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 + 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.

(To move an entire section, use “Cut” then “Paste” from the three-dots menu on the section title.)
5. If you click **Add Resource**, you'll be offered a pop-up of your most recent bookmarks.

Click on any item to add it.

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.

6. Use the three-dots menu to the right of each item (or section) to **delete** an item, **move** it up or down the list, or add **student notes** (eg when/why a student might want to read this) and **library notes** (which only library staff, not students will see) such as requests for e-books or for more copies.

7. You can also drag items up or down with the double-headed arrow on the right.

8. 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.

9. **Before Publishing**, make these final checks:

10. To see what your list will look like to students, click **View – As Student** (on the right). Make sure your **VIEW ONLINE** links work!

11. 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.

12. 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**.

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

14. 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. You can also use the separate guide to **Embedding readings from your Aspire list in your Moodle course**.

15. If you need any 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](https://www.brookes.ac.uk/library/resources-and-services/course-resource-help)

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