LIBRARY

OXFORD BROOKES UNIVERSITY

Aspire Quick Reminders

1. **New user?** Have you accepted your List Publisher email invitation and set up your Profile in Aspire?

2. **Go into Aspire** – either via **LibrarySearch - Reading lists** on the **Library home page**, or straight to **https://brookes.rl.talis.com/**

3. Click **Log in** (in top yellow menu) and then log in with your Brookes staff number and password

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 first – always from **LibrarySearch** as first port of call (you can also use Web sites, Box of Broadcasts videos, articles from databases, etc)

6. **Detailed instructions on bookmarking** different resources are in our **Aspire guides and videos**

7. **Position the rolling blue Editing bar** where you want to add a section, resource or paragraph to a list, then click to indicate what you want to add and find resources in your bookmarks

8. **Use the three-dots menu on the right of each item or section** to make changes such as Delete, Move up/down, add Note to Student or Note to Library

9. **Use Set Importance** to tell students and the Library which are **Essential/Recommended** items

10. **Can't see changes you thought you'd made?** Reload/refresh the Aspire page in your browser

11. To see how the list will look to students, go to **View - As student**, top right

12. **Publish** the list when you're happy with it, or students won't see your updates (this automatically sends the list for Review as well, so your Academic Liaison Librarian is alerted to changes)

13. **Don't want to make any changes?** Use **Edit - Request Review** so the Library knows you've looked at the list (library staff will be alerted that no changes have been made)

14. **Use the Hierarchy & Student numbers option** under Edit to make sure your list has the right module code(s) and approximately correct number of students attached to it

15. **Link the list to your Moodle course** if not already done (only works once you have linked to your module code in Hierarchy!) – full instructions in the *Linking your Aspire reading list to your module in Moodle* mini-guide

16. Consider **embedding key readings week-by week in Moodle** to increase student engagement

17. **Need more help?** Contact your Academic Liaison Librarian (find them via **https://www.brookes.ac.uk/library/resources-and-services/course-resource-help**)