Quick start:
Talis reading lists

course-resources.auckland.ac.nz

More Talis information is available at
www.library.auckland.ac.nz/talis

Set up

Create your profile (you only need to do this once)

1. Go to Talis Course Reading Lists: course-resources.auckland.ac.nz
2. Click on **Log in.**
3. Click on **Create a profile**. Complete the form and set your profile to **public**.
4. Click **Save profile.**

Install the bookmarklet

You only need to do this once for each computer/ browser that you use.

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.

Note: There is now a bookmarklet browser extension available for Chrome, Firefox, and Edge. Search "Talis Aspire" in your preferred browser extension store to try it.
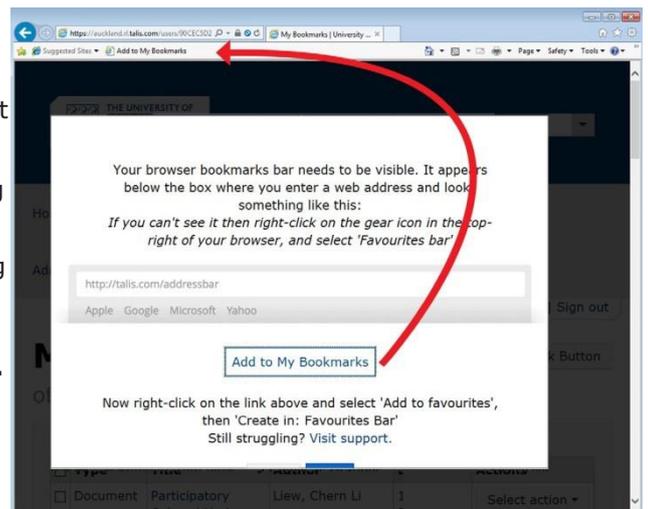
Create a course reading list

Your reading list can include a range of resources, e.g., books, websites, videos, journal articles.

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

1. Go to **My Lists**, select **Create a New List**.
2. In the **List name** box, type in your course code and course name, eg, 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. Select the teaching period for the list, click **Create List**.
7. When prompted, click **I am list owner**.

Structure your list

1. Create sections to structure your list by hovering over the body of the list and selecting ADD SECTION. You can add subsections the same way.
2. Add section titles and study notes if required.
3. Click **Save**.

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

Bookmark to add resources

When you find a resource to add to your list:

1. Click **Add to My Bookmarks** on your browser toolbar or your Talis browser extension icon. A new page appears with the resource details. Edit title, author/editor or date if necessary.
2. 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 add resources from bookmarks by selecting ADD RESOURCE from within the 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.

Bookmarking best practice

- 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 search results list.
- Bookmark the whole book for book chapters and add a field for the chapter title.

  Add field: Has part (chapter, article, etc.)... ▾

- Bookmark journal articles from the individual record view. Do not bookmark from the PDF.
- Electronic resources must have the **Online Resource** box ticked Online Resource: ☑ .
  If an *Online Resource Link* box pops up, click **OK** to accept the default option.

Edit and save a draft

The Edit options are always available when you are viewing the list. Hovering over the body of the list displays links allowing you to add resources, paragraphs, and sections. Click the three vertical dots on the right to access further options allowing you to make and view changes, add notes, and request digitisation.

1. From **My Lists**, click on the list title to open.
2. A draft of changes are auto saved as you go. Do not forget to publish the list by clicking the **Publish** button on the right to make the changes visible for your students
   NB: You must publish the list to be able to link it in Canvas.

Edit notes and set importance

Add notes and set the importance for resources to indicate reading intentions to your students. **Importance** is also used by the Library to ensure sufficient resources are available for the number of students in your class. For more information see Library Processes.

Request digitisation

Some book chapter/sections or journal articles may only be available in print, or must be digitised if they are used in a lecture, PowerPoint, or course pack/notes to ensure they are reported to Copyright Licensing NZ.

1. Find the resource on your list and select **Request Digitisation** from the menu by clicking on the three vertical dots next to the resource.
2. Ensure you select the correct **Resource type**: Book chapter, Section of a book or Journal article.
3. Check and complete the details – note that page range is not required for *book chapters* but you must include the chapter name or number. For a *section of a book,* enter the page range/s you'd like digitised.
4. Click **Submit request**.

Publish your list

Click **Publish** to make the list available to your students. Once a list is published it is able to be displayed within Canvas and the Library will purchase resources based on information in the list.

Getting support

Find **user guides** at www.library.auckland.ac.nz/talis

For further help, contact the LLS Learning and Teaching Development Adviser for your faculty.