# **Getting Started with Resource Lists at GCU**

This step-by-step guide is for academic staff and will show you how to create and/or edit a Resource List for your module. More information on Resource Lists at GCU including video tutorials are available on the Library website: <u>https://www.gcu.ac.uk/library/servicesforstaff/resourcelistinformation/</u>

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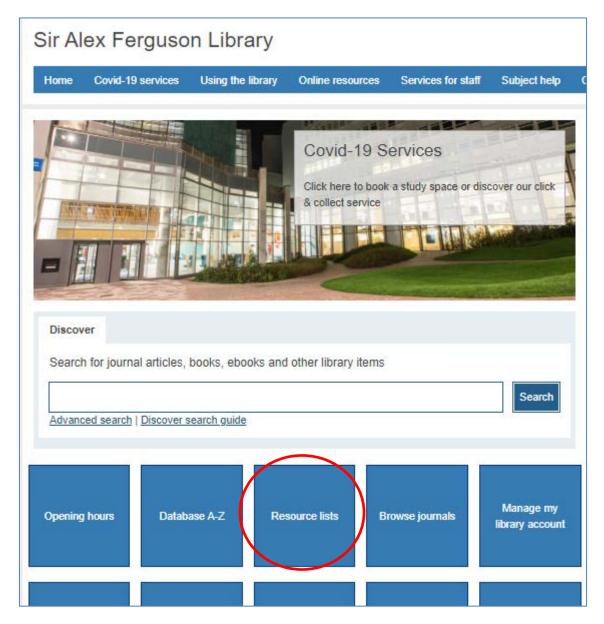
Attribution: Library Learning Services, University of Edinburgh.

http://www.docs.is.ed.ac.uk/docs/library/ResourceLists/Get\_Started\_with\_Resource\_Lists\_3.pdf Available under a CC-BY 4.0 License.

### 1. Logging into Resource Lists at GCU

There are a number of ways you can access Resource Lists at GCU:

- 1. Through your module site in GCULearn.
- 2. Via the Resource List tile on the Library website.
- 3. Directly via: https://gcu.alma.exlibrisgroup.com/leganto/public/44GLCU\_INST/searchlists?auth=SAML



Before editing or creating a Resource List, you are required to sign in:

- 1. At the top right of the menu bar, click on the Guest drop-down menu.
- 2. Select Login.



- 3. You will then be prompted to log in with your university domain username and password.
- 4. Once logged in you should see your initials at the top right hand side of the menu bar.

If you have any issues logging into the Resource List system, please contact resourcelists@gcu.ac.uk

### 2. Update an existing list

Before creating a new list, you can check if one already exists for your module by:

- 1. Clicking on the three-line menu button on the top left hand side of the screen.
- 2. Select Find Lists from the menu.
- 3. You can then use the **search box** to look for lists either by title or module code.

Resource Lists					
Find Lists 👦					
Search List: Lookup Resource Lists by list title, module title,	Search List: Lookup Resource Lists by list title, module title, module code or module instructors				
Module Status: Active	Department: All	•			
Publication Status: Published	•				
Q Advanced Search		Q SEARCH			

- 4. If your resource list appears, you can select it from the results and start to edit the list as described in section "<u>4. Structure the list</u>".
- 5. If you are unable to edit a list as expected please contact the Resource List team at <u>resourcelists@gcu.ac.uk</u>.
- If you are unable to find an existing list for your course, please create a new list as described in section <u>"3. Create a new list".</u>

	GCU George Cadeniae Resource	e Lists		
	Find Lists 🖪			
$\langle$	Search List: Leganto			
	Module Status: Active	•	Department: All	•
	Publication Status: Published		T	
	<b>Q</b> Advanced Search			Q SEARCH
	Found 2 lists			↓₹ Module Code →
		Leganto Example List A test list	I	
	A PUBLISHED 🔒 LOCKED 🞓 T	Test1-20-A (2020-21, Trimester A) OUpdated 14 da	lays ago ┛ 318 items in 5 sections	

### 3. Create a new list

Lists are saved as you work, once created you can choose the list again by selecting it from the "Lists" option from three-line menu button at the top left side of the screen.

- 1. Select Lists from the three-line menu button at the top left hand side of the screen.
- 2. Click on the **New List** button on the top-right of the screen.

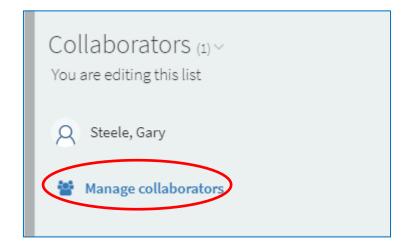
Lists (2)	
IF Last Updated → ▼ III Q	+ NEW LIST
Wellbeing Resources	

- 3. You will be asked to enter the **Title** and **Description** of your module.
- 4. Click the **Create** button.
- 5. You will be prompted to choose one of the available Resource List templates. These are:
  - a. Blank allows you to create your own list structure from scratch
  - b. Library Trimester will create 12 weekly sections on your list
  - c. Library Importance will create three sections on your list for Essential, Recommended and Further Reading.
- 6. You will now be asked to associate your resource list with a module code. Click **Associate List**, and then:
  - a. Look up module by typing a module code or name into the search box.
  - b. **Do not** alter the module **dates** or the **number of participants** as these are set automatically.
  - c. If you wish to associate the resource list with more than one module, click **Associate** and follow the previous steps to add the next course.
  - d. When you have associated all module codes, click Associate & Close.

Associate to module
Associating a list with the relevant modules enables students to easily find the reading material that you add.
Would you like to associate this list with a specific module?
NOT NOW ASSOCIATE LIST

Manage module associat	ion	
No module is associated to this list.		
Look up module: Comm_DDIL DDIL te	est	
from: 31-July-2020	🛗 To: 31-July-2021	<b>*</b>
No. of participants: 100		
CLOSE	+ Associate ASSOCIATE &	

- 7. You can also invite colleagues or library staff to be co-editors of a resource list. To do this, click on the **Collaborators** drop down menu on the right of the screen.
  - a. Click Manage collaborators.
  - b. Under **Invite new collaborators,** type the name or email address of the colleague(s) you would like to invite.
  - c. Click **Send Invitation**. They will then receive an email invitation to become a collaborator on your list.



Manage collaborators	
Existing collaborators: Q Steele, Gary	Can manage list 👻 🗙
Invite new collaborators	
CLOSE	SEND INVITATION

### 4. Structure the list

If you have selected the blank template or you would like to add additional sections to your list, you can do this by:

- 1. Click New Section.
- 2. Give the section a **Title** and **Description** and click the blue **Create** button.

You can repeat this process as until your list is structured how you wish.

≔ <i>⊗ ≎</i> <b>⊤ ⊀ <u>Ini</u> Q</b>	SEND FOR LIBRARY REVIEW NEW SECTION A	DD ITEMS +
Title*: Essential Reading		
Description: These titles are the core texts for this module.		
from: DD-Month-YYYY	To: DD-Month-YYYY	<b></b>
L Import CANCEL	(	CREATE

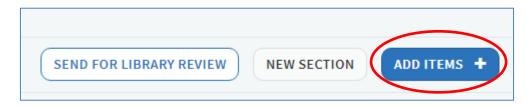
If you have selected a pre-made "Library Trimester" or "Library Importance" template but would like to edit these sections, you can do this by:

- 1. Click the **three dots** to the left of section title.
- 2. Select Edit Section.
- 3. Here you can **rename** a section or give it a **description**.

Essential Reading $(1)^{\vee}$ These titles are the core texts for this module.	Edit section
воок Marketing [electronic resource] ✓ Schneider, Willy., 1st ed. 2007., Heidelberg:, Physica-Verlag HD; Imprint Physica, 2007., Total Pages 1 online resource (XI, 211 S.) Essential Reading Being Prepared	<ul> <li>Add Items</li> <li>Bag It</li> <li>Copy section</li> <li>Create a shareable link</li> <li>Import</li> <li>Cxport</li> </ul>
	<ul> <li>Print section</li> <li>Add a note</li> <li>Delete section</li> </ul>

## 5. Add resources from the library

To begin adding resources to your list, click on the **Add Items** icon at the top of the list.



To add a **print** or **electronic book** held by the library to the resource list:

- 1. Choose the Library Search icon on the panel on the right of the screen.
- 2. Enter the title of the book in the search box and click the magnifying glass icon.
- 3. The results can be filtered using the facet options **Book**.
- 4. Click on the item you would like to add. Now you can:
  - a. Drag and drop the item directly into your list, or
  - b. Pick a section from the drop-down menu and click on Add.

	Search Library Resources					
	Search in: Search everything		•			
	Enter search criteria:					
	Introduction to probability	:	×Q			
	Advanced Search					
	Search results (2,426,	,713)				
6	Besource Type: Book (13,5)7)	Availability: Held by Library (61)	Hide 🗸			
	Book Chapter (75,113)	Full Text Online (2,426,713	3)			
	Article (2,073,954) Video (5)	Open Access (784,877) Peer Reviewed (1,723,669				
	Video (5)	Feel Reviewed (1,723,005	, 			
	BOOK Introduction to probability Roussas, George G., Amsterdam ;, Elsevier Academic Press, 2007 Available in format(s): E - Electronic					
	Add to:   List  Bag					
	Section: Essential Reading		•]			
		ADD & EI	ADD			

5. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.

	Please indicate the importance level of this item:	
1S	C Essential Reading	
	Recommended Reading	
) (	Further Reading	
	CANCEL	CONFIRM
g	44j ×	

You must indicate the importance levels of all your book and ebook resources in order for the library to process your resource list, as these inform our purchasing decisions. If you do not indicate book or ebook importance, this will cause a delay in library processing and potentially in students accessing resources.

To add a **journal article** held by the library to the resource list:

- 1. Choose the Library Search icon on the panel on the right of the screen.
- 2. Enter the article title in the search box and click the magnifying glass icon
- 3. The results can be filtered using the facet options Article.
- 4. Click the item you would like to add. Now you can:
  - a. Drag and drop the item directly into your list, or
  - b. Pick a section from the drop-down menu and click Add.

	Search Lib	rary Resources		
	Search in: Sear	ch everything		•
	Enter search crit	eria:		
	Introduction t	o probability	×	۹
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		ults (2,073,952)		Hide 🗸
	Availability: Full Text Online	(2,073,954)		inde -
	Open Access (76 Peer Reviewed (			
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	Balance REVII Sengu	ipta, Arindam, ational statistical review, 83(3),		
	2015-	12, 518 - 519		
4	Add to: 💿 Lis	: O Bag		
	Section: Esse	ntial Reading		•
		(ADD & E	DIT	ADD

5. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.

	Please indicate the importance level of this item:	
1S	C Essential Reading	
	Recommended Reading	
) (	Further Reading	
	CANCEL	CONFIRM
g	44) >	

LAST UPDATED: 19 JULY 2023

### 6. Add the Cite it! Button

You can use the Cite it! Button to add resources to your list that are freely available online or not currently held by the library. In order to install it:

- 1. Make sure the **Bookmarks toolbar** is showing at the top of your screen. If it is not there, please add it using the instructions at the <u>end of this guide</u>.
- 2. Click on **your initials** at the top right hand side of the screen, which will display the user menu.
- 3. Click on Cite It!
- 4. A pop up box with a blue **Cite It!** button and instructions will appear.
- 5. Click and drag the **Cite it! button** into your bookmarks toolbar.
- 6. **Cite it!** will now be visible in your browser's Bookmarks toolbar.

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	Bryce, Kimberly
	English
	훈 User Settings
	RW Go to RefWorks
(	🕹 Cite It!
	Y Accessibility Menu
	Help
	🗭 Logout

Note: Please turn off any pop-up blockers on your browser to ensure the Cite it! button will function correctly.

### 7. Add resources from the web

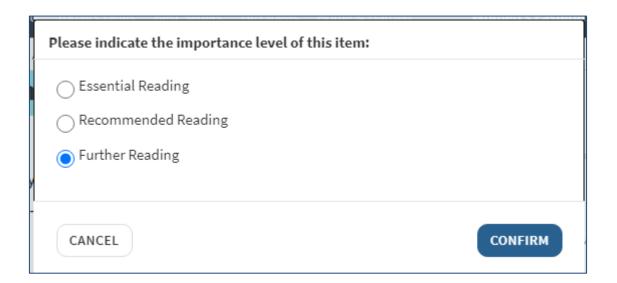
You can use the Cite it! Button to add resources to your list that are freely available online or not yet held by the library. We have provided three examples below but any freely available resource from the web can be added to a resource lists.

Adding a **Book** or **electronic book** not held by the library:

- 1. Navigate to the website that contains the resource you require.
- 2. Go to the item page and click the Cite It! Button on your bookmark toolbar.
- 3. The pop-up window will open, make sure that the book details are filled in correctly.
- 4. Make sure the **Type** is set to **Book**.
- 5. Select Add to: List.
- 6. Select the **resource list** you wish to add the item to from the drop-down menu that appears.
- 7. Select the appropriate section of your resource list from the drop-down menu that appears.
- 8. Click Add & Close.

← → C 合 A Secure   https://www.ar	mazon.co.uk/Introduction-Probability-Statistics-Random-Processes/dp/0990637204/ref=sr
🗰 Apps 🗋 Cite it!	
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Look inside ↓	Title:       Introduction to Probability, Statistics, and Random Proc       SS         Author:       Hossein Pishro-Nik         Type:       Book       V
Introduction to	Source: https://www.amazon.co.uk/Introduction-Probabil + Add source ISBN: 0990637204 Edition:
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Hossein Pishro-Nik	Publication Date: 24 Aug. 2014 Add to: Collection O List
See all 3 images	Contection     List     at       Leganto Example     •       Further reading     •   Add ADD & CLOSE
Follow the Author	AUG ADD & CLUSE
Author Hossein + Follow	

9. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.



You must indicate the importance levels of all your book and ebook resources in order for the library to process your resource list, as these inform our purchasing decisions. If you do not indicate book or ebook importance, this will cause a delay in library processing and potentially in students accessing resources.

Adding an **online newspaper article** to the resource list:

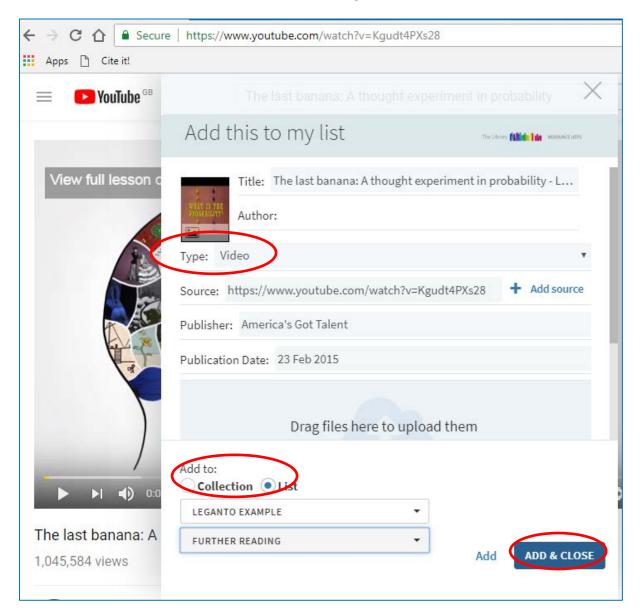
- 1. Go to the item page and click the **Cite It! Button** on your bookmark toolbar.
- 2. The pop-up window will open, make sure the article details are filled in correctly.
- 3. Make sure the **Type** is set to **Newspaper Article**.
- 4. Select Add to: List.
- 5. Select the **resource list** you wish to add the item to from the drop-down menu that appears.
- 6. Select the appropriate section of your resource list from the drop-down menu that appears.
- 7. Click Add & Close.
- 8. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.

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$\leftarrow$ $\rightarrow$ C $\bigtriangleup$ $\odot$ www.heraldscotla	and.com/news/16328708.annie-lennox-named-first-female-chancellor-of-glasgow-ca	ledonian-university/
Apps 🗋 Cite it!		
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sundayheral	Title: Annie Lennox named first female chancellor of C	Glasgow
↑ News ∨ Jobs Sport ∨	Politics V B Author:	
	Type: Newspaper Article	<b>v</b>
	Source: http://www.heraldscotland.com/news/16328708 +	Add source
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3rd July	Add to: Collection O List	
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Glasg	SOM C FURTHER READING Add	ADD & CLOSE
Herald Scotla	nd Online	

Please indicate the importance level of this ite	em:
C Essential Reading	
Recommended Reading	
Further Reading	
CANCEL	CONFIRM

Adding a YouTube video to the resource list:

- 1. Go to the item page and click the **Cite It! Button** on your bookmark toolbar.
- 2. The pop-up window will open, make sure that the video details are filled in correctly.
- 3. Make sure the **Type** is set to **Video**.
- 4. Select Add to: List.
- 5. Select the **resource list** you wish to add the item to from the drop-down menu that appears.
- 6. Select the appropriate **section** of your resource list from the drop-down menu that appears.
- 7. Click Add & Close.
- 8. You will then be prompted to pick the importance level of your item. Choose from **Essential, Recommended** or **Further Reading** and click **Confirm**.

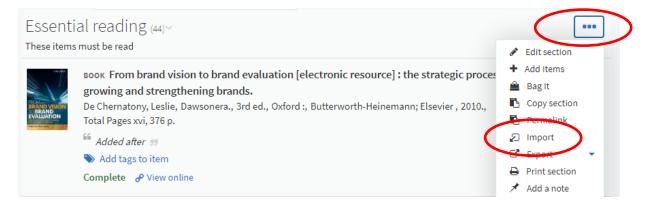


Please indicate the importance level of this item:	
C Essential Reading	
Recommended Reading	
Further Reading	
CANCEL	CONFIRM

### 8. Import resources from a bibliography

The Resource Lists platform also gives you the option to import a bibliography created in a referencing software such as RefWorks:

- 1. Choose the section you wish to import resources to and click the **three dots** at the top right of the list.
- 2. Select Import.



- 3. Drag the bibliography in RIS file format into the pop-up window.
- 4. Click **Save** to upload.

Essential reading ${}_{(44)}\!$		•••
Type: RIS		~
	Drag .ris file here to import the list Or click to browse for a file	
CANCEL		SAVE

### 9. Edit and annotate a resource

You must add tags to all your citations. To do this for any citations missing tags:

1. Click Add tags to item.



- 2. Choose the tag you wish from the drop-down menu.
- 3. Click Save.

FASHION BRANDS	воок Fashion brands : branding style from Armani to Zara Tungate, Mark., 3rd ed.; 3rd ed., Kogan Page, 2012., Total Pages xii, 228 p.	
	Add tags	SAVE CANCEL
	<ul> <li>Essential Reading</li> <li>Recommended Reading</li> <li>Eurther Reading</li> </ul>	i to Zara

Items marked as **Essential Reading** should only be key resources that the students are directed to read as core texts.

To edit the details of an item on the resource list:

- 1. On the item you wish to edit, click the **three dots** to the right of the title.
- 2. Select **Edit Item**. The item details will appear in the panel on the right and can be edited as required.

ADD 🖋 …	
	Edit item
SEND LIST NEW SECTION +	Title*: Fashion brands : branding
	Author: Tungate, Mark.
	Type*: Book 🔹
Zara 💮	+ Add source
ges xii, 228 p.	ISBN: 9780749464479 (ebk.); 9780749464462 (p
and more locations	Edition: 3rd ed.; 3rd ed.
style from Armani to Zara	Total Pages: xii, 228 p.
.; MyiLibrary Collections.; MyiLibrary.,	Publication Date: 2012.
v, 264 p. [16] p. of plates :	Publisher: Kogan Page
	CANCEL
Zara / Mark Tungate ***	»

You can also add notes to resources for your students for example, "Read Chapter 2". To do this:

- 1. On the item you wish to add a note, click the **three dots** to the right of the title.
- 2. Select Edit Item. The item details will appear in the panel on the right.
- 3. Once you have typed your note in the **Public note** field, click the blue **Save** button.
- 4. Your note will now appear in the main Resource List page.

	Edit item					
	Marketing	Title*:	Marketing [electron	ic res	source]	
		Author:	Schneider, Willy.			
	Type*: Bo	ook			•	
Source: + Add sour						
(	Public not	e: Read	Chapter 2			
	Due Date:				Ê	
	ISBN: 3-7	908-1942	-5			
	Edition: 1	Lst ed. 200	07.			
	CANCEL				SAVE	

Marketing	воок Marketing [electronic resource] ⊘ Schneider, Willy., 1st ed. 2007., Heidelberg :, Physica-Verlag HD ; Imprint Physica, 2007., Total Pages 1 online resource (XI, 211 S.)			
	Note: Read Chapter 2			
	Essential Reading			
	Being Prepared 🔗 View online			

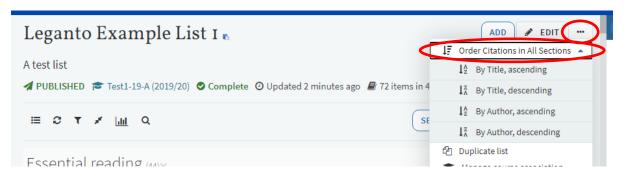
#### To move or rearrange titles on a list:

- 1. Hover over the right of the title until the blue bar appears and **Drag Citation** option appears.
- 2. You can then click and drag the title to the required position.

	eading (3)~	
These two title	es are the essential texts for this course.	
Aglie Project Management BOOK	Agile project management /          Layton, Mark C., , 2nd edition., Hoboken, New Jersey :, John Wiley & Sons Inc.,, [2017         Pages xii, 416 pages :         Essential Text         Sent Available at Glasgow Campus Compact Shelves - Level 4 : 005.1 LAY	

To reorder all titles in the list alphabetically by author or title:

- 1. At the top right of your list, click the three dots next to the edit option.
- 2. Expand the Order Citations in All Sections dropdown and select your required sort order.



# 10. Completing your list and sending to library for processing

After you have finished adding and editing all resources on your list, please ensure that:

- The list is associated to a module code(s).
- All items have been tagged with the correct importance level.

We will also need to know the following information to process your list:

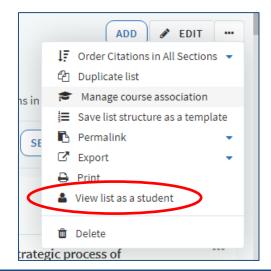
- An estimate of the student numbers.
- Which trimester(s) the module is being taught.
- Which campus or campuses the course will be taught at.

You can send us this information by email to <u>resourcelists@gcu.ac.uk</u> or via the Library Discussion feature on the right hand side panel:

Library Discussion (o	) ~
This course will be taught at 30 students during <u>Tri</u> A.	GCU London, with
SUBMIT COMMENT	C Refresh

If you wish, you can review the list in student mode, this will show you the list as student will see it. To do this:

- 1. Click the **three dots** in the top right of the list.
- 2. Select View list as a student option.

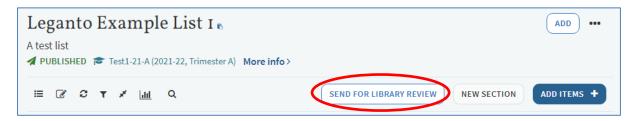


Once you have completed the above steps, your list is ready to be sent to the library for processing.

You **must** complete the following step so that the library team can review your list and process any new resources. If you do not complete this step, you list **will not be processed and may not be visible to students**.

To do this:

1. Click the Send for Library Review button in the menu bar.



Once you send your list you will see a pop up message confirming your list has been sent for review, and the **Status** of your list will change from **Being prepared by academic** to **Ready for Processing by Library.** 

You will receive a confirmation email from resourcelists@gcu.ac.uk once a library team member begins processing your list. Once your list has been fully processed and is available to students, you will receive a confirmation email from the library team and your list status will now be set to **Complete.** 

If you wish to add any further resources to your list during the academic year, you can do this by following the above steps but you must make sure to press the "SEND FOR LIBRARY REVIEW" button each time in order to send to the library team for processing.

# **11.** Adding resources to a personal collection

You can save resources at any time and add them to your resource list later on. This can be done by adding items to a **Collection** rather than directly to a list.

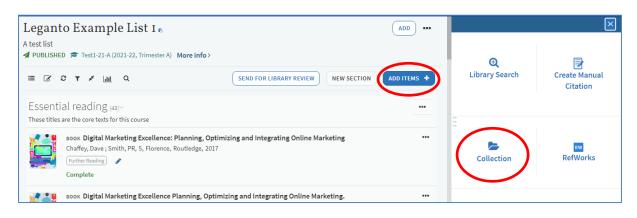
To add an item to your **Collection**:

- 1. Go to the item page or website and click the **Cite It**! Button on your bookmark toolbar.
- 2. The pop-up window will open with the item details already filled in.
- 3. Select Add to: Collection.
- 4. Click Add & Close.

Apos 🗅 Cite it!						
😑 🕒 YouTube °	Grab here to drag this window banana. A thought experiment in probability.					
	Add this to my collection					
View full lessor	Title: The last banana: A thought experiment in probability - L Author:					
	Type: Video 🔹					
	Source: https://www.youtube.com/watch?v=Kgudt4PXs28 + Add source					
	Publisher: TED-Ed					
A	Publication Date: 23 Feb 2015 Drag files here to upload them Or click to browse for a file					
	Public note:					
The last banana;	Add to:					
1,046,163 views	Collection List     ADD & CLOSE Add					
TED-Ed Ø Published or						

To add items from your Collection to your Resource List:

- 1. Go to your Resource List.
- 2. Click the Add Items + button and select the Collection icon on the right of the screen.
- 3. Drag and drop the items you collected into the sections of your list.



You can also add notes and tags to items in your Collection. These are private and won't be visible if the item is added to a resource list.

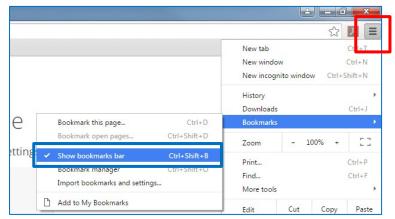
- 1. Click on the three-line menu button at the top left hand side of the screen and choose **Collection**
- 2. Click the item you wish to add the note or tag to.
- 3. Click Add private note or Add tags to collection.
- 4. Type your note or tag and click on save.

Professionalism in health care professional Author: HEALTH AND CARE PROFESSIONS COUNCIL Publication Date: 2014 Add tags to collection
DOCUMENT
Links & Availability
<b>6<sup>0</sup> View online</b> (www.hcpc-uk.org)
Private note Add private note

## 12. Adding the bookmarks toolbar to your browser

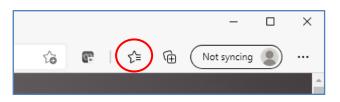
In Chrome:

- 1. Select Ctrl+Shift+B or click on the **Tools icon** in the top-right corner.
- 2. Select Show bookmarks bar.



In Edge:

1. Select Ctrl+Shift+O or click the Favourites icon to open the Favourites panel



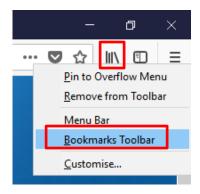
2. Click the 3 dots (More options) icon and select Show favourites button from toolbar from the drop-down menu

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Add all ta	abs to favourites				
Import fa	avourites				
Export fa	vourites				
Remove	duplicate favourite	es			
Show fav	vourites bar	>			
Hide favo	ourites button from	n tool	bar		

3. Select Always and then click Done on the pop-up menu

In Firefox:

- 1. Right-click the Saved Bookmarks icon (Looks like books on a shelf).
- 2. Select Bookmarks Toolbar.



# 13. Additional help and support

For further help and support, please see our website: https://www.gcu.ac.uk/library/servicesforstaff/resourcelistinformation/

You can also view a recording of our previous training sessions, which ran as part of the GCU Going Digital webinar series. These sessions are designed to give you a basic understanding of the Resource List system: <a href="https://edshare.gcu.ac.uk/6039/2/GCUResourceLists.mp4">https://edshare.gcu.ac.uk/6039/2/GCUResourceLists.mp4</a>

Alternatively, you can email the team at <a href="mailto:resourcelists@gcu.ac.uk">resourcelists@gcu.ac.uk</a>