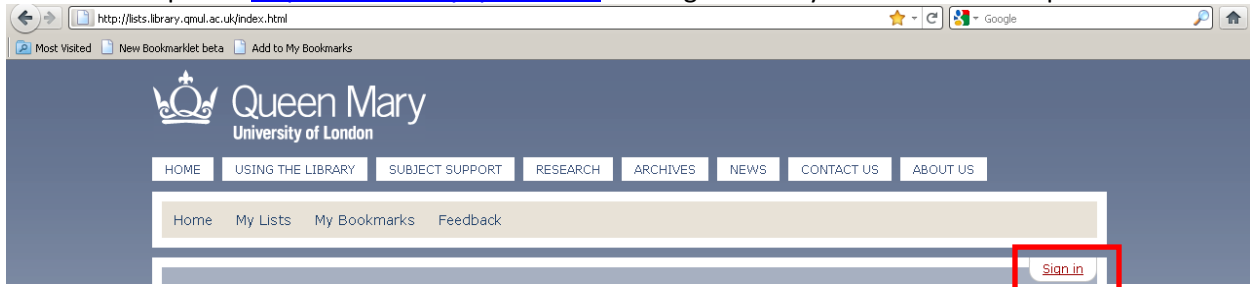


READING LISTS ONLINE QUICK START GUIDE

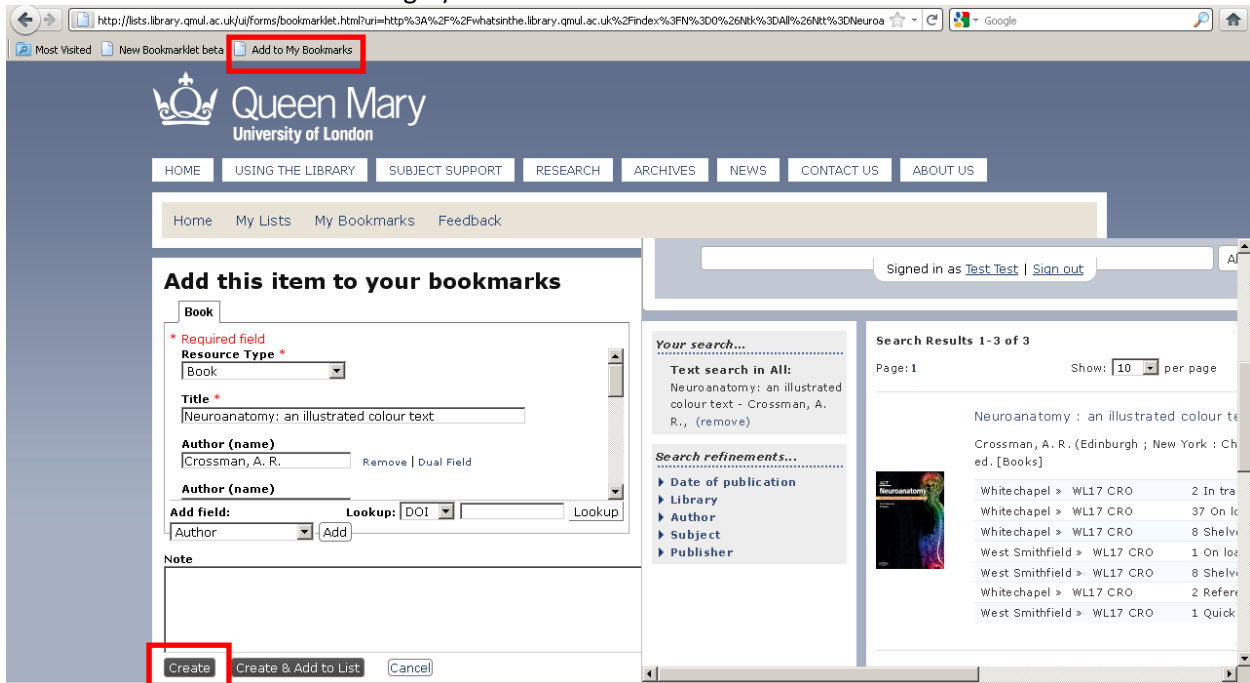
- Firefox is the recommended browser for this system; activate the bookmarks toolbar if not visible already
- Go to Talis Aspire at <http://lists.library.qmul.ac.uk> and sign in with your username and password



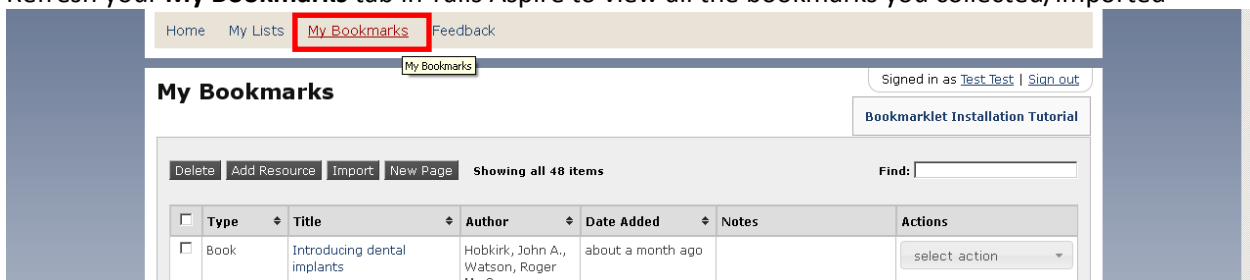
- When signing in for the first time, you will be prompted to create a brief profile
- Then go to the **My Bookmarks** tab; go to **Bookmarklet Installation Tutorial** and, following instructions given there, install the bookmarklet button (called **Add to My Bookmarks**) onto your browser's toolbar



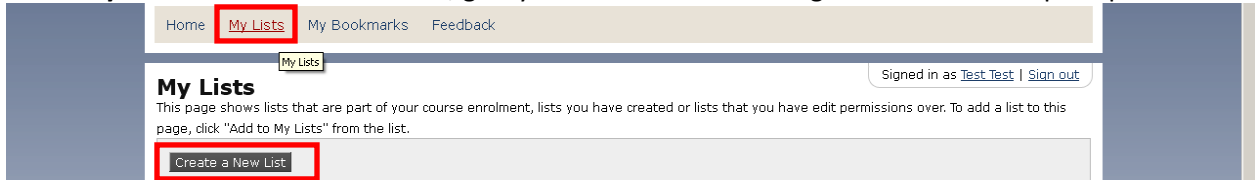
- Open your resources in a separate tab and start bookmarking them one by one by clicking on the **Add to My Bookmarks** button on your browser's toolbar and then by clicking on **Create** (alternatively, import your resources from a reference manager)



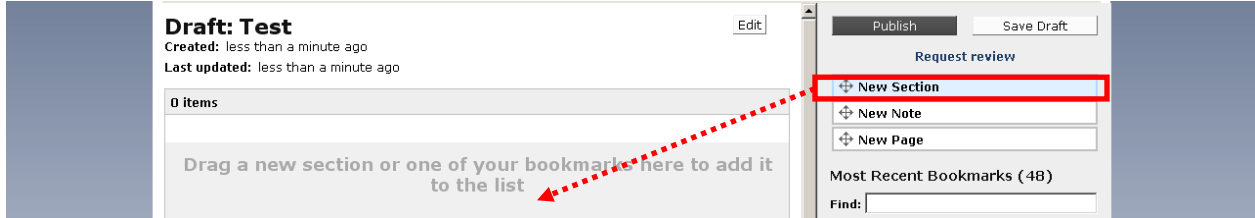
- Note: you can change resource type, do manual editing, add fields if required before creating a bookmark
- Refresh your **My Bookmarks** tab in Talis Aspire to view all the bookmarks you collected/imported



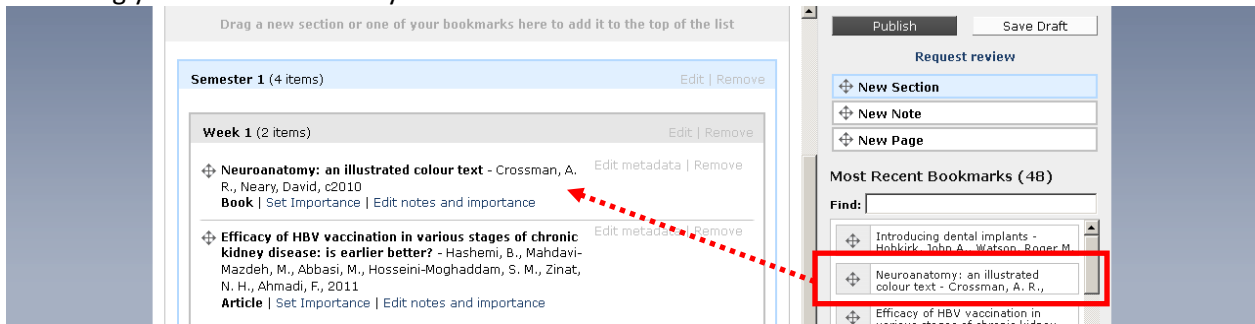
- Go to **My Lists** and **Create a New List**; give your list a name and assign list owner when prompted



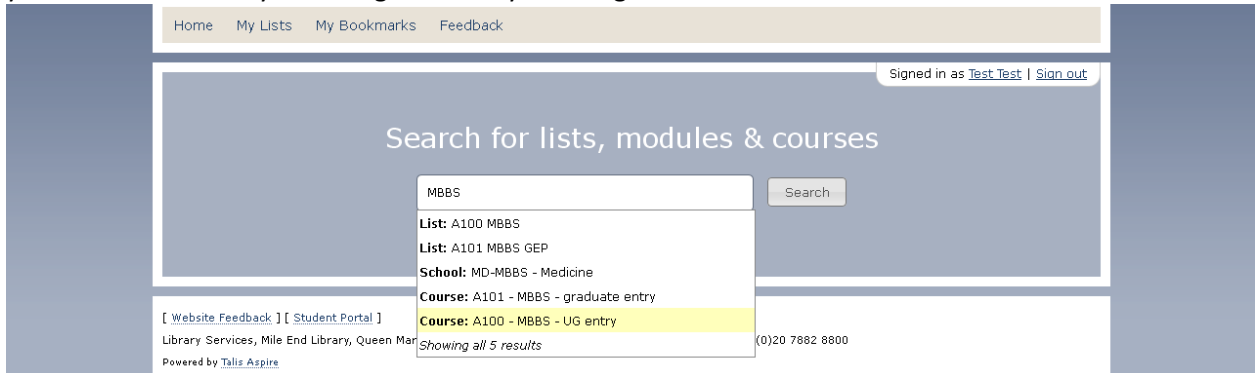
- Structure your list as required by dragging in **New Section/Note/Page** as applicable



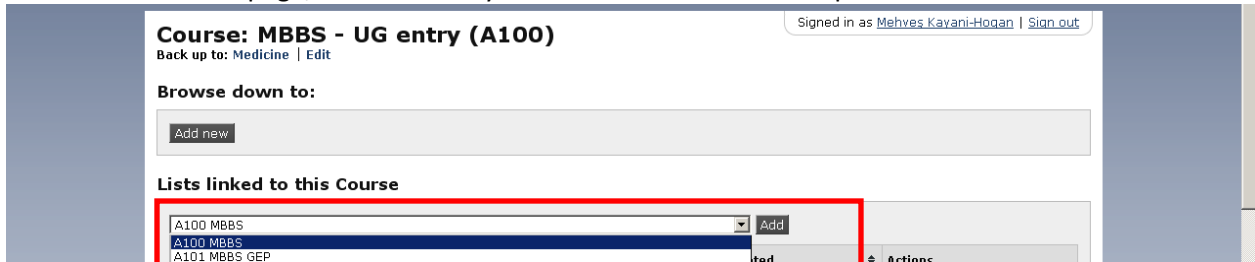
- Then drag your bookmarks into your sections



- Save your draft to view how it is going to look and check the links that you suspect are not stable; publish your list to make it available to your colleagues and students
- To link your list to the relevant module in the Talis Aspire hierarchy, go to the home page and search for your module either by browsing for it or by entering the name in the search box



- Once in the module page, select the list you want to link from the drop-down menu and click on **Add**



- The list will be linked to the module and will also be automatically linked to the **Resource Lists/Reading** block in QM+