

Creating a Resource List

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Attribution: Library Learning Services, University of Edinburgh.

http://www.docs.is.ed.ac.uk/docs/library/ResourceLists/Get_Started_with_RL_Guidev2.pdf

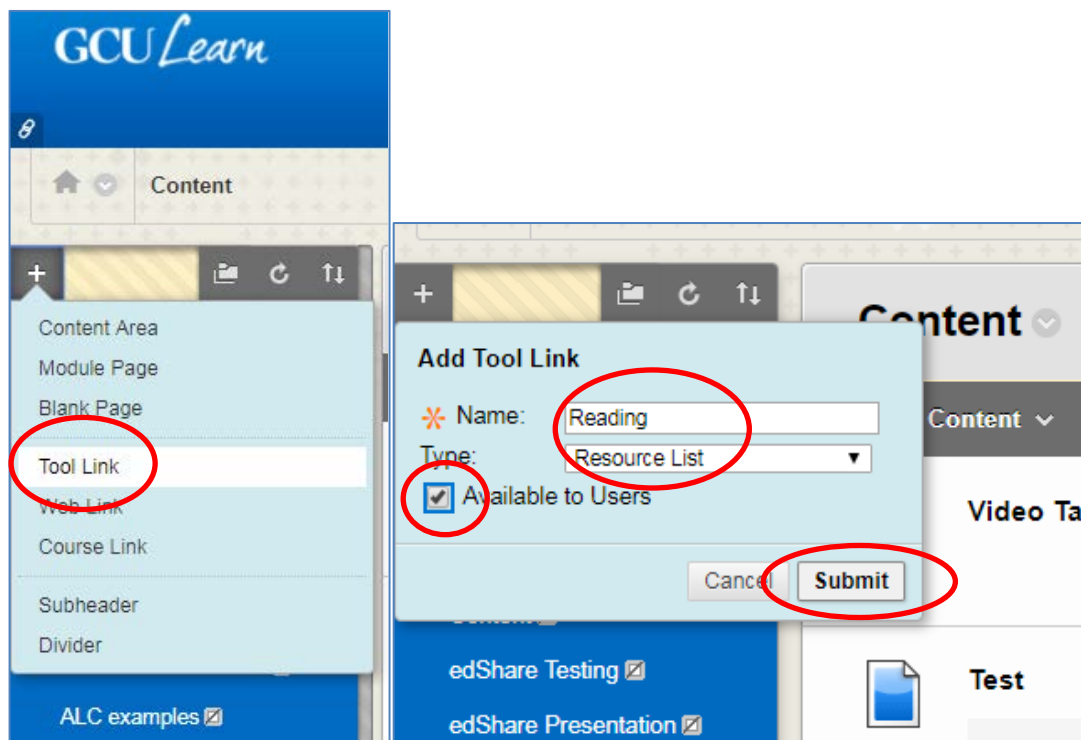
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Creating a Resource List

1. Create link in GCULearn

To create a link in GCULearn for students to connect to the resource list:

1. Log in to GCULearn.
2. Go to your module home page.
3. Click the grey + symbol at the top of the blue content menu on the left of the screen.
 - a. Click **Tool link**.
 - b. Choose **Resource List** from the drop down type list.
 - c. Type in the name of your reading list.
 - d. Ensure the **Available to Users** box is checked.
 - e. Click **Submit**.
4. To view your list, select it on the blue content menu. It will appear with the title you assigned to it on setup.

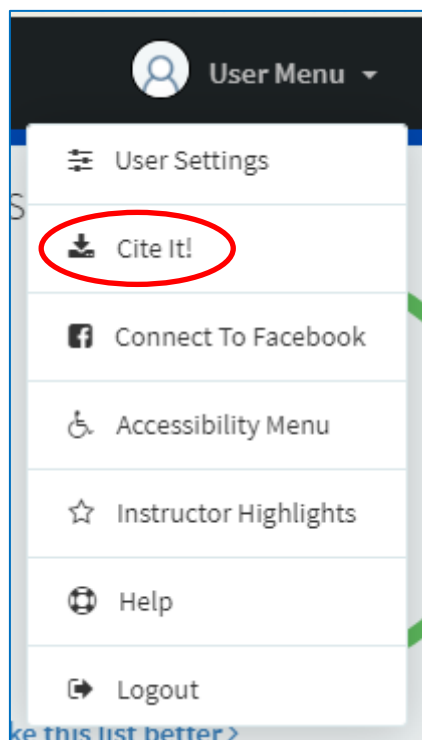


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2. Add the Cite it! bookmark

You can use the Cite it! bookmark to add resources to your list. 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 through the welcome screen and follow the instructions to drag the **Cite it! button** into your bookmarks toolbar.
3. **Cite it!** will now be visible in your browser's Bookmarks toolbar.
4. The Cite it! button can also be installed by:
 - a. Clicking on **User Menu** (in the top right-hand corner).
 - b. Selecting **Cite it!** from the drop-down menu and follow the instructions.



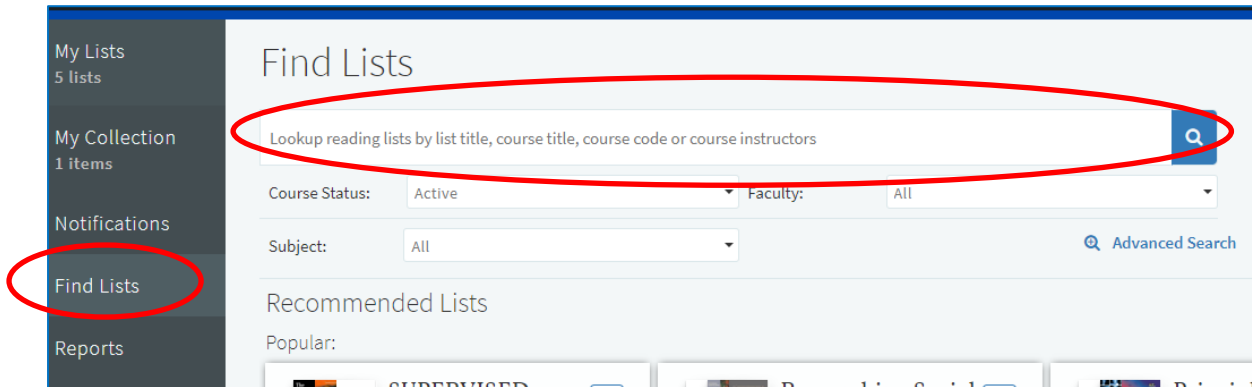
Note: Turn off any pop-up blockers on your browser to ensure the Cite it! tool will function correctly.

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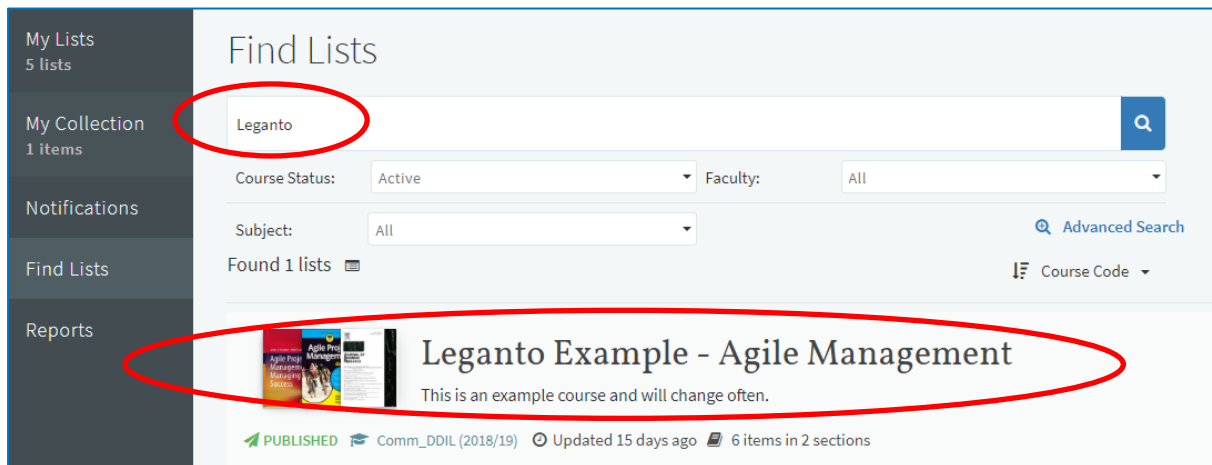
3. Update an existing list

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

1. Select **Find Lists** from the menu on the right of the screen.
2. You can **search** for lists by title or course code.



3. If your course appears? you can select it from the results and start to edit the list as described in section "5. Structure the list".
4. If you are unable to edit a list as expected please contact your Academic Liaison Librarian.

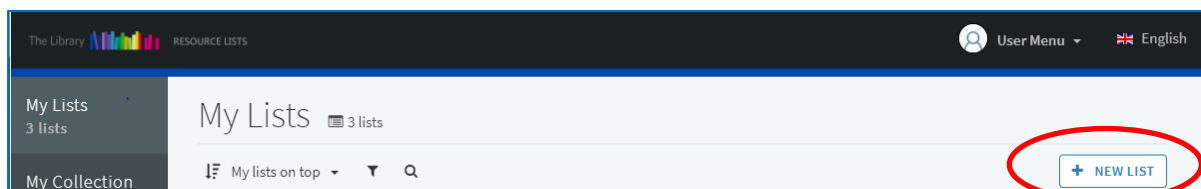


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4. Create a new list

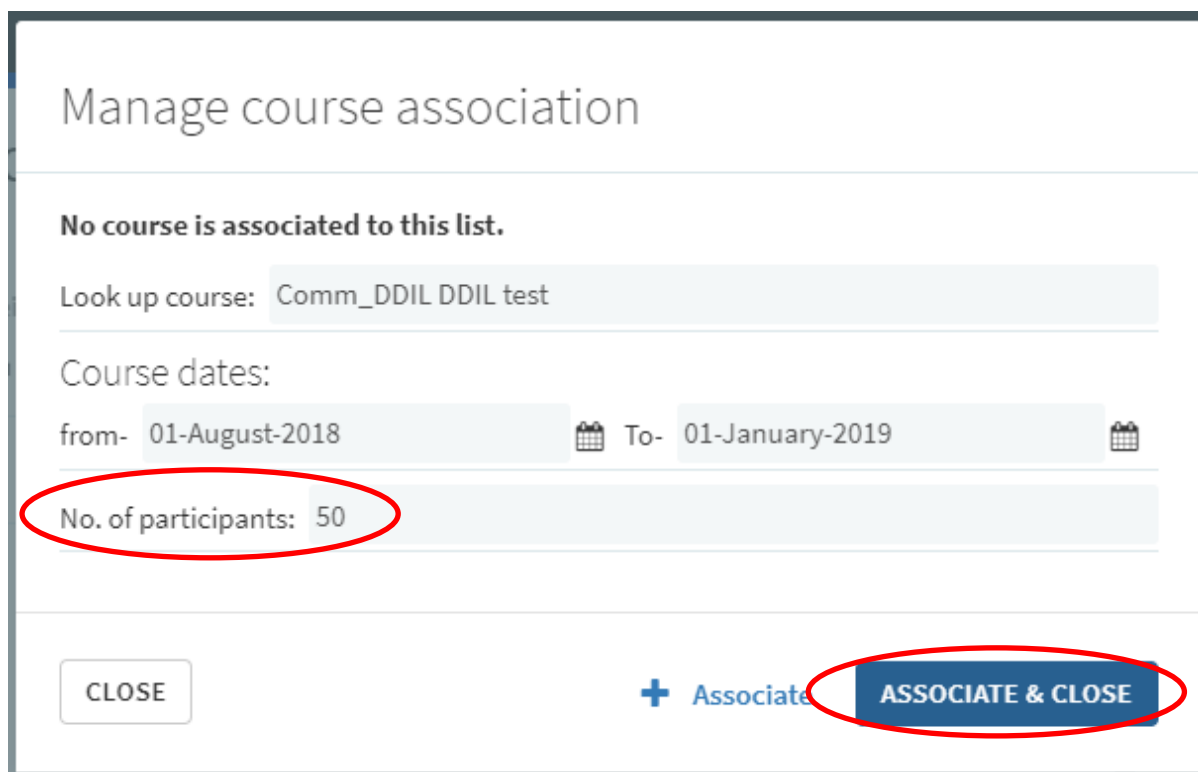
Lists are saved as you work, once created you can choose the list again by selecting it from the "My List" option from the menu on the left of the screen.

1. Click on the **new list** button on the top-right of the screen.



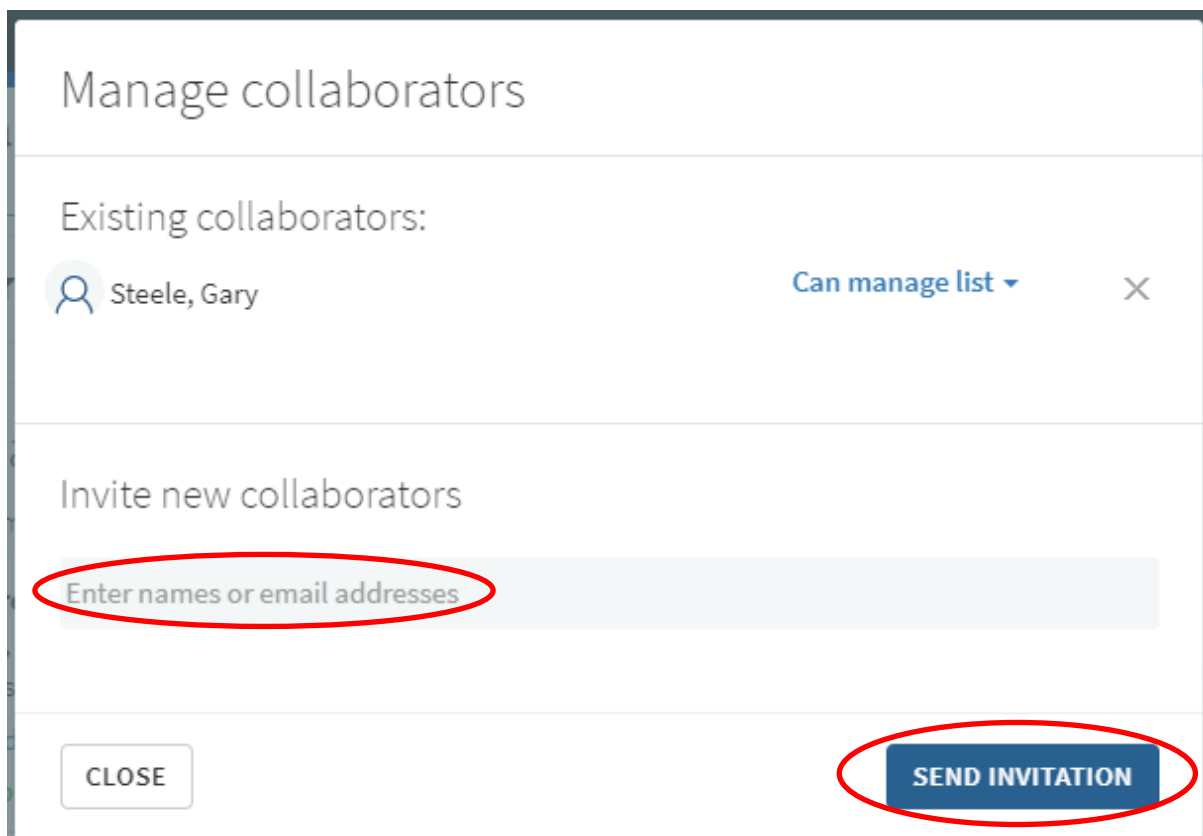
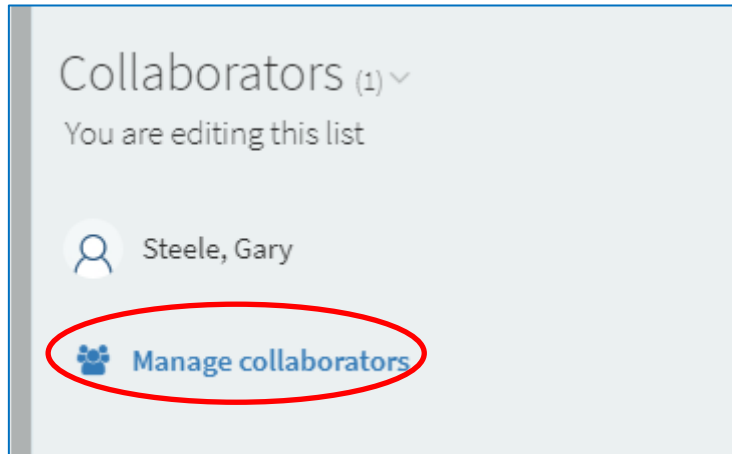
2. Enter the **Title** and **Description** of your module.
3. Click the **create** button.
4. Choose one of the available templates ("Blank", "Library Trimester", or "Library Standard").
5. Connect your reading list with a course by clicking **associate list**, and then:
 - a. **Look up course** by typing a course code or name into the search box.
 - b. Do not alter the **course dates** as these are set automatically.
 - c. Enter the **number of participants** on the course.
 - d. If you wish to associate the resource list with a number of modules click **Associate** and follow steps a-c to add the next course.
 - e. When completed click **Associate & Close**.

This is a
required
step

A screenshot of a 'Manage course association' form. The title is 'Manage course association'. Below the title, it says 'No course is associated to this list.' There is a search box labeled 'Look up course:' with the text 'Comm_DDIL DDIL test'. Below that is a 'Course dates:' section with 'from-' and 'To-' fields. The 'from-' field contains '01-August-2018' and the 'To-' field contains '01-January-2019'. Below the dates is a field labeled 'No. of participants:' with the value '50'. At the bottom left is a 'CLOSE' button. At the bottom right is a blue button with a plus sign and the text 'Associate' followed by a dark blue button with the text 'ASSOCIATE & CLOSE'. The 'No. of participants:' field and the 'ASSOCIATE & CLOSE' button are circled in red.

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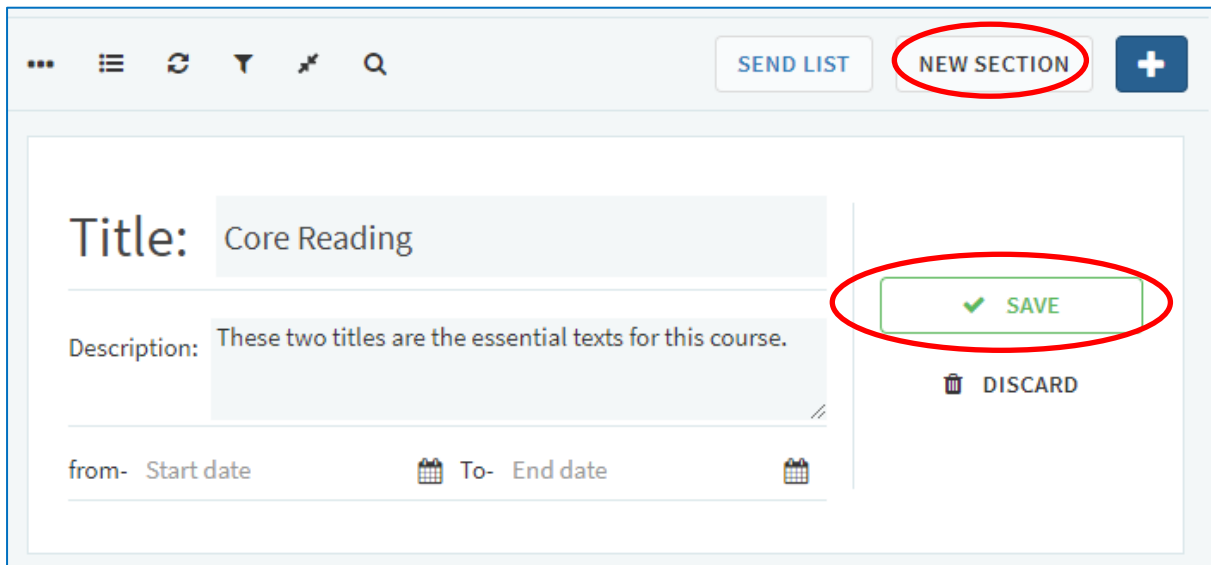
6. Click on the **Collaborators** option on the right of the screen.
 - a. Click **Manage collaborators**.
 - b. Under **Invite new collaborators** enter the name of your Academic Liaison Librarian.
 - c. Click **Send Invitation**.



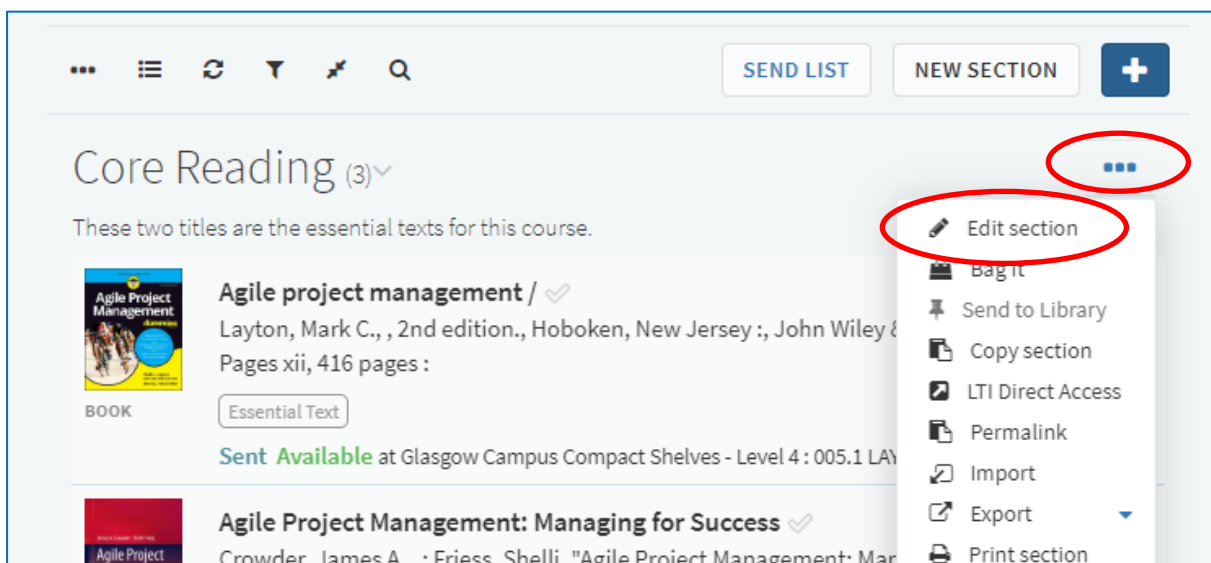
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5. Structure the list

1. If you have selected the blank template, you can add sections by:
 - a. Click **new section**.
 - b. Give the section a **Title** and **Description**.
 - c. More sections can be added using steps a-b.



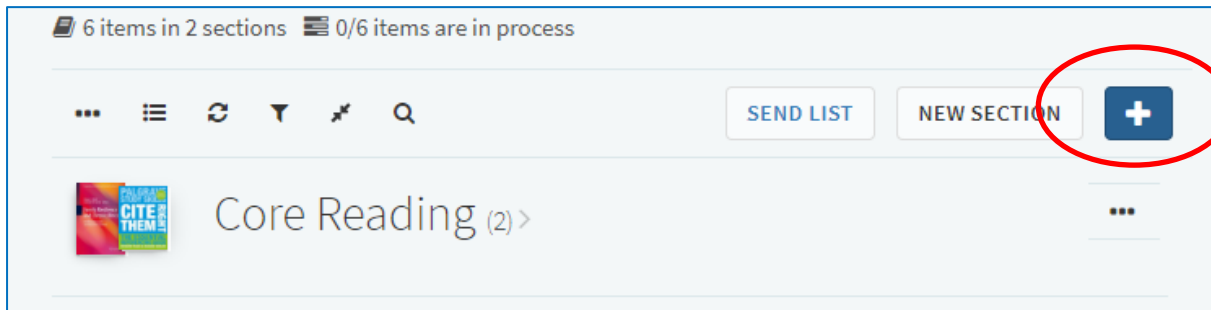
2. If you have selected the "Library Trimester" or "Library Standard" template.
 - a. Click the three dots to the left of section title.
 - b. Select Edit Section.
 - c. Give the section a **Description**.
 - d. More sections can be added using the instructions above, from step 1. a-b.



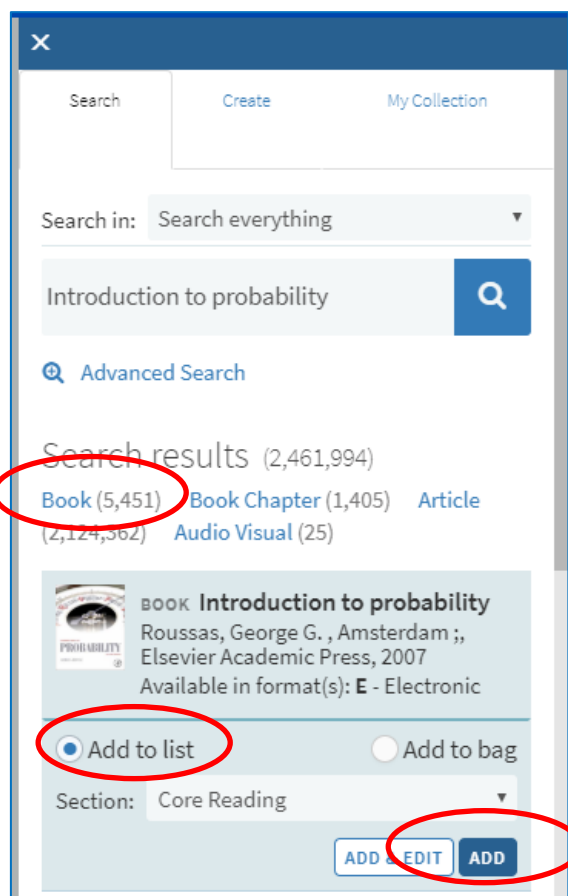
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6. Add resources from the library

1. Click on the + icon at the top of the list.

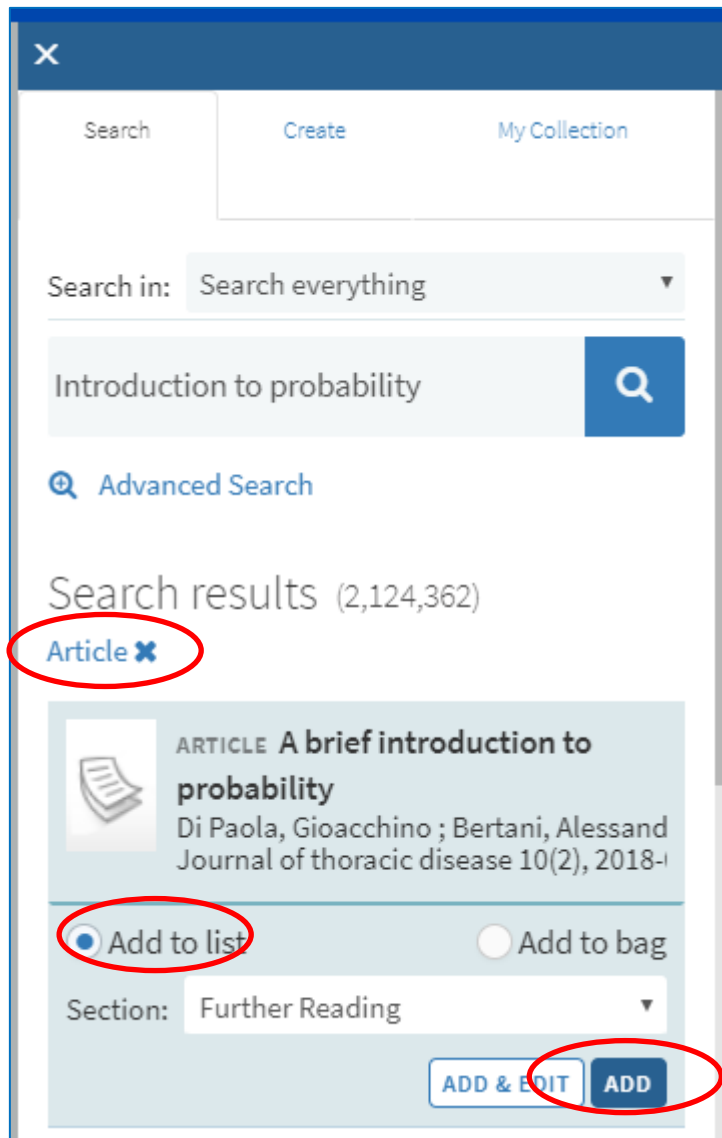


2. To add a print or electronic book held by the library to the resource list:
 - a. Under **Search tab** on the panel on the right of the screen enter the title of the book.
 - b. The results can be filtered using the facet options **Book**.
 - c. Click on the item you would like to add. Now you can:
 - i. **Drag and drop** the item directly into your list, or
 - ii. Pick a section from the drop-down menu and click on **add**.



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3. To add a journal article held by the library to the resource list:
 - a. Under **Search tab** on the panel on the right of the screen enter the article title.
 - b. The results can be filtered using the facet options **Article**.
 - c. Click the item you would like to add. Now you can:
 - i. **Drag and drop** the item directly into your list, or
 - ii. Pick a section from the drop-down menu and click **add**.

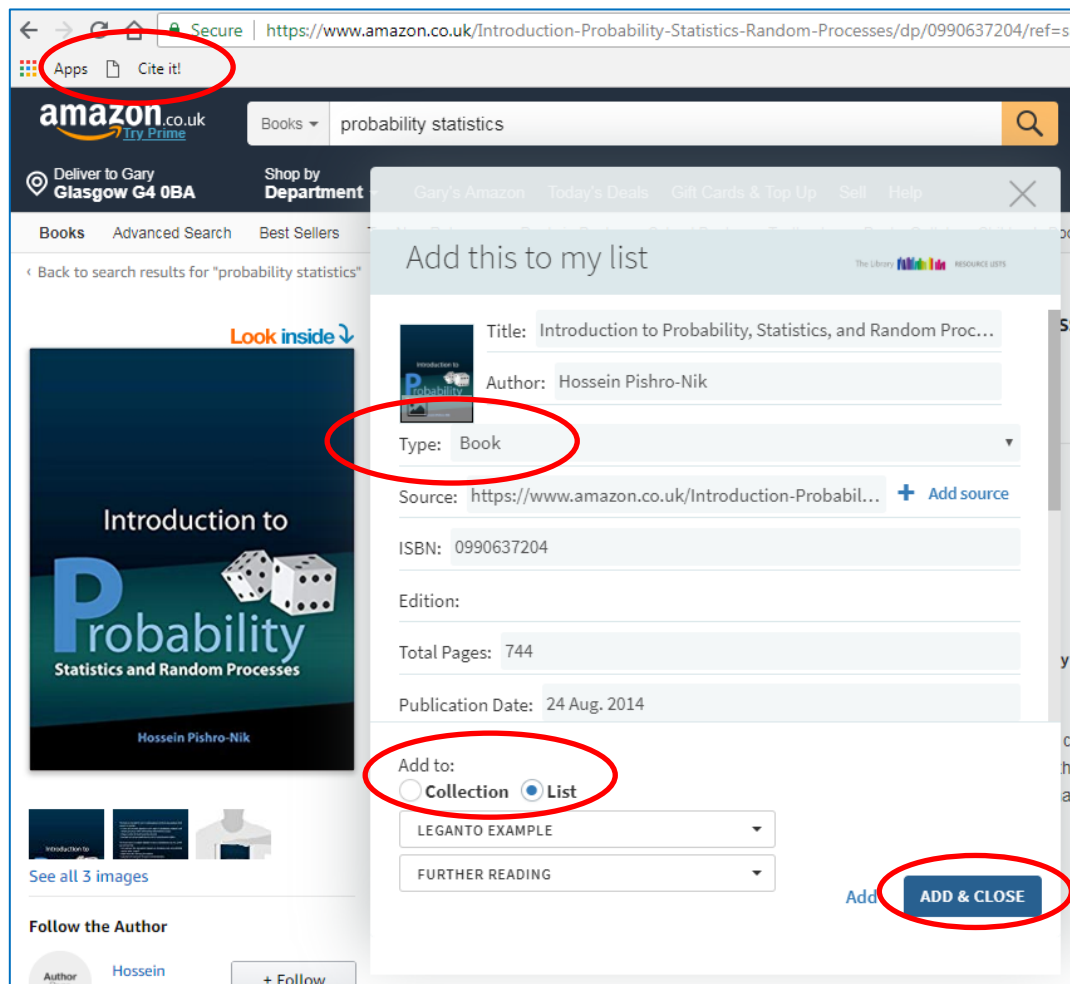


4. Once you have added all required items please move on to step 9 "Edit and annotate a resource".

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7. Add resources from the web

1. You can add resources that are not held by the Library to your list by using the **Cite it!** button.
2. We have provided three examples below but any resource from the web can be added to a resource lists.
3. Navigate to the website that contains the resource you require.
4. To add a book not held by the library to the resource list:
 - a. Go to the item page and click the **Cite It!** Button on your bookmark toolbar.
 - b. The pop-up window will open with the book details already filled in.
 - c. Make sure the **Type** is set to **Book**.
 - d. Select **Add to: List**.
 - e. Select your **resource list** from the drop-down menu that appears.
 - f. Select the appropriate **section** from the drop-down menu that appears.
 - g. Click **Add & Close**.



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5. To add an online newspaper to the resource list:
 - a. Go to the item page and click the Cite It! Button on your bookmark toolbar.
 - b. The pop-up window will open with the article details already filled in.
 - c. Make sure the **Type** is set to **Newspaper Article**.
 - d. Select **Add to: List**.
 - e. Select your **resource list** from the drop-down menu that appears.
 - f. Select the appropriate **section** from the drop-down menu that appears.
 - g. Click **Add & Close**.

The screenshot shows a web browser window with the URL www.heraldscotland.com/news/16328708.annie-lennox-named-first-female-chancellor-of-glasgow-caledonian-university/. The page displays the 'The Herald' logo and a news article titled 'Annie Lennox named first female chancellor of Glasgow Caledonian University' dated 3rd July. A 'Cite It!' pop-up window is overlaid on the page. The pop-up window has a title 'Add this to my list' and contains the following fields: 'Title: Annie Lennox named first female chancellor of Glasgow ...', 'Author:', 'Type: Newspaper Article', 'Source: http://www.heraldscotland.com/news/16328708....', 'Publisher:', and 'Publication Date:'. Below these fields is a 'Drag files here to upload them' area. At the bottom of the pop-up, there is an 'Add to:' section with two radio buttons: 'Collection' and 'List', with 'List' selected. Below the radio buttons are two dropdown menus: 'LEGANTO EXAMPLE' and 'FURTHER READING'. An 'ADD & CLOSE' button is located at the bottom right of the pop-up window.

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6. To add a YouTube video to the resource list:
 - a. Go to the item page and click the Cite It! Button on your bookmark toolbar.
 - b. The pop-up window will open with the video details already filled in.
 - c. Make sure the **Type** is set to **Video**.
 - d. Select **Add to: List**.
 - e. Select your **resource list** from the drop-down menu that appears.
 - f. Select the appropriate **section** from the drop-down menu that appears.
 - g. Click **Add & Close**.

The screenshot shows a browser window with the URL <https://www.youtube.com/watch?v=Kgudt4PXs28>. A 'Cite it!' button is visible in the browser's bookmark toolbar. The YouTube video player shows the title 'The last banana: A thought experiment in probability' with 1,045,584 views. A 'Cite it!' pop-up window is open, titled 'Add this to my list'. The pop-up contains the following information:

- Title: The last banana: A thought experiment in probability - L...
- Author:
- Type: Video (circled in red)
- Source: <https://www.youtube.com/watch?v=Kgudt4PXs28> + Add source
- Publisher: America's Got Talent
- Publication Date: 23 Feb 2015

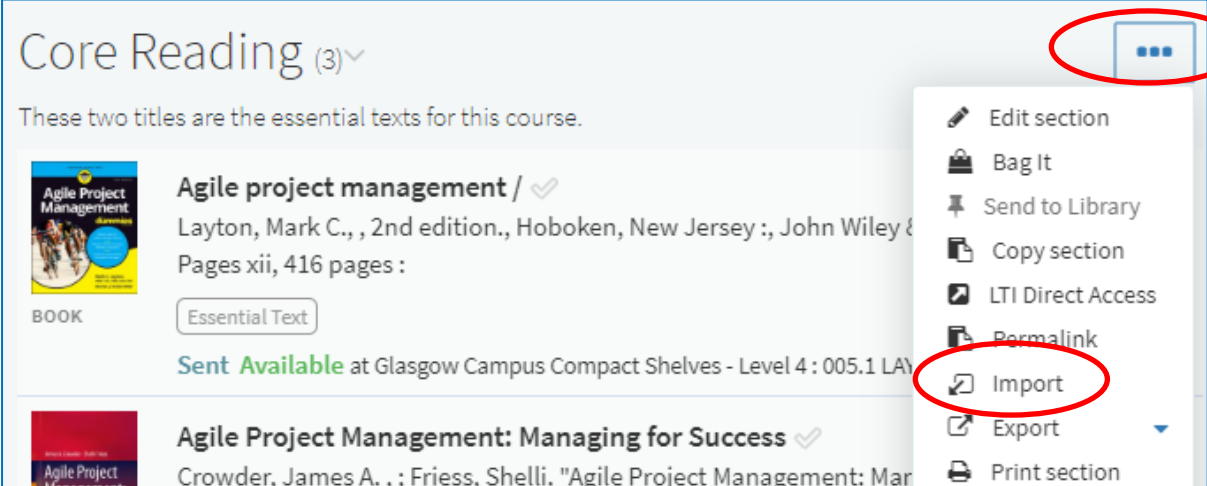
Below the information, there is a 'Drag files here to upload them' area. The 'Add to:' section has two radio buttons: 'Collection' and 'List', with 'List' selected (circled in red). Below this are two dropdown menus: the first contains 'LEGANTO EXAMPLE' and the second contains 'FURTHER READING'. At the bottom right, there is an 'Add' button and a blue 'ADD & CLOSE' button (circled in red).

8. Once you have added all required items please move on to step 9 "Edit and annotate a resource".

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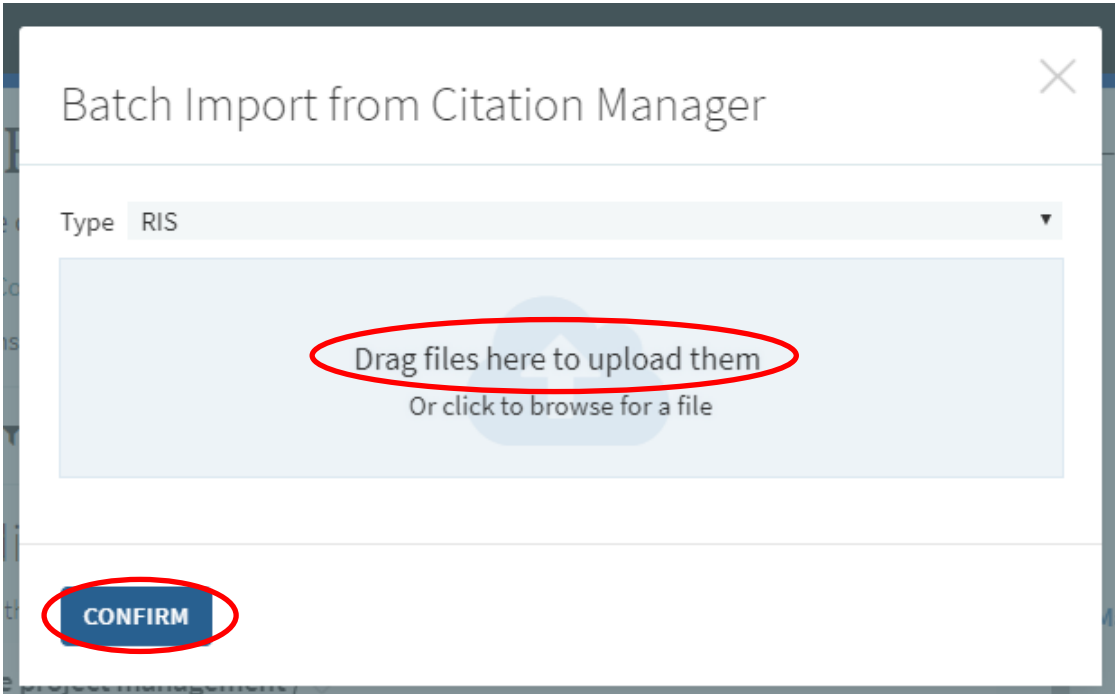
8. Import resources from a bibliography

1. To import a bibliography created by referencing software (like RefWorks):
 - a. Click the **three dots** at the top right of the list.
 - b. Select **Import**.



The screenshot shows a course page titled "Core Reading (3)". Below the title, it says "These two titles are the essential texts for this course." There are two book entries. The first entry is "Agile project management / ✓" by Layton, Mark C., 2nd edition. A menu is open over this entry, listing options: Edit section, Bag It, Send to Library, Copy section, LTI Direct Access, Permalink, Import (circled in red), Export, and Print section. The "three dots" menu icon at the top right of the list is also circled in red.

- a. **Drag** the bibliography in RIS file format into the pop-up window.
- b. Click **confirm** to upload.



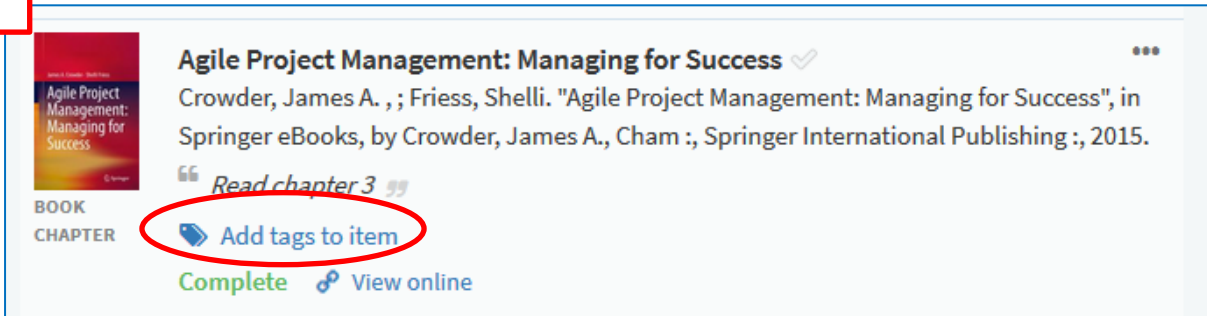
The screenshot shows a "Batch Import from Citation Manager" pop-up window. At the top right is a close button (X). Below the title, there is a "Type" dropdown menu set to "RIS". A large light blue area in the center contains the text "Drag files here to upload them" circled in red, with "Or click to browse for a file" below it. At the bottom left, there is a blue button labeled "CONFIRM" circled in red.

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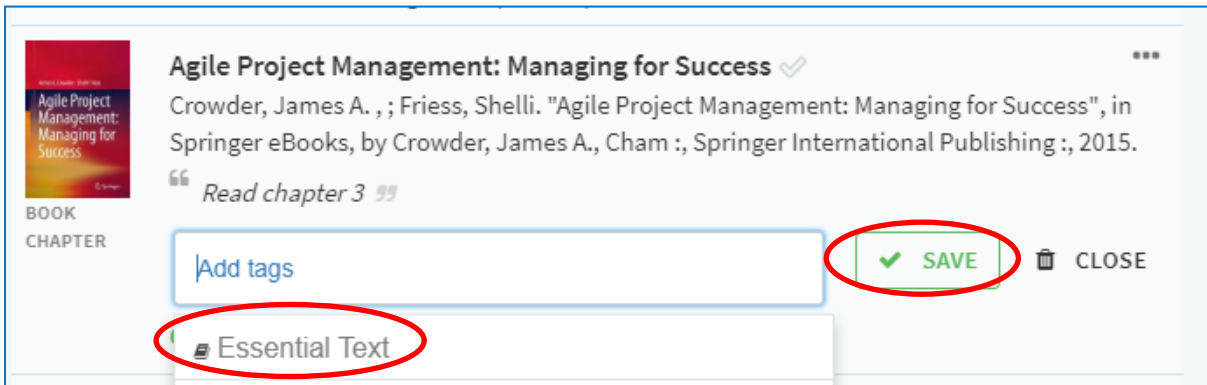
9. Edit and annotate a resource

This is a required step

1. To mark a text as an essential text:
 - a. Click **Add tags** to item.



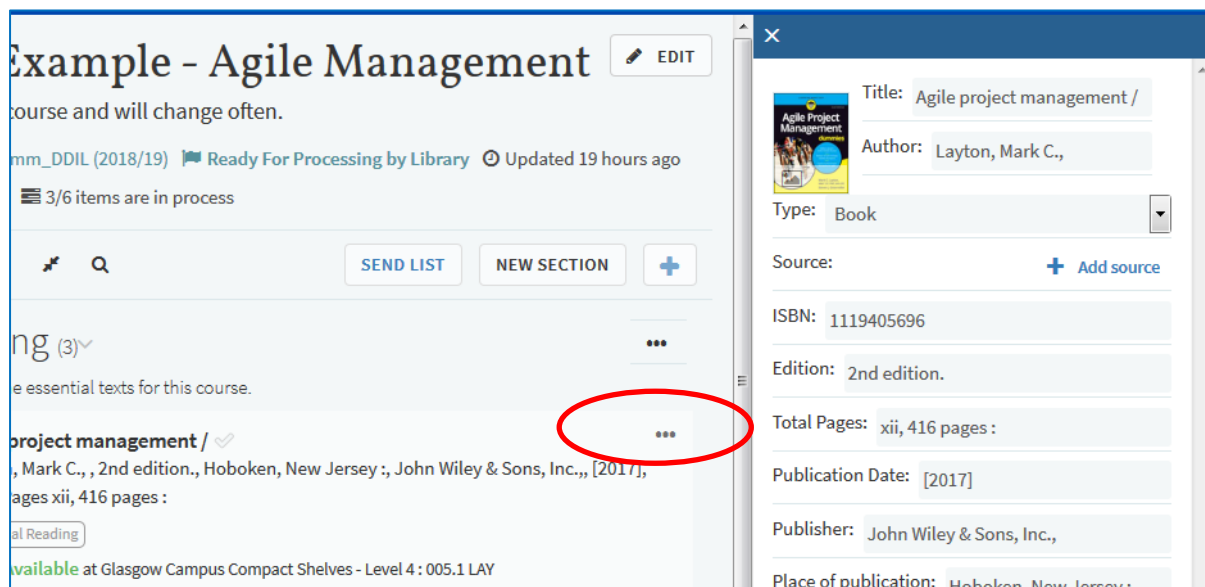
- b. Select **Essential text** from the drop-down menu.
- c. Click **Save**.



- d. Items marked as **Essential Text** should only be resources that the students are directed to read. As a guide the library will purchase one copy per 10 students for each module using the materials.

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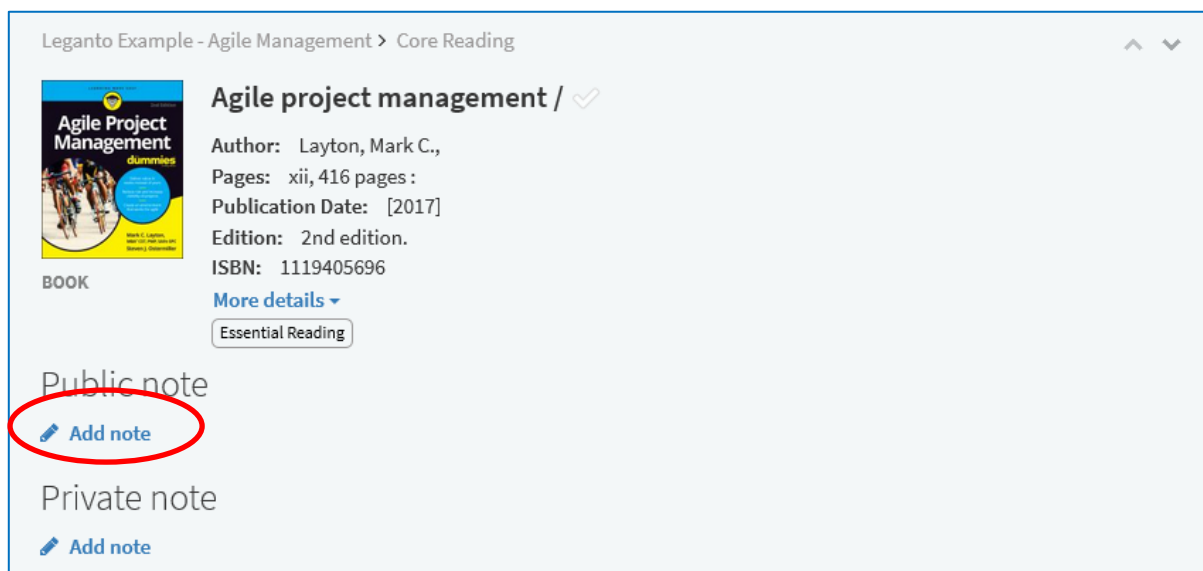
2. To edit the details of an item on the resource list:
 - a. Click the **three dots** to the right of the title.
 - b. Select **Edit Item**. The item details will appear in the panel on the right and can be edited as required.



The screenshot shows a library interface. On the left, a resource list item titled "Agile project management /" is visible. A red circle highlights the three dots menu icon to the right of the title. On the right, a details panel is open, showing the following information:

- Title: Agile project management /
- Author: Layton, Mark C.,
- Type: Book
- Source: + Add source
- ISBN: 1119405696
- Edition: 2nd edition.
- Total Pages: xii, 416 pages :
- Publication Date: [2017]
- Publisher: John Wiley & Sons, Inc.,
- Place of publication: Hoboken, New Jersey :

3. To add notes to a title:
 - a. Click the **title** to open the details screen.
 - b. Click **Add note** under Public note to add text as required (For example "Please read chapter 2").



The screenshot shows the details screen for the resource "Agile project management /". The title is circled in red. Below the title, the following information is displayed:

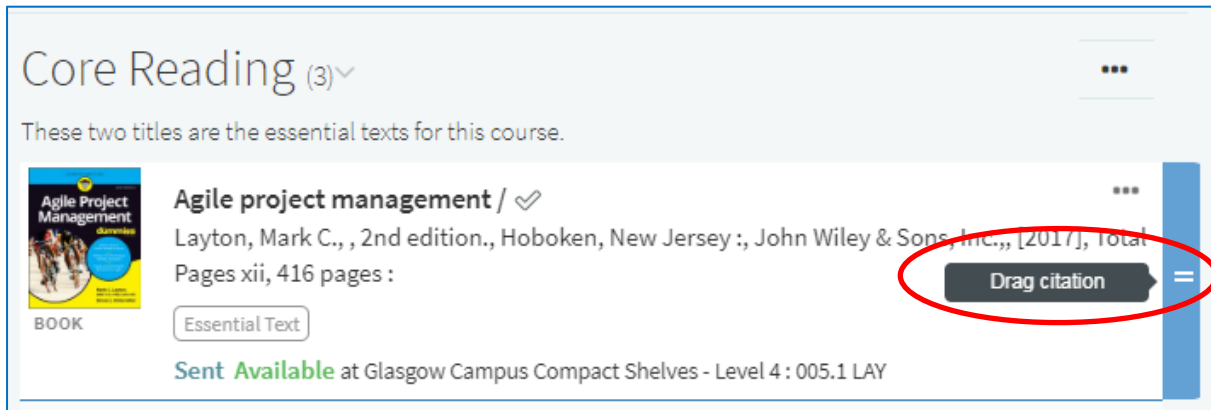
- Author: Layton, Mark C.,
- Pages: xii, 416 pages :
- Publication Date: [2017]
- Edition: 2nd edition.
- ISBN: 1119405696
- More details ▾
- Essential Reading

Below the details, there are two sections for notes:

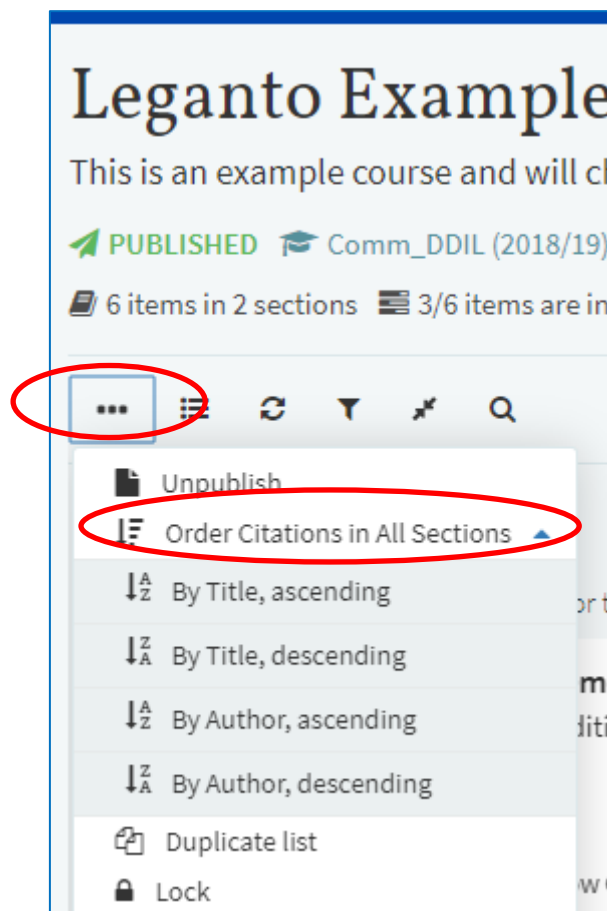
- Public note: **Add note** (circled in red)
- Private note: **Add note**

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4. To reorder or rearrange titles on a list:
 - a. Hover over the right of the title until the blue bar and **Drag Citation** option appears.
 - b. The title can then be dragged to the required position.



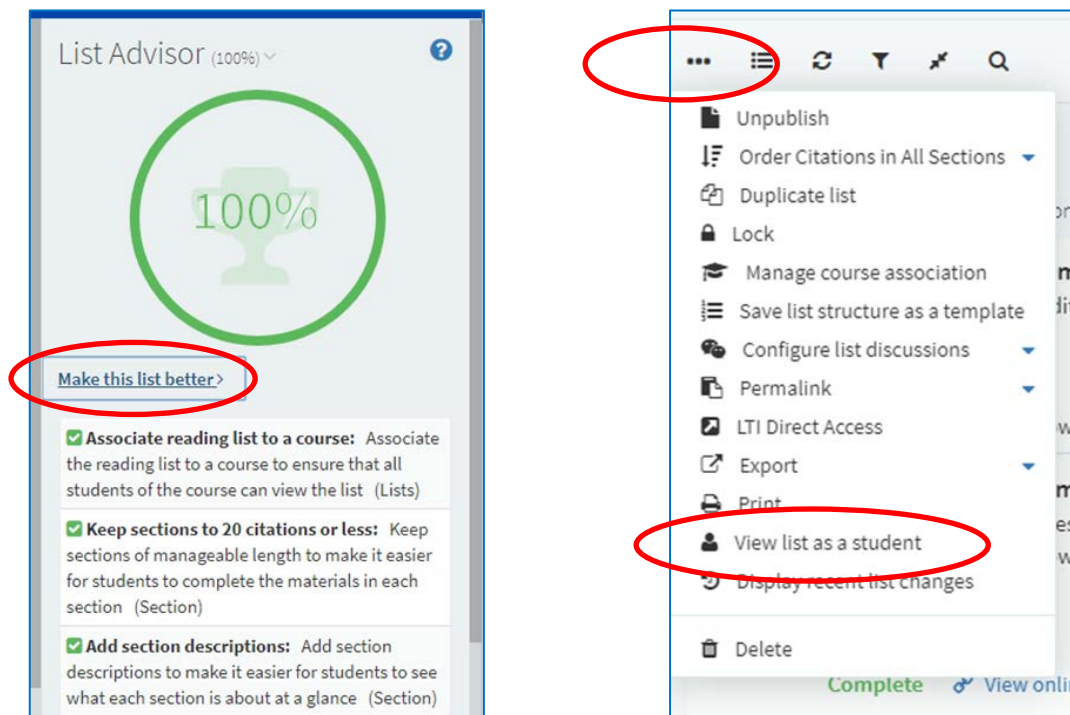
5. To reorder all titles in the list alphabetically by author or title:
 - a. Click the **three dots** in the top left of the list.
 - b. Expand **Order Citations in All Sections** and select required sort order.



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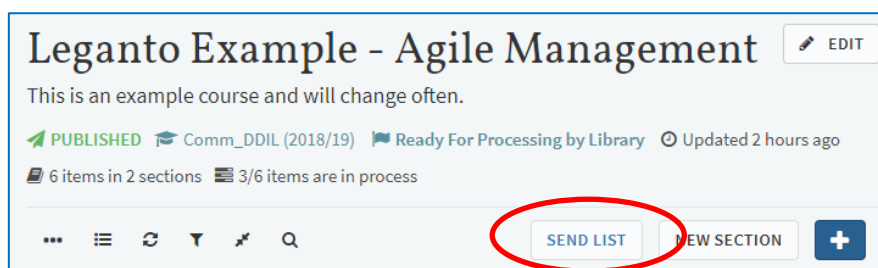
10. Complete list and send to library for processing

7. After you have finished adding and editing all items on your list, please ensure:
 - a. The **number of participants** on the course has been entered.
 - b. The **essential text** on the list has been marked.
 - c. The **List Advisor** shows 100% complete (click on **Make this list better** to see steps required).
8. You can review the list as student will see it by:
 - a. Click the **three dots** in the top left of the list.
 - b. Select **View list as a student** option.



9. Once you have completed the steps above your list is ready to be sent to the library for processing. To do this:
 - a. Click the **Send List** button in the menu bar.

This is a required step



10. After the list has been processed by the library you will receive an email to confirm the list is live.

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1. Adding resources to My 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 **My Collection** rather than directly to a list.

1. To add an item to **My Collection**:
 - a. Go to the item page and click the **Cite It!** Button on your bookmark toolbar.
 - b. The pop-up window will open with the item details already filled in.
 - c. Select **Add to: Collection**.
 - d. Click **Add & Close**.

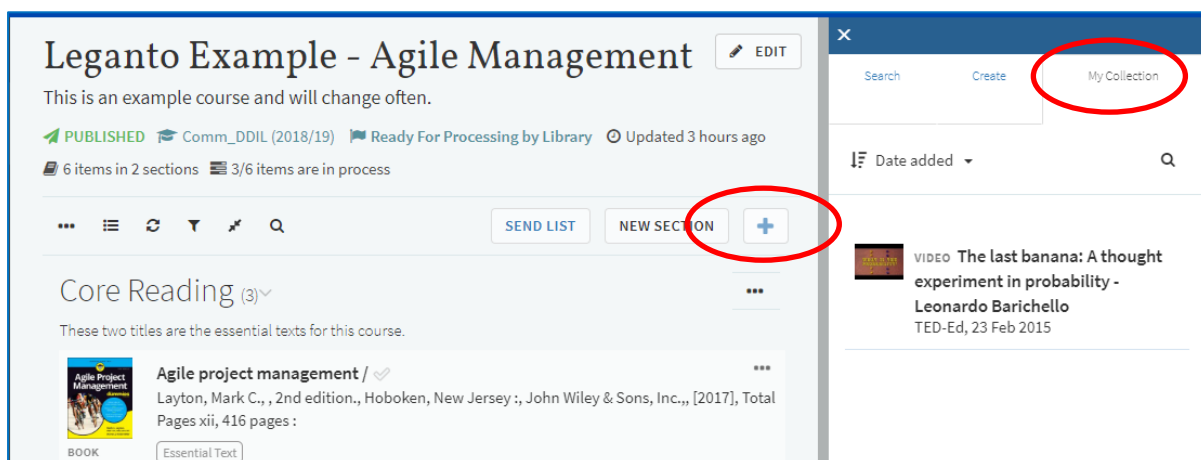
The screenshot shows a browser window with a YouTube video player. A 'Cite It!' button is circled in red in the browser's bookmark toolbar. A pop-up window titled 'Add this to my collection' is open over the video. The pop-up contains the following information:

- Title: The last banana: A thought experiment in probability - L...
- Author: [Empty field]
- Type: Video
- Source: <https://www.youtube.com/watch?v=Kgudt4PXs28> + Add source
- Publisher: TED-Ed
- Publication Date: 23 Feb 2015

Below the form is a section for 'Public note:' and a file upload area with the text 'Drag files here to upload them' and 'Or click to browse for a file'. At the bottom of the pop-up, the 'Add to:' section has two radio buttons: 'Collection' (selected) and 'List'. A blue 'ADD & CLOSE' button is circled in red at the bottom right of the pop-up.

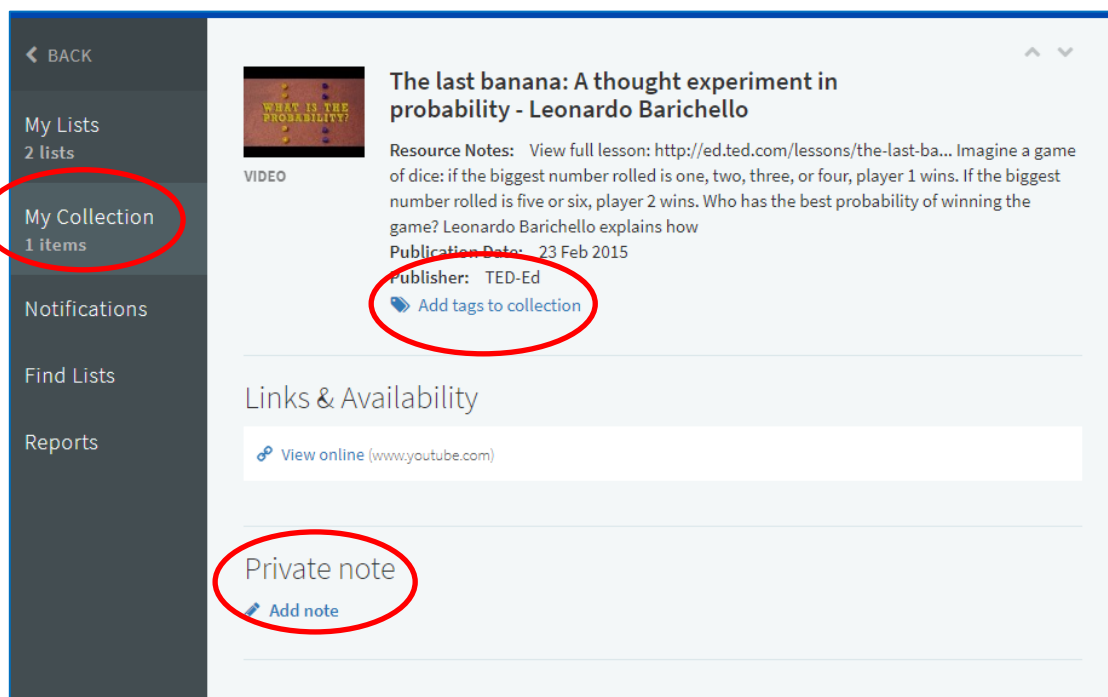
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2. Go to your resource List.
3. Click the **+** button and select the **My Collection** tab on the right of the screen.
4. Drag and drop the items you collected into the sections of your list.



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

5. To add a note or tag:
 - a. Open the **My Collection** tab from the left-hand panel.
 - b. Click the item you wish to add the note or tag to.
 - c. Click **Add note** or **Add tags to collection**.
 - d. Type your note or tag and click on **save**.
 - e. A tag containing more than one word will need to be joined by a hyphen or underscore.

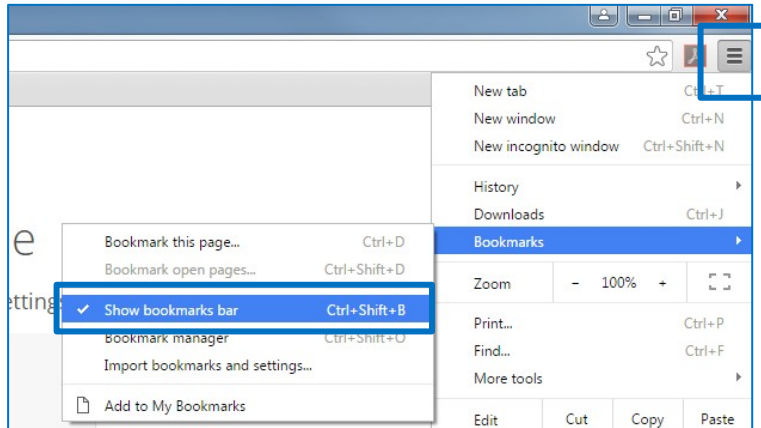


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2. Adding the bookmarks toolbar to your browser

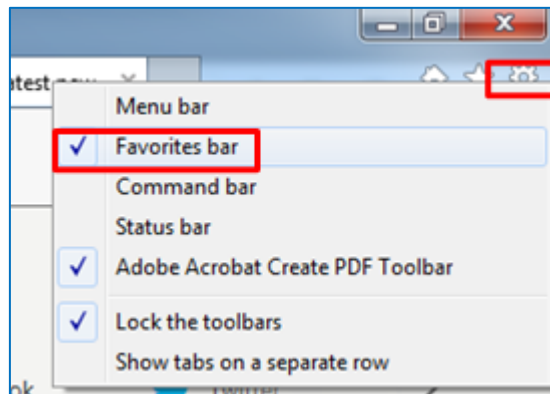
1. In Chrome:

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



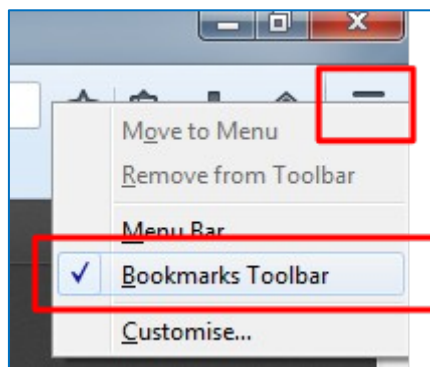
2. In Internet Explorer:

- a. Right click the **Tools (cog-wheel)** icon.
- b. Select **Favourites bar**.



3. In Firefox:

- a. Right-click the **Tools icon**.
- b. Select **Bookmarks Toolbar**.



3. Additional help and support

1. For further help and support contact your Academic Liaison Librarian:
 - <https://www.gcu.ac.uk/library/subjecthelp/contactyourlibrarian>
2. Or alternatively, email:
 - Glasgow School for Business and Society lib-gsbs@gcu.ac.uk
 - School of Engineering and Built Environment lib-ebe@gcu.ac.uk
 - School of Health and Life Sciences lib-hls@gcu.ac.uk