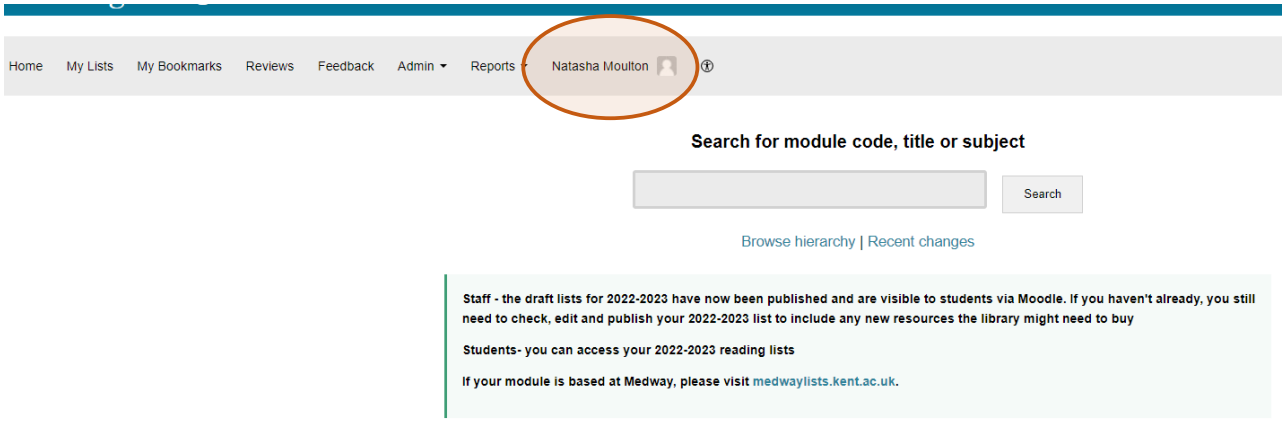
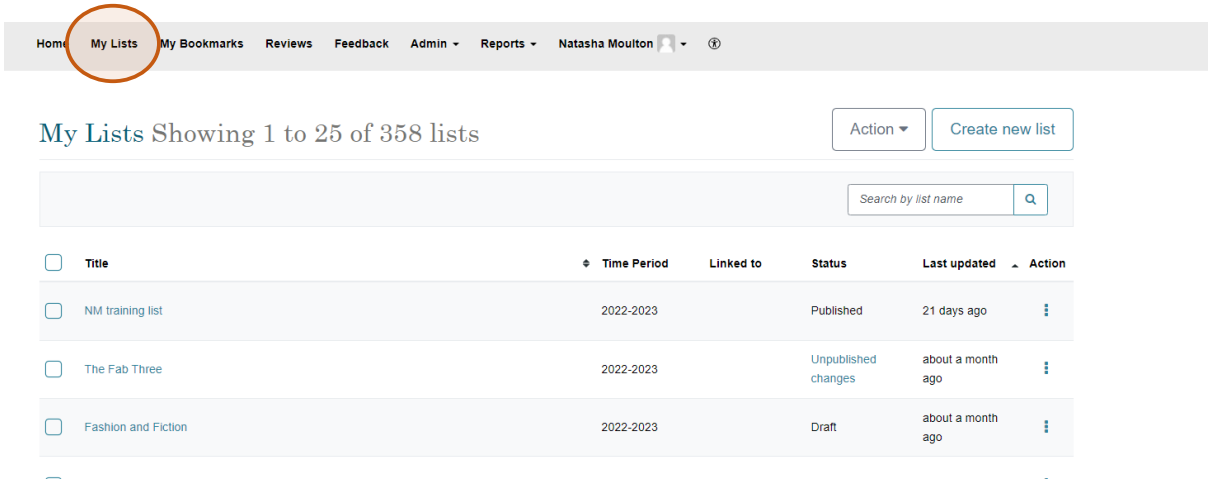
Reading list guide

Adding books to your reading list

Make sure you're logged in.

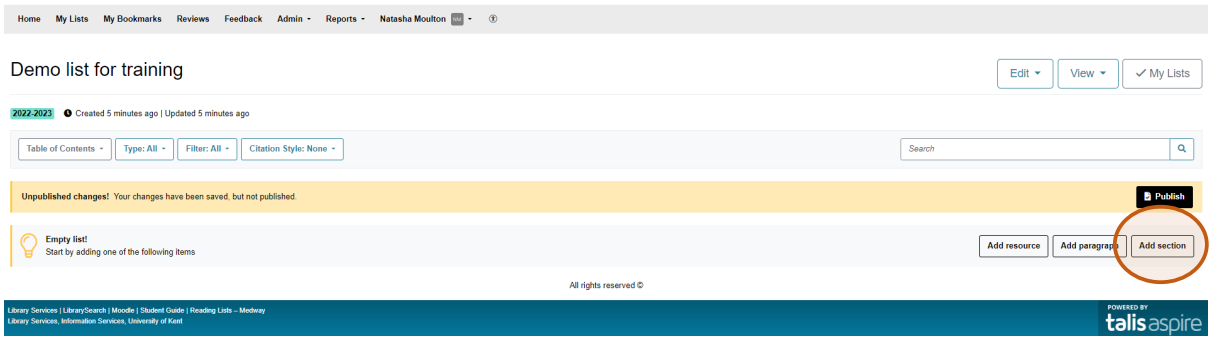


Select My Lists from the grey menu bar and select the correct list.

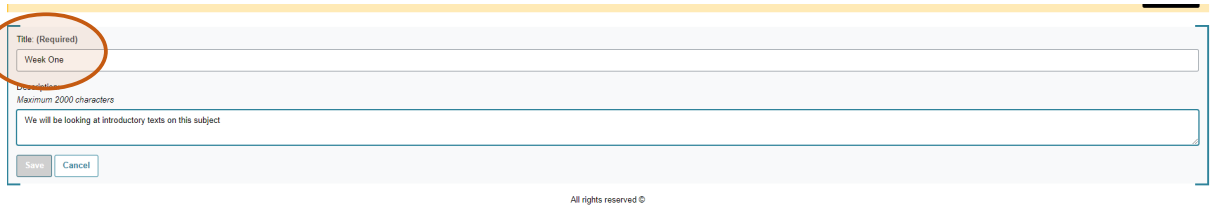


Before adding books to your list you can create sections:

1 Choose Add section from the bottom right hand side of the list.

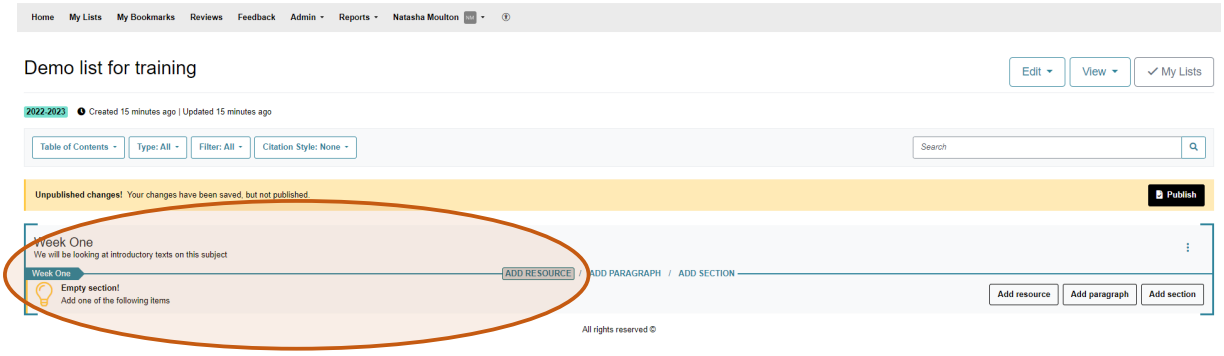


2 Give the section a title such as week 1 or 2 and add a description if required.

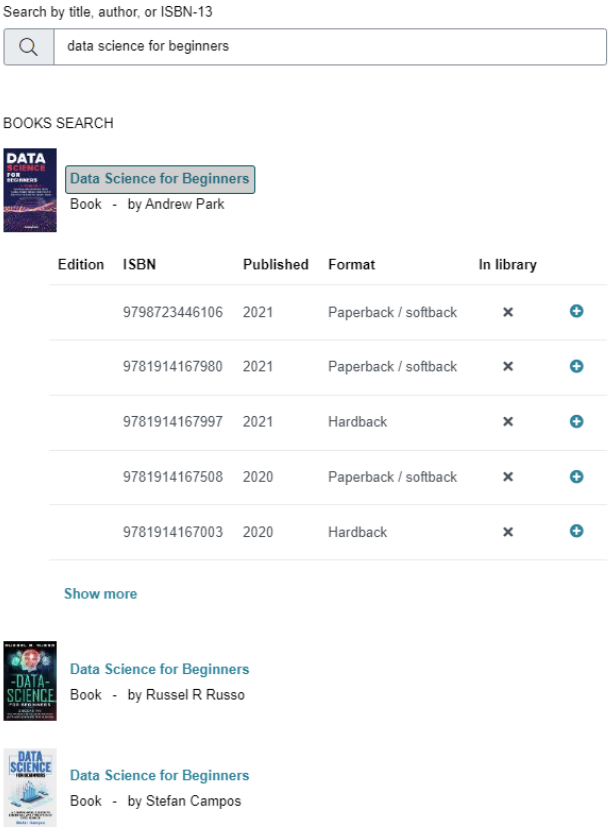


3 Click Save.

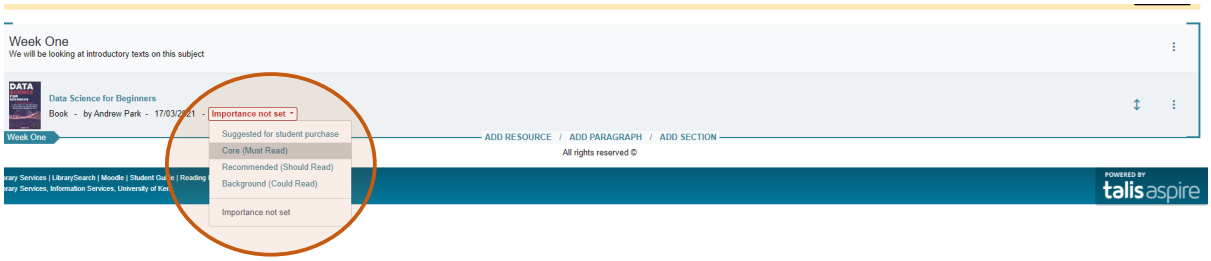
4 Hover your cursor over the created section to Add resource(s). Use the blue line to guide you: this will show you where the resource will be placed.



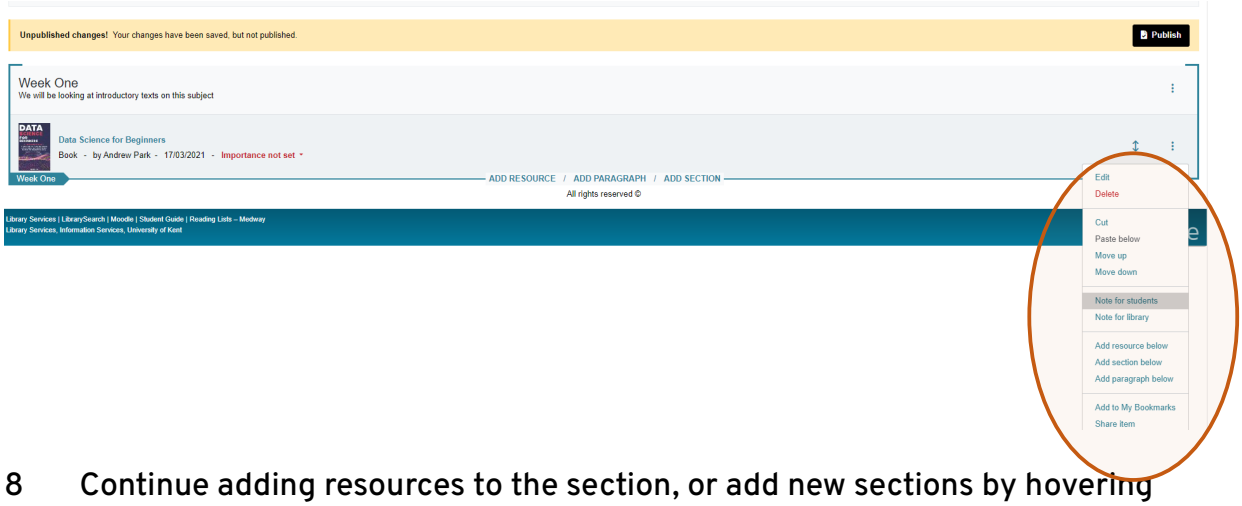
5 Search for your book by title, author or ISBN. The search results will show details of the book such as the edition and format and if we have a copy in the Library. Choose the option you want and click on the plus sign. The book will now appear on your list.



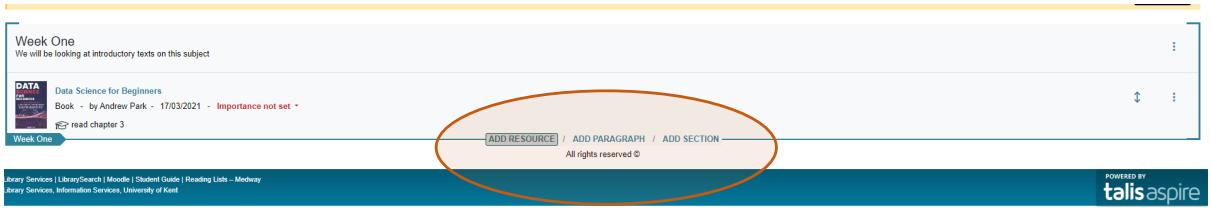
6 You will need to set the importance using the drop down menu to indicate if this is a core, recommended or background text.

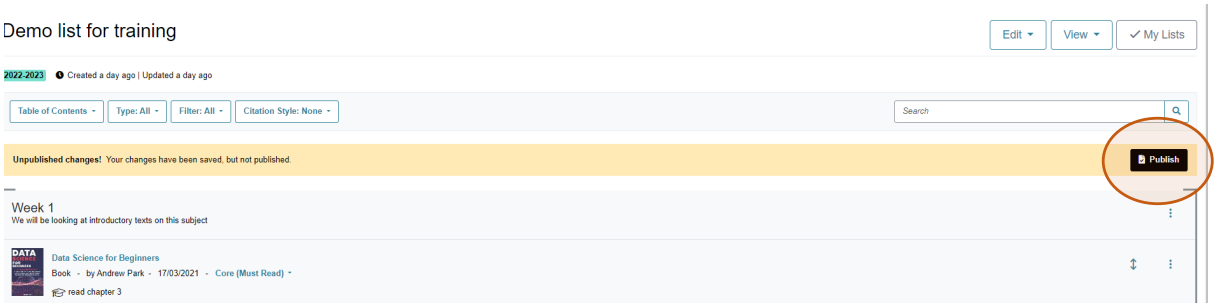


7 You can add notes for students which will appear publicly, or a library note which will be hidden, using the 3 dots to right of book title.



8 Continue adding resources to the section, or add new sections by hovering mouse in the required place and selecting what you want.



Remember you can use the blue guide lines to position your resource or section in the right place, however they can also be moved around afterwards.

Changes will be saved as you go in draft form only. When you are ready for the changes to be made public, scroll to the top of the page and click Publish.