LIBRARY

OXFORD BROOKES UNIVERSITY

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 at brookes.rl.talis.com (or the Reading Lists tab in LibrarySearch on the *Library home page*) and double-check by both module code and module title.

● If you find a list and just need to update it, use the *Updating an existing 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 Archive the old list. 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 (at brookes.rl.talis.com) with your staff number and password. Click **My Lists** in the yellow menu at the top.

2. Click the **Create New List** button on the right.

3. Fill in as many of the boxes as you can – only **List name** is compulsory at this stage.

Create a new list

List name should be the name of your module (unless this is a non-modular list eg course reading). You can add your module code to the name if you wish.

List name:*

Description:

Any combination of semesters (or terms) is available.

Hierarchy is where you attach your list to its module code (essential for adding the Reading List block, or embedded readings, in Moodle). Student numbers are also very useful for the Library if you know them.

Hierarchy: Select Hierarchy

Semester:

4. Then click the blue **Create List** button.

Create list

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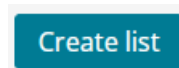
● If you're the module leader, select **I am list owner**
● If someone else is the module leader and they also have an Aspire account, select **Search for list owner** and add them
● If you can't find the right person, or aren't sure, **Decide Later**

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

WWW.BROOKES.AC.UK/LIBRARY

6. You now have a new, empty draft list. Start by creating whatever **sections** you want in it to give it structure (eg by topic, or Key Texts/ Background Reading, or Books/Journals, or Week 1/Week 2 etc…) You add the first section from the **Empty List** dialogue:


To add subsequent sections, use **Add Section** on the rolling blue editing bar:


Repeat this until you have your overall list structure. Thinking carefully about how your list is structured is a key way of engaging students with the reading on your module; research shows that students are far more likely to read widely if they can see clearly how the reading you're recommending is integrated with the module teaching. The Library's guide *What is a reading list for? A guide for module leaders on aligning reading with learning outcomes* can help you think through your list structure.

NB: Make sure you are adding each new section **above or below** the previous section, not within it - it's easy to "nest" sections accidentally. Check where the blue editing bar is relative to the bold-outlined corners of the adjoining section. When you are within an existing section, the blue editing bar will say so at the left-hand end. If you **do** want sub-sections, you can create a section within an existing one. **Table of Contents** at the top shows what you've done.
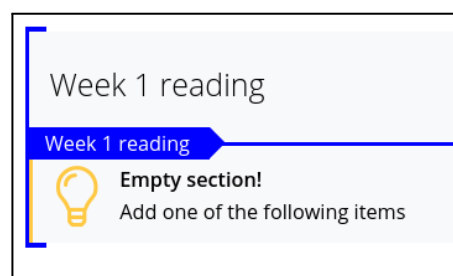

7. Once you have your list sections, you can start adding **resources** within them. Position the blue editing bar where you want to add an item (make sure you are within a section), click **ADD RESOURCE** and select from your recent Aspire bookmarks; or use the **Search** box in the Add Resource tool to search Brookes LibrarySearch by author, title or ISBN to find books and journal articles.

(If you want to add resources to your reading list which are **not** on LibrarySearch - for example: articles from other Library databases; documents freely available online; YouTube videos, etc - you will need to **bookmark** them first. (For guidance on how to bookmark the resources you want, see our various bookmarking guides.)
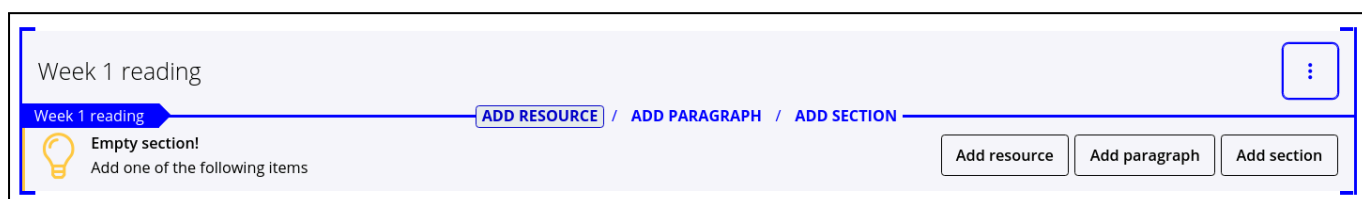

Aspire home page: brookes.rl.talis.com/index.html   Aspire help guides: bit.ly/aspirehelp   Moodle course: bit.ly/aspiremoodle

8. Use the red **Importance** flag to indicate to students (and the Library) whether items are **Essential, Recommended** or **Optional**.
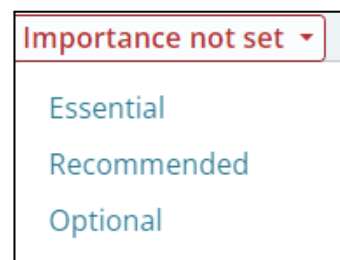
9. Use the blue three-dot menu on the right of each item to access **Note for students** and **Note for library**. Student notes enable you to annotate the list. Library notes can be used to communicate privately with the Library about an item (eg to ask if an e-book is available).
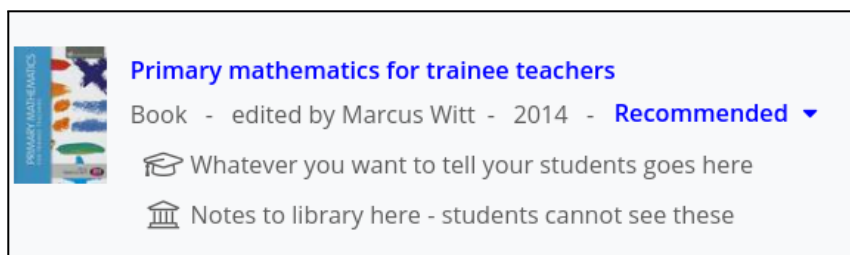
10. Other options available from the three-dot menu on the right of each item (and section) include moving it up or down, and cutting/pasting (so you can move whole sections to rearrange the list).

11. Once the list is complete, you can link it to its module number(s) and add student numbers (if you didn't do this when you set it up). At the top of the list, select **Edit – Hierarchy & Student numbers** and enter the details. Then **Save**.

12. Most important of all, when the list is ready, click **Publish** at the top of the list. Only when you Publish the list is it available for the Library to review and for students to see.
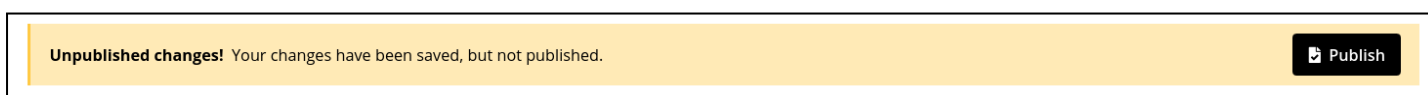
13. Once you've Published, students can find and view your list from the Reading Lists tab on the Library home page.

14. Now check the Aspire guide on *Putting your Aspire reading list in your Moodle course*. You **must** embed your reading list in the **Key resources** section at the top of your Moodle course; you **can** also embed each section of your list in the relevant week/topic in Moodle, which has been shown to drive increased student clicks on the reading.

15. For guides on any other aspect of using Aspire, check out *How to use Aspire - guides and help for academic staff* (just search for *aspire help* in the Reading Lists search)

16. If you need any 1-2-1 help, contact your Academic Liaison Librarian (find their contact details on the Library Web site at https://www.brookes.ac.uk/library/resources-and-services/course-resource-help)

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