

Aspire Quick Reminder Checklist

1. **New user?** Have you accepted your List Publisher and List Edit invitations by email and then set up your Profile in Aspire?
2. **Go into Aspire** – either via *Reading lists* on the Library home page, or straight to <http://resourcelists.brookes.ac.uk>
3. Click **Log in** (in top green menu) and then log in with your Brookes staff number and password, so that your name appears in the green menu bar at the top
4. Are you **creating a new list** or **updating an existing list**?
(If a list already exists for your module, **always update** – don't create a duplicate new one! If you want to revamp the list completely, you can ask your Academic Liaison Librarian to get the old one archived so you can start from scratch.)
5. **Bookmark** any new resources you need – always from LibrarySearch as first port of call (you can also use Web sites, Box of Broadcasts videos, legitimately available PDF downloads etc)
6. **Detailed instructions on bookmarking** different resources are in the various Aspire mini guides
7. **Use the rolling blue Edit bar in your list** to add sections, paragraphs or new resources
8. **Set Importance** next to each item to tell students & the Library whether it is Essential, Recommended or Optional
9. **Use 'Note for students'** (in the 3-dot menu on the right) to annotate items for students (why they would read it, what they might look for, specific chapters or sections, etc)
10. **Use 'Note for library'** (in the 3-dot menu on the right) to pass on any information to the Library (eg asking about e-books or more copies)
11. **To take an item off a list**, click the 3-dot menu on its right and **Delete** it
(if you bookmarked it originally, it stays in your Bookmarks)
12. **Use 'View – As student'** (top right menu) periodically to see how the list will look to students (then Exit Student View to edit again)
13. **Publish** the list when you're happy with it (this automatically sends the list for Review as well, so your Academic Liaison Librarian is alerted to changes)
14. **Use the 'Hierarchy & Student Numbers' option** under Edit (top right) to make sure your list has the right module number(s) and approximately correct number of students attached to it
15. **Link the list to your Moodle course** (only works once you have linked to your module number in Hierarchy!) – full instructions in the *Linking your Aspire reading list to your module in Moodle* mini-guide
16. **Need help?** Contact your Academic Liaison Librarian (find them via <http://www.brookes.ac.uk/library/subject-help/>)