Talis Aspire Reading Lists – Extended guide

Setting up a profile

1. You first need to log in to Talis Aspire Reading Lists and set up a profile.

2. Go to Reading Lists and Log in using your Warwick username and password.

3. Now select Create a Profile on the same tab bar.

4. Complete the profile form with a subject area and how you would describe yourself (e.g. an academic) from the options provided.

5. This will now give you editing rights for your module reading lists.
Installing the bookmark button

1. In order to create and edit reading lists you will need to install the reading list bookmark button on your browser. This will allow you to collect and save any bookmarked items within your My Bookmarks area, e.g. books, eBooks, articles, etc.

1. First check that your bookmarks bar is showing in your chosen browser.

**Internet Explorer:** Right click on the grey bar at the top of the screen and make sure Favourites bar is ticked.

**Firefox and Google Chrome:** Click on the three horizontal bars in the top-right of your browser. Hover over Bookmarks and then click Show Bookmarks Bar.
**Safari:** Go to Bookmarks and select **Show Bookmarks.**

![Safari bookmarks menu](image)

2. From the Talis Aspire menu bar click on **My Bookmarks** and then click on the link for the **Install Bookmark Button** on the right hand side of the screen.

![Installing bookmark button](image)

3. Now **click and drag** the **Add to My Bookmarks** button to your bookmarks/favourites bar. The button should now appear as shown in **Internet Explorer, Firefox, and Google Chrome:**

![Add to My Bookmarks button](image)
In Safari click and drag Add to My Bookmarks to your Favourites on the left of your screen.

4. With the button installed you are now ready to start bookmarking items (collecting references) in order to create and edit reading lists.

Please note the bookmark tool is not currently supported for adding to a tablet browser or with Microsoft Edge.

You may want to rename the bookmark button something memorable, e.g. ‘reading list’ or ‘Talis Aspire’.

Install the bookmark button on any computer you use and you can bookmark items whenever you come across them.
Talis Aspire Reading Lists – Creating your Reading List

Finding your reading lists on Talis Aspire

1. From the Reading List homepage search for your module list. This is usually easiest by module code. You can also click Browse hierarchy to see the list of modules for a specific department.

![Search for lists and modules](image)

2. Once you have located the list click on the desired title to view it.

3. Click the Add to My Lists button in the top right of the screen. This will save the list to your profile ready for you to start editing.

![Lists](image)

If you cannot find your module please contact your Academic Support Librarian.
Adding sections to your Reading List

1. Aspire allows you to split your list into sections. This is especially useful if it is a long list or you wish to break it up by week, topic or importance. Arranging your list in this way also creates a content page that students can use to navigate between the sections.

We recommend you add sections before you start adding your bookmarks.

2. Select Edit and Edit list to open the edit screen and start adding sections to your reading list. This is also how you add references or bookmarks.

3. To add a section simply drag and drop a New Section block from the right hand menu at the appropriate point in your list. You will see a pop-up menu asking you to give the section a title and the option of adding a note for students.
Talis Aspire Reading Lists – Adding Bookmarks

Once your reading list is set up, you are ready to add bookmarks. You can collect a range of items from Library Search, online databases, publisher sites and around the web using the **Bookmark Button**. Here are some examples of common material types you may wish to bookmark.

**Books and eBooks available in the Library**

1. From **Library Search** search for a book you wish to save, in this instance:
   

2. From your search results click on the **title** of the book to access the correct page for bookmarking of the print or the eBook. Make sure you select your preferred edition.

3. Then click on **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).
4. The screen will now split in two, with the Library Search record on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.

5. You can also add more information by selecting the relevant category (author, pages, edition, etc.) in the Add field drop-down menu.

To notify your students that both a print book and an eBook are available, start by bookmarking the print book. Add a Web address in the Add field drop-down menu and copy and paste the link to the e-book. Finally remember to check the Online Resource tick box.

You now have two options:

1. Click Create and your bookmark will be saved. You can then add it to your list at a later date.

2. Click Create & Add to List to save the bookmark and concurrently add it to your chosen list.

Option 1: Create Bookmark
1. Click on the **Create** button at the bottom left of the screen. The bookmark will be saved until you decide to include it in a reading list.

2. See [Editing your Reading List](#) guide to find out how to include your bookmark in your Reading List, add notes and set reading importance.

**Option 2: Create Bookmark & Add to List**

1. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

2. Choose your Reading List from the **Add to List** drop-down menu.

3. Select where in the List you want the bookmark to appear.

4. **Note for student**: this can include advice on which chapter or page they should read.

5. **Importance**: it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.

6. **Note for library**: this can be used to give the Library instructions. For example, if you would like a chapter scanning you can make a note it here. There is no need to complete a separate request form.

7. Click **OK** to save your bookmark to your Reading List.

---

**E-journal articles available in the Library**

1. Below is an example journal article to search for:

2. Search for The Lancet in [Library Search](#) and click on the full text link that covers the year required.


4. Click on the title of the article you are interested in to open the correct page to bookmark.

5. Click on **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).

6. The screen will now split in two, with the Library Search record on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.

7. You can also add more information by selecting the relevant category (author, pages, edition, etc.) in the **Add field** drop-down menu.
You now have two options:

1. Click **Create** and your bookmark will be saved. You can then add it to your list at a later date.

2. Click **Create & Add to List** to save the bookmark and concurrently add it to your chosen list.

**Option 1: Create Bookmark**

1. Click on the **Create** button at the bottom left of the screen. The bookmark will be saved until you decide to include it in a reading list.

2. See [Editing your Reading List](#) guide to find out how to include your bookmark in your Reading List, add notes and set reading importance.

**Option 2: Create Bookmark & Add to List**

1. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

2. Choose your Reading List from the **Add to List** drop-down menu.

3. Select where in the List you want the bookmark to appear.

4. **Note for student**: this can include advice on a particular section they should read.

5. **Importance**: it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.

6. **Note for library**: this can be used to give the Library instructions.

7. Click **OK** to save your bookmark to your Reading List.
Book chapters

1. First find the book or eBook that contains the chapter you want to bookmark and make sure you have selected your preferred edition (if applicable), for instance:


2. Click on **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).

3. The screen will now split in two, with the Library Search record on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.

4. You can also add more information by selecting the relevant category (author, pages, edition, etc.) in the **Add field** drop-down menu.

5. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

6. Choose your Reading List from the **Add to List** drop-down menu.

7. Select where in the List you want the bookmark to appear.

8. **Note for student:** this can include advice on which chapter or page they should read.

9. **Importance:** it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.

10. **Note for library:** this can be used to give the Library instructions. For example, if you would like a chapter scanning you can make a note it here. There is no need to complete a separate request form.

11. Click **OK** to save your bookmark to your Reading List.
Books and e-books not available in the Library

If the Library doesn’t have the book you require, you can bookmark it from a publisher’s catalogue, another Library, Amazon or Blackwells.

1. Below is an example of a book to search for on Amazon:


2. Click on the title to view the full record for the book.

3. Now click **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).

4. The screen will now split in two, with the Library Search record on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.

5. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

6. Choose your Reading List from the **Add to List** drop-down menu.

7. Select where in the List you want the bookmark to appear.

8. **Note for student**: this can include advice on which chapter or page they should read.

9. **Importance**: it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.

10. **Note for library**: this can be used to give the Library instructions. For example, if the book needs purchasing.
11. Click **OK** to save your bookmark to your Reading List.

If the item is available in the Library, Talis Aspire will automatically link the bookmark to it. If not, it will do so once the resource has been purchased.

---

**Journal articles not available in the Library**

If the Library doesn’t have the journal article you require, you can bookmark it from a database or journal or publisher website.

1. Below is an example of an article from **JSTOR**:


2. Once you find the article, click on the title to access its full record.

3. Now click **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).

4. The screen will now split in two, with the database or publisher site on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.
5. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

6. Choose your Reading List from the **Add to List** drop-down menu.

7. Select where in the List you want the bookmark to appear.

8. **Note for student:** this can include advice on which chapter or page they should read.

9. **Importance:** it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.

10. **Note for library:** this can be used to give the Library instructions. For example, to indicate that the article needs to be purchased.

11. Click **OK** to save your bookmark to your Reading List.

   If the item is available at the Library, Talis Aspire will automatically link the bookmark to Library Search. If not, it will do so once the resource becomes available to students.

---

**Websites**

1. Go to any website, for instance [The Guardian](https://www.theguardian.com), and find a news article of interest.

2. Now click **Add to My Bookmarks** (the tool you have installed on your browser’s bookmarks/favourites bar).

3. The screen will now split in two, with the webpage on the right. The left hand screen will display all the details of the book you have selected. You may want to review and edit this information. Just type into the boxes or delete as necessary.

4. You can also add more information by selecting the relevant category (author, pages, edition, etc.) in the **Add field** drop-down menu
5. Click on the **Create & Add to List** button at the bottom left of the screen. A pop-up window will appear offering several editing options.

6. Select where in the List you want the bookmark to appear.

7. Complete the **Note for student** box as necessary.

8. Select the level of reading **Importance**.

9. Complete the **Note for library** box as necessary.

10. Click **OK** to save your bookmark to your Reading List.
Talis Aspire Reading Lists – Editing your Reading List

If you have added bookmarks to your list using Create & Add to List option, they will already be in your list. However, if you have been bookmarking your items using Create, the bookmarks will be saved ready for you to add to your list.

Adding Bookmarks

1. To add a bookmark to your reading list, go to My Lists on the Reading List homepage. Once you have located the desired list, click on the title to view it.

2. Once on your Reading List page, click Edit and Edit list
3. In **Edit list** view, your list of bookmarks will show to the right of the editing screen. You can drag and drop your bookmarks into the appropriate place in your list using the ‘compass’ symbol.

![Image of Draft: Test Library with instruction to drag bookmarks]

Your most recently added bookmarks will be at the top of your list on the right side of the screen. Just scroll down to see older bookmarks.

**Adding notes and setting reading importance**

1. Underneath each item on your list we recommend you **Edit notes and importance**. Here you can add reading guidance for students, indicate the reading importance of the text and provide notes for the Library.

![Image of Book with options to edit notes and importance]

2. **Note for student**: this can include advice on which chapter or page they should read.

3. **Importance**: it is helpful for both students and the Library for you to set reading importance. This gives clear guidance to the student but also helps the Library with their ordering.
4. **Note for library**: this can be used to give the Library instructions. For example, if you would like a chapter scanning you can make a note it here. There is no need to complete a separate request form.

![Edit Item](image)

5. This is how the notes for the student and importance will appear on the list. Notes for the Library are not visible to students.

![Book](image)

For the Library to see **Notes for library** you must **Publish** your list.

**Assigning a list owner**

1. You may also wish to assign yourself as a list owner. This means your name will appear at the top of your reading list. It may help students to search for and identify their module reading lists.

2. Select Edit and **Assign List Owner**.
3. Simply select **Assign to me** or search for a list owner and click **Assign with publisher role**.
Talis Aspire Reading Lists – Publishing your Reading List and requesting a review

Saving your list

If you want to work on your list at a later date you can save a draft.

Aspire does not prompt you to save so it is recommended that you save your lists at regular interval to avoid losing any changes.

1. You must be in Edit List view to do this.

2. Click Save Draft in the top right hand side of the screen.

The list will remain in draft form and is not visible to students until your click Publish.

Publishing your list

When you have finished adding items, you are ready to publish your list so it will be visible to students and the Library can check it through.

1. If you are in the Edit screen, click Publish in the top right of the screen.
2. If you are viewing your list, select **Edit** and then click **Publish** from the drop-down menu.

You will be asked for student numbers at this point. Completing this helps the Library order materials.

---

**Reviews by the Library**

Whenever you make changes to your lists and select **Publish**, the list will be sent to the Library for a review. The review process will help the Library to:

- Check if there are enough copies of books you have added from the Library catalogue.
- Order materials that are not currently available in the Library.
- Check any changes in student numbers which may require additional copies to be purchased.
- Process any requests for digitising articles or chapters you have specified in the Library notes.
- Check links to electronic resources are correct.
You will receive an email notification when the review has been completed.

**Setting your list to private**

Once your list has been published you can choose to change the privacy settings. The default setting is that the list can be viewed by anyone with the reading list web-address.

To restrict your list to those with a University of Warwick login, click **Edit** then **Privacy Control**, choose **Only logged in users** and click **Save**.

![Edit and Privacy Control](image)

**Editing an existing published list**

If you want to make changes to an existing published list, Aspire will create a draft copy of the list which will include your changes. These changes will not be visible to your students on the current published list. Once you have finished making changes and you have published the new version, your draft list will disappear and the changes will be incorporated into the original list.

1. Lists can be edited once you have **logged in**.

2. Locate your list and select **edit** and **edit list**.
Student Engagement with your list

Once a list has been published, any usage or activity is tracked. This can be viewed via the list dashboard.

1. To view the dashboard you must be in **logged in**.
2. Click the green **Dashboard** button.

You will be able to see how many times your list has been viewed, which items have clicked on and if students have made notes or given reading intentions.

Help and advice

If you need further help with Talis Aspire Reading Lists or wish to arrange a training session for staff in your department please contact your Academic Support Librarian or email academicsupport@warwick.ac.uk


To request this guide in an alternative format please contact academicsupport@warwick.ac.uk