

Aspire Reading Lists – Annual Maintenance Checklist

Handy links: Aspire home page: <https://brookes.rl.talis.com/index.html>

Aspire helpsheets in RADAR: <http://bit.ly/radaraspire>

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. 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 number. (Be careful with module names such as "Dissertation" – make sure they are really your module!) 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		Change this in Edit List using the Edit button to the right of the title and header information.
Correct module number(s) – under "Linked To" on the right (having a module number as part of the list title is not sufficient)		Change this from the view screen, using the Edit menu then "Hierarchy and Students" Lists can have more than one module number attached to them. If Aspire can't find your module number (eg because it is a new number), contact your Academic Liaison Librarian to get the new module number added to the hierarchy in Aspire.
Correct terms or semesters		These show up in green next to the list title. If they're incorrect, change them from the view screen, using the Edit menu then "Hierarchy and Students"
Correct (anticipated) student numbers		These show up on the right under the module number. Best guess based on previous year is fine. Change them from the view screen, using the Edit menu then "Hierarchy and Students"
Indication to my students of how I expect them to use the list		Consider adding a note at the top of the list (or each section) so students understand whether this is core reading only, a comprehensive list, week-by-week, etc – use "New Note" on the right of the Edit menu to drag an empty note anywhere on the list and fill it in.
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, in Edit mode, with Edit notes and importance . (You can also use "Note to Library" to communicate with Library staff.)
Essential or key texts indicated		Use Set Importance to indicate, to your students and the Library, which items are Essential or Recommended.
Outdated items removed		In Edit mode, use Remove to take any item off the list.
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 the Library Catalogue.
New items added (including e-books of existing print titles)		Use the bookmarking guides in RADAR if you need help with adding particular types of item.
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.
Reading list block on my Moodle course (and if you want, weekly readings embedded)		Use the "Linking your reading list to your module in Moodle" and "Embedding weekly readings" helpsheets in RADAR.