

## Creating a new reading list in Aspire

Before you start, **make absolutely sure your module doesn't already have a list in Aspire!** Use the search box on the Aspire home page (or the Reading Lists tab in LibrarySearch on the Library home page) and double-check by both module number and module title.

SEARCH FOR LISTS, MODULES & COURSES

u70199 dissertation Search

Found 1 list, 1 other

List Dissertation (Early Childhood Studies), Elise Alexander (Semesters 1, 2 and Summer)

Module Dissertation

Welcome to Oxford Brookes new reading lists system.

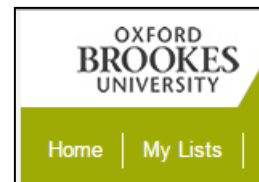
Use the box on this page to search for a list using your module title or code

- If there already is a list and you just need to update it, use the *Updating a reading list in Aspire* guide.
- If your new list is completely different from the module's old one, contact your Academic Liaison Librarian and ask them to get the old list Archived. You can carry on creating the new one in the meantime.

### To start creating a new list:

If you don't already have an Aspire account, see the *Getting started with Aspire* guide.

1. Log in to Aspire with your staff number and password. Click **My Lists** in the green menu at the top.
2. Click the blue **Create New List** link on the right.
3. Fill in as many of the boxes as you can – only the **List name** is compulsory at this stage. **List name** should be your module title. **Semester** can contain any combination of semesters or terms.
4. Then click the blue **Create List** button.



Create a new list

List name:\*

Description:

Semester:

Create list

5. You'll be asked who the List Owner is:
  - If you're the module leader, select **I am list owner**
  - If someone else is the module leader and they also have an Aspire account, select **Search for list owner** and add them
  - If you can't find the right person, or aren't sure, select **Decide Later**

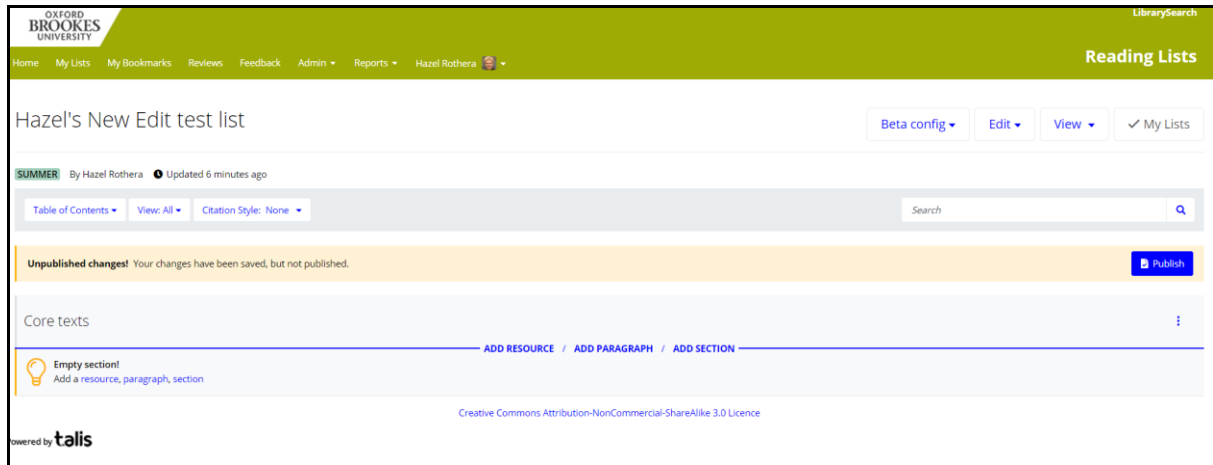
Search for list owner

Are you the owner of this list?

This list currently has no owner. Students searching for lists by the name of an academic or other staff member will not be able to locate this list!

I am list owner Search for list owner Decide Later

- If you start with a new, empty list, you will be prompted to start adding things. Think first about how you want to organise your list. It's usually most effective to mirror the organisation of your module (by topics, or by weeks). See Dan Croft's guide [What is a reading list for?](#) in RADAR for more help with this.
  - First add at least one **section**. You can add introductory **paragraphs** of text between sections, or as headers at the top of sections, if you want. Repeat this till you have your overall list structure.
  - Once you have a **section** you can start adding **resources**. You'll need to have bookmarked these already from LibrarySearch, our databases or other online sources (see our guides to bookmarking).
- In your new section, mouse up/down to put the blue **Add bar** where you want to add a new item.



- Once you click to **Add Resource**, you'll be offered a pop-up of your most recent bookmarks, which you can also search.

- If a book isn't already in your bookmarks, you can search for it, but it is very easy to accidentally add editions or versions which the Library doesn't hold. **We advise bookmarking everything from LibrarySearch first** and only using Quick Add to search your existing bookmarks.

Once you've got a few items on your list, you can do lots more, such as marking items as

Essential/Recommended/Optional, adding Notes to Student or Notes to Library, and moving items up or down the list as required (see over the page...)

SUMMER By Hazel Rothera Updated an hour ago

Table of Contents View: All Citation Style: None

Unpublished changes! Your changes have been saved, but not published.

Core texts

Reading at university: a guide for students  
Book - by Gavin Fairbairn; Susan Fairbairn - 2001 - Importance not set

Background reading

What is a reading list for? A guide for module leaders on aligning reading with learning outcomes  
Document - by Croft, Dan - Importance not set

Implications of Student and Lecturer Qualitative Views on Reading Lists: A Case Study at Loughborough University, UK in New Review of Academic Librarianship  
Article - by Gary Brewerton - 2014 - Importance not set

Embedding constructive alignment of reading lists in course design in Journal of Librarianship and Information Science  
Article - by Dan Croft - 08/10/2018 - Importance not set

VIEW ONLINE

Google Preview

Publish

Mark each item as **Essential, Recommended or Optional**

Don't forget to **Publish** when you've finished!

Use the little blue arrows to drag items up or down the list

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VIEW ONLINE

Edit

Delete

Cut

Paste below

Move up

Move down

Note for students

Note for library

Add resource below

Add section below

Add paragraph below

Use the three-dots menu to get these extra options, such as **Note for Students and Note for Library**.

You can cut and paste to move items or whole sections (as well as drag-and-dropping individual items)

11. **Don't forget to Publish when you've finished!** Your list will then be visible to students, and will be sent for the Library to Review in the usual way.
12. You may also want to look at the separate guide to *Linking your Aspire reading list to your module in Moodle*.
13. If you need any help, contact your Academic Liaison Librarian (find their contact details on the Library Web site at <http://www.brookes.ac.uk/library/subject.html>)