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.

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.

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**.

![List Owner](image)
3. Simply select Assign to me or search for a list owner and click Assign with publisher role.

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