# TABLE OF CONTENTS

Introduction........................................................................................................................................................................2
Getting started...........................................................................................................................................................................2

**Collecting bookmarks**........................................................................................................................................................3
- Printed books and e-books.......................................................................................................................................................3
- Bookmarking a specific chapter ..............................................................................................................................................5
- Resources not currently held by the Library ..........................................................................................................................5
- E-journal articles ....................................................................................................................................................................5
- Journals....................................................................................................................................................................................6
- Websites ..................................................................................................................................................................................7
- Digitised materials...................................................................................................................................................................7

**Creating and editing reading lists**.........................................................................................................................................8
- Does a reading list already exist? ............................................................................................................................................8
- Editing an existing list..............................................................................................................................................................8
- Creating a new reading list ....................................................................................................................................................10
- Embedding a list within Blackboard....................................................................................................................................10

**Further help**.........................................................................................................................................................................11
INTRODUCTION

This guide is designed to help you get started with creating and editing reading lists with the University’s course reading list software, Link2Lists.

You will build up a list of bookmarks which are unique links to your selected materials/resources, such as important books, book chapters, journal articles, webpages, and digitised readings.

You can then use these bookmarks to create or edit a reading list. Typically you will have one reading list per module, for example; ‘NURS96666 Dementia in the elderly’ and you can organise your list into as many sections as required, structuring it by themes or dates.

To get started you will first need to contact your Academic Engagement Librarian who will arrange for you to be set up on the system.

Once you have been set up you should then receive one (list creator) email from noreply@talisaspire.com. If you have not received your email within 24 hours please check your junk folder, as the email will appear to originate from Talis Aspire and not a staff member from the University.

1. Click on the link within the email to accept the invitation and create your profile.
2. Log in to www.readinglists.manchester.ac.uk using your University of Manchester username and password.

Please note: Link2Lists software works best with the following browsers: Chrome or Firefox.

GETTING STARTED

Once you have the required permissions, follow the steps below to enable you to start collecting resources (creating bookmarks) for your reading list.

Step 1: Navigate to Link2Lists (www.readinglists.manchester.ac.uk).

Step 2: Click ‘My Bookmarks’ on the navigation bar; you may be prompted to login with your University username and password.

Step 3: Click ‘Install Bookmark Button’ as shown on the right.

Step 4: Click ‘Next’ when the message appears.

Step 5: On the next pop-up you will need to click and drag to your browser bookmark bar.

Step 6: On the final pop-up window click ‘Close’.

You are now ready to start bookmarking resources for your list!
COLLECTING BOOKMARKS

Follow the steps below to add resources to your ‘My Bookmarks’ section of Link2Lists.

PRINTED BOOKS AND E-BOOKS

Step 1: Open a new tab in your browser and navigate to Library Search.

Step 2: Enter your search terms to find the resource you wish to link to.

Step 3: Click on the title link.

Step 4: You should see its full record and bibliographic information.

Step #: Click ‘Permalink’ and copy to clipboard

Step 5: Click the ‘Add to My Bookmarks’ button you added to your browser toolbar earlier.
**Step 6:** A Link2Lists form will now appear as shown on the left on the screen. This form has pulled all of the details from the bibliographic information in Library Search. Check the details are correct.

![Bookmarking from Primo Explore](image)

**Step 7:** Scroll down, if there is an existing web address field, remove it.

**Step 8:** Now add a new web address field (using drop-down menu) and paste the permalink you collected earlier (if you are bookmarking an e-book, click ‘online resource’ option, otherwise leave unchecked). The permalink is more stable, allowing easier access off campus.

**Step 9:** Click ‘Create’ to add your resource to your bookmarks in Link2Lists.

Alternatively, you can click ‘Create and Add to List’, this will automatically drop your bookmark into either the top or bottom of your reading list. You can edit the details of your bookmarked resources later through the Link2Lists page.
BOOKMARKING A SPECIFIC CHAPTER

Follow the steps for ‘Collecting bookmarks’ and in the ‘Notes’ field add an explanatory sentence, for example; ‘Please read chapter 9; pages 196-247’.

RESOURCES NOT CURRENTLY HELD BY THE LIBRARY

If you would like to bookmark a resource that the University of Manchester Library doesn’t yet hold, you can search for the item on a general seller’s website such as Amazon. Bookmark the item from here following steps 5 - 9 of ‘Collecting bookmarks’. An example is shown below:

If you have ordered the book or asked the Library to order it for you, you may add a message such as ‘Item on order’ in the ‘Notes’ field.

Once the book is purchased and added to the Library’s holdings, you will have to create and add a fresh bookmark using Library Search, and delete the original bookmark to the Amazon record.

E-JOURNAL ARTICLES

To bookmark an e-journal article the process is almost the same. Follow the steps below to add an e-journal article to your ‘My Bookmarks’ section of Link2Lists.

Step 1: Open a new tab in your browser and navigate to Library Search.

Step 2: Enter your search terms to find the resource you wish to link to.

Step 3: Click ‘Full text available’ and then click on the provider link as shown in the example below:
Step 4: You will be directed to the summary information of the resource on the supplier site. Click ‘Add to My Bookmarks’.

Step 5: The bookmarking form will appear and a DOI number or permalink should be displayed. *

Step 6: Place a tick in the box marked ‘Online resource’ and click ‘OK’.

* If there is no DOI in the bookmark form click ‘Add’ and from the menu select the ‘Web address field’. Then copy and paste the article’s URL into the web address field.

Step 7: Click ‘Create’ at the bottom of the form.

You have now bookmarked an e-journal article.

JOURNALS

These are the steps to bookmark a journal.

Step 1: Open a new tab in your browser and navigate to Library Search.

Step 2: Enter your search terms, e.g. journal title to locate the resource you wish to link to.

Step 3: Click on the title of the journal you wish to bookmark

Step 4: Click ‘Permalink’ and ‘copy the permalink to the clipboard’

Step 7: Click ‘Add to my Bookmarks’ in your browser toolbar.

Step 8: Ensure ‘Resource Type’ is set to ‘Journal’.

Step 9: From the ‘Add field’ drop-down menu select ‘Web address’ and click ‘Add’.

Step 10: A permalink is a more stable link and is less likely to break. For this reason paste the permalink you copied earlier into your web address field.

http://www.readinglists.manchester.ac.uk
**Step 11:** If linking to an online journal, click in the ‘Online Resource’ check box.

**Step 12:** A new box may appear, ensure the radio button is set on ‘Web address’, click OK.

**Step 13:** Click ‘Create’ at the bottom of the form.

You have now bookmarked a journal.

**WEBSITES**

These are the steps to bookmark a website.

**Step 1:** Open a new tab and navigate to the webpage you wish to link to.

**Step 2:** Click ‘Add to My Bookmarks’ on your browser toolbar.

**Step 3:** Amend the details as you wish on the bookmark form you have been redirected to and click ‘Create’.

You have now bookmarked a website.

**DIGITISED MATERIALS**

If you have asked for a book chapter to be digitised by the Digitisation team you should receive an email from them when it has been completed.

The email will contain a URL for the digitised item which you can then incorporate into a bookmark. Do this by following the steps below.

**Step 1:** Open a new tab and navigate to the URL provided by the Digitisation team.

**Step 2:** In another tab open Link2Lists (www.readinglists.manchester.ac.uk).

**Step 3:** In Link2Lists click ‘My Bookmarks’.

**Step 4:** Click ‘Add’ then click ‘Add manually’ from the drop-down list as shown on the right.

**Step 5:** A form will appear for you to add the details of your bookmark. From the ‘Resource Type’ drop-down list select ‘Chapter’.

**Step 6:** Enter a name for the digitised resource.

**Step 7:** At the bottom of the form select the following items from the ‘Add Field’ drop-down list and then click ‘Add’ to add these to the form. Fields you need to add are: ‘Resource type’, ‘Author’, ‘Title’, ‘Pages’ and ‘Web address’.

**Step 8:** Once you have added the additional fields, complete the details and paste the URL into the ‘Web address’ field.

**Step 9:** Click ‘Create’ to finish bookmarking your digitised resource.

You have now bookmarked a digitised item.
CREATING AND EDITING READING LISTS

DOES A READING LIST ALREADY EXIST?

Before you do anything else you will need to ascertain whether a list for your module already exists. If there is already a list, you will need to follow the steps for ‘Editing an existing list’. If a list does not exist, follow the steps for ‘Creating a new reading list’.

To check whether a list exists follow the steps below:

Step 1: Navigate to the Link2Lists home page (www.readinglists.manchester.ac.uk).
Step 2: Search for the list by entering the module code, as shown in the example below:

Step 3: Click ‘Search’.
Step 4: If a list was found, follow steps 4 – 11 of ‘Editing an existing list’ to begin editing it.

EDITING AN EXISTING LIST

Your module will probably have an existing list. In this case you just need to edit it by adding your bookmarks. Follow the steps below to find and start editing an existing reading list.

Step 1: Navigate to Link2Lists (www.readinglists.manchester.ac.uk).
Step 2: Search for the list by entering the module code, as shown in the example below:
Step 3: Click ‘Search’.
Step 4: Click the title of the list you wish to edit (if the list has an expiry date you will see a message warning you of this at the top of the page).
Step 5: You will now see an editable version of the list, don’t make any changes from here! Before you make any changes, click ‘Add to My Lists’.
Step 6: Click ‘My Lists’ to go to the list you want to edit.
Step 7: Click the title of the list, then click the drop-down box ‘Edit’ and select ‘Edit list’.
Step 8: To add a New Section, New Note or New Page to the list simply click any of these options from the right and drag across to the left. As shown below:

Step 9: Once you have dragged an item across, a short form will appear allowing you to name that section, note or page. Once you have added the details simply click ‘Save’ and your section, note or page will be created.

Step 10: You can amend the details at any time by clicking ‘Edit’, as shown below:

Step 11: A list of your bookmarks will appear on the right, simply click and drag them into the sections you want. Once added they can be dragged out and added to a different section at any time. The symbol indicates an object that has ‘drag and drop’ functionality.

Step 12: Once you have finished making changes click ‘Publish’, alternatively if you are not ready for the amendments to be seen you can click ‘Save Draft’.

An existing list that has already been published and embedded into Blackboard will update automatically upon clicking ‘Publish’. For a new list you will need to ensure it has been associated with the relevant module code. Follow the steps in ‘Embedding a list within Blackboard’.
CREATING A NEW READING LIST

Now you have a collection of resources you can start to add them to reading lists. Follow the steps below to set up your first reading list:

**Step 1:** From [Link2Lists](http://www.readinglists.manchester.ac.uk), click ‘My Lists’.

**Step 2:** Click ‘Create new list’.

**Step 3:** Give your list a name and description, e.g. ‘UCOL25002 The Digital Society Steve McIndoe’.

**Step 4:** Click ‘Hierarchy’ and search by the module code of the course you wish to link the list to.

**Step 5:** Click the module code and then click ‘Save’.

**Step 6:** Select the relevant academic year you would like the list to be published. *

**Step 7:** Finally enter the anticipated student numbers and click ‘Create’.

**Step 8:** Click ‘I am the list owner’. You will now be redirected to the list editing page.

**Step 9:** Edit the list as shown in, steps 8 – 12 ‘Editing an existing list’.

**Step 10:** Click ‘Save Draft’ to come back and work on your list later. Alternatively you can click ‘Publish’ if you are ready to [publish and embed your list in Blackboard](http://www.readinglists.manchester.ac.uk).

*Please note – in order for your reading list to display within Blackboard, the academic year of the list must match the academic year we are in. If you wish to re-use your list the following year simply amend the academic year because there is no automatic rollover of lists.*

EMBEDDING A LIST WITHIN BLACKBOARD

The final step to helping your students access your list is to embed it within Blackboard. Follow the step-by-step guide below to learn how to do this.

Please note, in order to see your list in Blackboard, you need to ensure the following:

- that the date of your list is listed as the appropriate academic year (i.e. current year)
- it is linked to the appropriate module
- it is published.

If all this criteria is met you can move to step 6.

**Step 1:** Navigate to Link2Lists ([www.readinglists.manchester.ac.uk](http://www.readinglists.manchester.ac.uk))

**Step 2:** Click ‘My Lists’.

**Step 3:** Click the name of the list you wish to attach to the module.

**Step 4:** Click the ‘Edit’ drop-down list and click ‘Edit list’.

**Step 5:** Click ‘Publish’. If your list was an existing one it may already be in your Blackboard course; in which case you will need to navigate to Blackboard to double check that it has been updated, see **Step 10**. If the list isn’t already in Blackboard follow Steps 6 - 11.

[http://www.readinglists.manchester.ac.uk](http://www.readinglists.manchester.ac.uk)
Step 6: Open a new tab in your browser and navigate to your Blackboard course.

Step 7: Ensure you are in edit mode.

Step 8: From the course ‘Home page’, go to the ‘Noticeboard section’ click ‘Add Course Module’.

Step 9: Scroll down the alphabetical listings to ‘Reading Lists Module’. Click the ‘Add’ button displayed directly underneath and Save.

Step 10: Navigate to the ‘Home page’ of your Blackboard course and the ‘Reading List Module’ should be displayed at the bottom of your noticeboard section.

Step 11: You can move the page up (for greater visibility) to help promote it to your students.

Your resource list has now been embedded into Blackboard! You can make changes to your list at any time within Link2Lists and it will automatically update within Blackboard providing you save the changes by publishing the list.

FURTHER HELP

For further help or for anything not covered in this guide please contact your Academic Engagement Librarian.