Overview of **Reading Lists @ LSE** - editing

This is a short version of how to edit your reading list. A comprehensive version starts below this short version.

1. **Please use Google Chrome or Firefox** for editing your reading list. It’s a modern, up to date browser, and will make editing your reading list and Moodle far easier and quicker for you. Do not use Edge or IE.

2. **Contact your departmental librarian to be given editing rights** for ReadingLists@LSE. You should receive an email from noreply@talisaspire.com (check your Junk or Clutter folder on Outlook) inviting you to be a “List Publisher”. Follow the link to accept the role and create a profile on the system.

3. **Go to the Google Chrome store or Firefox Add-Ons** and add the Talis Aspire Reading Lists Bookmarking extension to your browser. Links: [Chrome](#) and [Firefox](#). Please click on ‘Add to Browser’. You should now see a small blue-green Talis button in the top right of your browser. The first time you click on it, please select LSE as your institution.

4. Use [LSE Library Search](#) to find an item you want to add to your reading list. Search by title, author, ISBN, etc.

5. Once you have navigated to the single item on the Library Search page you want to put on your reading list, click on the **extension button** on your browser. This will grab all the data from the Library Catalogue, such as the Title, Author, etc, and turn it into a reading list item (referred to as a “bookmark”). Click **Create** to finish. Read [this section](#) for more detail on bookmarking.

6. If you can’t find something on the Library Catalogue, you can go to websites like Amazon, and still create a reading list item. Read [this section](#) for more detail. There are many other sites where the extension works.

7. Search for an existing reading list to edit. You can search by course code or title. If you need help to create a new one, search for a Template list to copy from the main page. Read [this section](#) for more detail.

8. Once you have editing rights, you should see an ‘Edit’ button in the top right hand corner of the screen:

   ![Edit button](image)

9. Click on the **Edit** button. Your most recent “bookmarks” that you have created will appear in the **right hand** pane of the screen. Hover your mouse over the little “cross” icon to grab one of the items, and then **drag+drop** them onto the left hand pane of the reading list. Once you’ve put the items on the list, click **Set Importance** to assign them as Essential or Background, so your students know what readings to prioritise. Read [this section](#) for more detail.

10. Once you have updated your reading list, click the **Publish** button to save your changes.

11. **IMPORTANT**: If you require an extract from a printed Book to be scanned/digitised, follow the steps below:
   1. Add the Book that contains the extract as a reading list item, using the browser extension.
   2. Then, in the **Add Field** section, select “Has Part (chapter, article etc....)” from the options.
   3. Then click the **Add** button next to the menu to generate the Chapter entry fields. A new tab will be opened. Here you should select **Chapter** as the Resource Type from the drop-down menu.
   4. Then type the chapter number or title required for your reading list, and click **Create** to finish.

   **This is important to do if you want an extract digitised**, so if you need help with it contact your librarian. There is more detail [in this section](#) on requesting items to be scanned, including articles.
Embedding sections of your reading list in Moodle

After you have created sections in your reading list, you can embed these in your Moodle course site. This is a short version of this process. For more detail please go to this section.

The benefits of doing this are that your students will have a consistent experience across their courses; the Library will have access to your reading list data so the content can be acquired for you; and you won’t have to duplicate the effort of entering your reading list into Moodle.

1. Open your Moodle course, go into edit mode by clicking Turn editing on near the top right corner.
2. Go to the week or section of your Moodle course where you want to embed a section from your reading list, and click the drop down menu for Add an activity.
3. Select Reading List (Talis Aspire) from the drop down activities menu.
4. Enter your chosen title text for the Activity name, such as “Week X readings”. This is what will appear in Moodle.
5. Then click the Save and display button near the bottom of the options.
6. You will now be brought to the reading list for your course. You should accept any cookies if prompted to do so. You may be asked to authenticate your username when embedding – please click any ‘key’ icons, or enter your username and password if prompted to do so.

Select the section of the reading list you want to embed in Moodle from the drop down menu. When you are finished, click the Save button on the right.

7. Your reading list section is now embedded in your Moodle course. You can see the results by navigating back to your Moodle course and click Turn editing off.
A Guide to Reading Lists @ LSE

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Overview

The steps required to edit/create your reading list on ReadingLists@LSE are explained in detail in the pages which follow.

The broad steps to editing and publishing your list are below:

12. **Ensure that you have been granted editing rights** for ReadingLists@LSE. When you log-in to the system and access a course reading list, if you have editing rights, you will see the ‘Edit’ button in the top right hand corner of the screen:

   ![Edit button](image)

   If you do not have editing rights, please contact your [department librarian](#) and we can set this up for you.

2. Next you will need to **add a small tool to your browser** so you can add new items (“bookmarking”) to your reading list. Details of how to do this are explained in Section 2, Activity 4 of this guide.

3. You should now **search for an existing list to edit**, or create a new one. You can search by course code or by course title.

4. **Create new items to add to your reading list**, using the new tool on your browser. You then drag and drop references into the required section on the reading list. Remember to add the importance setting for each item (Essential or Background).

5. Once you have finished updating your reading list, you can **publish it and send it for review** so that the Library can acquire resources as necessary (See Section 2, Activity 8).
Section 1: Getting Started

ReadingLists@LSE is compatible with all web browsers but, for the best experience, we recommend that you use Google Chrome or Firefox.

Activity 1: Logging in

Access is available to Reading Lists@LSE to all current staff and students. This is done on the basis of the LSE network username and password.

1. Go to http://readinglists.lse.ac.uk/index.html
2. Select the ‘Log In’ option from the red menu bar at the top of the screen.
3. Enter your LSE network username and password.
4. The first time you login you will need to set up your profile.
5. Complete your details on the ‘Tell us about yourself’ form.
6. Set your profile to either public or private.
7. Click Save to complete your profile.

Activity 2: Searching for a list

The homepage contains a search box that allows you to search for lists. This can be done on the basis of course code, course title, or the academic member of staff responsible for the course.

It is also possible to find courses by browsing the hierarchy. This allows you to see all courses within a department.

Spend a couple of minutes searching for reading lists in your department.
If the list which you wish to edit/update is already on the system, you can update this list by clicking on the ‘Edit’ button at the top of the screen (see Section 2). If there isn’t an existing list for your course you can create a new reading list by following the steps laid out in Section 3 of this guide.

Once you have located the reading list you wish to update, you should click on the ‘+ My Lists’ button in the top right-hand corner of the screen. You will then be able to quickly access the reading list at a later date by going to your ‘My Lists’ page.

Activity 3: Navigating a list

There are a number of ways of navigating a list. You can opt to scroll down through the list or use the table of contents to quickly access the week that you need. To do this:

1. Click the Table of contents option:
2. Click on the week/section of the reading list that you wish to access

Activity 4: Accessing Material

Reading lists contain a variety of material, not all of which will be available as an online resource. There are therefore two methods for accessing material.

1. For items which are accessible online, just click the blue ‘View Online’ button as indicated below. This should automatically take you through to the item, though in some cases you may be asked to login.
2. Where there is no ‘View Online’ button, click on the title to reveal the information shown below. From here, you can see information from the Library Catalogue, telling you the classmark, collection, and how many copies are currently available. Where it is available, a Google books preview is also displayed as well as an option to purchase a copy from Amazon.
Section 2: Editing an Existing List

Activity 1: Registering

The Library will send you an invitation to register with the Reading Lists @ LSE system. Look out for an email from Talis Aspire. You may need to check your “Clutter” or “Junk” folders, as this will be an automated email coming from noreply@talisaspire.com

If you haven’t already received an email, please contact your department librarian who will arrange editor access for you.

Click on the link at the bottom of the email, and follow the onscreen instructions to register. The system uses your standard LSE login and password, but the first time you log on you’ll be asked to fill in some basic details, including your name and email address.
Activity 2: Editing an existing list

You should add to My Lists any reading list that you wish to edit. Please see the previous section on searching for existing lists, and then adding them to My Lists.

1. Go to My Lists, select the list you wish to edit and click on Edit and Edit list (classic) to open up the relevant list.

2. You are now presented with your resource list, in editable form, which says Draft followed by the list name. Your bookmarks are on the right. This panel is used to both organise your resource list into sections and populate it with your bookmarked items.

   Indicates an item that you can drag across to your list.
Activity 3: Adding Sections to your list

It is possible to create sections within your lists, which can be used to help signpost students to resources and define the course structure.

1. To add a new section, drag the **New Section** button over to centre of the screen.

2. You will then be prompted to name the section (e.g. Week 1 Readings, Essential Reading). You can also create sub-sections to give your list additional structure.

3. Your reading list will now have a table of contents created from the sections you have included.
Activity 4: Adding items to your reading list, and setting an Importance

Successful use of the software depends upon setting up a shortcut on your browser. This tool will allow you to create a reading list item (e.g. a book or journal article) to add to your list. These items are referred to as bookmarks. When you bookmark an item, the bibliographic information (title, author, publisher etc.) is automatically created for you, meaning that you do not need to manually enter this data.

(For Chrome users – the Library recommends you use this browser for your reading list editing)

1. Go to the Google Chrome store and add the Talis Aspire Reading Lists Bookmarking extension to your browser.
2. Please click on ‘Add to Browser’.
3. You should now see a small blue-green Talis button in the top right of Chrome. The first time you click on it, please select LSE as your institution.

Alternatively, you can follow the below steps:

1. Go to My Bookmarks once you have signed into reading lists.
2. Click on the Install Bookmark Button in the top right corner.
3. Follow the instructions to add the “Add to my Bookmarks” shortcut on your browser.
4. You must have your bookmarks/favourites bar visible on your web browser to install the Bookmark Button. You will only need to do this once on each computer you use.

You can use either the Browser Extension or the “Add to my Bookmarks” button to create reading list items.

- Bookmarking a print book using Library Search

1. Go to the Library homepage: www.lse.ac.uk/library.
2. Search for the item you need and click on the title when you find the right record.
3. Click on the **Add to My Bookmarks** button that you have recently added to your browser toolbar, or the browser extension.

4. You are shown a screen containing bibliographic information of the item. Check, add or amend details and notes as necessary before clicking **Create** or **Create and Add to List**.

Clicking **Create** will add the item to the list of your Most Recent Bookmarks which is visible on the right-hand side of the screen when in edit mode on a reading list.

From here you can drag and drop the reference into the desired section on the reading list.
The **Create and Add to List** option allows you to choose which list and section within the list that you wish to put an item into. The item can either go at the top or bottom of a section. At this point you can also set the importance of the item.
• Importance setting

The importance settings within the system, **Essential** and **Background**, have a dual purpose:

1. They tell students how important an item is for reading purposes
2. It tells the library on what basis we should buy.
   - **Essential** – multiple copies based on our purchasing guidelines, which go to the Course Collection.
   - **Background** – one copy in the Main Collection.

⚠️ The Library uses this information to ensure that we hold adequate stocks of recommended books for your course. If no importance is listed, we assume that the reading is Background and will order only one copy.

• Adding an eBook link

The above instructions describe how to add a print book from the Library. In order to add an eBook there is an additional step that needs to be undertaken. Sometimes eBook records are separate from the print copies:

- Records with a **Location** tab are for print books only
- Those with a **View Online** tab are eBook records
- Records with both **Location** and **View Online** tabs are combined records.

From either the individual eBook record or the combined one:

1. **Click on the book title to open the record.**

2. **Where it says View Online** it will show the ebook provider, usually in blue text (Ebook Central, Ebsco, Cambridge Core, etc.). **Click on this link** and it will open a new tab in your browser, bringing you to the Ebook itself.
4. **Copy** the URL of the Ebook from your browser window to your clipboard. This URL should look like one of the below links from our Ebook providers or publishers:
   - https://www.cambridge.org.gate3.library.lse.ac.uk/core/books/cambridge-history-of-war/3692E0863BEA540FEAD6AE08F00C3ADA
   - https://www.taylorfrancis-com.gate3.library.lse.ac.uk/books/e/9781315627776

5. If the record is not a combined one, now click on the title of the print book record and click **Add to My Bookmarks** or the browser extension.

4. When the bookmarking screen appears, in the **Add Field** section, please select **‘Web Address’** from the drop down menu; and then **paste** the Ebook URL link that you copied previously to your clipboard into the empty Web Address field.

5. Tick the online resource box and choose the URL option to link to.

6. Then click **Create** (or **Create & Add to List**) to finish.
• Bookmarking a print book that LSE does not currently hold

ReadingLists @ LSE supports adding books from a variety of different places, including Amazon and Blackwells. You should always check availability of the item via Library Search first, before bookmarking items from external websites. The below example uses Amazon as the source.

1. Search for the item you need and click on the title when you find the right record.

![Amazon search result](image)

2. Click Add to My Bookmarks or the browser extension 🔄.

3. You are shown a screen containing bibliographic information of the item. You should always ensure that the Resource Type you are adding is a Book (and not incorrectly adding as a Website). Check, add or amend details and notes as necessary, before clicking Create or Create and Add to List.

![Bookmarking from Amazon](image)
4. Clicking **Create** will add the item to the list of your Most Recent Bookmarks which is visible on the right-hand side of the screen when in edit mode on a reading list.

From here you can drag and drop the reference into the desired section on the reading list.

Please see the instructions in the previous section entitled “Bookmarking a print book using Library Search” for information on how to use the “Create and Add to List” option.

5. When you add an item from an external source such as Amazon or Blackwells on to your reading list, you should also add the **Importance** of the item to the list.

The importance settings within the system, **Essential** and **Background**, have a dual purpose:

- They tell students how important an item is for reading purposes
- It tells the library how many copies we should buy.

**Essential** – multiple copies based on our purchasing guidelines, which go to the Course Collection.

**Background** – one copy in the Main Collection.
• Bookmarking a Chapter – requesting a scanned reading of it

When you create a “Chapter” item on your reading list, this will automatically indicate to the Library that you need this item to be provided as a scanned reading. If you want an extract scanned, you should treat this in the same way as a Chapter.

The Library will detect your newly added Chapter item on your list, scan it, and populate the reading list with the link for you. You do not need to do anything further.

More information on scanned readings is available at the Support for teaching staff webpage.

1. Create a bookmark from the desired book that contains the Chapter from Library Search (or Amazon if the text is not available through the Library – please see the previous section entitled “Bookmarking a print book that LSE does not currently hold” if you wish to add a Chapter from a book that is not in the LSE collections.)

2. Then, in the Add Field section, select ‘Has Part (chapter, article etc....)’

3. Then click the Add button next to the menu to generate the Chapter entry fields

4. A new tab will be opened. Here you should select ‘Chapter’ as the Resource Type from the drop-down menu. Then type the chapter number or title required for your reading list.
5. You may also wish to add the **page range** of the chapter (or extract) you want to add to your list, and which will be scanned for you. This will assist students and the Library team.

To do this, when adding the bookmark, you should select *Pages* from the **Add field** menu, and then **click Add**.

![Bookmarking from Primo for LSE](image)

Then add the start (**from**) and end (**to**) **Pages** of the chapter or extract. If it is not a continuous page range, you can add the page details in the title field.

![Bookmarking from Primo for LSE](image)

Recording Chapters on the reading list in this way provides clear guidance to students about the specific reading to be undertaken.
• **Bookmarking an article available through the Library**

1. Go to the Library homepage and search for the article you need: www.lse.ac.uk/library.

2. Follow through to the full details page of the article. Then copy the URL from your browser, or copy a permalink URL if there is one available on the page. Then click **Add to bookmarks**.

3. When the bookmarking screen appears, select **Add field: Web Address** from the drop down menu, click Add, and paste in the link.

4. Tick the online resource box and choose the **Web address** option to link to. It is possible to link to the DOI, but this does not always go to the version covered by our subscriptions.

   **Not** clicking the online resource box will mean that the blue ‘online resource’ button box will not appear on the reading list which may make it difficult for students to navigate to these resources.

   ![Online Resource Link](image)

   Check the information in your bookmark and add or amend details as necessary. Note that with articles from some journals, you will see a second tab ‘Is part of journal’ in the bookmark.

   You may wish to check that the journal title is correct, before clicking **Create or Create and Add to List**.
1. **Bookmarks an article not available through the Library**

Sometimes you may wish to add an Article to your reading list that is not currently covered by the Library’s subscriptions. If you do this, the Library will attempt to source an electronic copy for you, and add the link for it to your list.

The Library will prioritise providing electronic access to Articles that have been given an **Essential** importance on reading lists.

1. Locate the **full details page** of the article you wish to add. This may be from a publisher website, or a database that the Library does not subscribe to.

The example below is an Article about “Designing Transmitter Ligands” from the Journal of the American Chemical Society, that LSE does not subscribe to.

2. Copy the URL from your browser, or copy a permalink URL if there is one available on the page. Then click Add to bookmarks in your browser or use the browser extension 🕵.  

3. When the bookmarking screen appears, select **Add field: Web Address** from the drop down menu, click Add, and paste in the link.
4. Check the information in your bookmark and add or amend details as necessary. Note that with articles from some journals, you will see a second tab ‘Is part of journal’ in the bookmark.

5. You may wish to check that the journal title and ISSN are correct, before clicking Create or Create and Add to List.

6. Once you have added the Article to your reading list, you will need to add a Library Note to indicate to the Library that this Article needs to be sourced. Please click on Edit notes and Importance, and add the following text to the Library Note field, then click Save.

   Please scan this article

Once you have entered this text, the Library will automatically detect that the Article is outside our subscriptions. We will try to source a copy of the Article for you, and place a link on the reading list when complete.
• **Bookmarking a website**

1. Locate the webpage online and click **Add to bookmarks**.

2. You will be presented with a screen containing details of the webpage.

3. Check the information in your bookmark and add or amend details as necessary, before pressing **Create** at the bottom of the screen.

4. Most webpages will default to ‘Webpage’ as the Resource Type. If the material which you are is a working paper (e.g. from NBER, OECD etc.), we recommend that you categorise this as a ‘Document’.

5. This item has now been added to your **My Bookmarks** section.
Activity 5: Adding notes

Notes can be added to an entire list, as well as the individual items. To do this click and drag the **New Note** button into the reading list area in whatever position you want the note to appear. You can use this feature to provide additional information or guidance to your students.

Activity 6: Moving sections and items

Sections can be re-arranged by moving them around within the Table of Contents. To move a section within a list, click on **[show]** next to **Table of Contents**. Drag the icon next to the section title to the desired position and **Save**. Move the position of individual items by dragging the icon next to the resource title to the new position.

You can move items around between sections by clicking on ![drag icon] and dragging the item about. You can also add an item to several sections of one list by dragging the bookmarked item into each section it is required in.
Activity 7: Publishing a list

The list is not available for students to view until you publish it. Click on Publish at the top right of the page and Publish again.

Before you publish your reading list, there are a few points you should check have been completed:

- Please ensure that you have added the anticipated student numbers for the course. (You can add this number by clicking on ‘Edit’ and the ‘Edit’ button which appears in the top right of the screen next to the course title.)
- Ensure that all items listed on the reading list have an importance set (i.e. Essential or Recommended).

You can also publish from the My Lists view.

The list can now be publically accessed through the Reading Lists@LSE homepage by searching for the list title.
Activity 8: Sending your list for Review

Once you publish your reading list, you should submit it to the Library for review. You can do this by clicking on the ‘Request Review’ in the dialogue box which opens when you click on the ‘Publish’ button:

When editing a reading list in draft mode you can also request a review of the reading list by clicking the link in the top right hand corner of the editing screen:

The Library Acquisitions team will check to ensure that all titles listed on your reading list are stocked at levels appropriate for the number of students taking the course.

It is important that you submit your list for review. The Library will be informed of any additions/amendments you have made to your reading list, and will ensure that your required texts are stocked in the library.
Section 3: Creating a new reading list

Activity 1: Creating a new list

You should always search for an existing list first before creating a new list from scratch. It is much faster to edit an existing list than create a new one! You can search the Reading Lists@LSE page for your course, by title or course code.

If you are satisfied you wish to create a brand new list, continue with the steps.

1. Go to the main Reading Lists@LSE page and search for the word “Template”
2. There are three templates that you can use:
   - A single term course
   - A full year course
   - A summer school course.
   Select which one you want. Even if the template is not exactly what you need, you can always edit it later on.
3. Click Edit > Copy List
4. Type your list name into the List name field and complete the additional fields (i.e. term and anticipated student numbers). The List name must contain the module code at the start, e.g.: AN404 - Anthropology: Theory and Ethnography
5. Uncheck the “Copy hierarchy associations..” box
6. Click the blue Create list button

You can then begin bookmarking resources for your list, and adding them. You can also remove or add sections as appropriate from the template list.
Section 4: Useful Information and tools

Activity 1: Reading List Analytics

Once a list has been published, you can view analytics for your reading list which will list of the readings listed, provide an indication of the quality of the metadata and, for electronic resources, indicate how many time the reading has been accessed by your students online.

To access this information, click on **View and Export** and then select **Analytics** from the drop down menu.

- The analytics dashboard will show you the number of page views and number of clicks on your list. You can choose a date range.

- There is a colour coded bar chart next to each of the sections and items on your list showing you high (green), moderate (amber) or low (red) use for each resource on the list.

- The number of times a link to a resource is clicked is also displayed.

- The analytics dashboard also provides a metadata check and suggests where you can make improvements to the information about the item.

- You can also see if the edition on your lists is the most recent and if the library has a copy.
Activity 2: Changing the privacy settings on your list

When you create a new list, the **default** setting for the list is **public**. This means that the list is viewable by anyone with the URL, or can be discovered by searching through the main Reading Lists @ LSE page.

If you prefer, you can change the settings, so only LSE users will be able to view the list. In order to view the list, they will need to sign in with their LSE network username and password.

To change the settings, click on the **Edit** drop down menu near the top of your list, and then click **Edit list details**.

Then, under ‘**Who can view**’ select ‘**only logged in users**’, and click **Save**.
Activity 3: Embedding sections of your reading list in Moodle

After you have created sections in your reading list, you can embed these in your Moodle course site.

The benefits of doing this are that your students will have a consistent experience across their courses; the Library will have access to your reading list data so the content can be acquired for you; and you won’t have to duplicate the effort of entering your reading list into Moodle.

1. Open your Moodle course, go into edit mode by clicking **Turn editing on** near the top right corner.

2. Go to the week or section of your Moodle course where you want to embed a section from your reading list, and click the drop down menu for **Add an activity**

3. Select **Reading List (Talis Aspire)** from the drop down activities menu
4. Enter your chosen title text for the Activity name, such as “Week X readings”. This is what will appear in Moodle.

5. Then click the Save and display button near the bottom of the options.
6. You will now be brought to the reading list for your course. You should accept any cookies if prompted to do so. You may be asked to authenticate your username when embedding – please click any 'key' icons, or enter your username and password if prompted to do so.

Select the section of the reading list you want to embed in Moodle from the drop down menu. When you are finished, click the Save button on the right.

7. Your reading list section is now embedded in your Moodle course. You can see the results by navigating back to your Moodle course and click Turn editing off.