# Aspire Reading Lists – Annual Maintenance Checklist

Aspire home page: brookes.rl.talis.com/index.html        Aspire help guides: bit.ly/aspirehelp        Moodle course: bit.ly/aspiremoodle

Remember that to make changes, you need to be logged in to Aspire (normal Brookes login).

**Need help with anything? Just contact your Academic Liaison Librarian** ☺

| Item to check | Done ? | Hints and Tips |
|---|---|---|
| If I look my name up on Aspire, do all my reading lists come up? | | Search for your surname from the Aspire home page.<br>If not all your lists come up, they may have a previous module leader's name (or no-one's) attached. |
| If not, are some lists on Aspire with a previous module leader's name attached, or none? | | Search for modules by the module name or module code.  (Be careful with module names such as "Dissertation" – make sure they are really your module!)<br>If some of your lists come up with the wrong List Owner, or no List Owner, then on the Edit menu you can Assign List Owner and enter the right person (or "Assign to me"). |
| **For each of my lists:** | | |
| Correct title (usually the module name) | | Change this in Edit List Details (from the Edit menu top right). |
| Correct module code(s) – under "Linked To" below list title (having a module code as part of the list title is **not** sufficient for Moodle to link to your list) | | Change this with Edit menu then "Hierarchy and Student numbers"<br>Lists can have more than one module code attached to them.<br>If Aspire can't find your module code (eg because it is a new code), contact your Academic Liaison Librarian to get the new module code added to the hierarchy in Aspire. |
| Correct terms or semesters | | These show up highlighted in green below the list title.<br>If they're incorrect, change them from the view screen, using the Edit menu then "Edit list details" and "Time period". |
| Correct (anticipated) student numbers | | These show up below the list title, next to the module code, if they have been previously entered. Best guess based on previous year is fine. Change them using the Edit menu then "Hierarchy and Student numbers" |
| Sections used to organise the list | | Use ADD SECTION on your rolling blue Edit bar to create sections (weeks, themes or however you want to organise the list). You can then drag, or cut-and-paste, existing items on the list into those sections, and add new bookmarked items. |

*Now turn over...*

| | | |
|---|---|---|
| Indication to my students of how I expect them to use the list | | Consider adding a paragraph of text at the top of the list so students understand whether this list is core reading only, a comprehensive list, week-by-week, etc – use "Add Paragraph" on your rolling blue editing bar. |
| Notes to students of why particular items are on the list and what they might gain from them | | Add these to any item you want using the 3-dots menu to the right of the item, then "Note for Students". (You can also use "Note for Library" to communicate with Library staff, unseen by students.) |
| Essential or Recommended texts indicated | | Use the Importance flag (shows as **Importance not set** before use) to indicate, to your students and the Library, which items are Essential or Recommended. |
| Outdated items removed | | From the 3-dots menu on the right of any item, use Delete (in red) to take any item off the list. You will be prompted to confirm, and this will **not** remove the item from your bookmarks. |
| Old editions updated | | If you're aware, from Library emails or alerts or any other source, that the Library has newer editions, you can remove the old edition and then re-bookmark the newer one from LibrarySearch. |
| New items added (including e-books of existing print titles) | | Use the bookmarking helpsheets or videos if you need help with adding particular types of item. |
| Choice of authors and works represented endeavours to include a diversity of voices and viewpoints | | The Library has information about inclusive collection development, and the University has resources on diversifying the curriculum. |
| Web links checked | | If any Web pages have moved, search for them to get the new URL and then use "Edit metadata" on your existing bookmark to point to the new URL. |
| List re-published | | If you don't Publish again after making your changes, then neither students nor the Library will see them. A yellow bar at the top of the list warns you of Unpublished Changes. |
| Reading list block on my Moodle course (and if wanted, weekly readings embedded) | | Use the "Linking your reading list to your module in Moodle" and "Embedding weekly readings" helpsheets or videos. |
| I'm happy with the list unchanged, but need to let the Library know that… | | On your list, while logged in to Aspire, go to "Edit" (top right) and select "Request Review". This will send the list to the Library for review, letting staff know you have checked it but have chosen to make no changes, so you are not chased up about it later. |