Reading list user guide

Get started with List Edit

We've introduced an enhanced user interface for Talis Online Reading Lists, which makes editing lists quicker and simpler.

Benefits for list editors:

- Inline editing tools are built into the enhanced user interface, so you don't need to swap to a separate view to make changes to your reading list.
- Editing your list is much easier within the Moodle integration, with all of your editing tools available within an embedded reading list.
- The enhanced user interface improves the visibility of notes for students and library, as well highlighting any missing information, for example Importance categories.
- A new quick "Add Resource" option lets you search for and add books from your bookmarks, LibrarySearch and Nielsen Book Data without having to leave your reading list.
- The new interface works better with touch screen interfaces like mobiles and tablets.

If you'd like a training session on the enhanced List Edit options for your reading lists, please email readinglisthelp@kent.ac.uk to book a session at a time convenient for you.

Quick guide to List Edit

In List Edit, unlike the classic Talis interface, you don't need to swap between the student view of your reading list and a separate editing interface to make changes to your list.

University of Kent
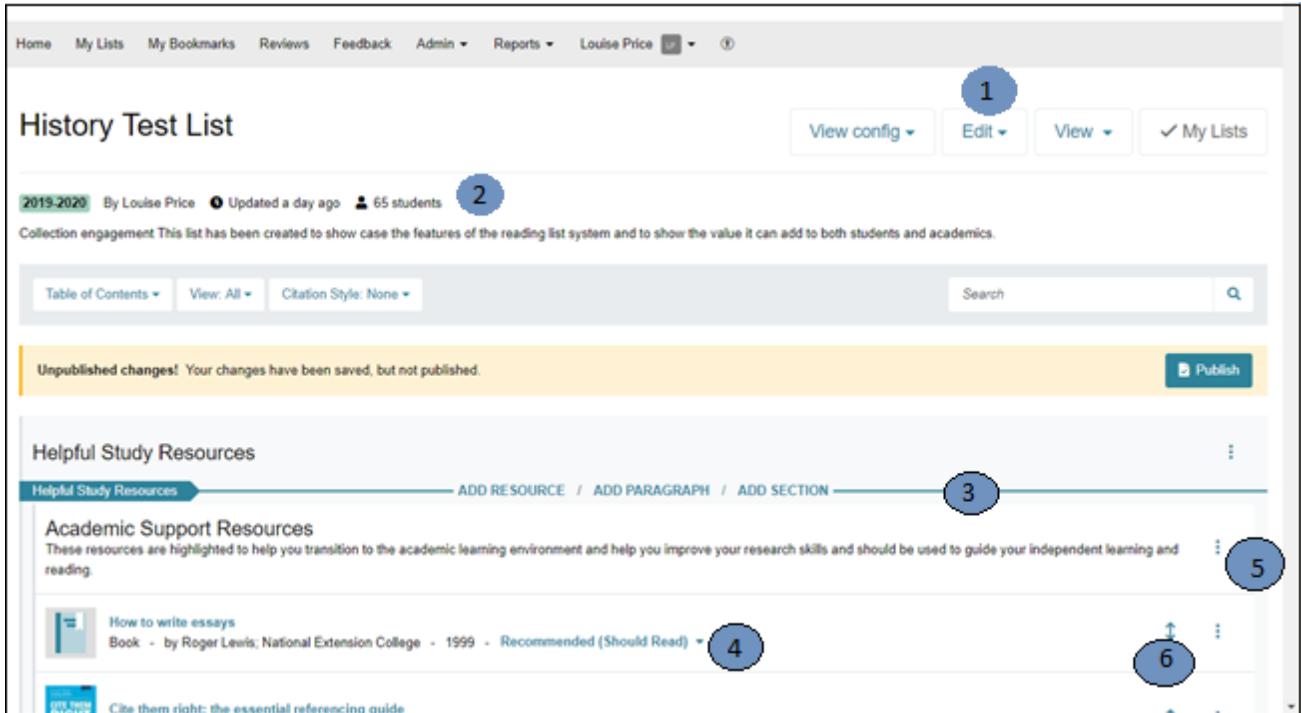
List Edit menu (1)

This gives you access to a range of editing options, including changing the list title and notes, adding new module codes, updating student numbers, inviting other colleagues to edit the list, manually requesting a Library review on your reading list, making a copy of your reading list and more. You can also access the classic list-editing interface from here.

Student numbers (2)

This is the number of students enrolled on the linked module(s).

Action Bar (3)

The Action Bar appears when you hover your mouse over the reading list. It lets you add a new resource (from your existing Talis bookmarks, or searching a wider book database), paragraph (block of text), or section at that point on the list. Please note you will still need to use the Bookmark Button to add non-book items (journal articles, websites, etc.) to your reading list.

Importance (4)

You can click on this to set or change the importance category of an item.

Section/item editing menu (5)

You can access item or section editing details here, letting you edit the details of an item, cut and paste it elsewhere in the list, delete an item, or access the functions of the Action Bar (see below).

Move item (6)

You can move an item on your reading list by clicking and dragging the double arrows to a new location. You can also use the cut and paste options in the section/item-editing menu (see point 6 below) to move individual items or entire sections.

The Action Bar

The Action Bar appears when you hover your mouse cursor over a gap between items or sections on a reading list. This lets you access three key functions for creating or editing a reading list.

Add Resource

The Add Resource option brings up the pop-up below. From here, you can look through your recently bookmarked items, search your bookmarks, or do a general search for books.

Add an item from your Talis bookmarks.

Your recently bookmarked items appear at the top of the Add Resource pop-up. Alternatively, you can search via the "Search by title, author, or ISBN" box to find other bookmarked items. Click on the title of the item to add it to your reading list.
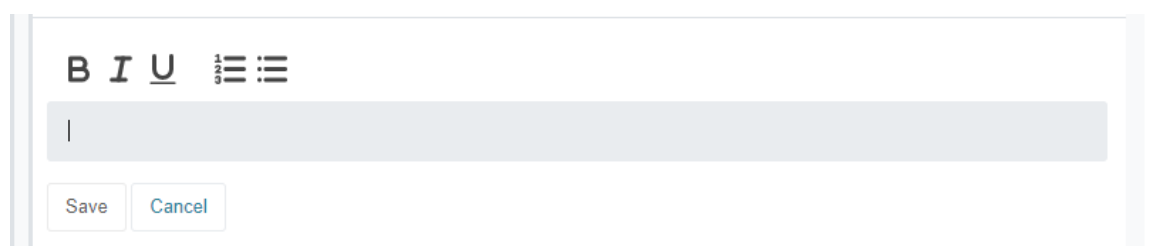
Add a new item to your reading list.

Below the "Recently Bookmarked" section, you will find a list of other titles in the "Book Search" section. This searches both the Library's collection, and an external bibliographic database. Click on the "Show more" link if the item you are looking for does not appear.

1) Search via the "Search by title, author, or ISBN" box at the top of the Add Resource pop-up.
2) Click on an item in the "Book Search" section to expand the information.
3) If there is a tick in the "In Library" column, the Library already has this edition in stock and so it will be immediately available to your students. Otherwise, we will need to order the item in for you.
4) To add an item to your reading list, pick the edition you want – even if we don't currently hold it in the library, and click on the blue "+" icon next to it to add it to your reading list.

Please note the Add Resource function currently only works for books – you will still need to bookmark articles, websites, or other material using the Talis bookmarklet or browser extension.

Add Paragraph

The "Add Paragraph" option lets you add a block of text directly to your reading list. You can do basic formatting to this text, including **bold**, *italic*, and underlined text, as well as numbered and bulleted lists.

Once you have given your section a title and (optionally) a description, press "Save" to add it to your reading list.

Item editing menu

The item editing menu (the three dots on the far right of every item on your list) gives you access to a range of editing options for the item in question.

Edit

This lets you edit the metadata of an item, the text of a paragraph, or the title and description of a section.

Delete

This deletes the item from your reading list. Please be careful when using this to delete a section as it will delete the section and all the items in it!

Cut

This cuts the item from your reading list so you can paste it elsewhere. Cutting and pasting a section will move the section and all the items contained in it.

Paste below

This will only be available if you have previously cut an item from your list. It will paste it below the item currently selected.

Move up and Move down

This will move the item up or down one step in the reading list. Moving a section will move all the items in the section at the same time.

Note for students

This lets you add a note for your students on a reading list item about why you have chosen a particular resource or if there is a chapter they need to read.

Note for library

Use this to add a note for the library about an item on your reading list. This will only be visible to the Library and list editors.

Add resource below, Add section below, Add paragraph below

This lets you add a resource, paragraph, or section immediately below the currently selected item. (Please see the Action Bar section for more details on these functions.)

Add to My Bookmarks

Add an item from a reading list to your bookmarks in Talis for use on other lists.