

Use Talis to create, manage and maintain online course reading lists.

course-resources.auckland.ac.nz

Set up

- Create your profile
- Install the bookmarklet

page 2



Create a course reading list

- Structure your list
- Save your list

page 3



Bookmark to add resources

page 4



Edit and publish a list

- Request digitisation
- Copy your list

page 8



Display your list in Canvas

page 11

For more help go to: www.library.auckland.ac.nz/talis

Set up

Create your profile

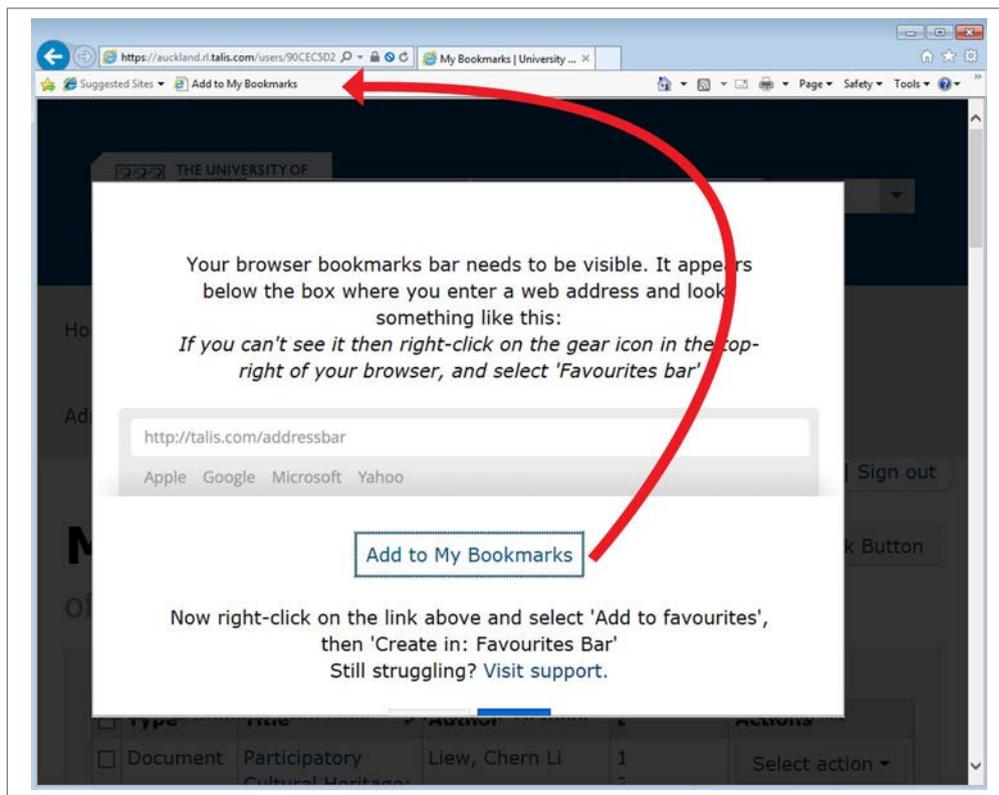
You only need to create a profile once.

1. Go to **Talis Course Reading Lists**: course-resources.auckland.ac.nz
2. Click on **Log in**.
3. Click on **Create a profile**.
4. Complete the form and set your profile to **public**.
5. Click **Save profile**.
6. If you are asked to accept a list publisher role, click **Accept**.

Install the bookmarklet

The bookmarklet allows you to add resources to your reading lists.

1. Make sure the Bookmarks/Favourites toolbar is showing on your browser.
(Search Google for instructions on opening browser toolbars if you need help with this).
2. From **Course Reading Lists**, click on **My Bookmarks**.
(Choose cancel if you are asked to try a quick tour).
3. From the top right corner, click on **Install Bookmark Button**.
4. Read the information in the pop-up screen and click **Next**.
5. Click and drag the **Add to My Bookmarks** button up to your Favourites toolbar.



6. The bookmarklet appears in your Favourites toolbar as **Add to My Bookmarks** (rename if you wish).

Tip: if you change computers or internet browsers you need to install the bookmarklet again.

Create a course reading list

Create your list

1. Go to **My Lists** and click **Create a New List**.
2. In the **List name** box, type your course code and course name, e.g., ANTHRO217 - Rhythm, Blues and Rock.
3. To link your reading list to the correct course code, click **Select Hierarchy**.
4. Enter your course code and select the correct course from the menu. You can add additional course codes if you are using one list for multiple courses.
5. Click **Save**.
6. Complete the additional fields. Anticipated student numbers will determine Library purchase decisions.
7. Click **Create List**.
8. When prompted, click **I am list owner**.

Important: if a course code is missing in Talis contact the Staff Service Centre.

| Hierarchy & Students | | |
|--------------------------------|---------------------------------------|-------------|
| Start typing node name or code | | |
| Type | Name | Student no. |
| Course | TALIS102 - TALIS102 Talis test course | 5000 |
| Course | TALIS101 - TALIS101 | 100 |

Structure your list

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

Create sections

1. Click and drag the **New Section** option to structure your list, e.g., into weeks, topics, modules.
2. Add a **title** to your section and study notes if required.
3. Click **Save Draft**.

Draft: ARTHIST 456: Comics in Europe (Semester Two 2016)
Vanda Ivanovic
a learning technologist
Created: 10/06/2015 01:42:33
Last updated: 10/06/2015 01:42:33

0 items

Drag a new section or one of your bookmarks here to add it to the list

Buttons: Publish, Save Draft, Request review, New Section, New Note, New Page, Most Recent Bookmarks (3), Find: Penny and Aggie Webpage, Understanding Comics: The

Preview list structure

- Click **Table of Contents [show]** at the top of your list. Use this option to reorganise your sections.
- Click **Table of Contents [hide]** to exit the view.

Save your list

If your list is still in progress and you want to preview the changes without making it public, click **Save Draft**. This will take you from the Draft view to a preview of the list.

To make further changes to the list, go to **My Lists**, click on the title of the list and select **Edit**, then **Edit List**.

Buttons: Publish, Save Draft, Request review, New Section, New Note

Note: Students cannot see the draft list, please ensure that you re-publish the list if you add any items you require them to use

Bookmark to add resources

Talis bookmarks are references to resources (e.g., books, websites, videos, journal articles) which you collect to add to your reading list. Use the bookmarklet installed in your Favourites toolbar to bookmark resources.

Bookmarking best practice

For best results:

- Bookmark books and articles from the Catalogue or Library databases where possible www.library.auckland.ac.nz, or from publisher or bookseller websites
- Bookmark resources from the individual record view. Do not bookmark from the results list.
- Bookmark the whole book for book chapters and add a field for the chapter title.
Add field:
- Bookmark journal articles from the individual record view. Do not bookmark from the PDF.
- Electronic resources must have the **Online Resource** box ticked . If an *Online Resource Link* box pops up, click **OK** to accept the default option.

Bookmark resources

See specific examples of bookmarking on pages 5-8.

When you find a resource to add to your list:

1. Click **Add to My Bookmarks** on your browser toolbar. A new page appears with the resource details.
2. Edit title, author/editor or date if necessary.
3. Choose **Create** or **Create & Add to List**.
 - **Create** adds the resource to My Bookmarks in Talis (where all your bookmarked resources are stored). Later you can drag and drop the resource into a list (see **Edit your list**).
 - **Create & Add to List** adds the resource to My Bookmarks in Talis and allows you to select the relevant reading list, and section within that list, where you want the resource to appear.

Completing the 'Create & Add to List' box

If you choose the **Create & Add to list** option:

1. From **Add to list**, select the reading list you want to add the resource to.
2. Select where in the list you want the resource to appear, i.e., in which section, at top or bottom.
3. For book chapters, enter the chapter number in the **Note for student** box.
4. Select the level of **Importance**.
 - **Textbook** resources are usually made available to students as and e-book or as a 2 hour loan in the relevant library.
 - **Essential Resources** are usually made available as 3 day loans.
5. Use the **Note for library** box if you want the item to be available at a specific library location or loan period, e.g., sameday loan.
6. Click **OK**.

Create & Add to List

Add to list
ANTHRO217 – Rhythm, Blues and Rock (Semester ▾)

at the top of
 at the bottom of

Note for student

Importance

Note for library

WARNING: Items will not appear publicly until the list is published.

Bookmarking examples

Example 1: Bookmarking a print book from the Catalogue

1. Search for the book in **the Catalogue**.
2. From the results list, click the **title** of the book to view the individual record. If there are multiple versions, click on **See all versions** and click on the title of the correct edition for bookmarking.



3. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar. A bookmarking screen will appear with all the details of the resource.
4. Choose **Create** or **Create & Add to List**.
5. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Example 2: Bookmarking a print book chapter or section

1. Search for the book in **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 Favourites toolbar.
4. Click on **Add field** and select Has part (chapter, article, etc.)
5. Enter the chapter title.
6. Choose **Create** or **Create & Add to List**.
7. If selected, complete the **Create & Add to List** options including the level of **Importance**. Enter the chapter details in the **Note for student** field.
8. You must place a request for digitising the chapter or section if it is being distributed to students.

Bookmarking from Primo Explore

Book

* Required field

Resource Type *
Book

Title *
Social work practice for promoting health and wellbeing: critical issues

Editor (first name, surname)
Liz Beddoe

Editor (first name, surname)
Jane

Date
2014

Edition
1st Edition

ISBN-10
0415535204

ISBN-10
0415535212

ISBN-13
9780415535205

ISBN-13
9780415535212

Online Resource: **Add field:** Author

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.)...

Add **Lookup:** DOI

Example 3: Bookmarking an electronic article from a database

1. From the database results screen, click the title of the article: bookmark from here, not the PDF.

The screenshot shows the JSTOR search results page. At the top left is the JSTOR logo. To its right is a search bar with the text 'Search JSTOR' and a magnifying glass icon. Further right is a dropdown menu labeled 'All Content' and another dropdown labeled 'Advanced Search'. Below the search bar, there are links: '« Back to Search Results', 'Journal of Transport and Land Use / Vol. 9, No. 1, 2016 / Active accessibility', and 'Active accessibility'. The main title of the article is 'Active accessibility: A review of operational measures of walking and cycling accessibility'. Below the title, the authors are listed as 'David S. Vale, Miguel Saraiva and Mauro Pereira'. On the right side of the article information, there are two buttons: 'Download PDF' and 'Add to My Lists'.

2. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar.
3. Check that the **Online Resource** box is ticked in the bookmarking screen.
4. Accept the default option offered from the pop-up box, e.g., web address.
5. Choose **Create** or **Create & Add to List**.
6. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Bookmarking from JSTOR

Article | Is part of Journal

* Required field
Resource Type *
Article

Title *
Active accessibility: A review of operational measures of walking and cycling accessibility

Author (name)
David S. Vale, Miguel Saraiva and Mauro Perei Remove | Dual Field

Date
2016 Remove

Issue
1

Page start
209

Page end
235

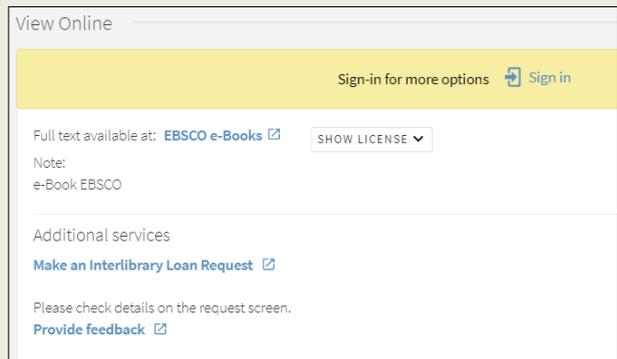
Volume
9

Web address (Online Resource)
<http://www.jstor.org.ezproxy.auckland.ac.nz/stable/26203215?Search=yes&resultItemClick=t>

Online Resource: Link to Add field: Author Add Lookup: DOI

Example 4: Bookmarking an e-book

1. Search and find the book in **the Catalogue**.
2. Click on the **title** of the book to view the individual record. **Note:** If the e-book is also available in print you'll see a **View online** section and a **Find in Library** section.
3. Under the **View online** heading, click on the **Full text available** link (e.g., Ebsco, ProQuest).



This opens the details page of the e-book in the database: bookmark from here, not from within the Library Catalogue.

4. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar.
5. Check that the **Online Resource** box is ticked in the bookmarking screen.
6. Add a **Has part** field, if you wish to specify a chapter.



7. Choose **Create** or **Create & Add to List**.
8. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Example 5: Bookmarking a YouTube video or website

1. Find the relevant video on YouTube and click on the title.
2. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar.
3. Check the record details and edit if necessary.
4. Use **Add field** to manually add any missing information.
5. Check that the **Online Resource** box is ticked in the bookmarking screen.
6. Choose **Create** or **Create & Add to List**.
7. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Bookmarking from Youtube

Audio-visual document

* Required field

Resource Type *
Audio-visual document

Title *
The beauty of data visualization - David McCandless

Date
23/11/2012 Remove

Web address
https://www.youtube.com/watch?v=5Zg-C8AAIGg Remove

Online Resource: **Link to** **Add field:** Author Add

Lookup: DOI Lookup

Note

Edit and publish a list

Edit your list

1. From **My Lists**, click on the list title to open the list.
2. Click **Edit**, then **Edit List**.



Edit your list to add bookmarks, change the list structure, add notes and importance levels and request digitisation. Remember to click **Save Draft** after making changes if your list is still in progress.

Tip: To quickly see your latest changes while staying in Edit mode, refresh your screen.
(F5 in Windows or **Command+R** in Mac)

Add bookmarks to a list

All of your bookmarks display to the right of your list. Scroll or search for the bookmark you want. Drag and drop the bookmark into the list.

Preliminary Readings (4 items) Edit | Remove
Read these before Study Day 1

Arty Party - Hal Foster, 4 December, 2003
Webpage | Further resources | Student note: Hal Foster reviews 'Relational Aesthetics' by Nicolas Bourriaud, translated by Matthew Copeland, 'Postproduction' by Nicolas Bourriaud, translated by Jeanine Herman and 'Interviews' by Hans Ulrich Obrist LRB 4 December 2003 | Edit notes and importance

Sovereign forest - Amar Kanwar, 2015
Book | Essential resources | Edit notes and importance | Request Digitisation

New Note

New Page

Most Recent Bookmarks (82)

Find:

After modern art, 1945-2000 Hopkins, David

Black art: a cultural history Powell, Richard J.

After the revolution: women who transformed contemporary art Heartnev.

Re-ordering your bookmarks in the list

You can drag and drop your bookmarks if they are already in your list. If you remove a bookmark that has a digitisation attached to it, it will permanently remove the digitisation.

To move the bookmark, hover the cursor over the cross next to the title and click the left mouse button. Holding down the mouse button, drag and drop the bookmark to its new position on the list.

The screenshot shows a 'Table of contents' interface with a header '119 items' and a sub-header 'Drag a new section or one of your bookmarks here to add it to the top of the list'. Below this, there are two main sections:

- Topic 1: The History of Norman History (1 item)** - Edit | Remove
 - The Normans in European history** - Charles Homer Haskins, 1919 - Edit metadata | Remove
 - Book | Set Importance | Library note: Copy of pp. 1-11, 13-17, 22-3 included in courseguide. | Edit notes and importance | Request Digitisation
 - The Normans in their histories: propaganda, myth and subversion** - Emily Albu, 2001 - Edit metadata | Remove
 - Book | Set Importance | Student note: Available on Short Loan at the General Library main desk. Read chapter 1, 'Dudo of Saint-Quentin'. | Library note: The one copy already available on same day Short Loan. Please ensure this remains in place. | Edit notes and importance | Request Digitisation
- Topic 2: Origins of the Duchy of Normandy (10 items)** - Edit | Remove
 - Lesley Abrams, 'Early Normandy'** - Edit metadata | Remove
 - Article | Set Importance | Edit notes and importance | Request Digitisation

Edit notes and set importance

Add notes and set the importance level for resources to indicate reading intentions to your students.

The Library uses the following information to ensure resources are available for students:

- Student numbers for the course.
- The level of **Importance**:

Textbook resources are usually made available to students as an e-book and/or 2 hour loans in the relevant library, up to a maximum of 10 copies.

Essential Resources are usually made available as a 3 day loan.

Further Resources are usually held within the Libraries collections.

The **Note for library** box – use this if you want the item to be available at a specific library location or loan period, e.g., sameday loan.

Request digitisation

Some book chapters/sections or journal articles may only be available in print. If you'd like your students to access a digital copy you can request digitisation. A digitisation request must be made if the material is added to a printed course pack or distributed to students, e.g., uploaded to Canvas.

1. Find the resource on your list and select **Request Digitisation**.
2. A request form will open.
3. Check and complete details. Fields with an asterisk* are mandatory.
4. Click **Submit request**.

This request will be processed by Library staff. You will receive email confirmation when the digital copy is available from your list.

The screenshot shows a digitisation request form with the following fields and values:

- Resource type: Book (dropdown menu)
- Page range: (empty field)
- Section author(s): Charles Homer Haskins
- Book title: The Normans in European history
- Book Author/Editor: Charles Homer Haskins
- Year: 1919
- Edition: (empty field)
- Publisher: [s.n.]

There is a checkbox for 'This is a full chapter' and a link for 'Add another'. At the bottom, there is a 'Lookup by ISBN' link.

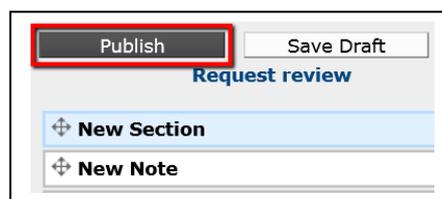
Publish your list

Draft lists are not available for students to view. To publish the list:

- From the Draft view of the list, click **Edit**, then **Edit List**.
- Click **Publish** in the top right corner.

Once a list is published:

- The Library will purchase resources based on information in the list.
- The list is live and searchable from the Talis reading lists search box.
- The list can be displayed in Canvas.



Tip: if you edit a list after it is published you must click **Publish** again to make the changes visible to others.

Copy your list

To re-use a list for a different course, you must create a copy of the list, link it to the relevant course code, and re-request any digitisations to ensure copyright compliance.

Copy a draft or published list

1. From **My Lists**, click the list's **Action** icon and click **Copy to a new list**.
2. In the next screen, amend the **List name**.
3. Uncheck **Copy hierarchy associations to new list?**
4. Ensure the desired **Time Period** is selected.
5. Click **Create list**.

Copy list **INFOLIT101 - Information literacy**

List name:* Copy of INFOLIT101 - Information

Description:

Time Period: Semester Two 2016

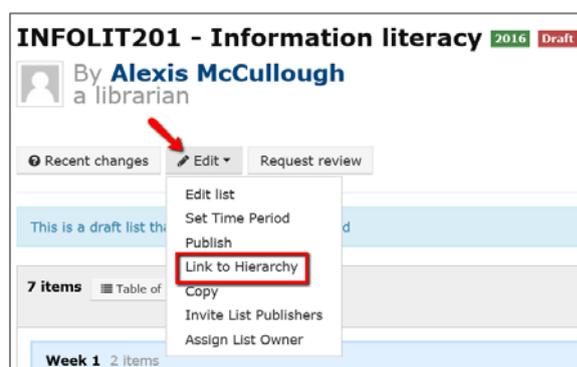
Anticipated student numbers: 50

Copy hierarchy associations to new list?
Check this box to copy over any associations to the institutional hierarch

Create list

Link new list to hierarchy

1. From **My Lists**, click the title of the new copied list.
2. Click **Edit**.
3. Click **Link to Hierarchy**.
4. In the next screen, start typing the course code and select the correct course from the menu.
5. Click **Save**.



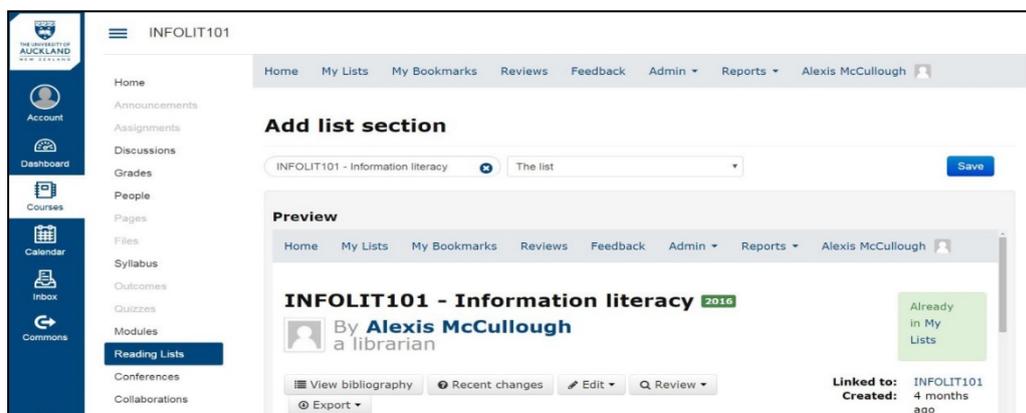
Display your list in Canvas

After creating and publishing a list in Talis there are two options to display the list within Canvas. You can choose one or both of these options.

Option 1: Reading Lists Link

Reading Lists appears in the Canvas course navigation menu by default. Use this menu option to link to the full Talis reading list you have created for this course.

1. Click **Reading Lists** in the Canvas course navigation menu.
2. Talis Reading Lists appears, displaying the list most closely matched to your course. If the incorrect list appears, type the course code in the search box and select the correct list from the drop down results.
3. Retain the default option: **The list**.
4. Click **Save**. The full list will appear when you click **Reading Lists**.



Relinking to a different list

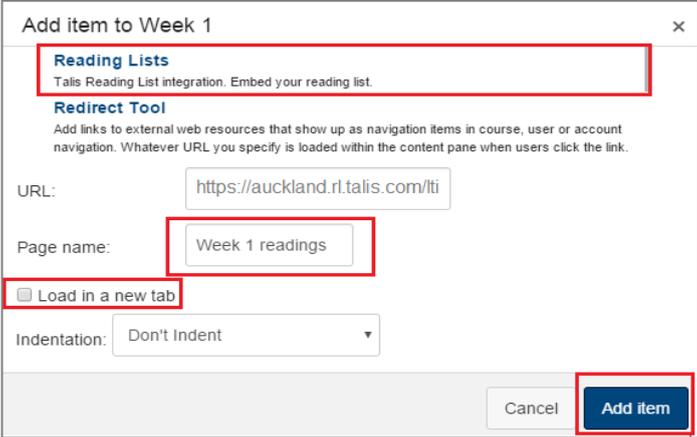
1. Click **Reading Lists** in the Canvas course navigation menu.
2. Ensure you are logged in to Talis.
3. Talis Reading Lists appears, users with the Teacher Canvas role can change the list by clicking the **Relink** button at the top right hand side of the page.
4. If you are unable to see the relink button contact the Staff Service Centre.



Option 2: Modules

You can choose to display sections of the list in specific modules within Canvas. You can choose this option *in addition* to Option 1, *or* disable the Reading Lists menu option if you don't want students to see the whole reading list (select **Settings** on the Course Navigation menu, click the **Reading Lists** settings icon and select **Disable**, then **Save**).

1. Go to Course Reading Lists <https://auckland.rl.talis.com>, log in and locate and publish the list you wish to link in Canvas.
2. In your Canvas course, click **Modules**.
3. Click the + sign within the chosen module.
4. Select **External tool** from the drop-down list.
5. Click **Reading Lists** and change the **Page Name** to something more meaningful (e.g., Week 1 Readings). Do not change the URL.
6. You can select the option **Load in a new tab** if desired.



Add item to Week 1

Reading Lists
Talis Reading List integration. Embed your reading list.

Redirect Tool
Add links to external web resources that show up as navigation items in course, user or account navigation. Whatever URL you specify is loaded within the content pane when users click the link.

URL:

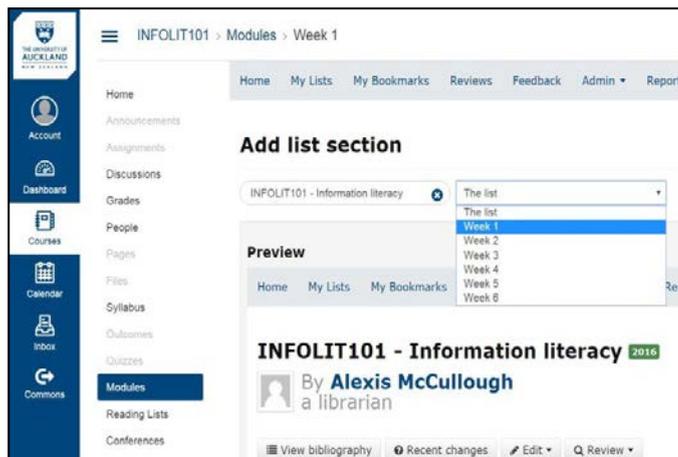
Page name:

Load in a new tab

Indentation:

7. Click **Add item**, this returns you the list of modules.
8. Identify the newly added module, click this.
9. "Add list section" appears; this will allow you to search for your list in Talis, and select the section to be linked to the module.

The search box defaults to the name of your Canvas course. If the incorrect list is displaying, type the course code in the search box and select the correct list with the correct teaching period (e.g., Semester One 2018) from the drop down results.



10. Select the Talis list section you want to add from the drop-down list. NB if you wish to link to the whole list select **The list** from the drop down menu.
11. Click **Save**. The list section will now display in Canvas.
12. Return to **Modules** and repeat the above steps to add other sections of the list.
13. To ensure that students can view your Modules you will need to publish each one by clicking the cloud icon at the right hand side of the module.



Getting support

Read the **FAQs** and **user guides** at www.library.auckland.ac.nz/talis

For help, log a job with the **Staff Service Centre** quoting **Talis** in the subject line.

If you'd like the Library to check your reading list you can request a review:

1. Click the **Request review** button.
2. Ensure you have read and completed the relevant information in the pop-up box.
3. Click **Request review**. You will receive an email when the review has been completed.

