

Reading List Quick Start Guide

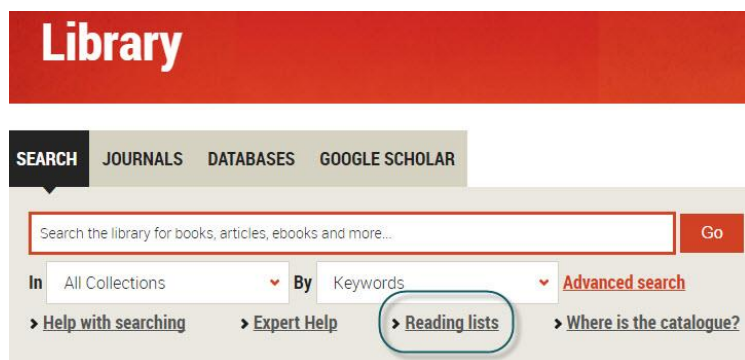
SET UP

Use the correct internet browser

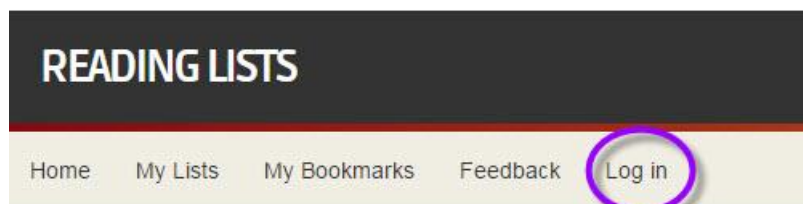
Firefox is the recommended browser to use for the reading list software. If Firefox is not already a shortcut you can select it from the Windows Start icon, then copy it to your desktop.

Create your profile

From the Library's homepage click on the Reading lists link:



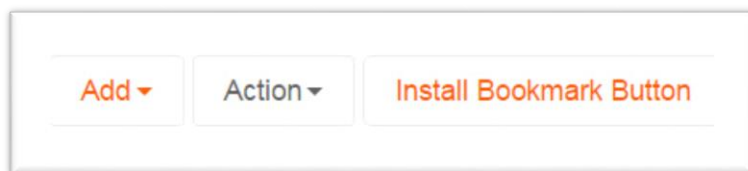
Sign in using your regular La Trobe username and password (located in the upper left corner):



If your profile is new you will be prompted to complete a brief profile. Choose **My profile is public...** to allow users to find your list. **Save** your profile.

Install the Bookmark tool

Select **My Bookmarks** at the top of your profile page. Select the **Install Bookmark Button**:

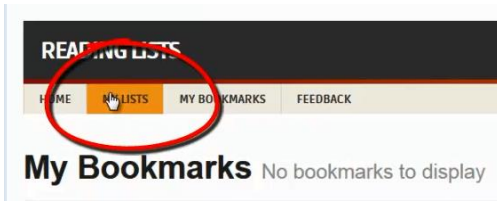


Select **Next** and you will see a box called **Add to My Bookmarks**. You can click and drag that box directly to your favourites toolbar in your browser.

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Create a new list

From your profile page click on the **My Lists** tab:



This will take you to lists you have already created. Click on the **Create new list** button located in the upper-right of the screen.

Type the course code and title in the **List name** box, and the course coordinator's name in the **Description** box. Complete the other details as prompted. Click **Create list** and then **I am list owner**. Your list is now created.

ADD RESOURCES TO YOUR LIST

From the search box on the Library's home page search for the resource you would like to add to your list. For a print book, click on the title link and then the **Add to My Bookmarks** tool you previously added to your browser's toolbar. After checking that the information displayed is correct, click on **Create & Add to List**. Select which section of your list to add the resource, leave a note for your students, or under the **Note for library** section, you can request extra copies for regional campuses or clinical schools. If it is a resource you would like the library to purchase, this can be requested from the **Importance** drop-down menu. When complete select **OK** and refresh your reading list screen to see the resource.

When adding an eBook or journal article to your list the same steps apply, however, instead of selecting the resource's title link, select **View online** and click on the link to the full text. Then select the **Add to My Bookmarks** tool. Ensure the resource details are displayed correctly and make sure the **Online Resource** box is ticked.

PUBLISH YOUR LIST

You can publish your list from the **Edit** menu on your list's homepage:



It is acceptable for partially completed lists to be published.

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FURTHER HELP

- View the *How to use Reading Lists* video or the **FAQs** on the Teaching services page: latrobe.edu.au/library/teaching-services
- Contact your Senior Learning Advisor: latrobe.edu.au/library/contact-us/librarian-phone-and-email