

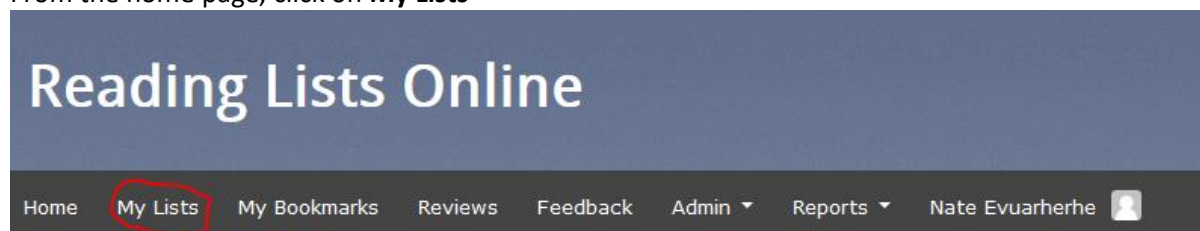
## Creating Reading Lists in Reading Lists Online. Easily Done... in 5 moves

1.

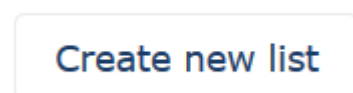
Log into Reading Lists Online (RLO) <https://qmul.rl.talis.com/index.html>  
Contact the Library for login details.

2.

From the home page, click on **My Lists**

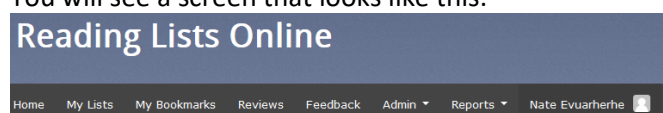


Click on the **Create New List** link located on the Right Hand Side of your screen



3.

You will see a screen that looks like this:



### Create a new list

List name:\*

Description:

Hierarchy: [Select Hierarchy](#)

Year:

Fill out the details, as required.

**List name:** is usually the name of your module (but not necessarily. A single reading list could be attached to several modules).

**Description:** this free-text field is not required but could be helpful to you and your students.

**Year** is the current academic year in which the module/course will be taught.

Click on the **Select Hierarchy** link in the middle of the page and enter the module code. This will enable you to attach your Reading List to the correct module and department.

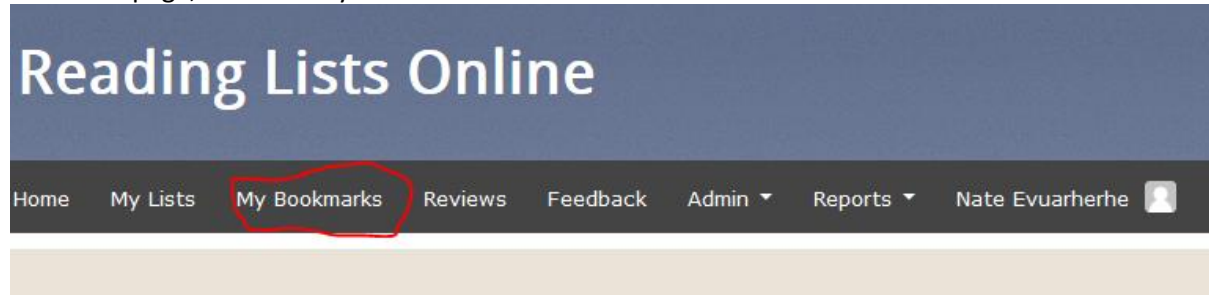
The "hierarchy" is simply the system of organisation of courses and modules by department and school here at QMUL. An example is shown below:

<b>Hierarchy position</b>	<i>Institute/School</i>	<i>Department</i>	<i>Programme/Course</i>	<i>Module/Unit</i>	<i>List Name</i>
<b>Title</b>	<i>School of English and Drama</i>	<i>English</i>	<i>BA Comparative Literature</i>	<i>Creative Writing: prose</i>	<i>Creative Writing</i>
<b>Code</b>	<i>AR-ENDR</i>	<i>AR-ENDR-ENGL</i>	<i>Q200</i>	<i>ESH6043</i>	

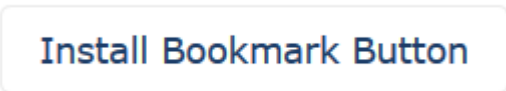
Don't worry too much about this. The hierarchy is preloaded by the IT department. The important thing is that you place your list in the right place in the hierarchy. Ideally lists are linked to modules. But not always!

#### 4.

Having created your list and placed it in the hierarchy, you are now ready to populate this list. From the home page, click on "My Bookmarks"



You'll need to click on the **Install Bookmark Button** link

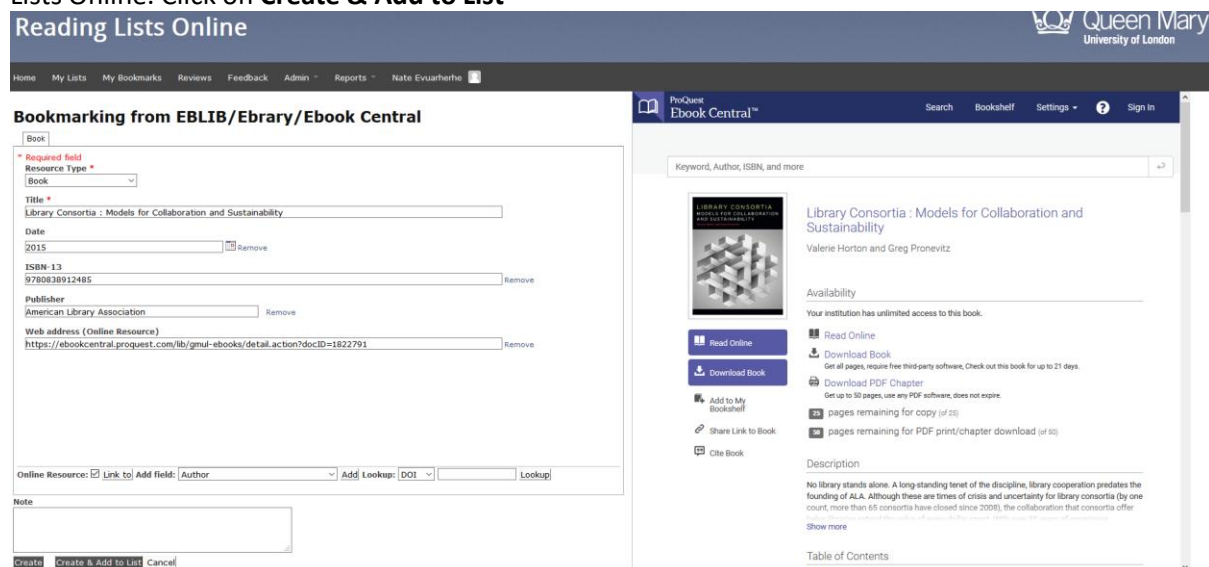


This will add a bookmark called "Add to my bookmarks" to your browser and will allow you to capture resources from around the web (including the library catalogue) and add them to your list.

#### 5.

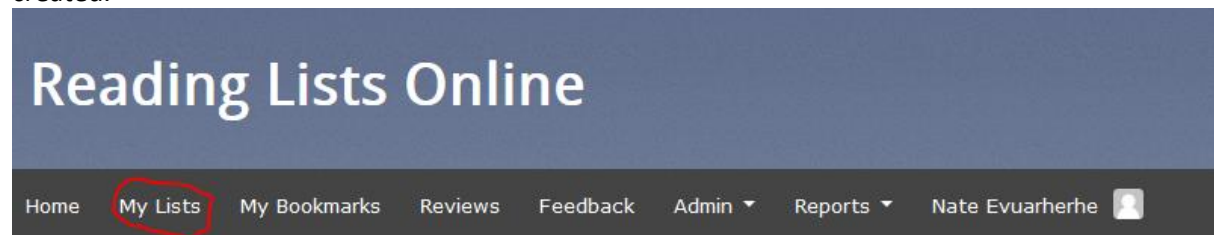
Once this is installed. Locate a resource you'd like to add to your reading list. This could be a webpage (e.g. Amazon or Abebooks or Wordery), the homepage of an ebook, or even a record of a printed book from the library catalogue. You can even add a YOUTUBE video! Then simply click on the **Add to my bookmarks** link to pull the bibliographic details into Reading Lists Online.

In the example below, the details for a book called *Library Consortia* have been pulled into Reading Lists Online. Click on **Create & Add to List**



Repeat this process until you have created bookmarks for all the items that you want to go into your list.

When you have added all the resources you want, click on **My Lists** and view the list you've just created.



You can further edit your list by adding sections, setting the importance of particular titles (e.g. Essential Reading, Suggested reading, Recommended reading etc.); rearranging the order in which titles appear, dragging and dropping resources etc. etc.

When your list is ready, Publish it!

