Getting started on Course Reading Lists

Use Course Reading Lists to create, manage and maintain online course reading lists.

http://course-resources.auckland.ac.nz

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For more help contact your Subject Librarian

THE UNIVERSITY OF
AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Set up

Create your profile

Before you create your course reading lists you will need to create your profile. You only need to do this once.

1. Go to **Course Reading Lists**—**http://course-resources.auckland.ac.nz**. You may need to sign in with your University username and password.
2. Click on **Create a Profile**.
3. Complete your details on the **Tell us about yourself** form.
4. Set your profile to **public**. This will enable your students to view the lists you create.
5. Click **Save profile**.
6. If asked whether you want to accept this role (list publisher), click **Accept**.

Install the bookmarklet

You need to install the bookmarklet as it will allow you to add items to your course reading lists. If you change computers or internet browsers you will need to install the bookmarklet again.
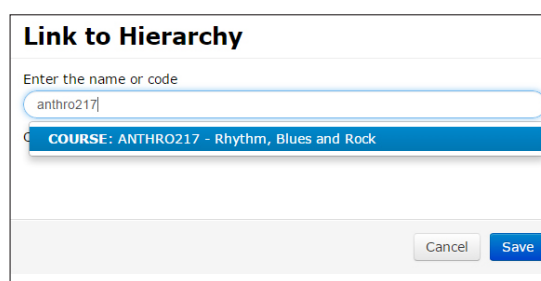
1. From **Course Reading Lists**—**http://course-resources.auckland.ac.nz**. Click on My Bookmarks. *Choose Cancel if you are asked to try a quick tour.*
2. From the top right corner, click on **Install Bookmark Button**.

The system will detect which browser you are using and will provide relevant instructions for installing the bookmarklet for that browser.

Create a course reading list

Create your list

1. Go to **My Lists**, select **Create a New List** and follow the prompts:
2. In the **List name**, enter course code and course name, eg, BUSINESS 101 Business and Enterprise 1
3. Click **Select Hierarchy**. Enter your course code > select the correct course from the menu. Click **Save**.
4. Complete the additional fields, ie, year, anticipated student numbers. Anticipated student numbers will determine Library purchase decisions.
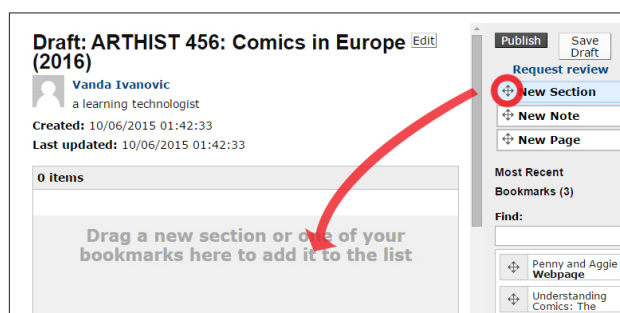5. Click **Create List**.
6. When prompted, click **I am list owner**.

Structuring your list

Once you have created your list, a draft page appears. From here you can start structuring your course reading list.

Create sections

1. Click and drag the **New section** option to structure your list, eg, into weeks, topics, modules.
2. Add a **title** to your section. You can also add an optional study note for your students.
3. Click **Save**.

Subsections—You can add subsections by dragging and dropping the **New section** option into an existing section in the list.

New notes can be inserted above, within, or below a section to add additional information.

To see how your list looks, click **Table of Contents [show]** located at the top of your list. Use this option to reorganise your sections. Click **Table of Contents [hide]** to exit the Table of Contents view.

Bookmark and add resources

Bookmarks are resources, or references to resources, eg, books, websites, videos, journal articles, that you collect and add to your online course reading list.

To bookmark resources, you need to install the bookmarklet to your browser. Instructions for this are covered in the *Set up* section.

> Generic bookmarking instructions are provided below, tips and specific bookmark examples are provided on pages 6-8.

Bookmarking items

When you discover resources on the web that you would like to include on your course reading list:

1. Click **Add to my Bookmarks** option on your browser toolbar
2. Edit the bookmark information if necessary – for more information see the *Bookimarking examples* provided on page 6.

Bookmarking from Primo for Auckland

| Book |

* Required field
Resource Type *
Book ▼

Title *
History and politics in French language comics and graphic novels

Author (first name, surname)
Mark   McKinney   Remove | Single Field

Date
c2008   Remove

ISBN-10
1604730048   Remove

ISBN-13
9781604730043   Remove

Pub place
Jackson   Remove

Publisher
University Press of Mississippi   Remove

Online Resource: ☐ Add field: Author ▼ Add Lookup: DOI ▼   Lookup

Note

Create Create & Add to List Cancel

3. Click **Create** or **Create & Add** to List.
   - **Create** adds the resource to 'My Bookmarks' (where all your bookmarked resources will be stored). You will then need to drag and drop the item into your course reading list.
   - **Create & Add to List** adds the resource to 'My Bookmarks' and allows you to select a reading list and position within the list for the resource.

Completing the Create & Add to List Box

1. From the **Add to list** drop-down box, select the reading list that you want to add this item to.

2. Select where in the list you want the item to appear. If you are not sure, add the item at the top or bottom of the list – you can edit your list later to move it

3. Add a **Note for student** (optional). These notes are made available for anyone to view within the list.

4. Set the level of **Importance** (required). This ensures the Library takes relevant action, eg, Essential resources will be placed in Short Loan collections.

5. Add a **Note for library** (optional). These notes are only viewable by Library staff and are your opportunity to provide special instructions, eg, *Require the 3rd edition, not the 4th edition*.

6. Click **OK**.

Saving a draft list

If your list is still in progress and you want to view the changes without making it public, click on **Save Draft**.

Edit a list

Editing your list

To complete work on your list, go to your draft list to edit it:

1. Ensure you are signed in to Course Reading Lists and click on **My Lists**.
2. Click the check box next to the reading list title you want to edit.
3. Click the list's **Select action** button and select **Edit**.

From here you can rearrange sections, notes and bookmarked items.

For each reading list item, you can

- Click **Edit notes and importance** to change notes to student or library, or change importance
- **Request digitisation** of print items (see below)

Edits to your list are not visible to others until you publish the list (See P*ublish and request review* section)

Editing your list: requesting digitisation

If you would like to give students access to a digital copy of an essential resource that is currently only available in print, you can request digitisation:

1. Find the item on your reading list that you would like to be digitised and select **Request Digitisation**.
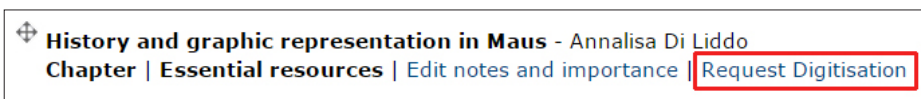
2. A form will appear. Check and complete details.
3. Click **Submit request**.

This request will be processed by library staff. You will receive an email notification when the request is accepted for digitisation.

Publish and request review

Publish your list

The list is not available for anyone else to view until you publish it. Two options to publish the list are:

1. From Draft list view, click **Publish** in the top right corner.
2. From My Lists:
   a. Click the check box next to the reading list title.
   b. Click the list's **Select action** box and select **Edit**.
   c. Click **Publish** in the top right corner.
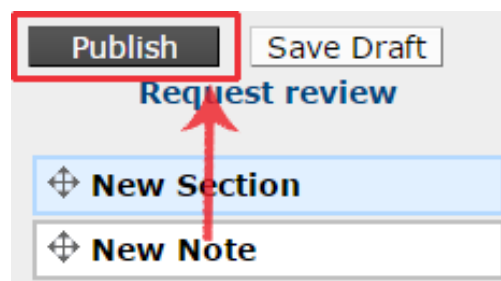
From the Course Reading Lists home page, anyone can now find your list by browsing the hierarchy or searching by course code. If you cannot see your list when searching on the home page:

1. Check that you have published the list.
2. Check that you have attached your list to the correct course code:
   Sign in to Course Reading Lists, go to your list, **click Edit** then **Link to Hierarchy** and enter the course code.

Request Review

Library staff will check books on your course reading list and take appropriate action to ensure they are available for students. To request a review:

1. Click on **Request review**.
2. Read the the pop-up box and ensure you have completed all necessary information.
3. Click **Request Review**.
4. You will receive an email when the review has been accepted.
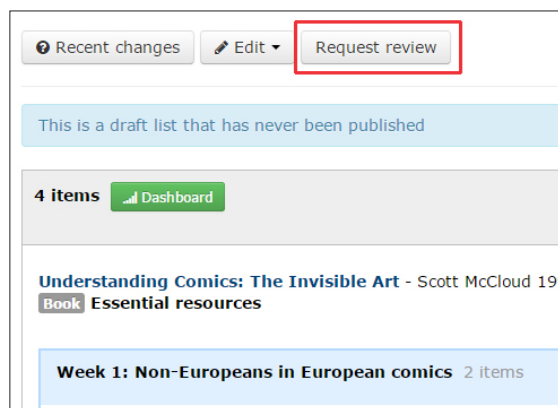
Co-taught courses

If you co-teach courses, you can invite other teaching staff to add items to the course reading list. They will be able to see their own bookmarks, add bookmarked items and view the reading list but will not be able to see the bookmarks of other teaching staff on that course.

Use **Edit menu** to invite other list publishers
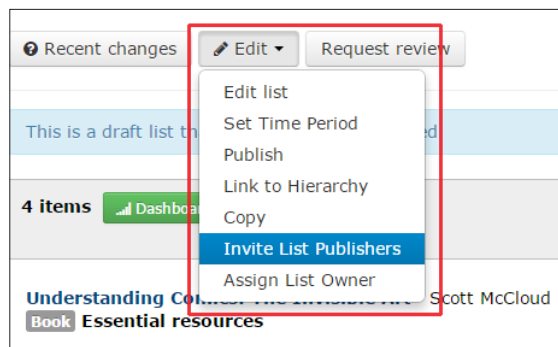
Bookmarking tips and examples

Example 1: Bookmarking a print book from the Catalogue

1. Open a browser tab to search for resources.
2. Search and find the book in Library Search: The Catalogue.
3. Click on the **title** of the book to bring up the individual record.
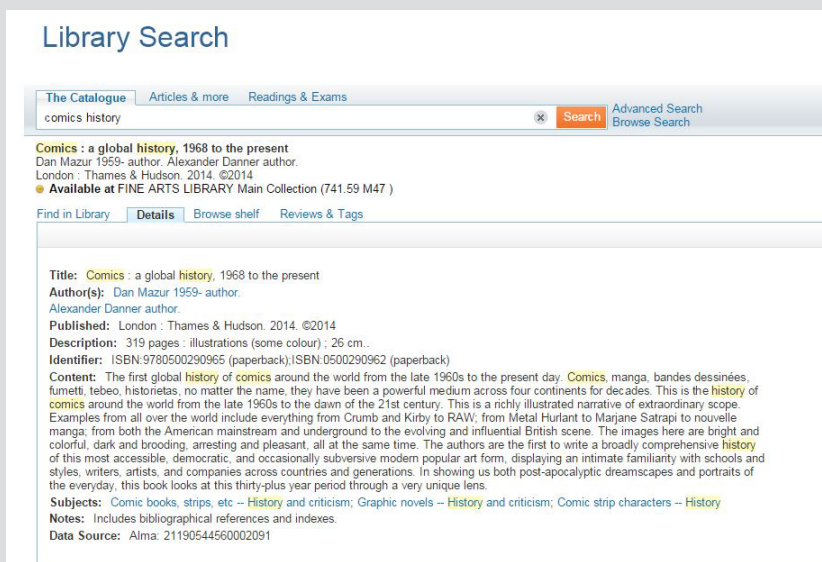
4. Click the **Add to My Bookmarks** option on your browser toolbar.
5. A bookmarking screen will appear including the bibliographic details of the resource.
6. Click **Create & Add to List**.
7. Complete the Create & Add to List options ensuring you set the level of **Importance**.

Example 2: Bookmarking an electronic journal article from a database

1. From a database results screen, click on the title of the article.
2. Bookmark from here, not the PDF.
3. Check that the **Online Resource** box is ticked in the bookmark record for electronic resources.

Bookmarking from Ebsco Business Source Premier

| Article | Is part of Journal |

* Required field
Article

Title *
La Donna Di Carta Guido Crepax's Valentina and the Dream of Italian Female Em

Author (name)
Pantos, Caitlin E.   Remove | Dual Field

Date
2006   Remove

Issue
1   Remove

Page end
345   Remove

Page start
301   Remove

Online Resource: ☑ Link to **Add field:** Author   Add
Lookup: DOI ▼   Lookup

4. Click on **Create & Add to List**.
5. Complete the Create & Add to List options ensuring you set the level of **Importance**.

Example 3: Bookmarking a YouTube video

1. Find the relevant video on YouTube.
2. Click the **Add to My Bookmarks** bookmarklet on your browser toolbar.
3. Check and edit the title if required as YouTube videos may bookmark with insufficient title information.
4. Click on **Create & Add to List**.
5. Complete the Create & Add to List options ensuring you set the level of **Importance**.

Bookmarking from Youtube

| Audio-visual document |

* Required field
Resource Type *
Audio-visual document ▼

Title *
The Angouleme comics festival under the sign of Charlie Hebdo (Le festival de la BD d'Angoulême sous l

Date
29/1/2015   Remove

Web address
https://www.youtube.com/watch?v=jffJExzf5BY   Remove

Example 4: Bookmarking a book chapter

1. Search and find the book in Library Search: The Catalogue.
2. Click on the **title** of the book to view the individual record.
3. Click the **Add to My Bookmarks** bookmarklet on your browser toolbar.

Bookmarking from Primo for Auckland

Book

* Required field
Resource Type *
Book

Title *
A comics studies reader

Author (first name, surname)
Jeet | Heer | Remove

Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address

Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...

Author (first name, surname)
Kent | | Remove

Date
c2009

ISBN-10
1604731087 | | Remove

ISBN-10
1604731095 | | Remove

ISBN-13
9781604731088 | | Remove

ISBN-13
9781604731095 | | Remove

Pub place

Online Resource: ☐ **Add field:** Has part (chapter, article, etc.)... ▼ Add **Lookup:** DOI ▼ [   ] Lo

4. From the **Add field** drop down list, select **Has part (chapter, article, etc)** and click **Add**.
5. Select Chapter from **Resource Type**.
6. Edit **Title** to ensure the chapter title appears correctly
7. Select Author from **Add field** drop down list and click Add. Enter author of chapter.
8. Select Pages from **Add field** drop down and click on Add. Enter page numbers.
9. Click **Create & Add to List**.
10. Complete the Create & Add to List options ensuring you set the level of **Importance**.

Top tips for bookmarking items

- Bookmark from the individual record view of the item not from the results list or PDF.
- When bookmarking electronic items from a database navigate to the individual record/view in the source database and bookmark from here.
- Check that the 'online resource' box is ticked in the bookmark record for electronic resources. You will have to manually tick this box for electronic articles.
- Ensure you specify importance when adding a bookmarked resource to your course reading list.

If you have further questions regarding course reading lists, please contact your Subject Librarian.