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.

- 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 (unless it’s a non-modular list eg general course reading). You can add your module number to the name if you wish.
   - **Hierarchy** allows you to link the list to its module number(s). You can do this now or later – but if you don’t do it, you can’t link the list to its Moodle module. You can also add approximate student numbers here, which are helpful for the Library.
4. Then click the blue *Create List* button.
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*.
6. You now have a new, empty draft list. Start by creating whatever sections you want in it (eg Key Texts/Background Reading, or Books/Journals, or Week 1/Week 2 etc…)

7. Drag-and-drop the **New Section** button from the menu on the right into the list and give the section a **Title**. (The Study note is optional.) Repeat this until you have your overall list structure.

8. You can use **New Note** to add general information at the top or bottom or the list, or within sections.

9. Now drag items you have bookmarked into the list (grab the button) and drop them where you want them. (The dashed line as you drag the bookmark shows where it is going to be.) If you drop a bookmark in the wrong place, just pick it up again and move it. There’s a **Remove** button if you change your mind!

10. You can use the **Find** box (above your bookmarks) to search for a specific bookmark by author, title etc.

11. You can use **Set Importance** and **Edit notes** to tell students whether reading is Essential, Recommended, Optional, or any other information.

12. If you want to come back later, or see what the list will look like to students, **Save Draft** (top right). Then click **Edit** to go back to editing.

13. 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). **Save Draft**, then in Draft mode click **Edit – Hierarchy & Students** and enter the module number(s). Then **Save**.

14. Most important of all, when the list is ready, click **Publish** (top right in Edit mode). Only when you Publish the list is it available for the Library to review and for students to see.

15. Once you’ve Published, that’s it! Students can find and view your list from the Reading Lists tab on the Library home page. You may now want to check the Aspire guide on **Linking your Aspire reading list to your module in Moodle**, so your students can also find your list from their Moodle course.

16. 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](http://www.brookes.ac.uk/library/subject.html))