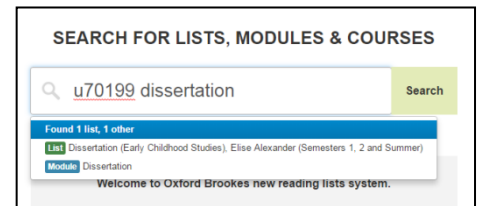


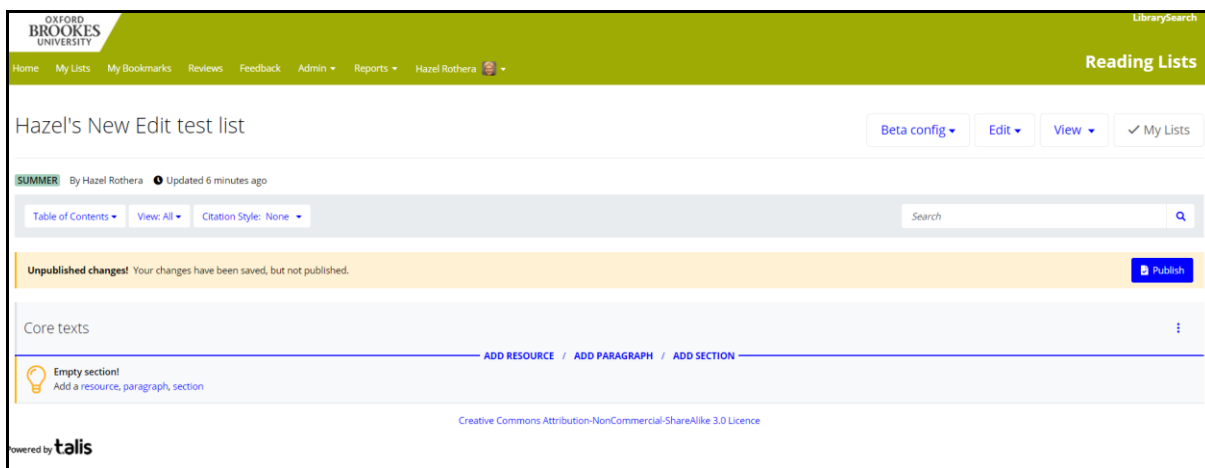
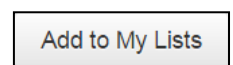
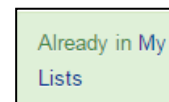
Updating an existing reading list in Aspire

There are thousands of reading lists already online in Aspire, so many module leaders will only need to keep lists updated by removing items they no longer want and adding new ones, updating to newer editions of texts, etc.

If you have searched from the Aspire home page (<https://brookes.rl.talis.com/> – or go to the Library home page and click on the **Reading Lists** tab in LibrarySearch) and found that your list already exists, here's how to update it.



1. Make sure you are logged in to Aspire with your staff number and password (your name should appear in the top green menu). If you don't already have an Aspire account, see the *Getting started with Aspire* guide.
2. Find the list you want to update from the search box (if it has a common title, eg *Dissertation*, make sure it is the right one by checking against the module number!) and click through to it.
3. On the list page, at top right you'll see one of these two buttons: if you see **Add to My Lists**, then click it. This adds this reading list to the collection of lists you want to work on.
4. Now you can start adding, removing or editing items.




Roll the blue **Add bar** up or down the list to the point where you want to add a new section, paragraph (of explanatory text for students) or a new resource. Then click on **ADD RESOURCE**, **ADD PARAGRAPH** or **ADD SECTION** as appropriate.

If you click **Add Resource**, you'll be offered a pop-up of your most recent bookmarks. Click on any item to add it.

The screenshot shows a search interface with a search bar containing 'classroom research'. Below the search bar, there are two sections: 'MY BOOKMARKS' and 'BOOKS SEARCH'. The 'MY BOOKMARKS' section shows a bookmark for 'A teacher's guide to classroom research' by David Hopkins and Elpida Ahtaridou, published in 2008. The 'BOOKS SEARCH' section shows several search results for books, including 'Controversies in Classroom Research' by Martyn Hammersley, 'Classroom-Oriented Research', 'Classroom-oriented Research' by Miroslaw Pawlak and Jakub, 'Case Studies in Classroom Research' by Martyn Hammersley, and 'Research on Classroom Ecologies' by Deborah L. Speece and Barbara K. Keogh. A 'Show more' link is visible below the search results. At the bottom of the search interface, there is a link to 'Create manually' and a 'Close' button.

If you can't see the bookmark you want, search for it here by author, title or ISBN.
(If it's a book, you can find it even if you haven't bookmarked it yet – Aspire will look on LibrarySearch for it.)

If you search for a book, Aspire will show you results from your bookmarks first, but then also other books from Brookes LibrarySearch.
Click on whichever book you want to add.

5. To change the list title, description, semester, module code or anticipated student numbers, click Edit on the right. List title, description & semester are under “List details”, while “Hierarchy and student numbers” is at the bottom.
6. Before Publishing, make these final checks:
7. To see what your list will look like to students, click **View – As Student** (on the right).
8. Does your name appear immediately under the list title? If not, and you are responsible for this list, then you need to make yourself the List Owner. Pull down the Edit menu, choose **Assign List Owner** and click **Assign to me**. This means students who search Aspire using your name will find this list.
9. Is your list linked to the correct module number(s)? (Look for **Linked To** under the list title). If not, pull down the Edit menu, choose **Hierarchy & Student numbers** and add/remove module numbers as necessary, then **Save**.
10. Most important of all, when the list is ready, click  (top right blue button). Only when you Publish the list is it available for the Library to review and for students to see.
11. 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.
12. 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-help/>

The screenshot shows a dropdown menu for list management. At the top, there are buttons for 'Edit', 'View', and a checkmark. Below these are several options: 'Edit list (classic)', 'Edit list details', 'Copy list', 'Archive list', 'Delete list', 'Request review', 'Review history', 'Assign list owner', 'Invite list publishers', and 'Hierarchy and student numbers'.