Structuring and editing your reading list

Before you begin
The most appropriate structure for your reading list will be determined by the number of resources you wish to include in it, and the format of your teaching.

Recommended ways of structuring a list are:

- By weekly readings (see, for example, HIST30078: Bristol and Slavery).
- By thematic readings (see, for example, ENGL10041: Critical Practice).
- By importance ratings (essential, recommended and further; see, for example, MATH35610: Theory of Inference).

Your subject librarian can provide further advice on how best to structure your reading list.

Accessing the editing screen for your list

- Navigate to the Reading Lists homepage (http://readinglists.bris.ac.uk), and click on My Lists in the black bar near the top of the screen.
  - You may need to log in, using your University of Bristol username and password, at this point.
- Click on the title of the unit to see the “student” view of the associated reading list.
- Click on the Edit button beneath the title of the reading list, and choose Edit List from the drop-down menu (see image below) to enter the editing screen.

If the reading list that you wish to edit does not appear on your My Lists page:

- Return to the Reading Lists homepage, and search for the list, using either the unit code or title of the unit.
- Click on the title of unit in the results to access the list in the “student” view.
- Before opening the editing screen (see above), click Add to My Lists in the top-right of the screen – this will allow you to access the list via My Lists in future.
Structuring and editing your list

The editing screen

- **List in “edit view”:** This section of the screen is where you will create the structure and add content to the list, using the structuring tools and bookmarks.
- **Structuring tools:** These can be dragged and dropped into the list to create sections and notes for students.
- **Bookmarks:** These contain the details of the resources that you can include in your reading list. Please see the separate instruction sheet *Adding resources to a list* for information on creating bookmarks.

**Note:** The crossed arrows icon appears next to items that can be added to, and moved around in the list. Click on the icon to drag and drop an item in a new location.
  - A dotted line will indicate will appear when the item is ready to be dropped in a specific location.

Adding a new section to a list

Sections are the primary means of adding structure to a list.

- Scroll to the place in the list where you would like the new section to appear.
- Use the crossed arrows icon to drag a **New Section** entry from the right of the screen into the appropriate location in the list, using the dotted line to guide you.
- Give the section a title (e.g. “Week 1”, “Essential reading”), and click **Save**.

If the structure of your list requires it, you can also create subsections within a section (e.g. an “Essential reading” subsection within a “Week 1” section) by dragging a **New Section** entry into an existing section.

- The image overleaf gives an example of how this structure will look in the editing screen.
Adding a note for students to your list

Notes can be used to provide guidance for students within a list, or a section of a list (see the image below for an example of how this will look in the editing screen).

- Scroll to the place in the list where you would like the note to appear.
- Use the crossed arrows icon to drag a New Note entry from the right of the screen into the appropriate location in the list, using the dotted line to guide you.
- Enter the text of the note, and click Save.

Adding a resource to a list

Please see the separate instruction sheet Adding resources to a list for information on creating bookmarks (available from the Reading Lists support webpage).

- Scroll to the place in the list where you wish the new resource to appear.
- Find the bookmark for the resource in the list of Most Recent Bookmarks on the right-hand side of the screen.
  - If you have a lot of bookmarks, you can enter text from the title or author of the resource in the Find box to filter the list.
- Use the crossed arrows icon to drag the bookmark into the appropriate location in the list, using the dotted lines to guide you.
Adding a note for students to a resource

- Find the resource in the list.
- Click **Edit notes and importance**.
- Add your note to the **Note for student** field.
- You can also use the **Importance** drop-down menu to indicate whether the resource is essential, recommended or further reading.
- Please note: the **Note for library** field should always be left blank.

Editing the details of a resource

- Find the resource in the list.
- Click the **Edit metadata** button.
- A form containing the resource details will open. Edit it as required, and click **Save**.
  - You can use the **Remove** option to delete information that is not required, and the **Add field** drop-down menu (at the bottom of the form) to add additional information.

Deleting a section, note or resource from a list

- Find the item in the list.
- Click **Remove**.
  - Please note: if you delete a section, you will also delete any bookmarks or notes that were contained within it.
  - Please note: if you delete a bookmark, it will be removed from the list, but it will still be available to reuse from your list of bookmarks.

Moving sections around within a list

- Scroll to the top of the list, and click **show** next to the title “Table of contents”.
- Use the crossed arrows icon to drag an individual section into its new location in the list, using the dotted lines to guide you.