag by using the “Select” icon Then, at the top of the list, click the “Tag Selected items” icon and begin to type the tag you wish to add. Again, you can select from the drop-down which appears, or continue typing to create your own tag. You can clear your selections individually by clicking again on the “Tick” icon for the item, or clear whole selection by clicking the green “Deselect all items” icon at the top of the list.

Copying/moving items to other lists

If you have modules where the reading lists are similar, you may wish to save time by copying items, or even the whole list, from one list to another. This can be done quite easily in Reading Lists Online. Select the items you wish to copy by clicking the “Select” icon for individual items, or select all items using the green “Select all” icon at the top of the list. Then, click on “Append selected to existing
You are then given a choice to Copy or to Move the selected material. Copying will reproduce the material in the new list; Moving will remove the material from the current list and place it in a new one. When you select Copy or Move, a dialogue box will ask you for the new list. Note that you can only copy to lists you are responsible for.

Type in the module name or code; you can then select the correct module from the drop-down which appears using the “Add to list” icon. The material you selected will be added to the list you have chosen, under the same category headings as in the original; you will need to publish the destination list to confirm any additions (see below). NB: any notes or tags which you have added to items in the original list will not transfer to the destination list.

Request digitised reading

It is hoped to incorporate a single button into Reading Lists Online for you to request book chapters, articles or papers for digitisation and addition to the University’s Digital Library. For the time being, you can request the addition to the Digital Library of a single chapter from any book or ebook which the Library owns, or a journal article or paper, by contacting your Librarian. If copyright allows, your selection will be digitised and added to your Reading List; you will be notified when this has happened.

Publishing a list

Once you have finished creating a list, you need to publish it so that your students can see it. In draft mode, simply click on the “Publish Draft” icon at the top of the list. The list is now visible to your students.

Making sublists

You can create sub-lists for any given module in Reading Lists Online. This might be useful if, for example, you have different groups of students studying the same module but on different study pathways. Rather than create the separate lists for the same module, you can add as many sub-lists as you wish to the one module.
When you hover over the “Categories” icon in the bottom right, in addition to the categories there is an option to add a sub-list:

If you select this option, you will be presented with a form to complete:

When you have filled out the relevant fields and clicked Finish, your sub-list is created. You can then populate this in the same way as a normal list. Once created, the sub-list can be found at the bottom of the parent list.

To delete a sub-list in draft mode, navigate to the bottom of the parent list to find your sub-list, and click on the bin icon next to the sub-list:
List:It

The final way of adding material to a list is the List:It bookmark tool. You can access this on the My Lists page:

List:It is a “bookmarklet” tool which can be used to import items from external web pages, such as catalogues, booksellers, journal providers etc. **NB it is not for adding web pages to lists** – see above for how to do this.

**To use List:It,** drag the orange List:It button onto your browser’s bookmarks bar. From an external web page such as a library catalogue, bookseller, Amazon, Google books etc, click through to the item you want to add, then click on the List:It button in your toolbar to import the details:

You will be prompted to choose a list to add the item to. Reading Lists Online will also check whether the item is already available from the University’s own sources. If you are adding an item which is not already in stock in the Library, you will need to contact your Librarian to request purchase – Reading Lists Online does not have a Library purchase request function.
Further help and contacts

For further help with creating your reading lists, please contact your Librarian as detailed below:

**Health Sciences/Defence Healthcare:** Graham Gamblin  
[graham.gamblin@bcu.ac.uk](mailto:graham.gamblin@bcu.ac.uk)  
0121 331 6098  
Seacole 273

**Nursing and Midwifery/Education and Social Work:** Ann Stairmand-Jackson  
[Ann.stairmand-jackson@bcu.ac.uk](mailto:Ann.stairmand-jackson@bcu.ac.uk)  
0121 331 7049  
Seacole 129

**Law/Computing and Digital Technology/Engineering and Built Environments:** Andrew Scragg  
[Andrew.scragg@bcu.ac.uk](mailto:Andrew.scragg@bcu.ac.uk)  
0121 331 7264  
Joseph Priestley Level 2

**Architecture and Design/Fashion and Textiles/Jewellery, Gemmology and Horology/Fine and Visual Arts/Visual Communication:** Hugh Morgan  
[Hugh.morgan@bcu.ac.uk](mailto:Hugh.morgan@bcu.ac.uk)  
0121 331 4313  
Joseph Priestley Level 2

**Conservatoire/Acting/English/Media:** Francis Firth  
[Francis.firth@bcu.ac.uk](mailto:Francis.firth@bcu.ac.uk)  
0121 331 5915  
Joseph Priestley Level 2

**Business/Social Sciences:** Linda Garratt  
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0121 331 5285  
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