

Reading Lists @ LSE

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Section 1: Getting Started

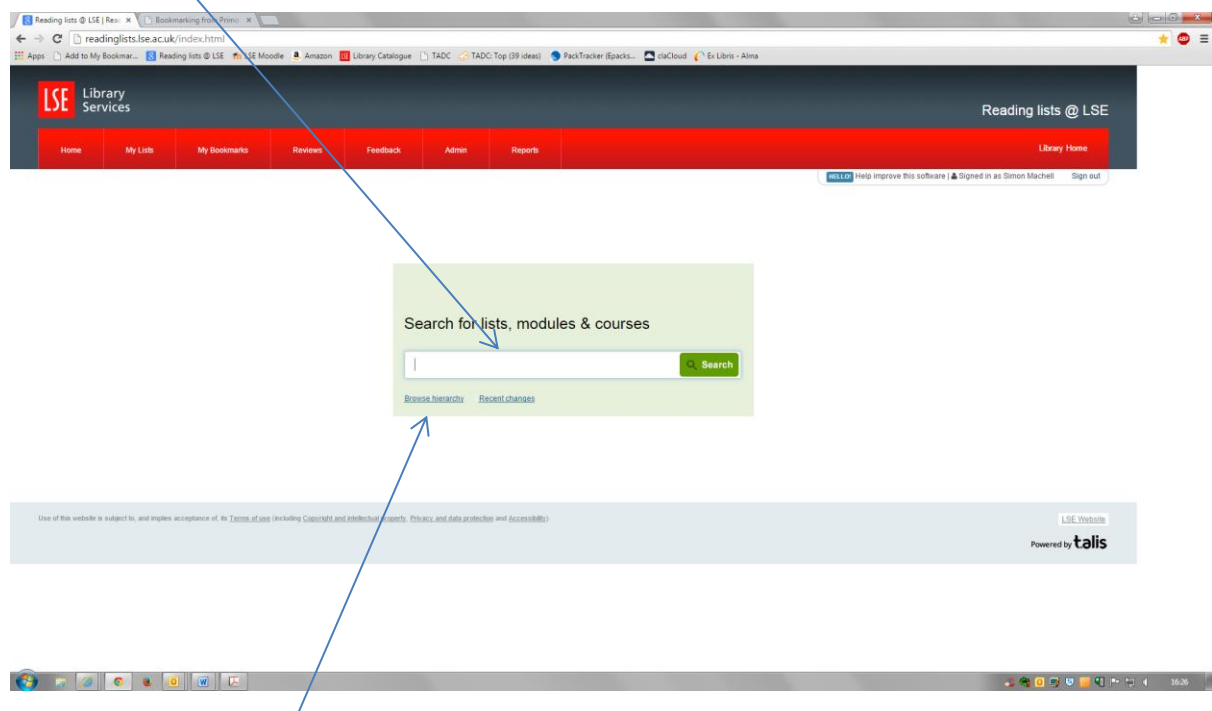
Activity 1: Logging in

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 sign in option on the right-hand side
3. Enter 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 module code, module title or the academic member of staff responsible for the course.



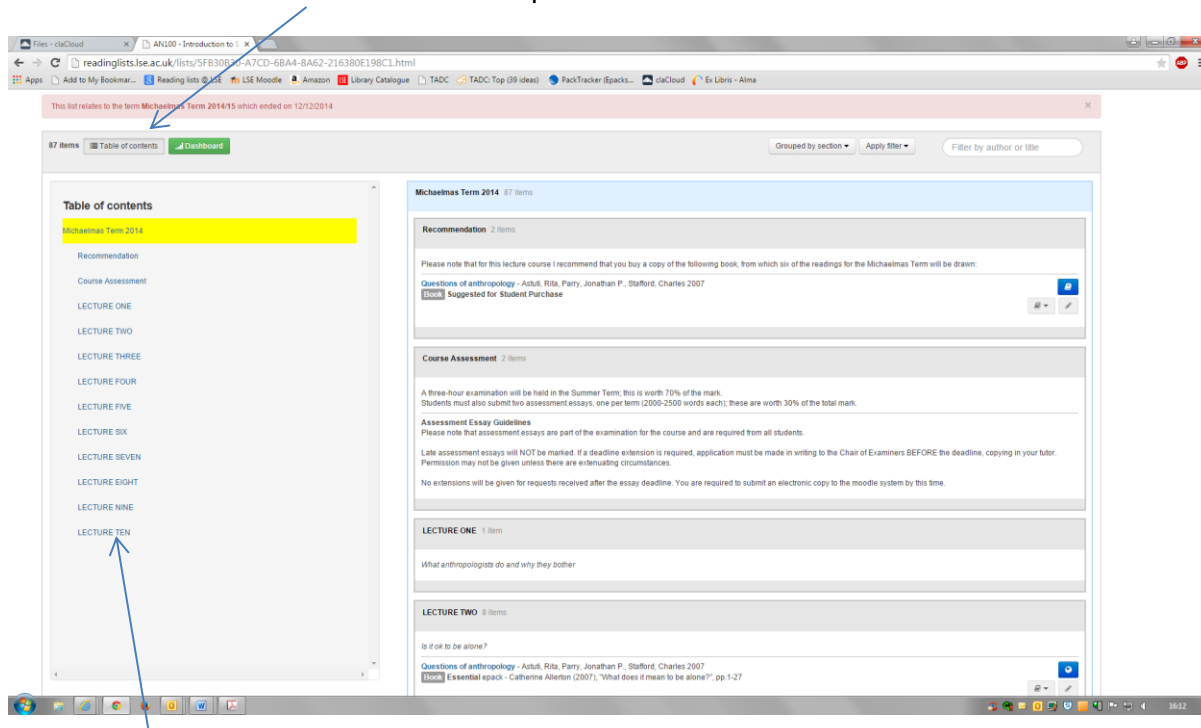
It is also possible to find courses by browsing the hierarchy

Spend a couple of minutes searching for reading lists in your department


Activity 3: Navigating a list

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

1. Click the view table of contents option



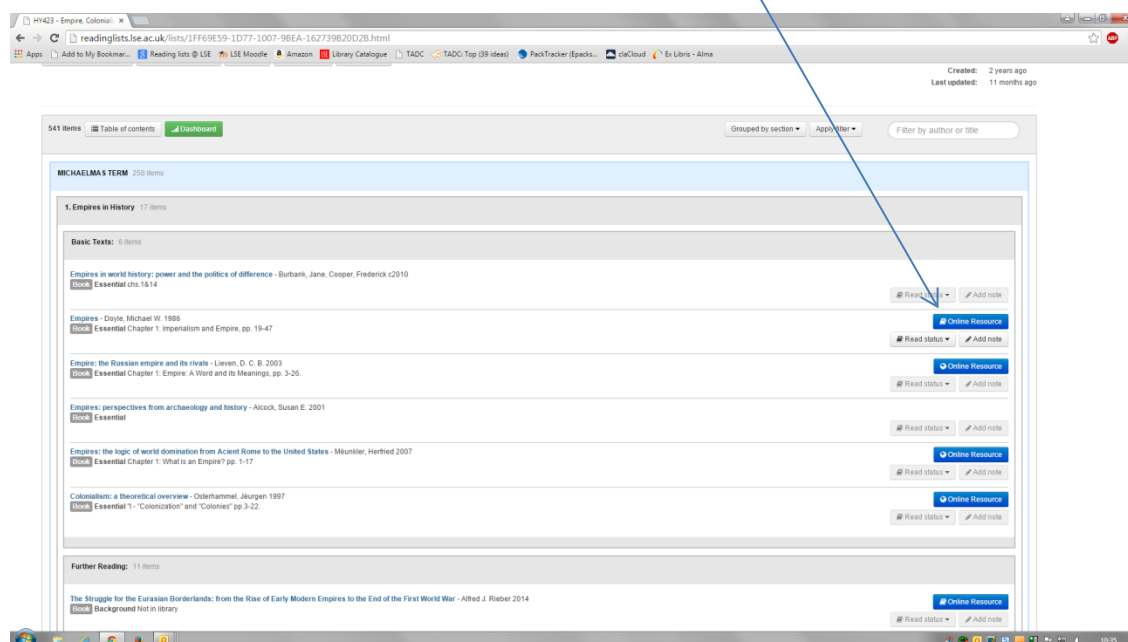
2. Click on the week that you wish to access

 If you are accessing your reading list from Moodle, unless your course has been set to public, you will automatically be taken to the top of the list. When a reading list is public, you will be taken to the exact week. As most LSE lists are set to private, we recommend that you use the table of contents option to quickly access the section you need.

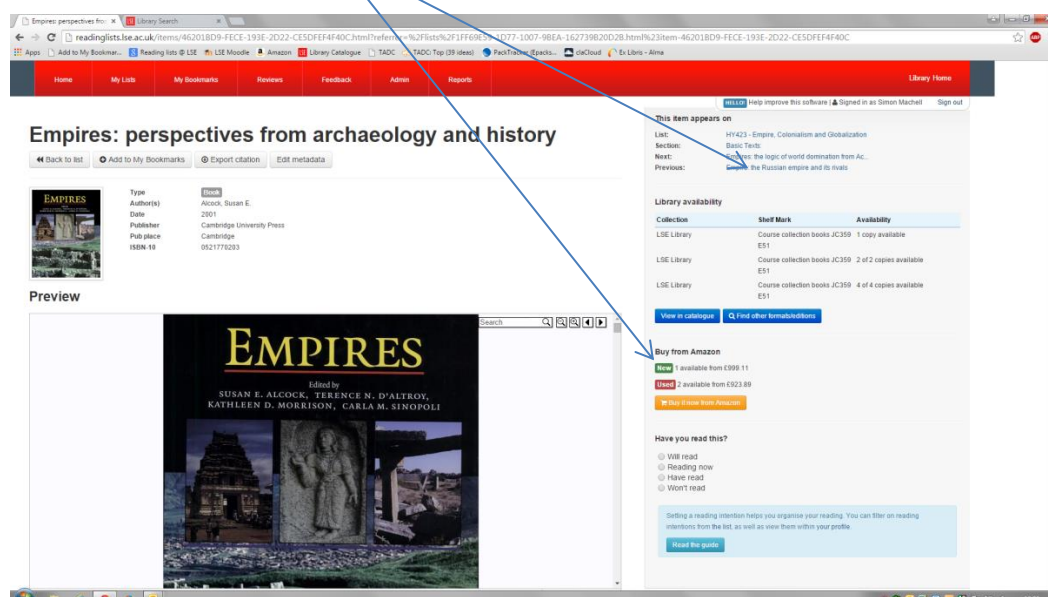
Activity 4: Accessing Material

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 that indicate that there is an online resource, just click the blue 'Online Resource' 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 Online Resource button, click on the title to be taken through to the screen 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.



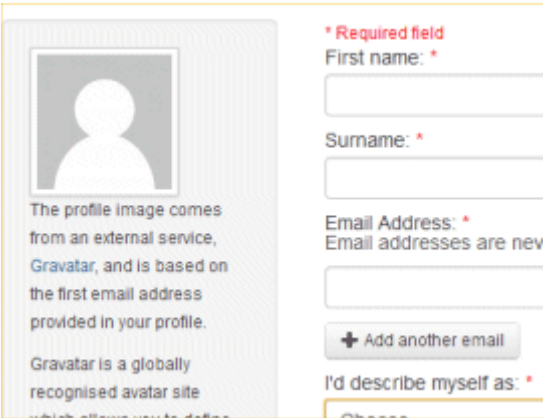
Section 2: Editing an Existing List

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**.

If you haven't already received an email please contact library.teaching.support@lse.ac.uk and we'll set you up.

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.

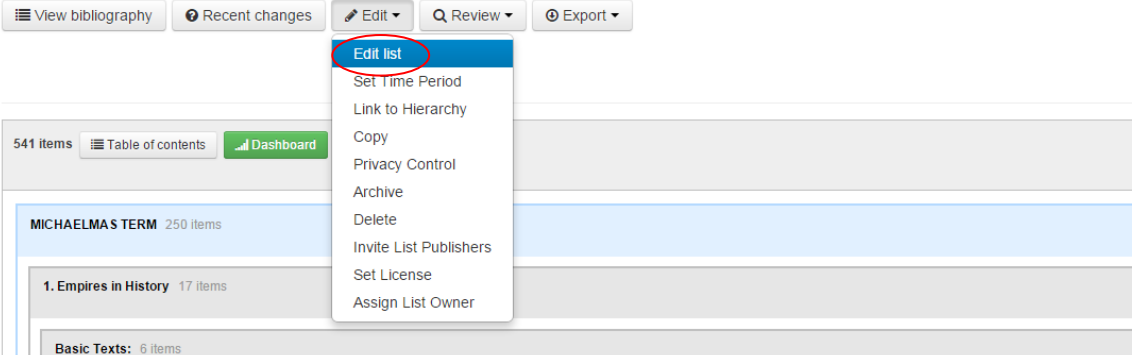


The registration form includes a profile picture placeholder with text: "The profile image comes from an external service, Gravatar, and is based on the first email address provided in your profile. Gravatar is a globally recognised avatar site which allows you to define your profile picture." To the right, there are input fields for "First name: *", "Surname: *", and "Email Address: *". Below the email field is a button "+ Add another email". At the bottom, there is a field "I'd describe myself as: *" and a "Choose" button.

Activity 2: Editing an existing list


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

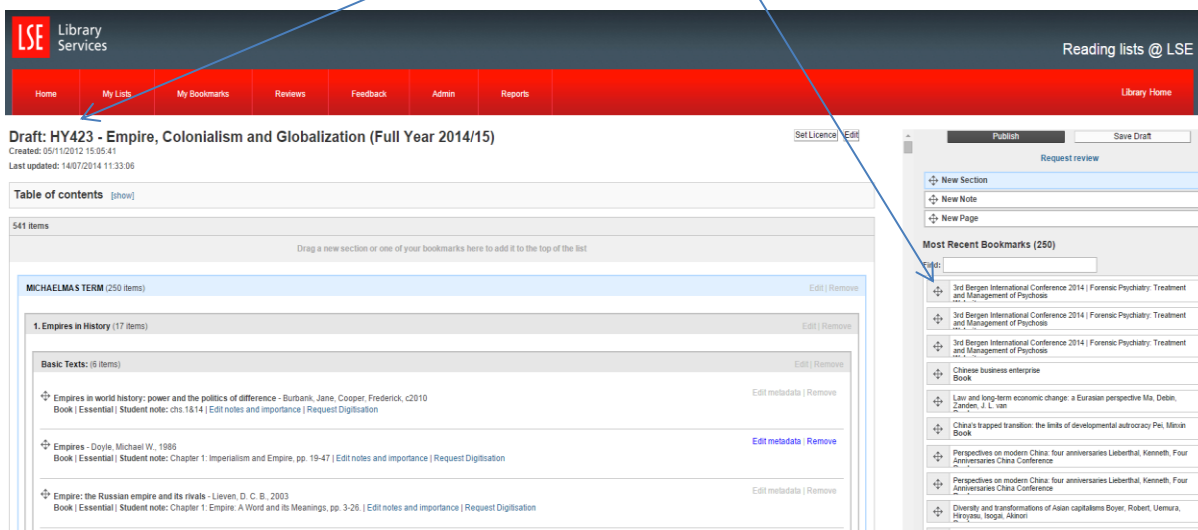
HY423 - Empire, Colonialism and Globalization Full Year 2014/15 Private



The screenshot shows the LSE Reading Lists interface. At the top, there are buttons for "View bibliography", "Recent changes", "Edit", "Review", and "Export". Below these, a dropdown menu is open for the "Edit" button, showing options: "Edit list", "Set Time Period", "Link to Hierarchy", "Copy", "Privacy Control", "Archive", "Delete", "Invite List Publishers", "Set License", and "Assign List Owner". The "Edit list" option is highlighted. The main content area shows a list of items under the heading "541 items". Below this, there are sections for "MICHAELMAS TERM 250 items", "1. Empires in History 17 items", and "Basic Texts: 6 items".

- 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.

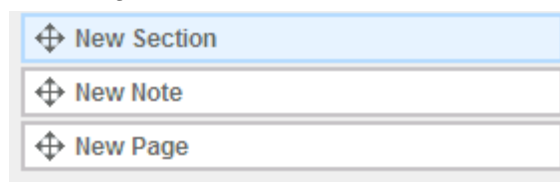
 indicates an item that you can drag across to your list.



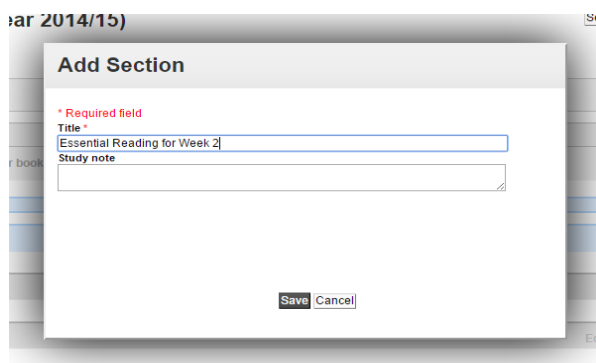
Activity 3: Adding sections

It is possible to create sections within your lists, which can be used to help signpost students to resources.

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



- 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.



Table of contents

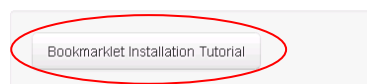
- Week 1 Reading
- General Reading Week 2
 - Essential reading
 - Additional Reading

Activity 4: Adding a bookmark and setting a status

Successful use of the software depends upon setting up a shortcut on the browser toolbar of your computer.

1. Go to **My Bookmarks**.
2. Click on the **Bookmarklet Installation Tutorial** in the top right corner.

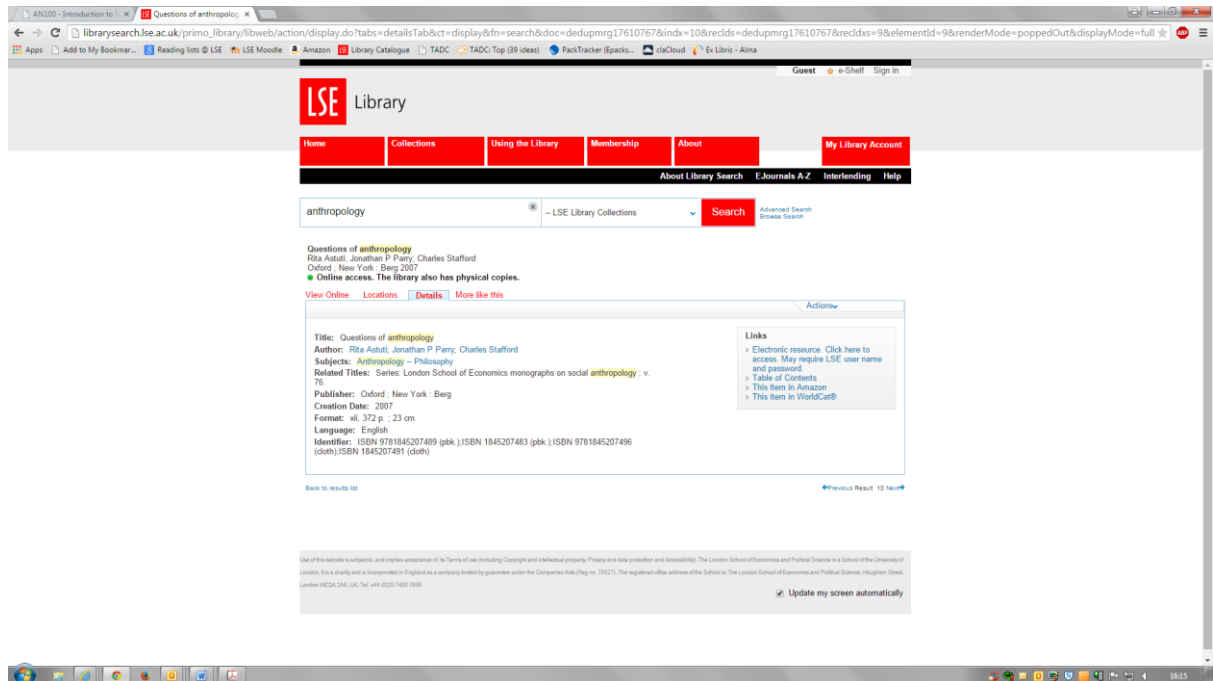
My Bookmarks Showing 1 to 25 of 33 bookmarks



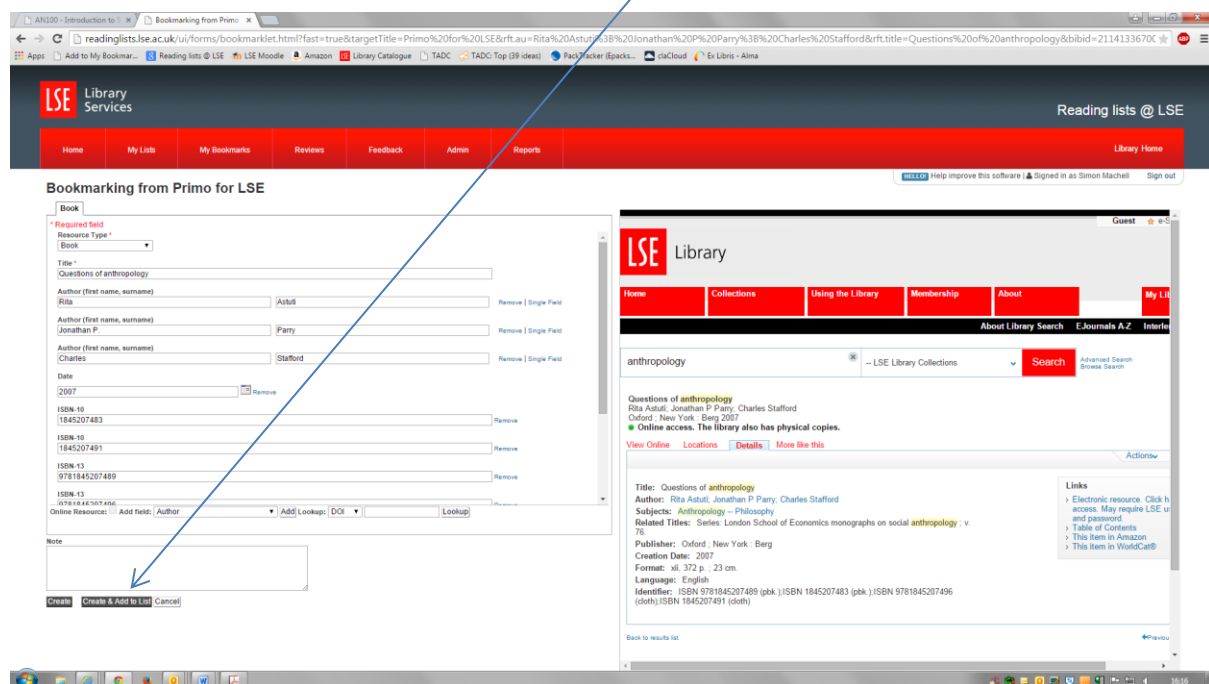
3. The system will detect which browser you are using and will provide the appropriate on-screen instructions for installing the Bookmarklet tool for that browser. You will only need to do this once on each computer you use.
4. Alternatively you can drag and drop the bookmarking applet onto the toolbar in your browser.

Bookmarking a book using Library Search

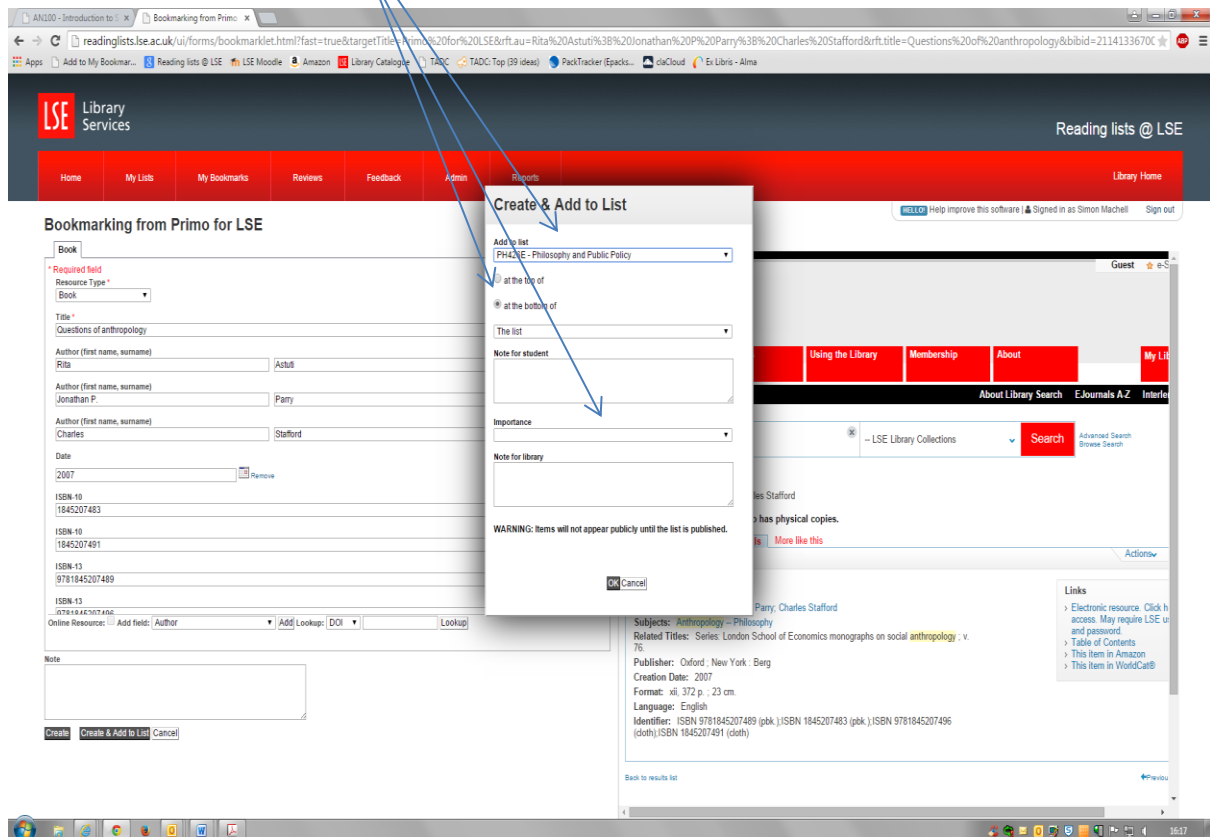
1. Go to Library Search: <http://www.lse.ac.uk/library/home.aspx>
2. Find the item you want by searching on the basis of LSE Library Collections and click on the title to display the Full Record.



3. Click on the **Add to My Bookmarks** button that you have recently added to your browser toolbar.
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.



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 business rules, which go to the Course Collection.
 Background – one copy in the main collection.

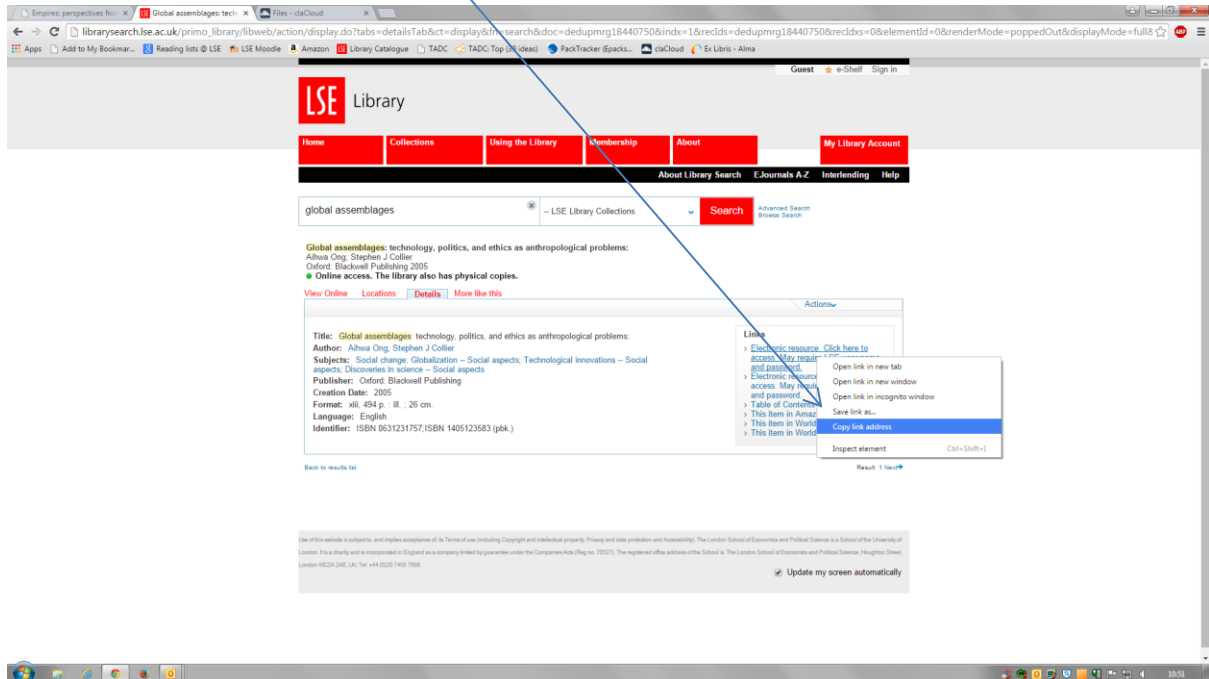
It is the status that is used when we generate the order report from the system for running against the catalogue to find out what resources need to be ordered.

Adding an Ebook

The above instructions describe how to add a print book. In order to add an e-book there is an additional step that needs to be undertaken. From either the individual ebook record or the combined one:

1. Go to the details tab

- Where it says Electronic Resources, right click the mouse and select the option to copy link location and where it says Electronic Resource, right click the mouse and select the option to Copy Link Address



- If the record is not a combined one, go to the printed record and click on the **Add to My Bookmarks** button
- When the bookmarking screen appears, go to Add Web Address from the drop down menu and paste in the link.

Home
My Lists
My Bookmarks
Reviews
Feedback

Bookmarking from Primo for LSE

Book

* Required field
Resource Type *
Book

Title *
Escape from empire: the developing world's journey through heaven and hell

Author (first name, surname)
Alice H. Amsden

Date
c2007

ISBN-13
9780262012348

Pub place
Cambridge, Mass

Publisher
MIT Press

Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address
Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...

Remove

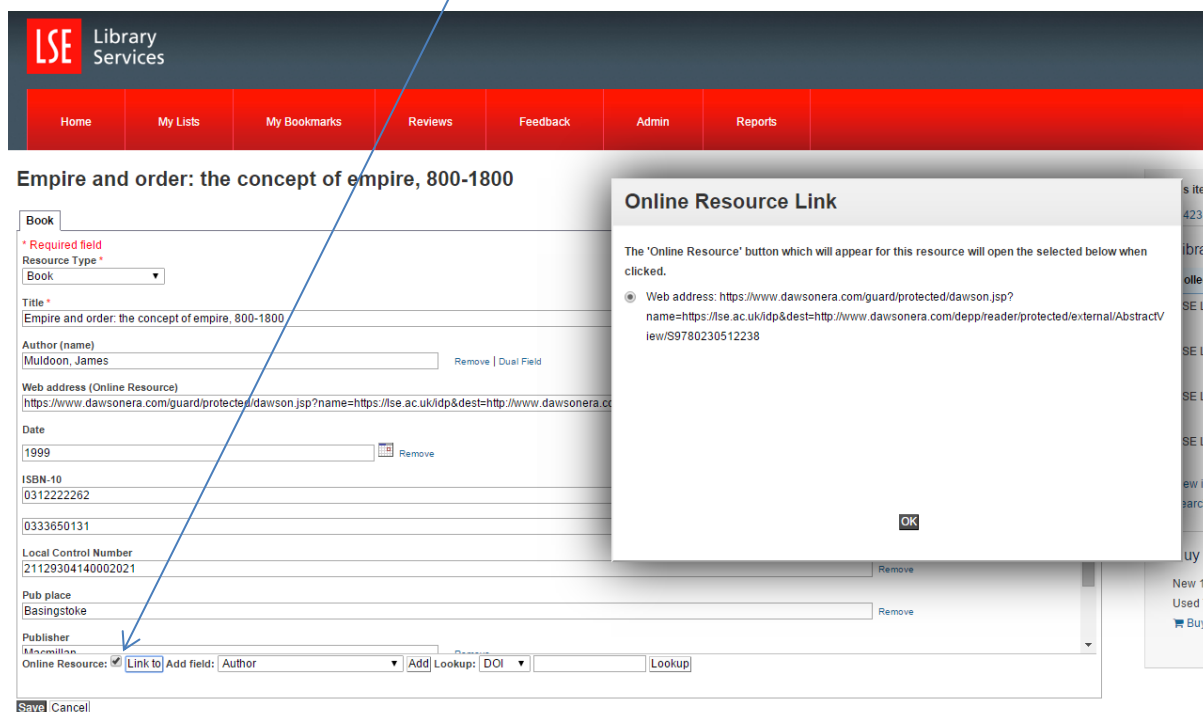
Online Resource: ☐ Add field: Web address Add Lookup: DOI

- Tick the online resource box and choose the URL to link to

6. You then need to go to one of the create options to complete the process

Bookmarking an electronic journal article

1. Locate the article online via the library's subscription databases (e.g. Emerald, EBSCO etc.)
2. Follow through to the full text version of the article, copy the URL and click **Add to bookmarks**.
3. When the bookmarking screen appears, go to Add Web Address from the drop down menu and paste in the link.
4. Tick the online resource box and choose the URL 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.



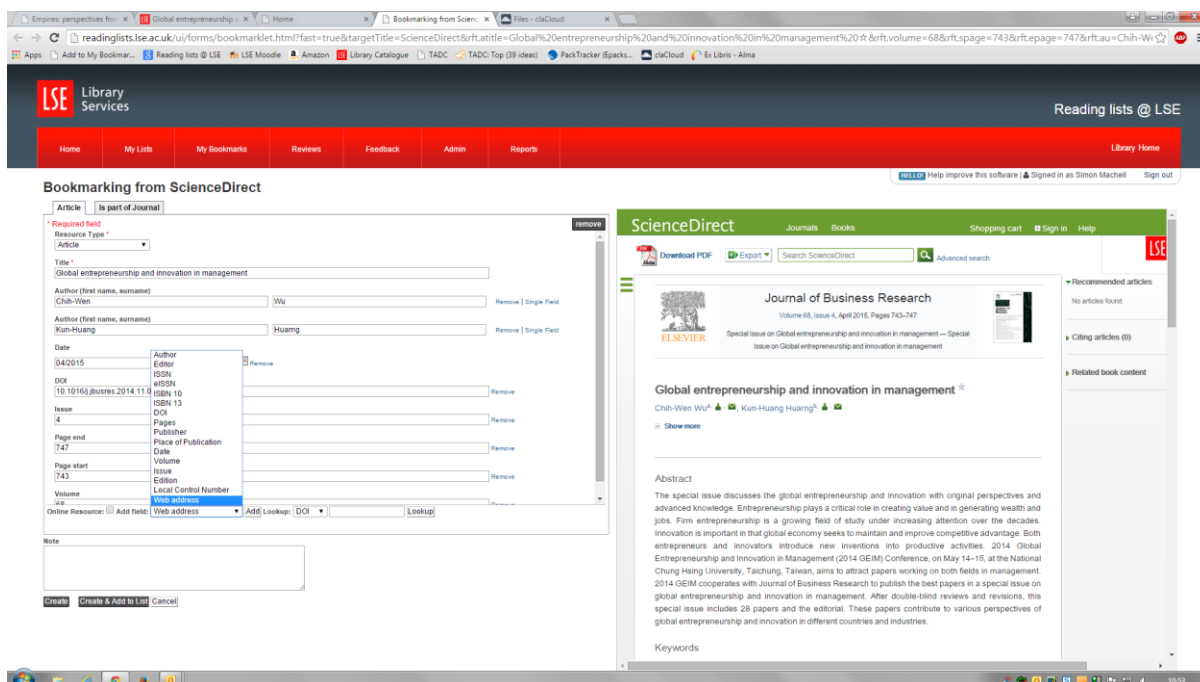
Online Resource Link

The 'Online Resource' button which will appear for this resource will open the selected below when clicked.

- Web address: <https://www.dawsonera.com/guard/protected/dawson.jsp?name=https://lse.ac.uk/ldp&dest=http://www.dawsonera.com/iew/S9780230512238>

OK

5. Check the information in your bookmark and add or amend details as necessary. Note that with journals, Aspire adds a second tab 'Is part of journal'. This needs checking before clicking **Create** or **Create and Add to List**

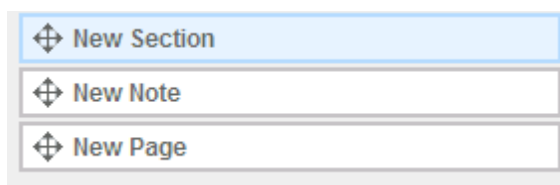


Bookmarking a website

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. This item has now been added to your **My Bookmarks** section.

Activity 5: Adding notes

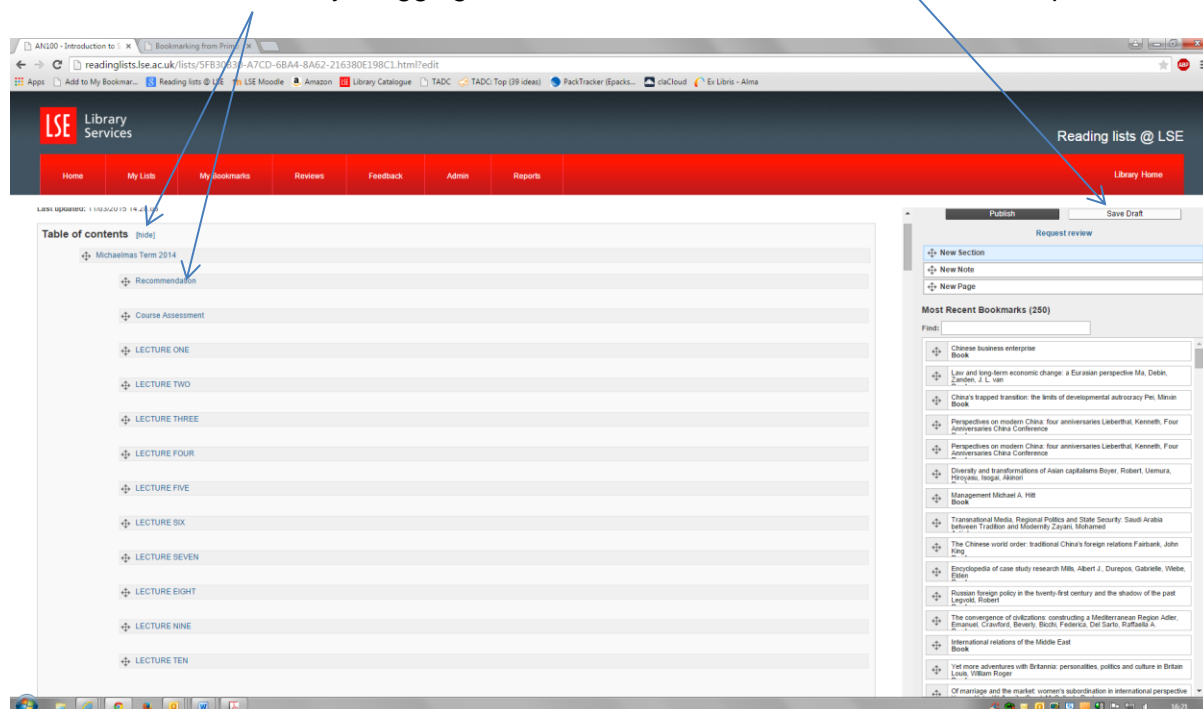
Notes can be added to an entire list, as well as the individual items. To do this click and drag the **New Note** button into the reading list area in whatever position you want the note to appear.




Activity 6: Moving sections and items

Sections

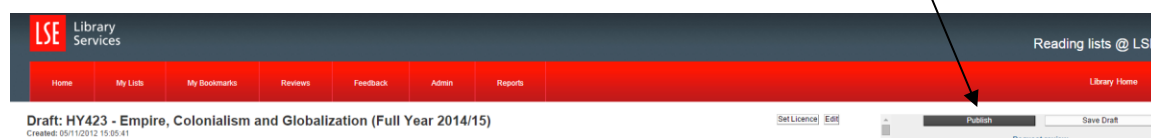
- Sections can be re-arranged by moving them around within the Table of Contents. To move a section within a list, click on **[show]** next to **Table of Contents**. Drag the icon next to the section title to the desired position and **Save**. Move the position of individual items by dragging the icon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



- You can move items around between sections by clicking on  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 anyone else to view until you publish it. Click on **Publish** at the top right of the page and **Publish** again.



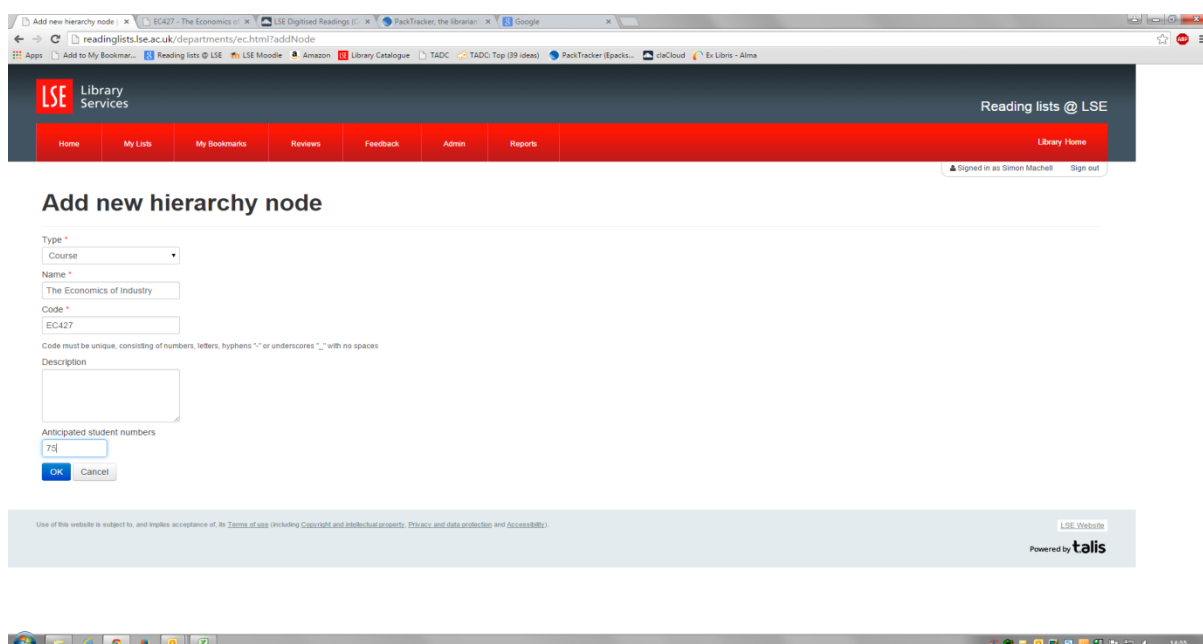
You can also publish from the **My Lists** view.

The list can now be publically accessed through the Talis Aspire homepage by searching for the list title.

Section 3: Creating a new course and list

Activity 1: Creating a new course

1. From the home page, select the Browse Hierarchy option from underneath the search box
2. Select the department
3. Click Add New
4. Complete all of the details.
Type – this should be set to course
Name – name of the course
Code – course cod
Anticipated student numbers – put in the maximum allowed student numbers



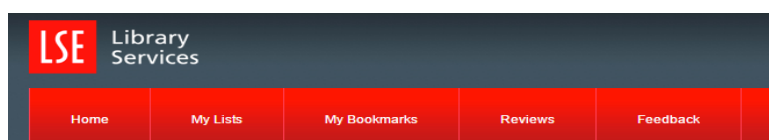
Use of this website is subject to, and implies acceptance of, its [Terms of use](#) (including Copyright and intellectual property, Privacy and data protection and Accessibility).

LSE Website
Powered by **talis**

5. Click ok

Activity 2: Creating a new list

1. Go to **My Lists** and click on the **Create a New List** button.
2. 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.**
3. Click select hierarchy and type the course code. When this appears select it and click save, which links the list to the course
4. Click on **OK** and decide if you are the list owner or select another user if appropriate.



Create a new list *Required

List name *

Description

Hierarchy

Select Hierarchy

Term

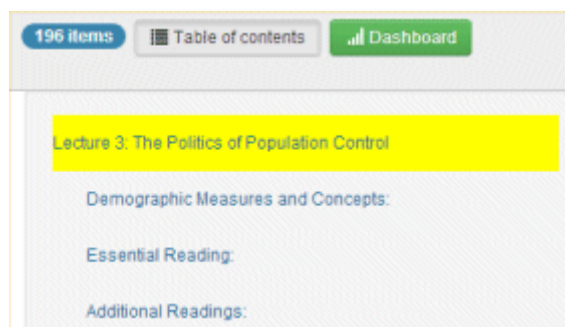
Anticipated student numbers

Create list

Section 4: Useful bits

Activity 1: Display in Moodle

You can embed links to your list into Moodle. Right click on the section title in the **Table of contents** and copy the link address.

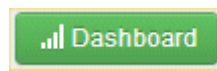


You can then paste this URL into your Moodle page as a standard webpage link.

Please be aware that it is only possible to link directly to specific weeks if the reading list is set to public, which means that it is discoverable by anyone with an internet connection.

Activity 2: Using the Dashboard

Once a list has been published a new **Dashboard** icon appears within the list view:



Click on the button to display statistical information about how the list is being used:

