


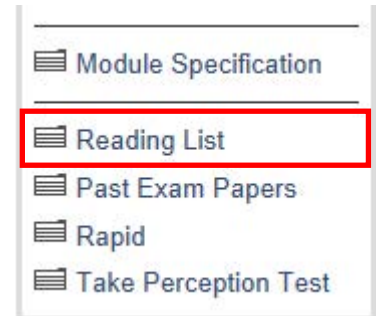
Quick start guide to online reading lists for new academics


Reading lists are a very useful resource to support students in their learning and contribute to the requirements for minimum module online presence.

Logging in

You can access the University's online reading list system from the module card in Learn, Library website, online module specifications or directly via <http://lorls.lboro.ac.uk>

To create or update a reading list you will need to login to the system by clicking on the  Login icon (top-right on the toolbar) and entering your standard University username and password.




- **Top tip:** click on the  My Lists icon (top-right on toolbar) to see lists you have editing rights. Please contact your academic librarian (see over page) if there are any modules missing from the system.

Importing a MS Word reading list

If you already have an existing reading list in MS Word (docx) then you can import it into the system. Harvard style citations will be imported as the appropriate type (e.g. books, articles, etc.) and other content as notes.




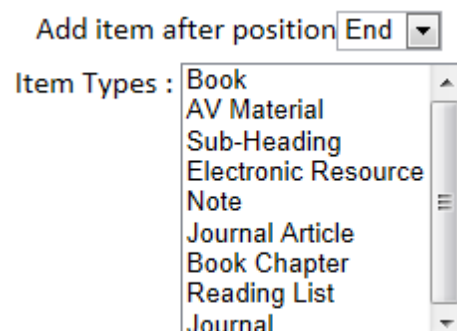
Click on the  Import icon on the toolbar and a popup window will appear. Click on the Choose File button and select your MS Word document.

The system will then take a moment to produce a list of results (see image on right). Please review this list and deselect items not required by clicking on them. Finally click on the **Import** link (bottom-left on window).

- **Top tip:** If your MS Word document contains a lot of formatting try copying and pasting it as "Keep Text Only" into a new document before importing it.

Adding items manually


Click on the  Add New icon (top-left on toolbar), select the type of resource from those listed and then click on the **Add** link (bottom-left on window).

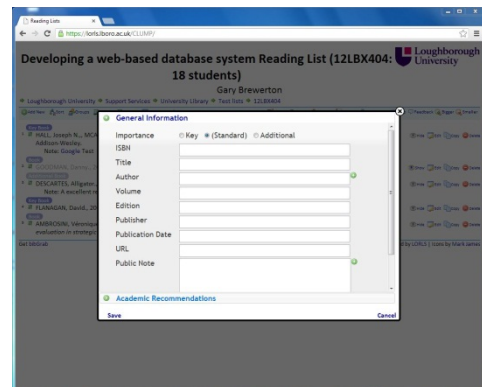


If you know the ISBN or ISSN then enter this in the appropriate field followed by the TAB key, in most cases the form will now be automatically populated. Otherwise simply complete the form with as such much detail possible. Finally click on the **Save** link (bottom-left on window).

Indicating key texts


This makes these items more prominent to your students and the Library will aim to stock more copies of these. You can indicate an item is Key when you create it manually or later on by

clicking on the number to the left of each item, then clicking on the  **Importance** icon (top-left on floating toolbar) and selecting “Key” and finally by clicking on **Set** link (bottom-left of popup window).



Maintaining your reading lists

You can update your lists at any time. However, the Library will contact you to review your lists in preparation for the upcoming semester.

- **Top tip:** You can see how your students are using your reading list by clicking on the  **Dashboard** icon (top-right on toolbar).

Help and advice

For further help visit the online reading list support blog <http://blog.lboro.ac.uk/lorlssupport>

If you have any comments or queries about the online reading list system please contact your friendly neighbourhood academic librarian

<http://www.lboro.ac.uk/services/library/contact/academiclibrarians/>

