

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:

<https://www.gcu.ac.uk/library/servicesforstaff/resourcelistinformation/>

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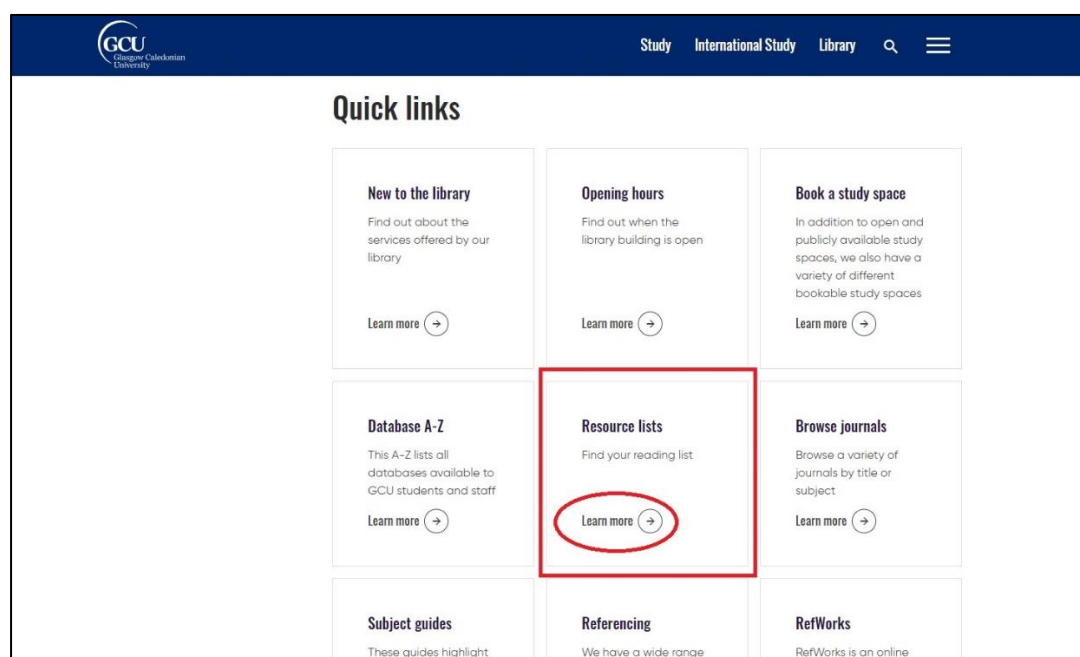
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1. Logging into Resource Lists at GCU

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

1. Through your module site in GCU Learn.
2. Via the Resource List tile on the Library website.
3. Directly via:

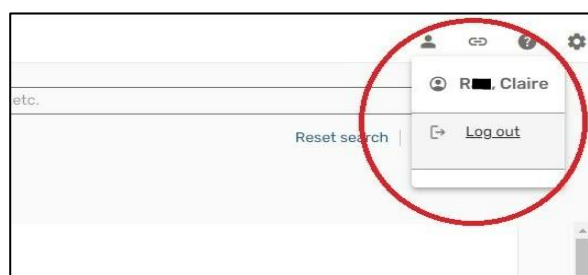
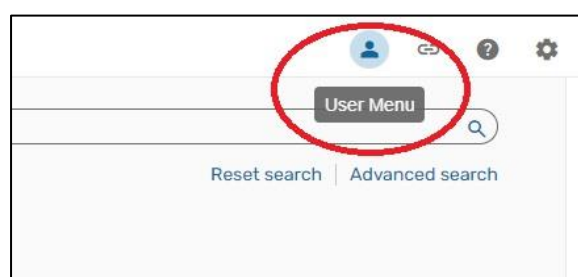
https://gcu.alma.exlibrisgroup.com/leganto/public/44GLCU_INST/searchlists?auth=SAML



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 **Lists** icon in the column on the left-hand side of the screen.
2. Select **All Lists** from the menu.
3. Use the **search box** to look for lists either by title or module code.
4. If your resource list appears, you can select it from the results and start to edit the list as described in section "[4. Structure the list](#)".
5. If you are unable to edit a list as expected please contact the Resource List team at resourcelists@gcu.ac.uk.
6. If you are unable to find an existing list for your course, please create a new list as described in section "[3. Create a new list](#)".

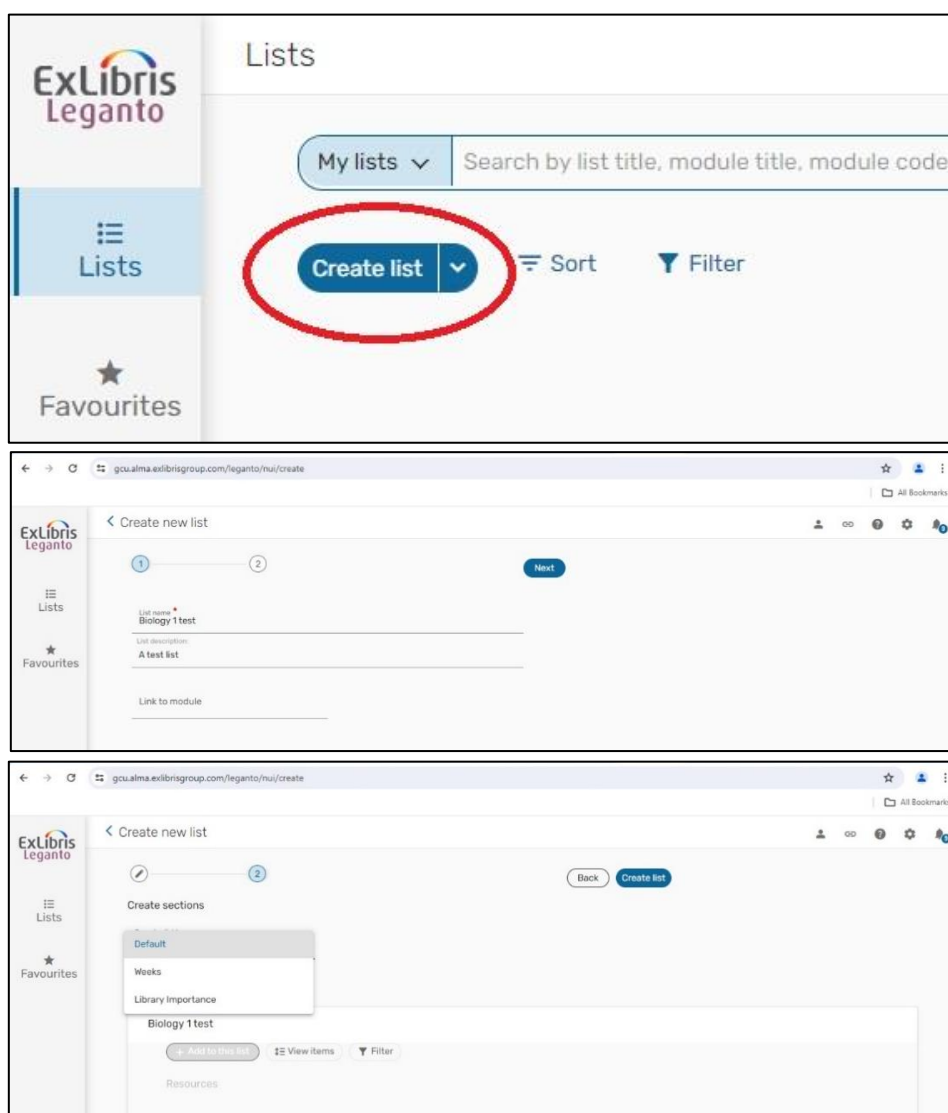
The image consists of three screenshots of the ExLibris Leganto interface, illustrating the steps to search for an existing list:

- First Screenshot:** The 'Lists' icon in the left-hand navigation menu is circled in red. The main area shows the 'Lists' page with a search box containing 'My lists' and a search prompt: 'Search by list title, module title, module code,'.
- Second Screenshot:** The 'All lists' dropdown menu is selected and circled in red. The search box now contains 'All lists' and a search prompt: 'Search by list title, module title, module code, module instructors, etc.'. Below the search box, it shows 'Search results (100)'.
- Third Screenshot:** The search results are filtered to 'Biology'. The search box now contains 'All lists' and 'Biology', both circled in red. A filter message reads: 'Any field contains **Biology** in **All lists**'. Below this, a search result for 'Biology 1 test' is circled in red. The result shows 'Updated a day ago · 2 items in 2 sections' and a 'Draft' status.

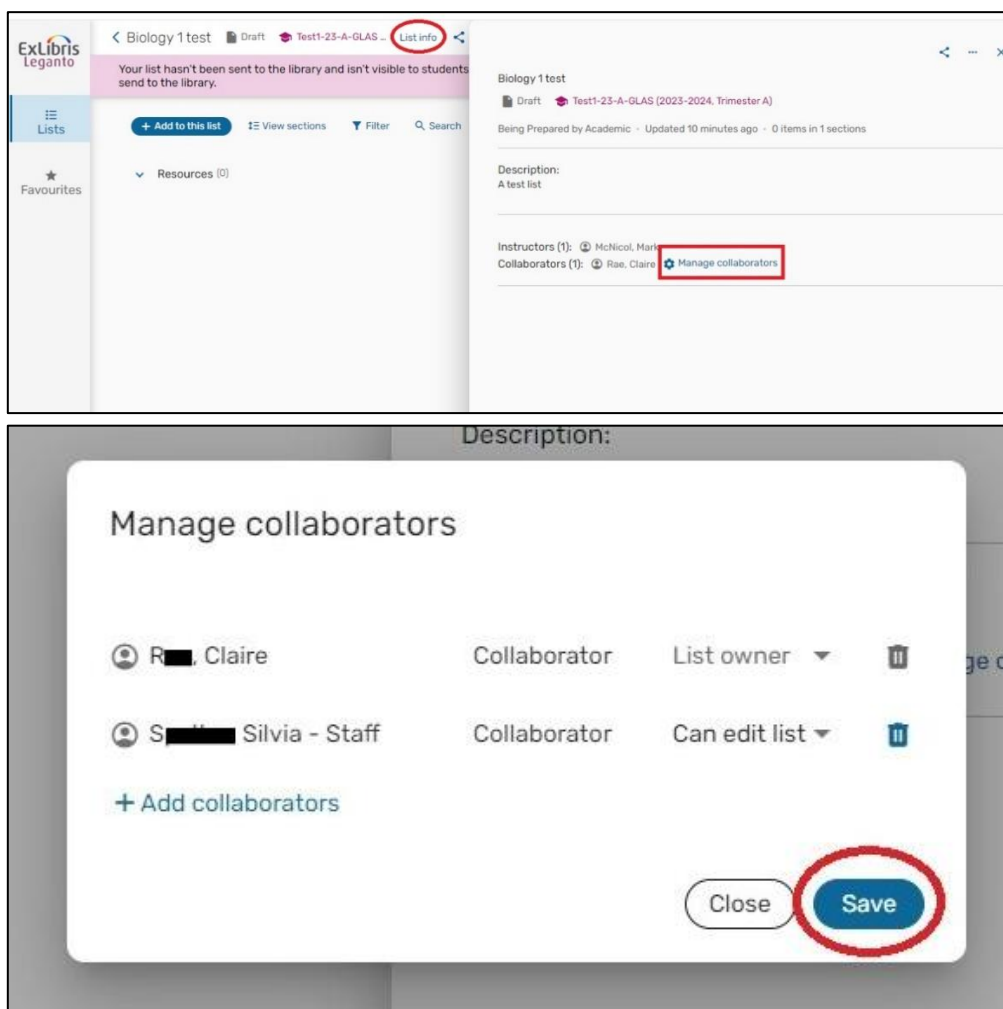
3. Create a new list

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. Click **Lists** button in the column in the left-hand side of the screen.
2. Click on the **Create List** button.
3. You will be asked to enter the **Title**, the **Description** and the **Link** (or code) of your module.
4. Click the **Next** button.
5. You will be prompted to choose one of the available Resource List templates. These are:
 - a. Default – allows you to create your own list structure from scratch
 - b. Weeks – 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 can also invite colleagues or library staff to be co-editors of a resource list. To do this, click on the **List info** button in the top bar of the screen.
 - a. Click **Manage collaborators**.
 - b. In the pop-up window, click **Add collaborators**, type the name of the colleague(s) you would like to invite.
 - c. Click **Save**.



7. If your list is linked to more than one module code, you can add them by clicking on the (...) button in the top bar of the screen.
 - a. In the dropdown, select **Manage link to module**.
 - b. Click **Add another module** and in the **Link to module** section type the module code of the course to add.

GETTING STARTED WITH RESOURCE LISTS

< Biology 1 test Draft Test1-23-A-GLAS ... List info ...

Your list hasn't been sent to the library and isn't visible to students. Click on "My list is ready" to send to the library. View list as a student

+ Add to this list View sections Filter Search

Resources (0)

Test1-23-A-GLAS ... List info ...

the library and isn't visible to students. C View list as a student My list is ready, Send to library

ew sections Filter Search

- Edit list
- Duplicate list
- View list as a student
- Sort items within sections
- Manage link to module
- Display recent list changes
- Export list
- Delete list

Test1-23-A-GLAS ... List info ...

the library and isn't visible to students

w sections Filter Search

Manage link to module

Test1-23-A-GLAS (2023-2024, Trimester A)
01/08/2023 - 31/07/2024 · 55 participants

+ Add another module

Test1-23-A-GLAS ... List info ...

and isn't visible to students

s Filter Search

Manage link to module

Test1-23-A-GLAS (2023-2024, Trimester A)
01/08/2023 - 31/07/2024 · 55 participants

Link to module

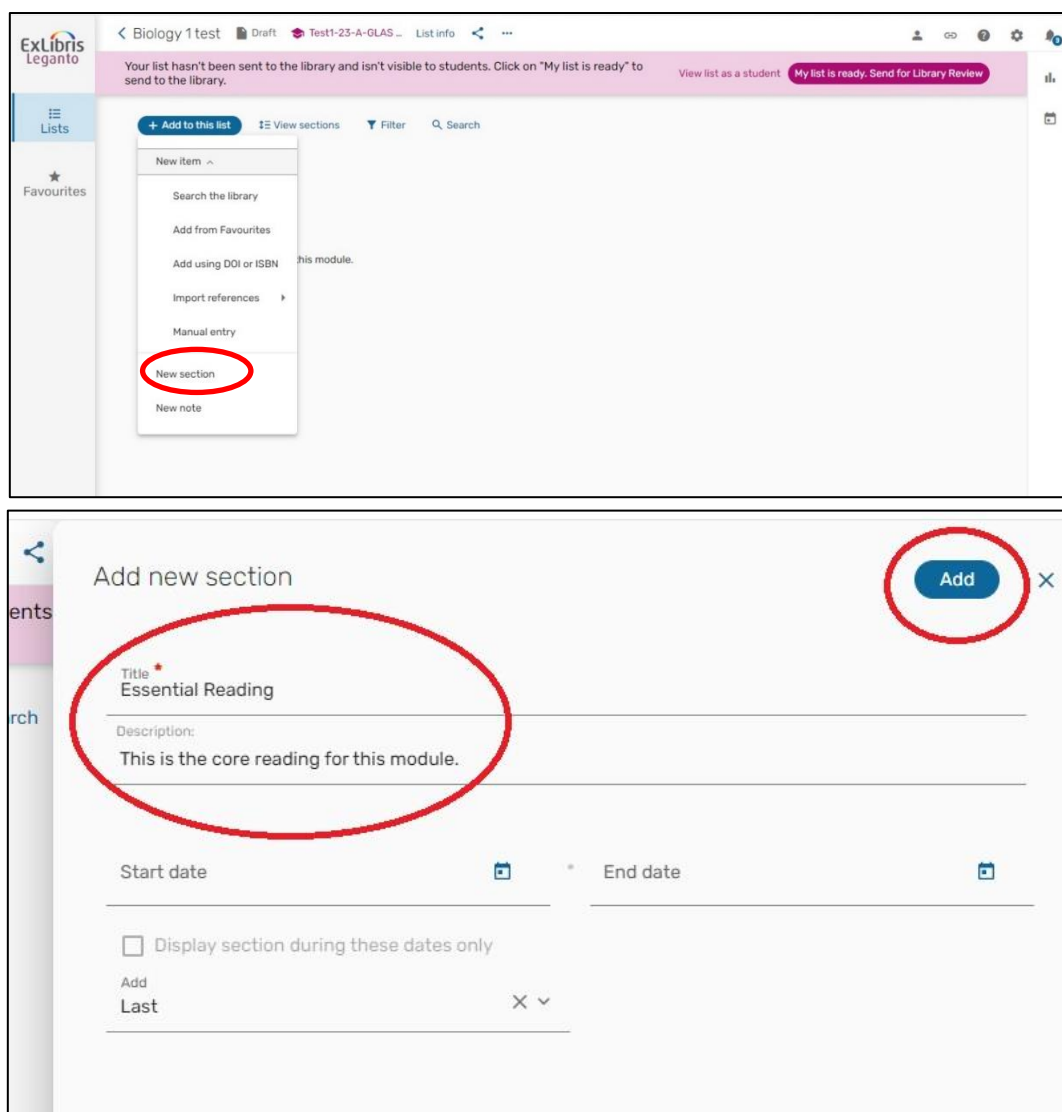
No options available

4. Structure the list

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

1. Click **Add to this list** button.
2. Select **New Section** from the dropdown menu.
3. You can now assign a **Title** to the new section and an optional Description.

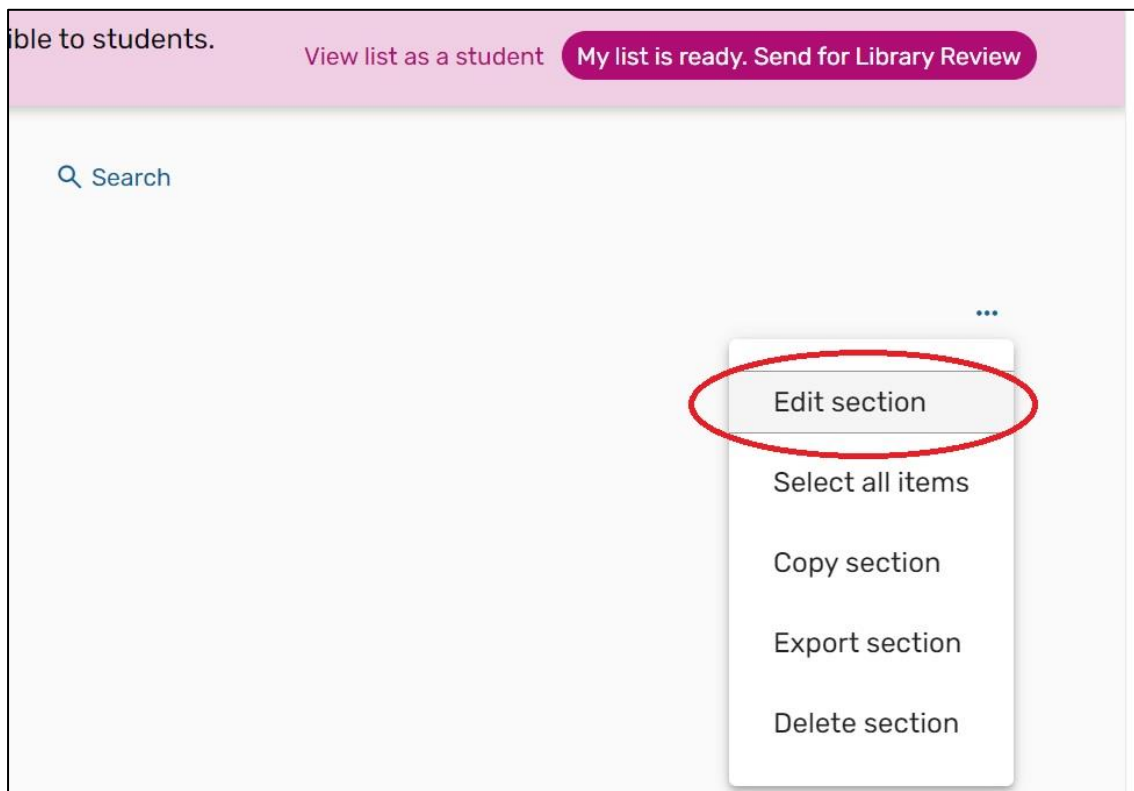
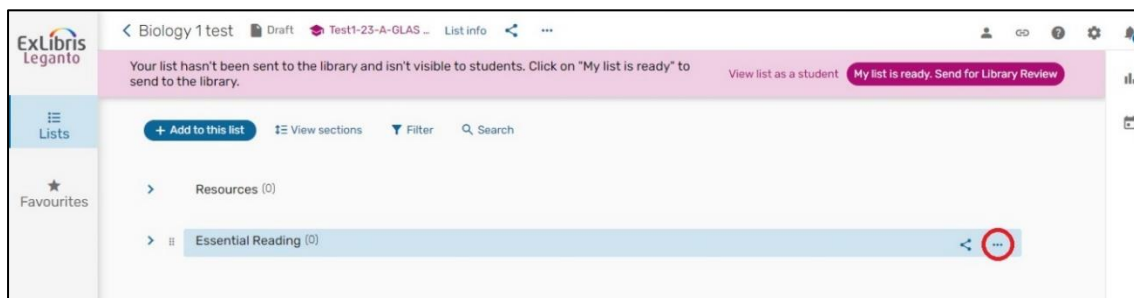
You can repeat this process as until your list is structured how you wish.



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

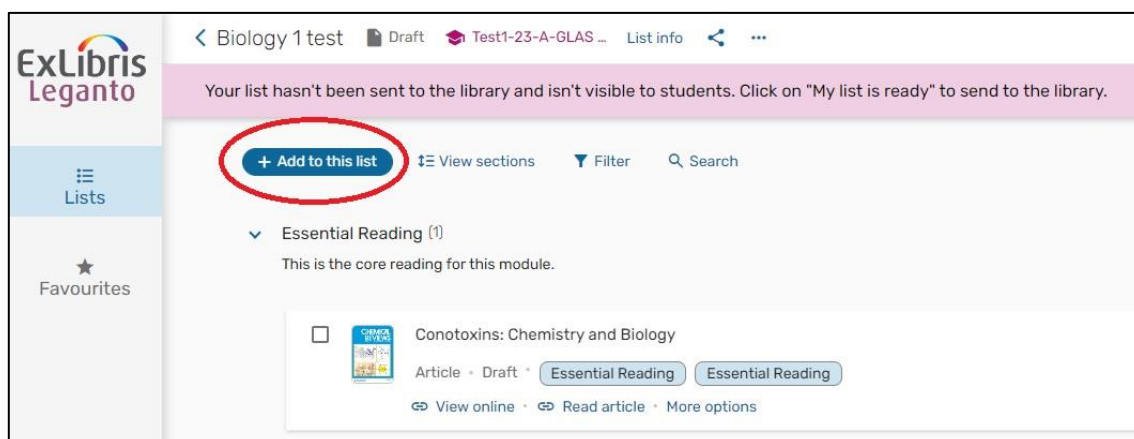
1. Click the **three dots (...)** to the right of section title.
2. Select **Edit Section**.
3. Here you can **rename** a section or give it a **description**.

GETTING STARTED WITH RESOURCE LISTS



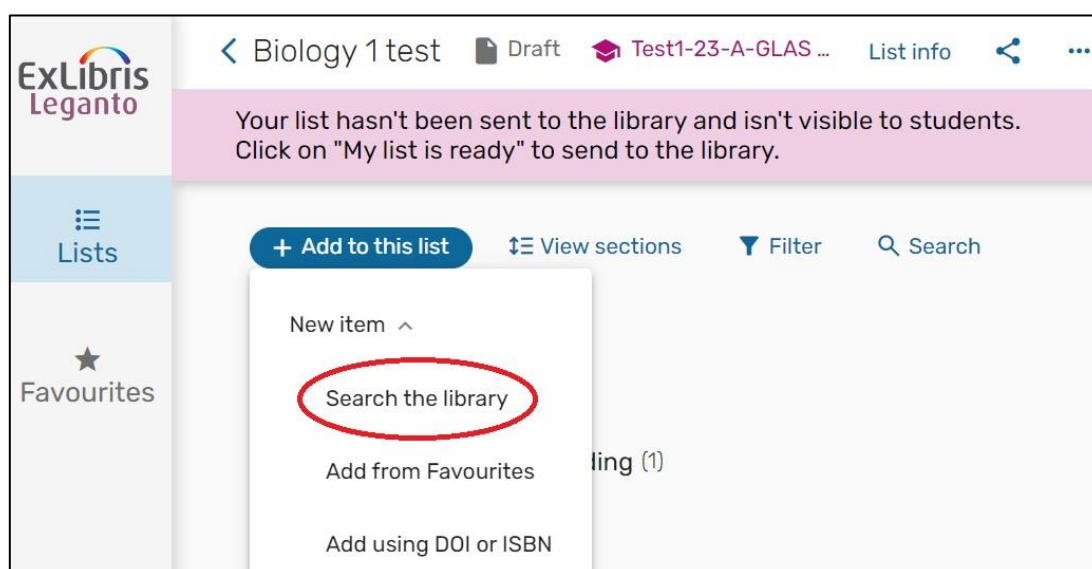
5. Add resources from the library

To begin adding resources to your list, click on the **Add to this list** icon at the top left-hand-side of the list.



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

1. Click on **Search the library** in the dropdown menu.
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 **Filter** icon on the right-hand-side.
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. Click on the **+** icon on the right side of the title, select if you would like it to be added to either your **List** or your **Favourites**, select the section of your preference, and click on **Add**.



GETTING STARTED WITH RESOURCE LISTS

Search the library

Search everything ▾ Research methods in human skeletal biology × 🔍

Any field contains **Research methods in human skeletal biology** in Search **everything** Advanced search

Showing 20 out of 14,922 results

Filter

Research methods in human skeletal biology

Search the library

Search everything ▾ Research methods in human skeletal biology × 🔍

Any field contains **Research methods in human skeletal biology** in Search **everything** Advanced search

Showing 20 out of 14,922 results

Filter

Type ▾

- Article (14K)
- Book chapter (102)
- Book (128)

Availability ▾

- Open access (9.7K)
- Peer reviewed (14K)
- Full text online (15K)

Clear Apply

View c

Reading

Research

Book · D

View c

(0)

advances in: Cell Biology

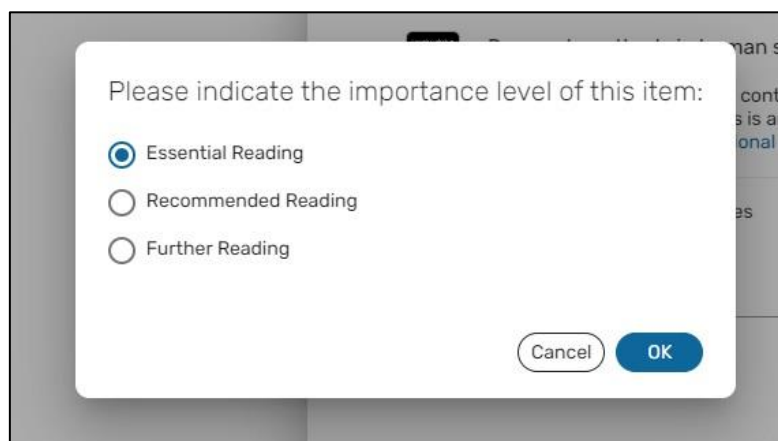
Gwynne, Peter ; Heebner, Gary, Science (American Association for the Advancement of Science), 310(5753), 2005-12-02, 1519 - Article

Drag and drop to list

Stem Cells: A Revolution in Therapeutics-Recent Advances in Stem Cell Biology and Their Therapeutic Applications in Regenerative Medicine and Cancer Therapies

Mimeault, M ; Hauke, R ; Batra, S K, Clinical pharmacology and therapeutics, 82(3), 2007-09, 252 - 264 - Article

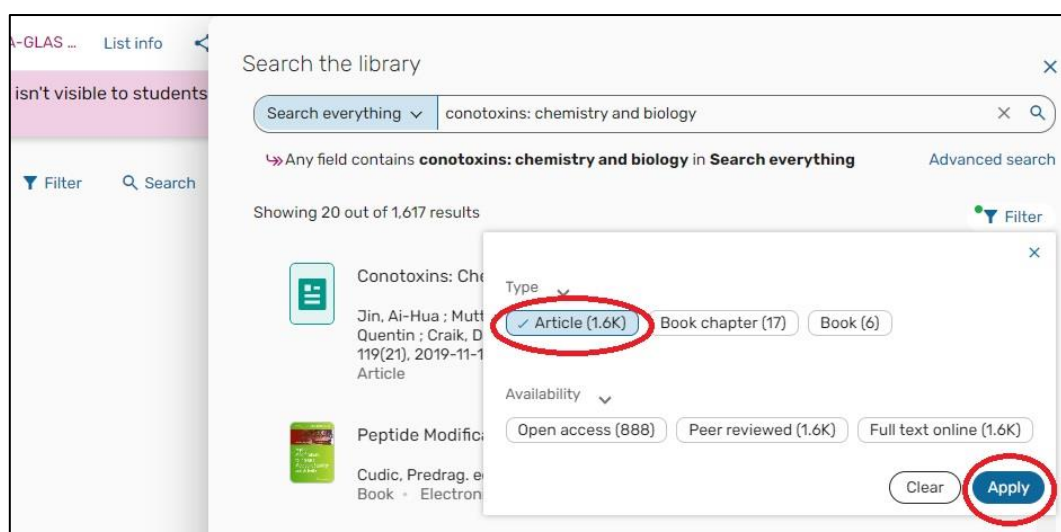
5. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **OK**.



You must indicate the importance levels of all your citations in order for the library to process your resource list, as these inform our purchasing decisions. If undone, 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:

6. Click on **Search the library** in the dropdown menu.
7. Enter the title of the book in the search box and click the **magnifying glass icon**.
8. The results can be filtered using the **Filter** icon on the right-hand-side. Select **Article**.
9. Click on the item you would like to add. Now you can:
 - a. **Drag and drop** the item directly into your list, or
 - b. Click on the **+** icon on the right side of the title, select if you would like it to be added to either your **List** or your **Favourites**, select the section of your preference, and click on **Add**.

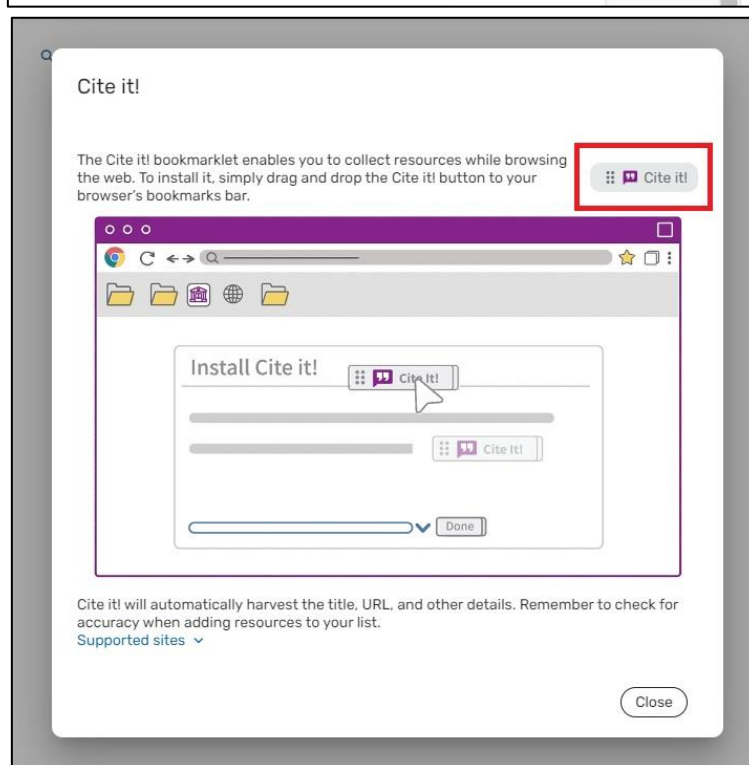
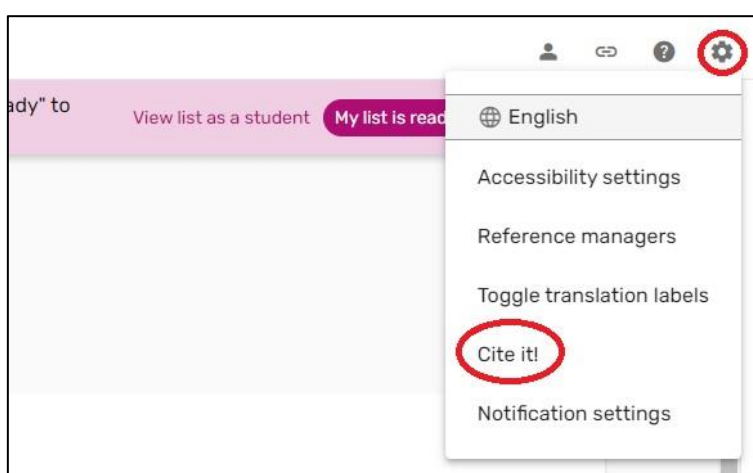


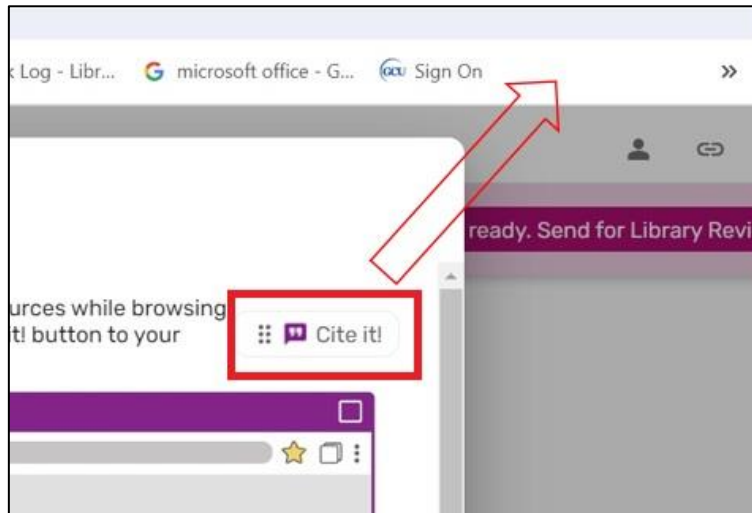
10. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.

11. 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 [end of this guide](#).
2. Click on the **Settings** icon at the top right-hand side of the screen.
3. Click on **Cite It!**
4. A pop-up box with a **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.





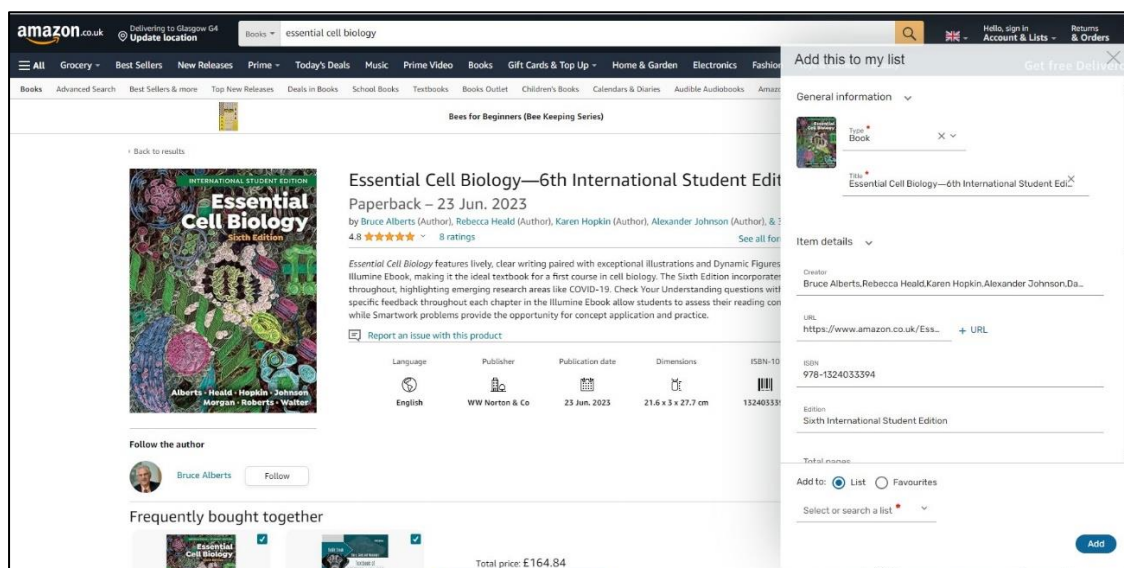
Note: Please turn off any pop-up blockers on your browser to ensure the Cite it! button will function correctly.

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 list.

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**.

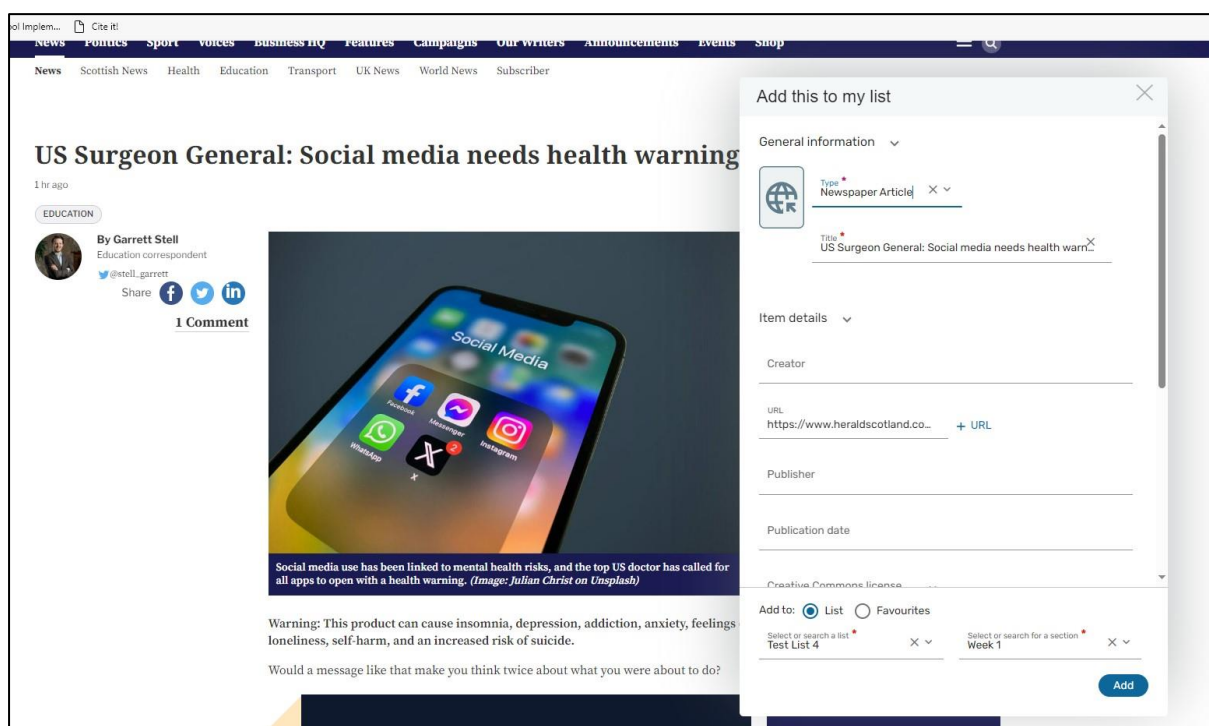


9. You will then be prompted to pick the importance level of your item. Choose from **Essential**, **Recommended** or **Further Reading** and click **Confirm**.

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 undone, this will cause a delay in library processing and potentially in students accessing resources.

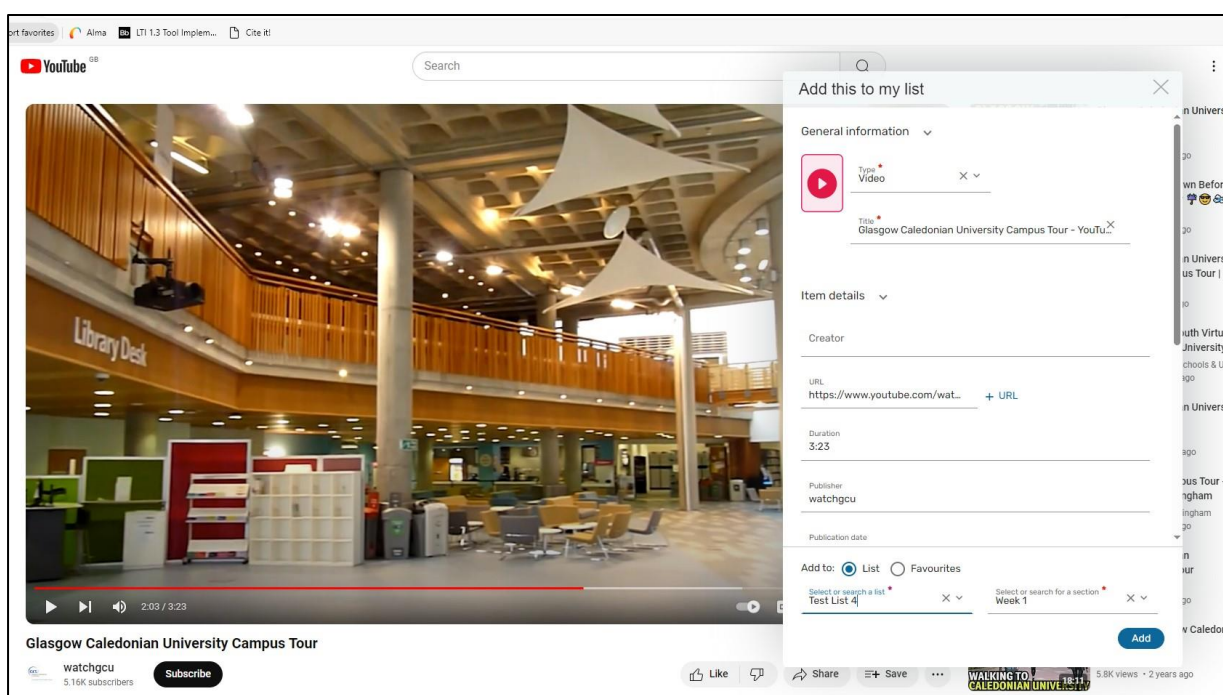
Adding an **online newspaper article** to the resource list:

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



Adding a **YouTube video** to the resource list:

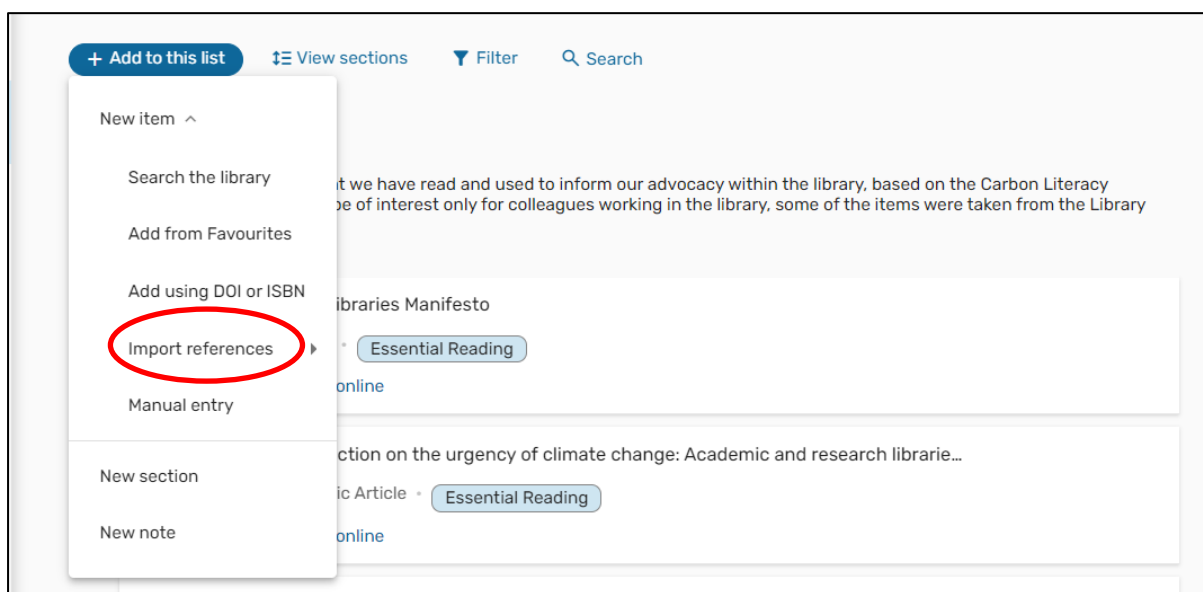
1. Go to the item page and click the **Cite It! Button** on your bookmark toolbar.
2. The pop-up window will open, make sure that the video details are filled in correctly.
3. Make sure the **Type** is set to **Video**.
4. Select **Add to: List**.
5. Select the **resource list** you wish to add the item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



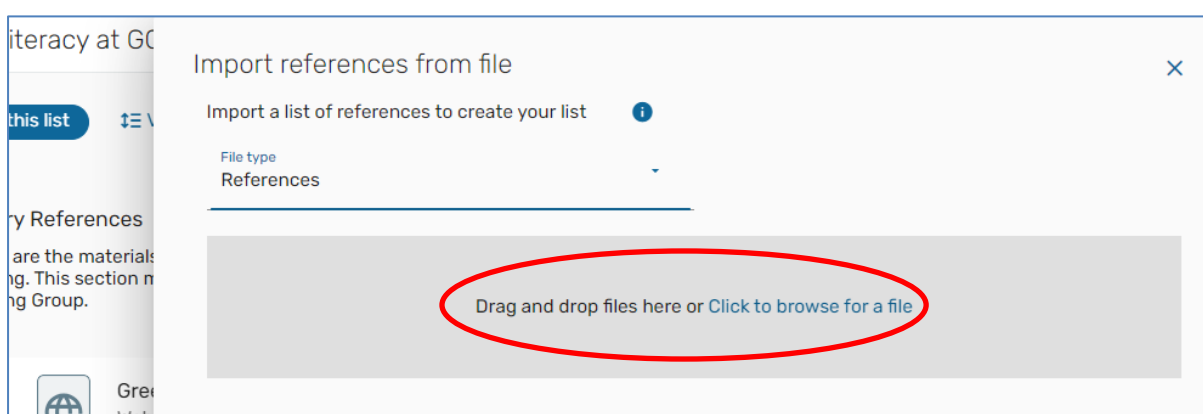
8. Import resources from a bibliography

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

1. Click on the **+ Add to this list** button.
2. Select **Import references**.
3. Click on **From file**.



4. Either **Drag** the bibliography in **RIS file format** into the pop-up window or select **Click to browse for a file**.
5. Select the section from **Add to section**.
6. Click **Save** to upload.



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.

Conotoxins: Chemistry and Biology Full details

Article - Draft

Jin, Ai-Hua ; Muttenthaler, Markus ; Dutertre, Sebastien ; Himaya, S.W.A ; Kaas, Quentin ; Craik, David J ; Lewis, Richard J ; Alewood, Paul F, Chemical reviews, 119(21), 2019-11-13, 11510 - 11549

Hide from students

Due date

Note for students:

Add tag

CLA

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

Conotoxins: Chemistry and Biology Full details

Article - Draft

Essential Reading

Recommended Reading

Further Reading

Required Edition

CLA Manual Link

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:

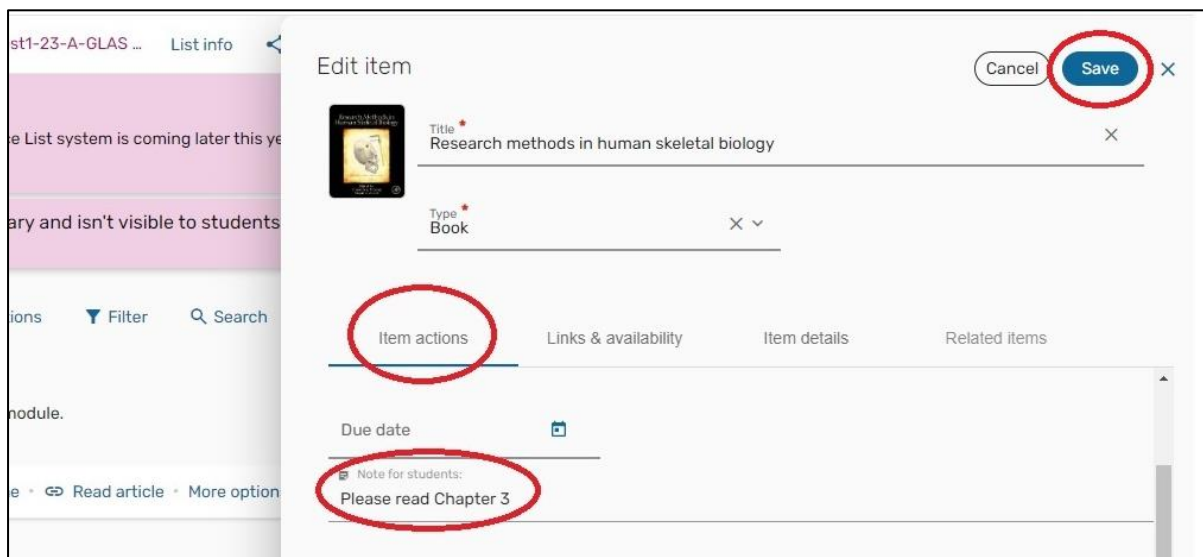
1. On the item you wish to edit, click the **three dots (...)** to the right of the title.
2. Select **Edit Item**. The item details will appear in the panel on the right and can be edited as required.

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The top screenshot shows the Leganto interface with a resource list. A pink banner at the top reads: "Your list hasn't been sent to the library and isn't visible to students. Click on 'My list is ready' to send to the library." Below this, there are buttons for "+ Add to this list", "View sections", "Filter", and "Search". The list contains two sections: "Essential Reading (1)" and "Recommended Reading (1)". The "Recommended Reading" section has an item "Research methods in human skeletal biology" with a red circle around the three dots menu to its right. The bottom screenshot shows the "Edit item" modal for the selected item. The title is "Research methods in human skeletal biology" and the type is "Book". The "Item actions" tab is selected, and the "Note for students" field is highlighted in blue.

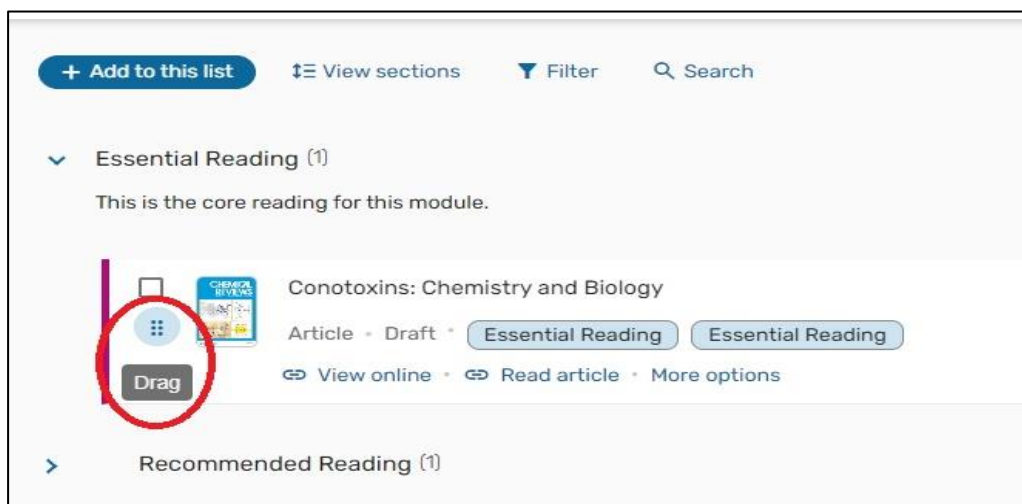
You can also **add notes** to resources for your students for example, "Read Chapter 2". To do this:

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. In the **Items actions** section, type your comment in the **Note for students** field, click the blue **Save** button.
4. Your note will now appear in the main Resource List page.



To move or rearrange titles on a list:

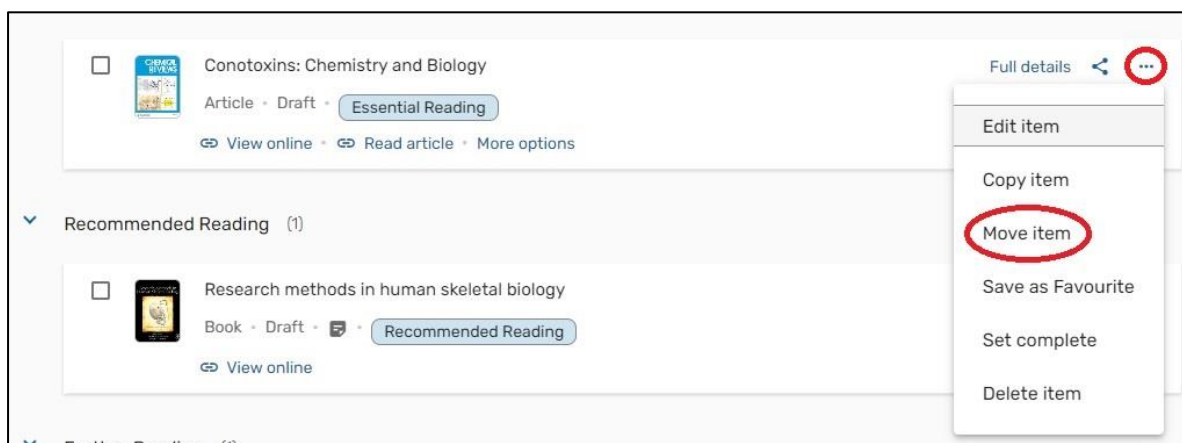
1. Hover over the right of the title until the purple bar appears and **Drag** option appears.
2. You can then click and drag the title to the required position.



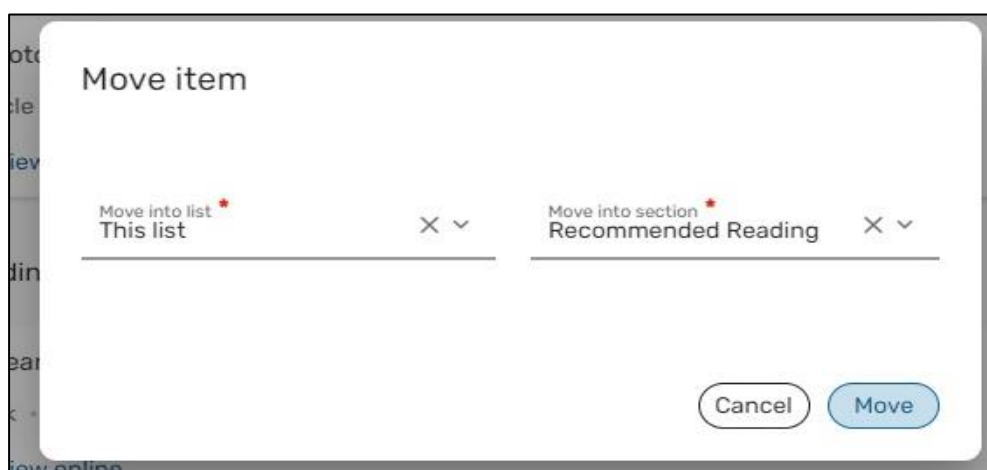
Alternatively:

1. Click on the **three dots (...)** on the right side of the citation.
2. Select **Move item** from the dropdown menu.
3. In the pop-up window, select the section you want to move the citation in the field **Move into section**.
4. Click the **Move** button.

GETTING STARTED WITH RESOURCE LISTS



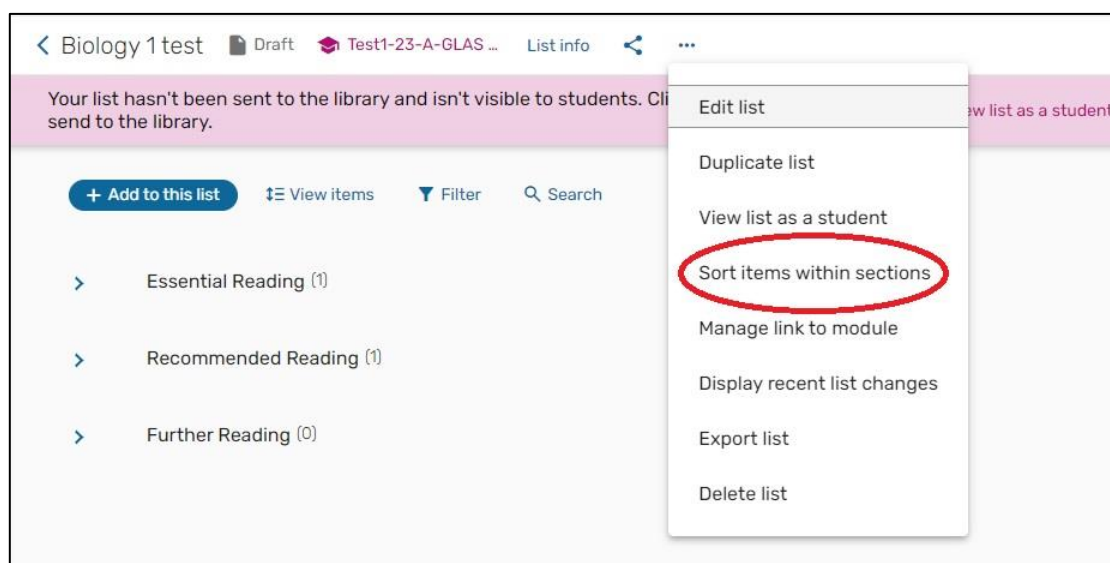
The screenshot shows a resource list with two sections: 'Essential Reading' and 'Recommended Reading'. The 'Essential Reading' section contains an item titled 'Conotoxins: Chemistry and Biology'. A dropdown menu is open for this item, listing options: 'Edit item', 'Copy item', 'Move item', 'Save as Favourite', 'Set complete', and 'Delete item'. The 'Move item' option is circled in red.



The 'Move item' dialog box is shown. It has two dropdown menus: 'Move into list' set to 'This list' and 'Move into section' set to 'Recommended Reading'. There are 'Cancel' and 'Move' buttons at the bottom right.

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

1. At the top right of your list, click the **three dots (...)**.
2. Select **Sort items within sections** from the dropdown menu and select your required sort order.



The screenshot shows a resource list titled 'Biology 1 test'. A dropdown menu is open for the list, listing options: 'Edit list', 'Duplicate list', 'View list as a student', 'Sort items within sections', 'Manage link to module', 'Display recent list changes', 'Export list', and 'Delete list'. The 'Sort items within sections' option is circled in red.

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.

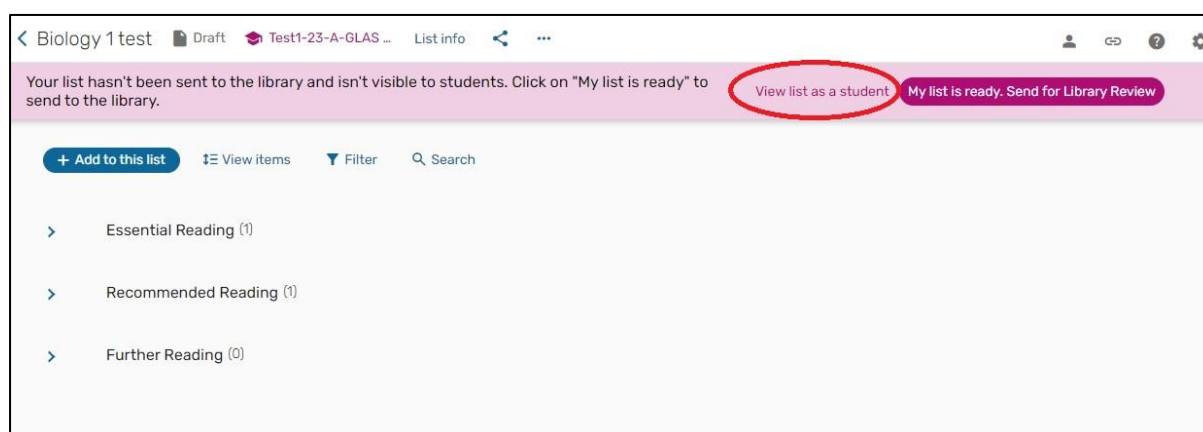
We will also need to know the following information to process your list:

- 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 resourcelists@gcu.ac.uk.

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.



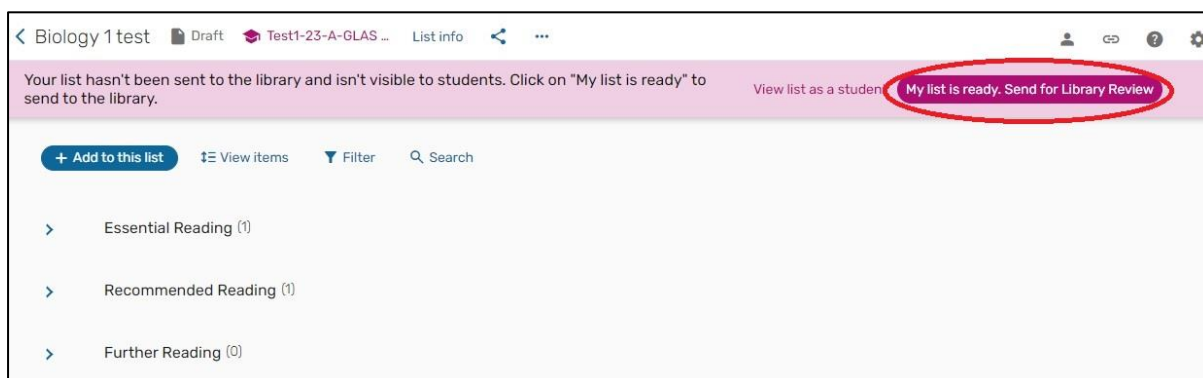
Once you have completed the above steps, your list is ready to be sent to the library for processing.

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, your list **will not be processed and may not be visible to students**.

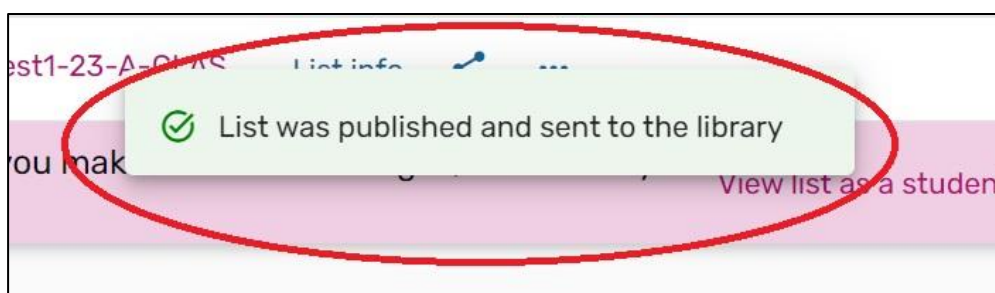
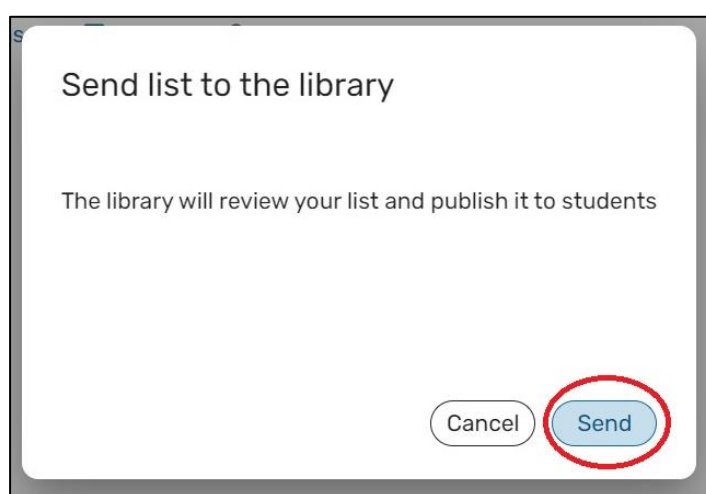
To do this:

1. Click the **My list is ready. Send for Library Review** button in the menu bar.

GETTING STARTED WITH RESOURCE LISTS



Once you send your list you will see a pop-up message for you to confirm if your list is ready to be sent for review, click on the **Send** button. The **Status** of your list will change from **Being prepared by academic** to **Ready for Processing by Library**.



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**.

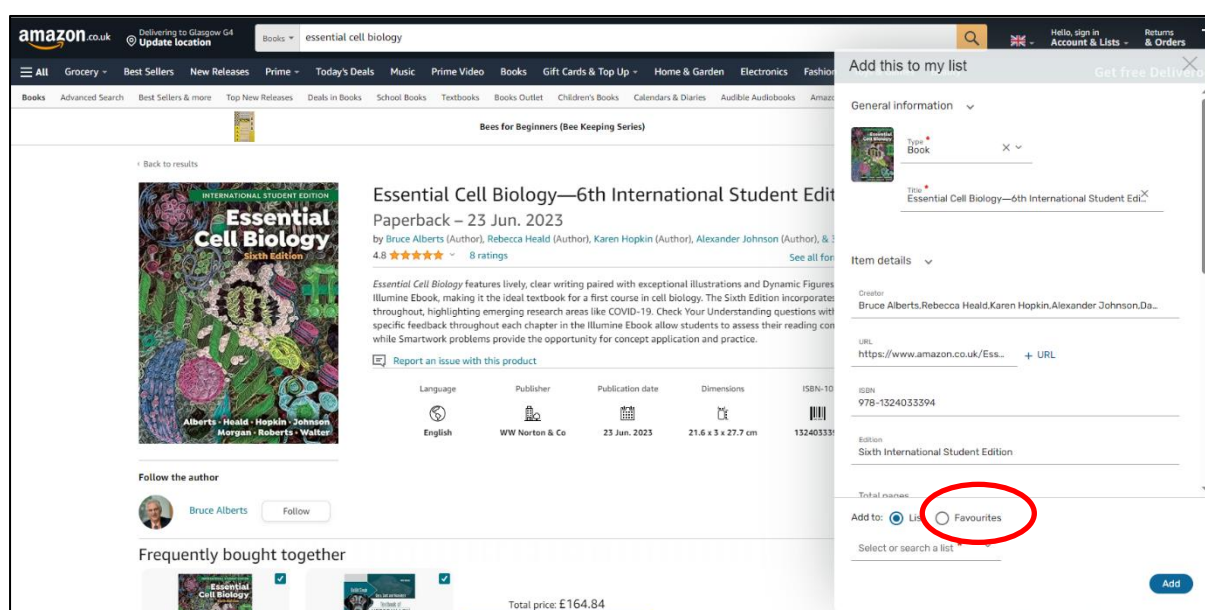
If you wish to add any further resources to your list during the academic year, you can do this by following the above steps but you must make sure to press the "MY LIST IS READY. SEND FOR LIBRARY REVIEW" button each time in order to send to the library team for processing.

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 **Favourites** rather than directly to a list.

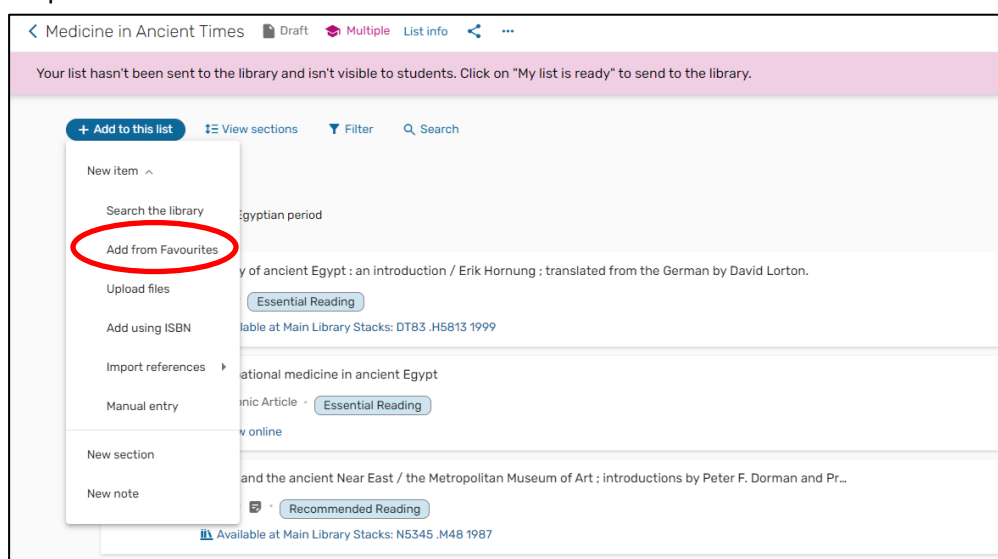
To add an item to **Favourites**:

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: Favourites**.
4. Click **Add**.



To add items from your Collection to your Resource List:

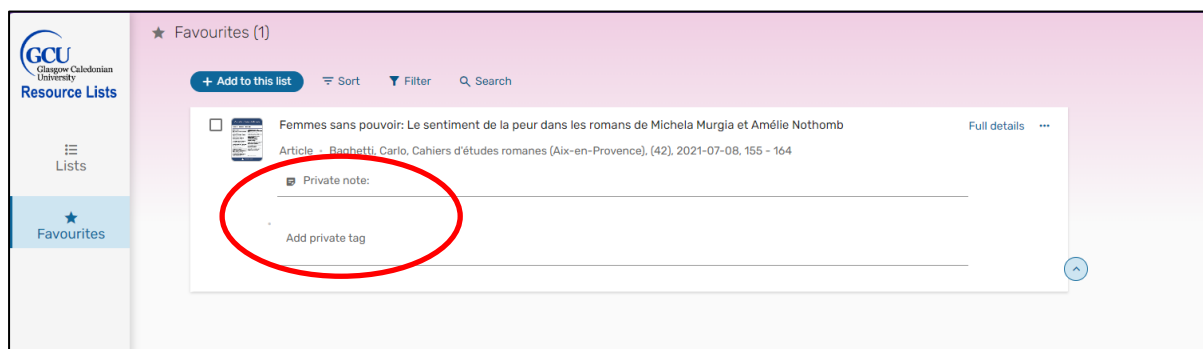
1. Go to your Resource List.
2. Click the **+ Add to this list** button and select the **Add from Favourites** option from the dropdown menu.



GETTING STARTED WITH RESOURCE LISTS

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

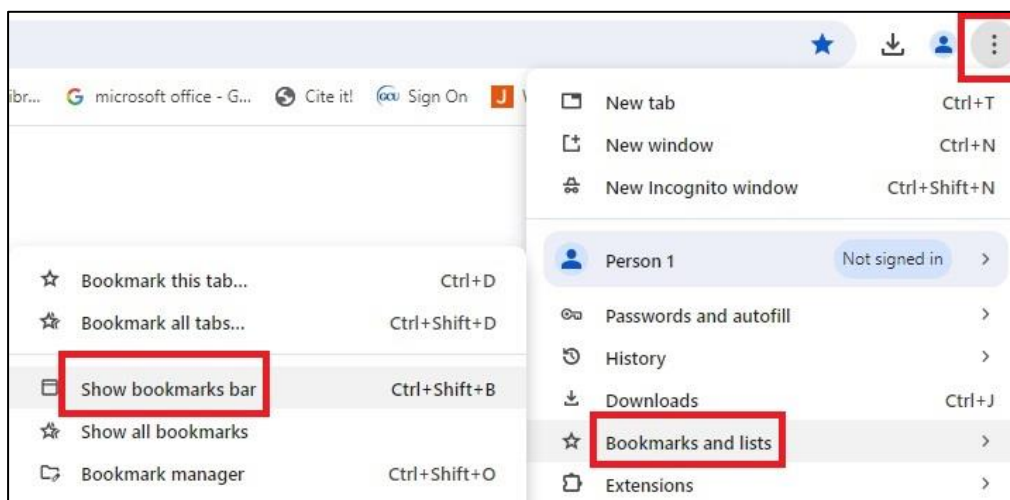
1. Click on the three-line menu button at the top left-hand side of the screen and choose **Favourites**.
2. Click the item you wish to add the note or tag to.
3. Type your note in the **Add private note** section, you can also change the format of the text, or **Add private tag**.



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**.

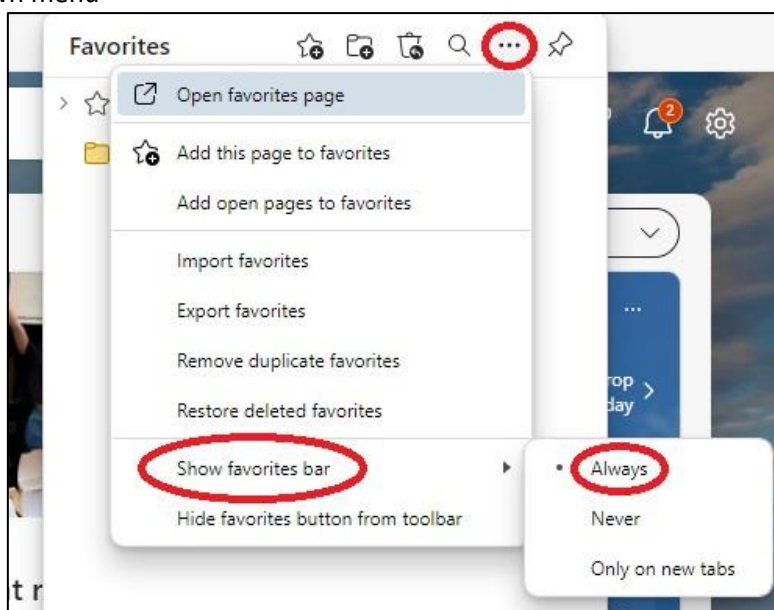


In Edge:

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



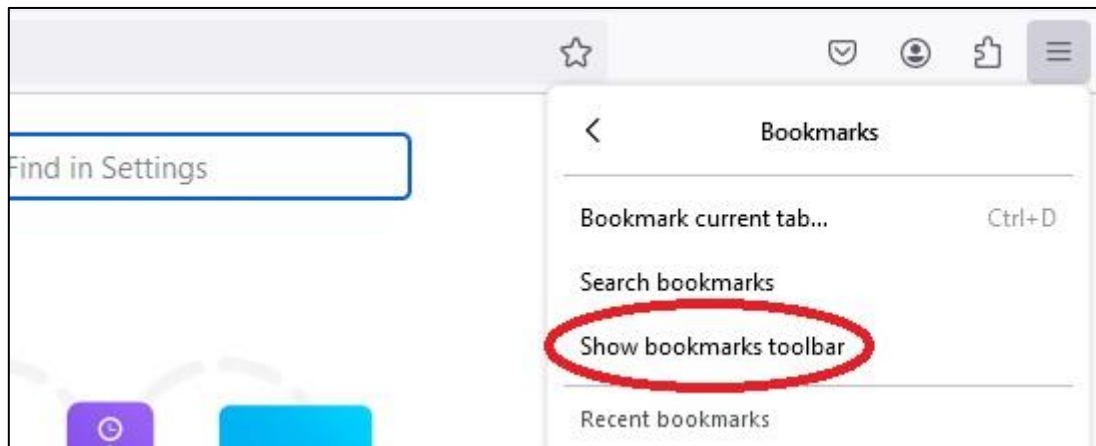
2. Click the **Three dots (...)** icon and select **Show favourites button from toolbar** from the drop-down menu



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, or to book a training session, please see our website:

<https://www.gcu.ac.uk/library/servicesforstaff/resourcelistinformation/>

Alternatively, you can email the team at resourcelists@gcu.ac.uk