

## 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 course. More information on Resource Lists at GCU including video tutorials are available on the Library website: <https://www.gcu.ac.uk/library/servicesforstaff/resourcelistinformation/>

### Table of Contents

Getting Started with Resource Lists at GCU.....	1
1. Logging into Resource Lists at GCU.....	2
2. Update an existing list.....	4
3. Create a new list.....	5
4. Structure the list.....	8
5. Add resources from the library.....	9
6. Add the Cite it! Button.....	12
7. Add resources from the web.....	13
8. Import resources from a bibliography.....	18
9. Edit and annotate a resource.....	19
10. Completing your list and sending to library for processing.....	22
11. Adding resources to a personal collection.....	24
12. Adding the bookmarks toolbar to your browser.....	26
13. Additional help and support.....	27

Attribution: Library Learning Services, University of Edinburgh.

[http://www.docs.is.ed.ac.uk/docs/library/ResourceLists/Get\\_Started\\_with\\_Resource\\_Lists\\_3.pdf](http://www.docs.is.ed.ac.uk/docs/library/ResourceLists/Get_Started_with_Resource_Lists_3.pdf)

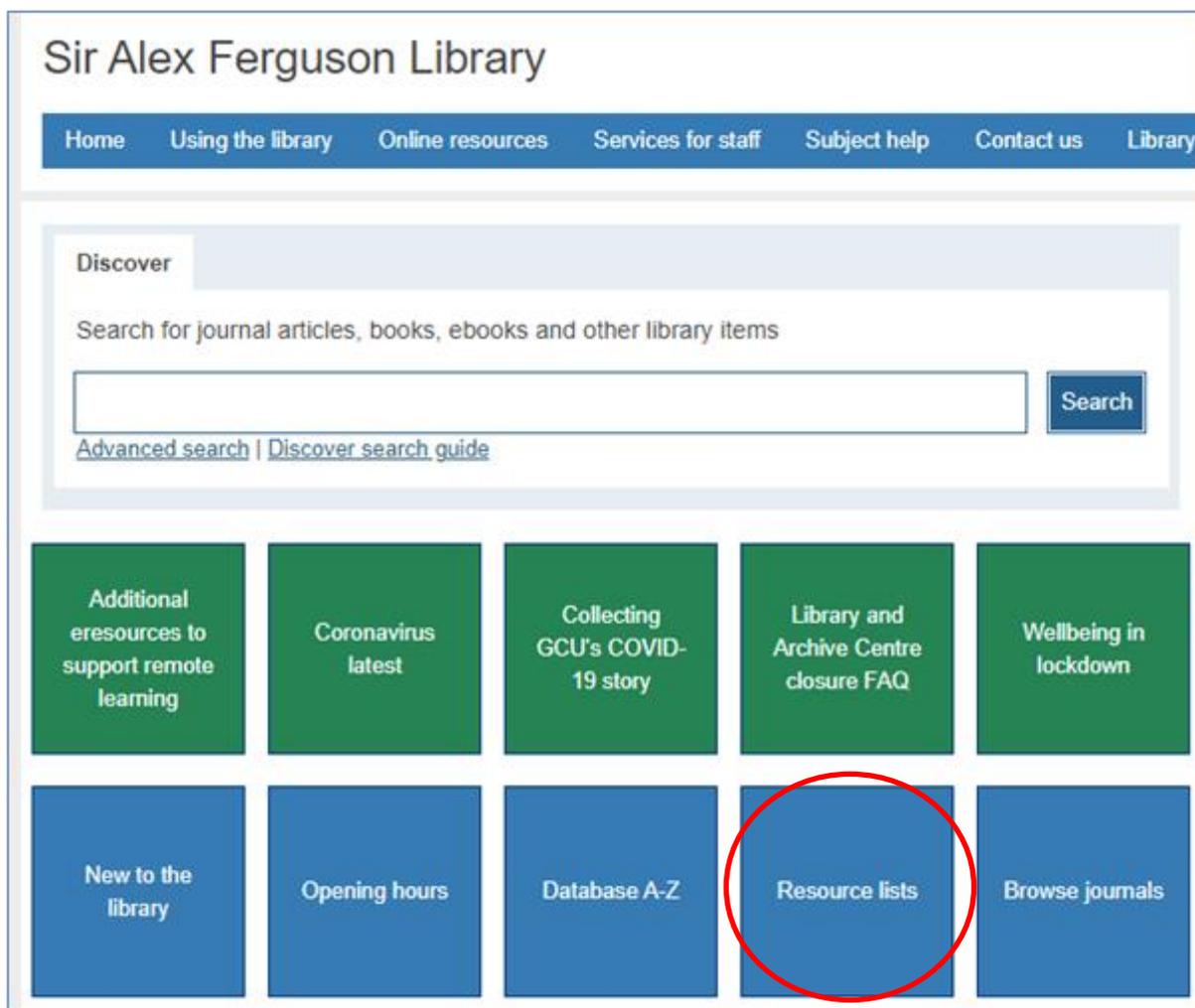
Available under a CC-BY 4.0 License.

## 1. Logging into Resource Lists at GCU

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

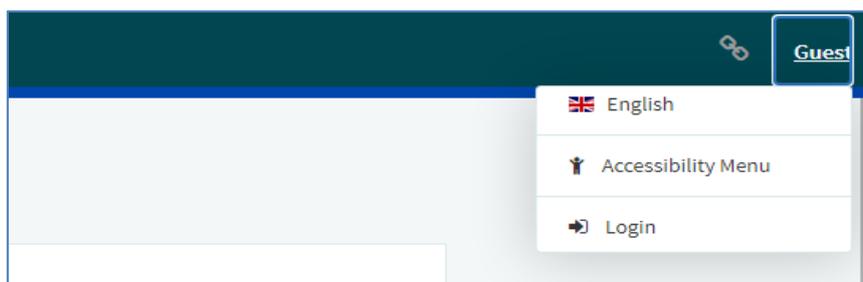
1. Through your GCULearn module.
2. Via the Resource List tile on the Library website.
3. Directly via:

[https://gcu.alma.exlibrisgroup.com/leganto/public/44GLCU\\_INST/searchlists?auth=SAML](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**.



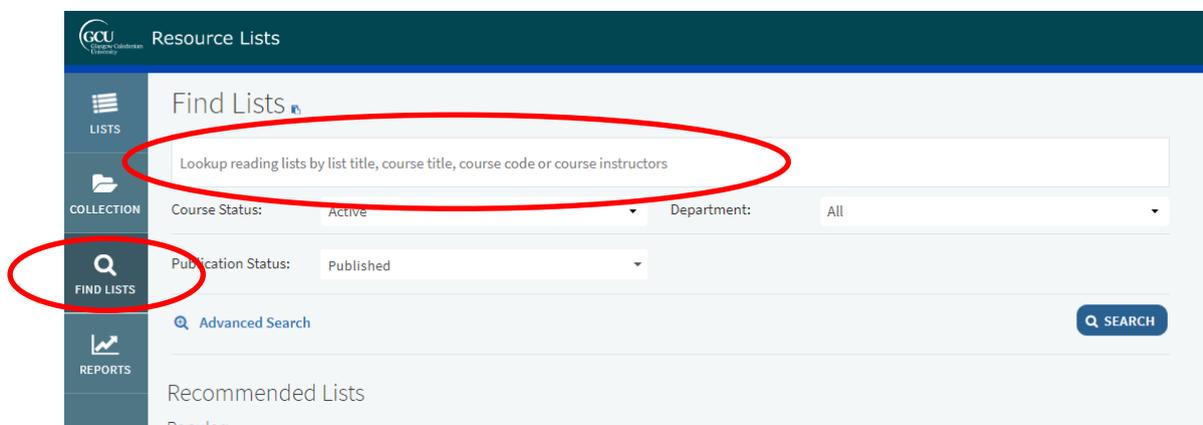
3. You will then be prompted to log in with your university domain username and password.
4. Once logged in you should see your initials at the top right hand side of the menu bar.

If you have any issues logging into the Resource List system, please contact [readinglists@gcu.ac.uk](mailto:readinglists@gcu.ac.uk)

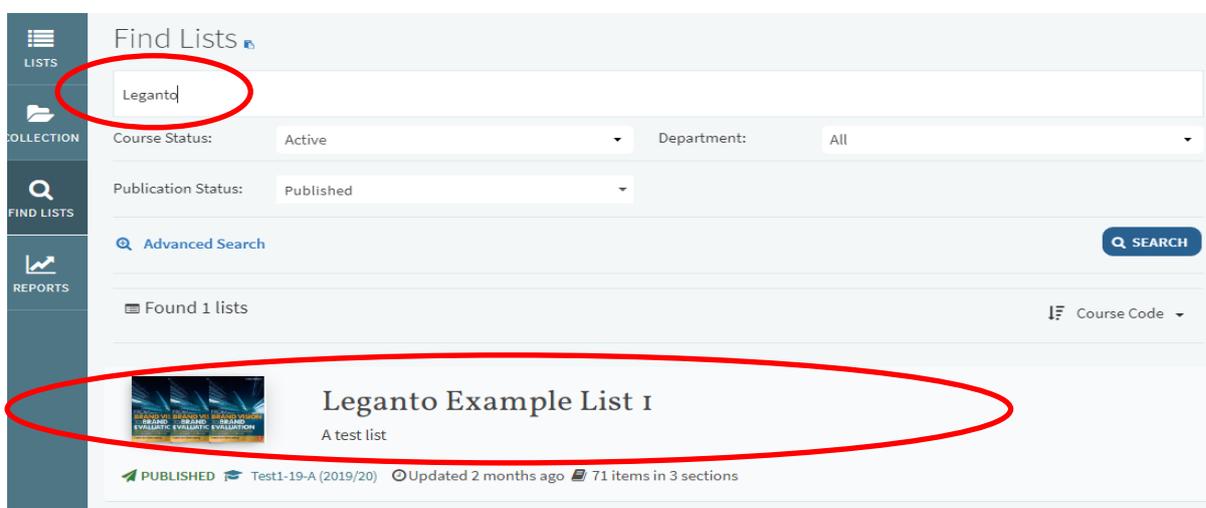
## 2. Update an existing list

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

1. Select **Find Lists** from the navigation panel down the left side of the screen.
2. You can then use the **search box** to look for lists either by title or course code.



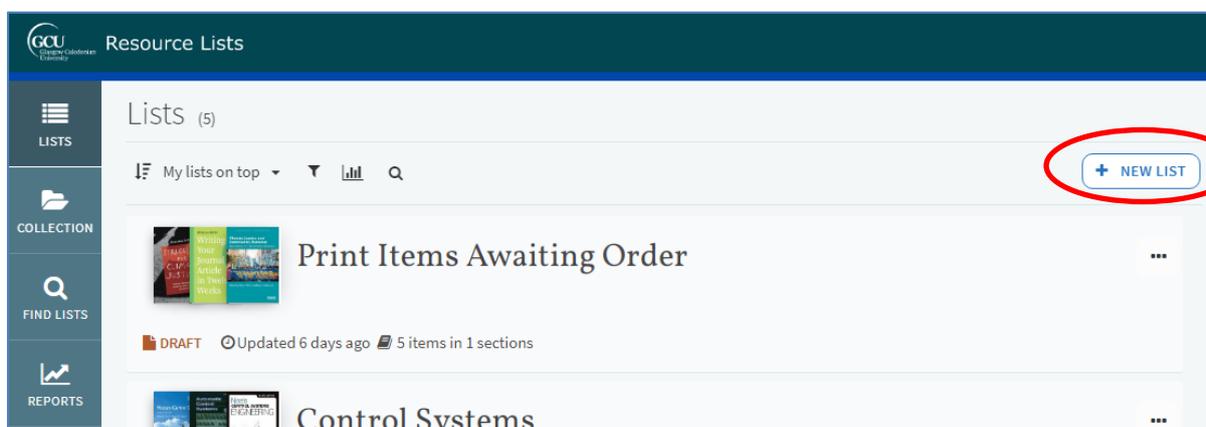
3. If your resource list appears you can select it from the results and start to edit the list as described in section [“4. Structure the list”](#).
4. If you are unable to edit a list as expected please contact the Reading List team at [readinglists@gcu.ac.uk](mailto:readinglists@gcu.ac.uk).
5. If you are unable to find an existing list for your course, please create a new list as described in section [“3. Create a new list”](#).



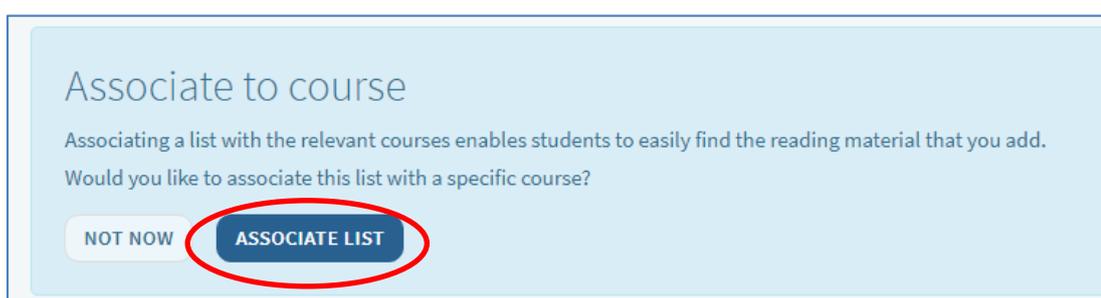
### 3. Create a new list

**Lists are saved as you work, once created you can choose the list again by selecting it from the “Lists” option from the navigation panel on the left side of the screen.**

1. Select **Lists** from the navigation panel on the left hand side of the screen.
2. Click on the **New List** button on the top-right of the screen.



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 course** by typing a module code or name into the search box.
  - b. **Do not** alter the **course 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**.



## Manage course association

**No course is associated to this list.**

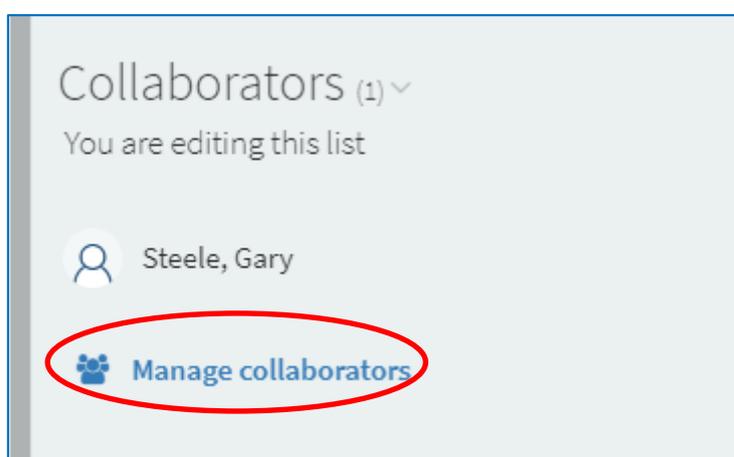
Look up course:

Course dates:  
from-   To-  

No. of participants:

[+ 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:

 Steele, Gary Can manage list ▾ ×

Invite new collaborators

## 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.

The screenshot shows a form for creating a new section. At the top right, there are buttons for 'SEND LIST', 'NEW SECTION', and a plus sign. The 'NEW SECTION' button is circled in red. Below these buttons, the form has a 'Title\*' field with the text 'Core Reading'. Below the title field is a 'Description:' field with the text 'These two titles are the essential texts for this course.'. There are also 'from:' and 'To:' date fields. At the bottom left, there is a 'CANCEL' button. At the bottom right, there is a blue 'CREATE' button, which is also circled in red.

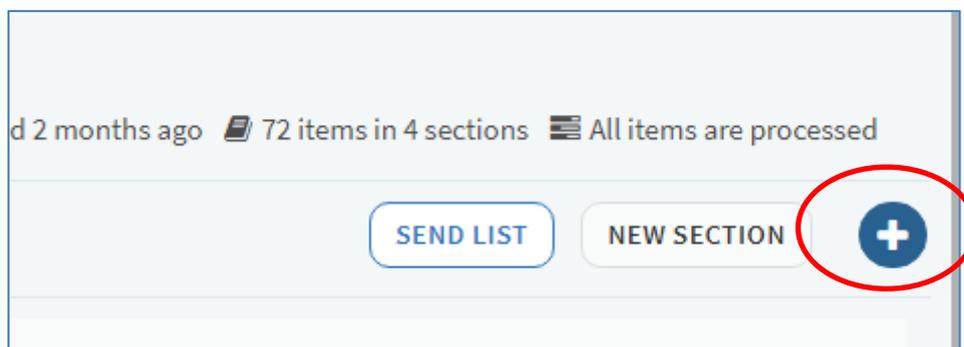
If you have selected a pre-made “Library Trimester” or “Library Importance” template but would like to edit these sections, you can do this by:

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**.

The screenshot shows a library list with a section titled 'Essential reading (44)'. Below the title, it says 'These items must be read'. There is a book cover for 'From brand vision to brand evaluation [electronic resource]: the strategic process of growing and strengthening brands.' by De Chernatony, Leslie, Dawsonera., 3rd ed., Oxford :, Butterworth-Heinemann; Elsevier , 2010., Total Pages xvi, 376 p. Below the book cover, it says '“ Added after ”'. To the right of the section title, there is a dropdown menu with three dots. The 'Edit section' option is circled in red.

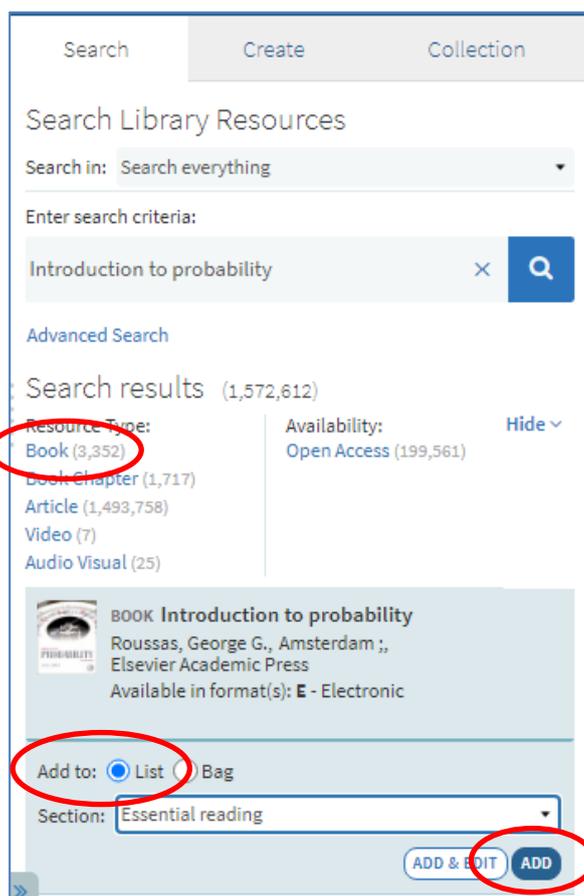
## 5. Add resources from the library

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

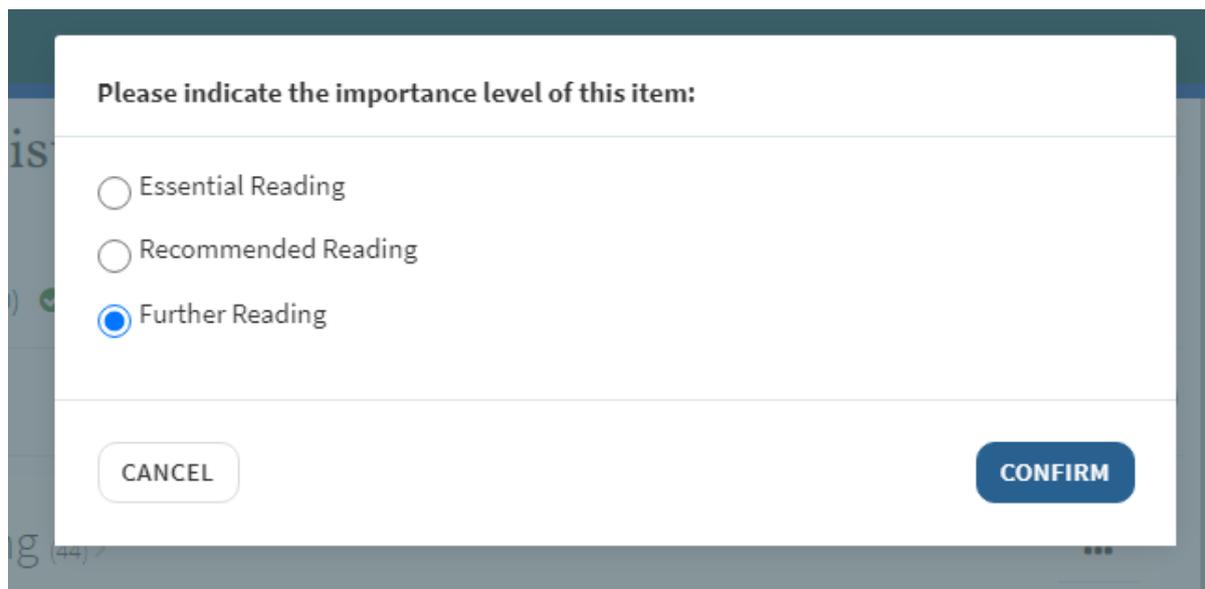


To add a **print** or **electronic book** held by the library to the resource list:

1. Choose the **Search tab** 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**.



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:

Essential Reading

Recommended Reading

Further Reading

CANCEL 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, your reading list will not be processed by the library.

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

1. Choose the **Search tab** 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   Create   Collection

### Search Library Resources

Search in: Search everything

Enter search criteria:

introduction to probability

Advanced Search

Search results (1,493,758)

Availability: [Open Access \(196,010\)](#) [Hide](#)

**Article x**

ARTICLE Introduction to Probability with Texas Hold'em Examples by Frederic Paik Schoenberg  
Hand, David J., International Statistical Review, 81(2), 2013-08, 334 - 334

Add to:  List  Bag

Section: Further reading

[ADD & EDIT](#) [ADD](#)

- 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:

Essential Reading

Recommended Reading

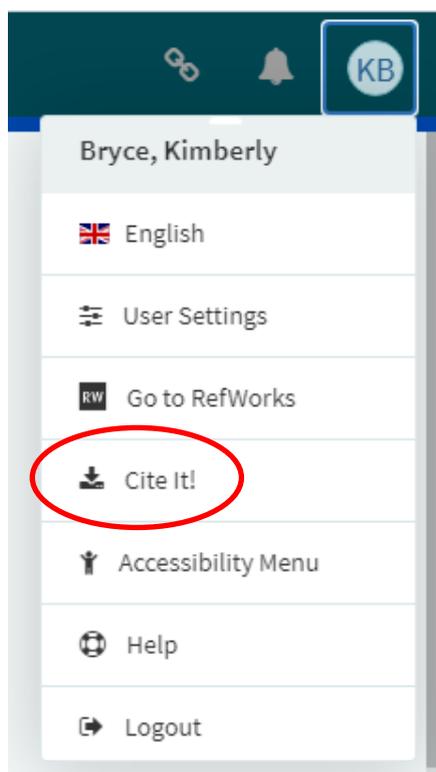
Further Reading

[CANCEL](#) [CONFIRM](#)

## 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 [end of this guide](#).
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.



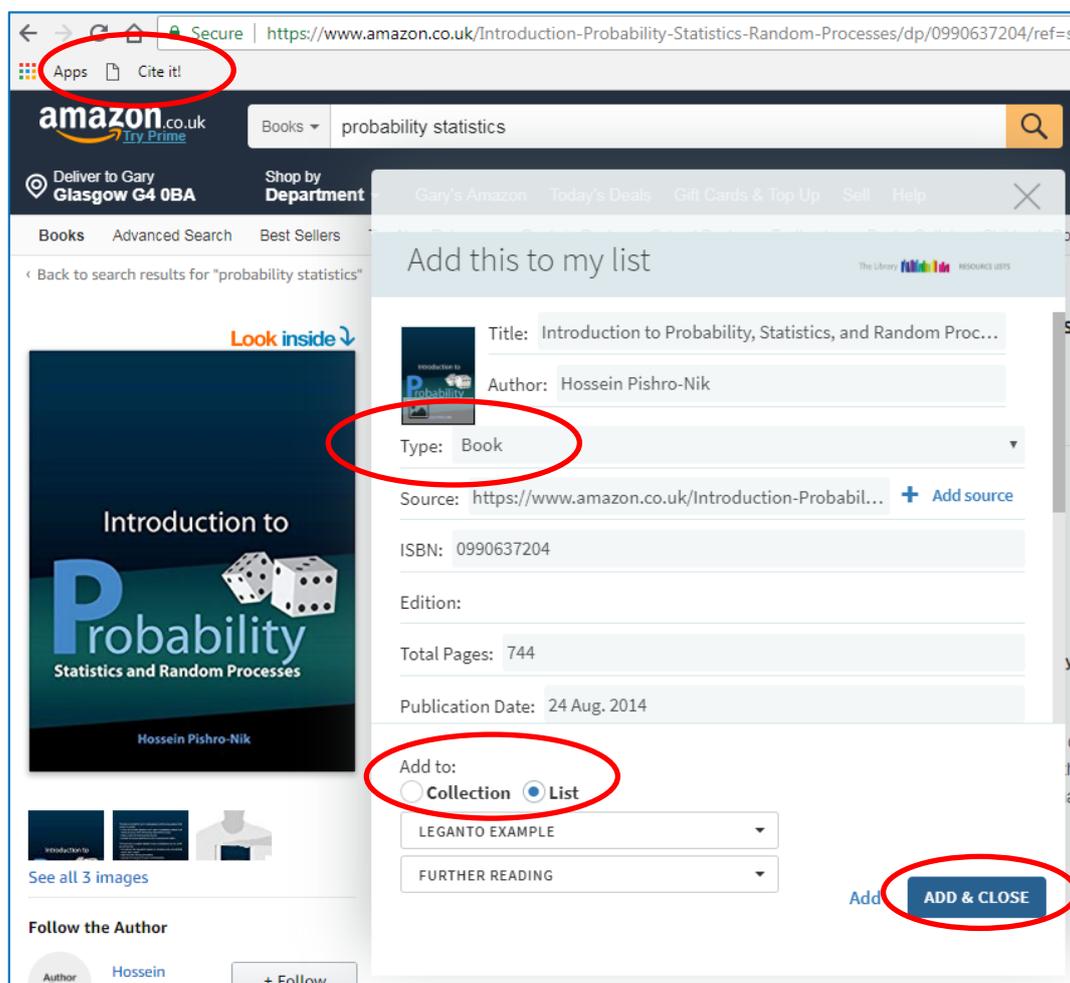
**Note: Please turn off any pop-up blockers on your browser to ensure the Cite it! button will function correctly.**

## 7. Add resources from the web

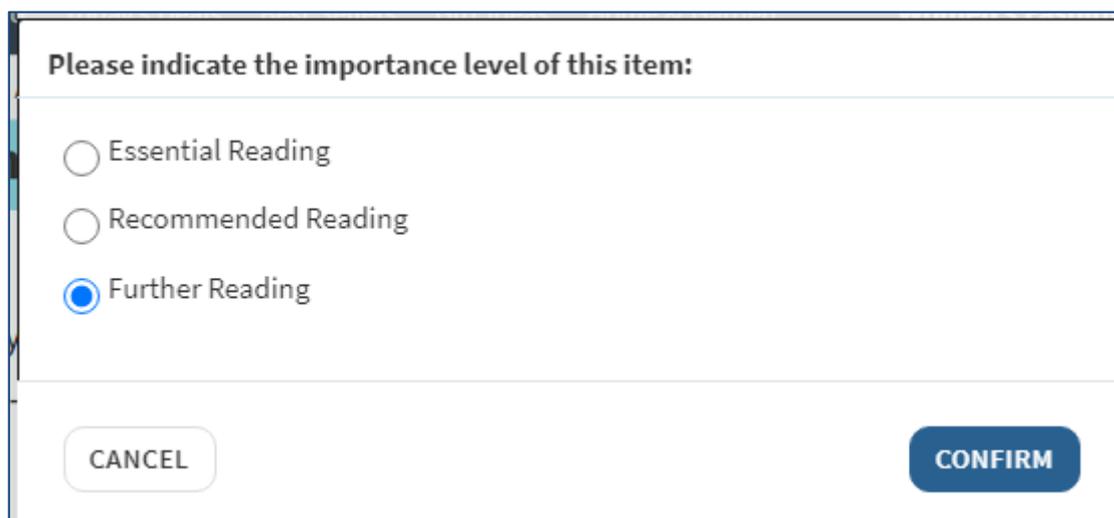
You can use the Cite it! Button to add resources to your list that are freely available online or not yet held by the library. We have provided three examples below but any freely available resource from the web can be added to a resource lists.

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**.



9. 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:

Essential Reading

Recommended Reading

Further Reading

CANCEL 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, your reading list will not be processed by the library.

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**.

The screenshot shows a web browser window with a news article from The Herald. The article title is "Annie Lennox named first female chancellor of Glasgow Caledonian University". A dialog box titled "Add this to my list" is overlaid on the right side of the page. The dialog box contains the following fields:

- Title: Annie Lennox named first female chancellor of Glasgow ...
- Author:
- Type: Newspaper Article (highlighted with a red circle)
- Source: http://www.heraldscotland.com/news/16328708... + Add source
- Publisher:
- Publication Date:

Below these fields is a "Drag files here to upload them" area. At the bottom of the dialog box, there is an "Add to:" section with two radio buttons: "Collection" and "List" (highlighted with a red circle). Below the radio buttons are two dropdown menus: "LEGANTO EXAMPLE" and "FURTHER READING". To the right of the dropdown menus is an "Add" label and a blue button labeled "ADD & CLOSE" (highlighted with a red circle).

**Please indicate the importance level of this item:**

- Essential Reading
- Recommended Reading
- Further Reading

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**.

The screenshot shows a web browser window with a YouTube video player. A 'Cite it!' button has been clicked, opening a 'Add this to my list' dialog box. The dialog box contains the following information:

- Title: The last banana: A thought experiment in probability - L...
- Author:
- Type: Video (highlighted with a red circle)
- 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 section for 'Add to:' with two radio buttons: 'Collection' and 'List' (selected, highlighted with a red circle). Under the 'List' radio button, there are two dropdown menus: 'LEGANTO EXAMPLE' and 'FURTHER READING'. At the bottom right of the dialog box, there is a blue button labeled 'ADD & CLOSE' (highlighted with a red circle).

**Please indicate the importance level of this item:**

- Essential Reading
- Recommended Reading
- Further Reading

**CANCEL** **CONFIRM**

## 8. Import resources from a bibliography

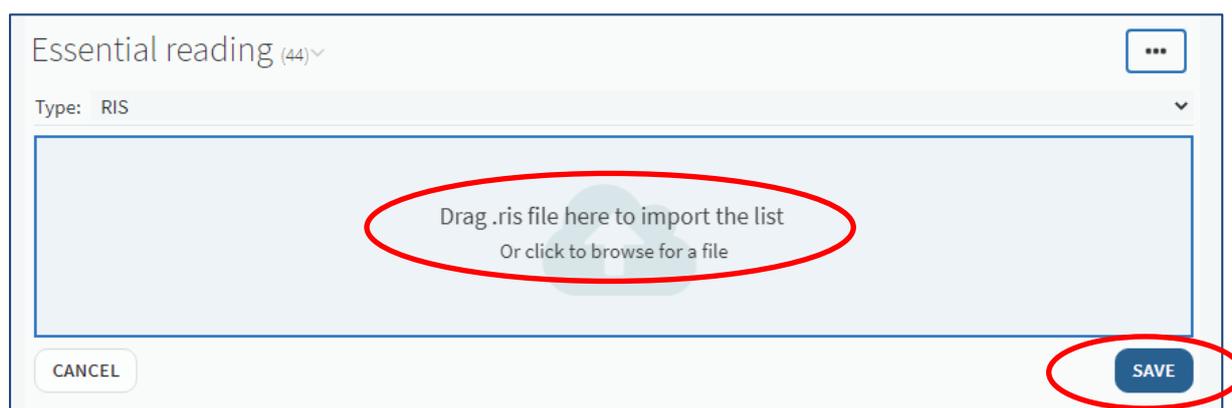
The Resource Lists platform also gives you the option to import a bibliography created in a referencing software such as RefWorks:

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**.



The screenshot shows a list item titled "Essential reading (44)" with a sub-header "These items must be read". The first item is a book: "From brand vision to brand evaluation [electronic resource] : the strategic process of growing and strengthening brands." by De Chernatony, Leslie, Dawsonera., 3rd ed., Oxford ; Butterworth-Heinemann; Elsevier, 2010., Total Pages xvi, 376 p. The item is marked as "Added after" and has options to "Add tags to item", "Complete", and "View online". A context menu is open on the right, listing actions: "Edit section", "Add Items", "Bag It", "Copy section", "Permalink", "Import", "Export", "Print section", and "Add a note". The "three dots" icon and the "Import" option are circled in red.

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

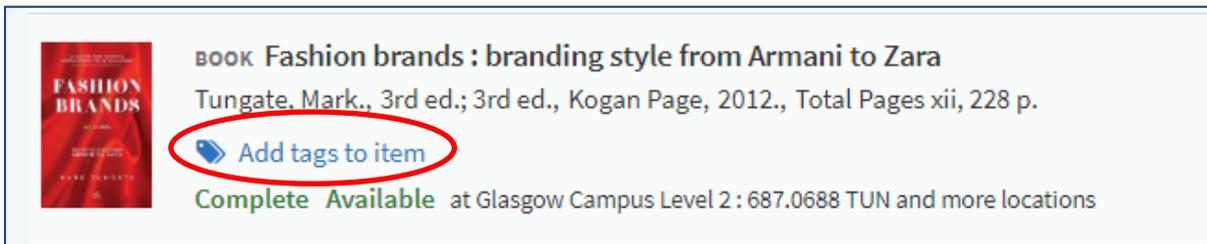


The screenshot shows a file upload dialog box titled "Essential reading (44)". The "Type" is set to "RIS". The main area contains the text "Drag .ris file here to import the list" and "Or click to browse for a file". A "CANCEL" button is on the bottom left, and a "SAVE" button is on the bottom right. The "three dots" icon and the "SAVE" button are circled in red.

## 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.



book **Fashion brands : branding style from Armani to Zara**  
Tungate, Mark., 3rd ed.; 3rd ed., Kogan Page, 2012., Total Pages xii, 228 p.  
**Add tags to item**  
Complete Available at Glasgow Campus Level 2 : 687.0688 TUN and more locations

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

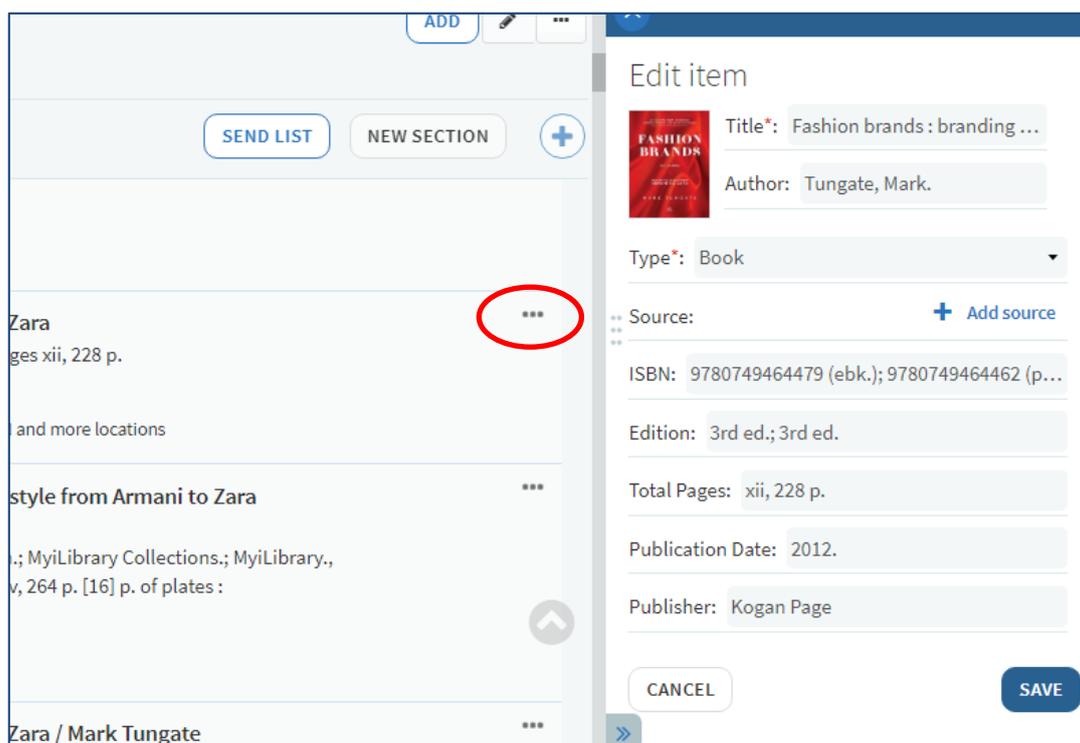


book **Fashion brands : branding style from Armani to Zara**  
Tungate, Mark., 3rd ed.; 3rd ed., Kogan Page, 2012., Total Pages xii, 228 p.  
Add tags  
Essential Reading  
Recommended Reading  
Further Reading  
SAVE CANCEL

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

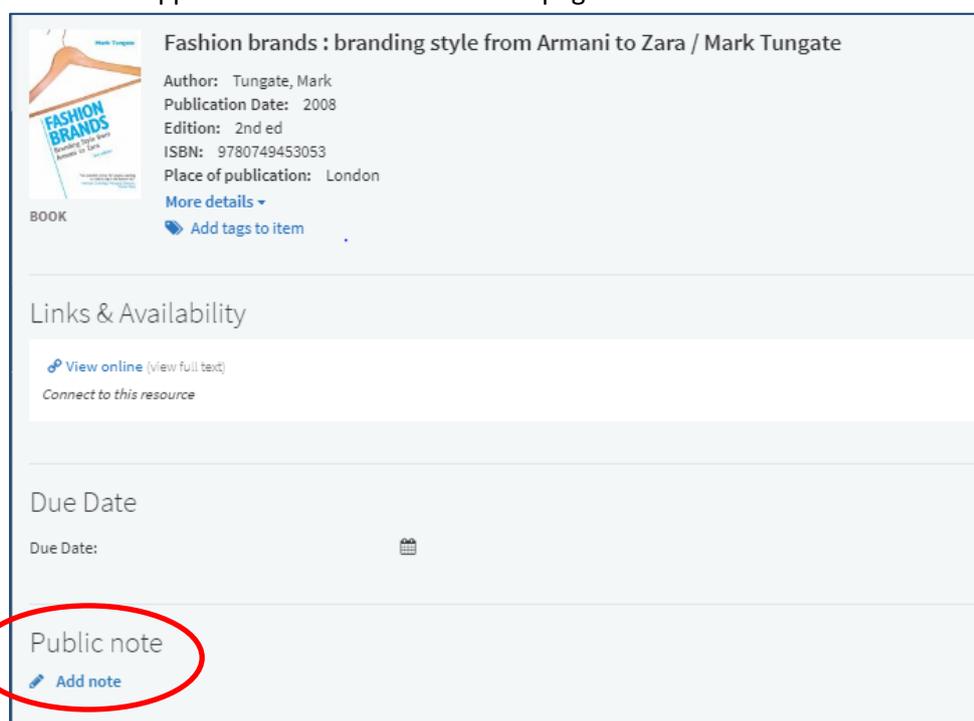
To **edit the details** of an item on the resource list:

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.



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 on the **title** to open the full details screen.
2. Click the **Add note** option under Public note to add text as required (For example, “Please read chapter 2”).
3. Once you have typed your note, click the green **Save** button.
4. Your note will now appear in the main Resource List page.





**book Fashion brands : branding style from Armani to Zara / Mark Tungate**  
Tungate, Mark, 2nd ed, London, Kogan Page, 2008

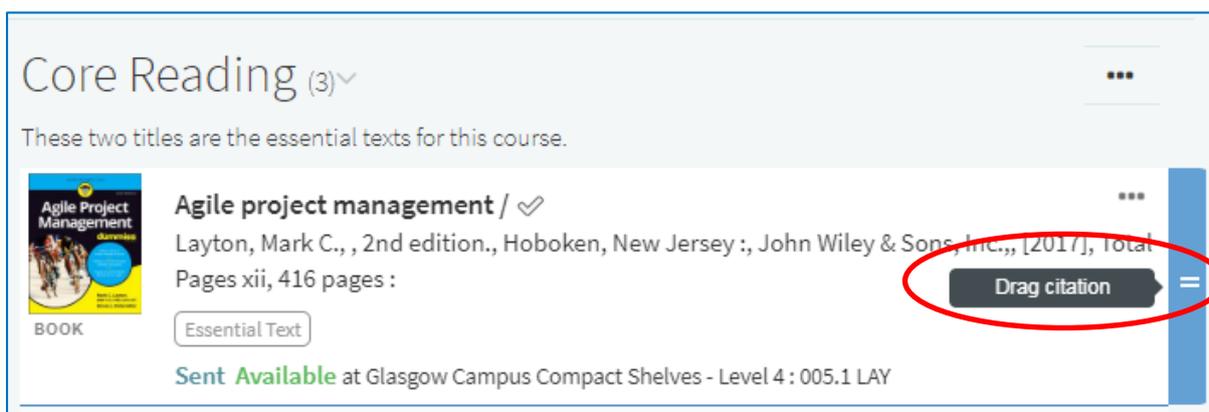
“ Read Chapter 3 ”

 Add tags to item

**Complete**  View online

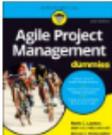
### To move or rearrange titles on a list:

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.



Core Reading (3) 

These two titles are the essential texts for this course.

 **Agile project management /** 

Layton, Mark C., , 2nd edition., Hoboken, New Jersey :, John Wiley & Sons, Inc.,, [2017], Total  
Pages xii, 416 pages :

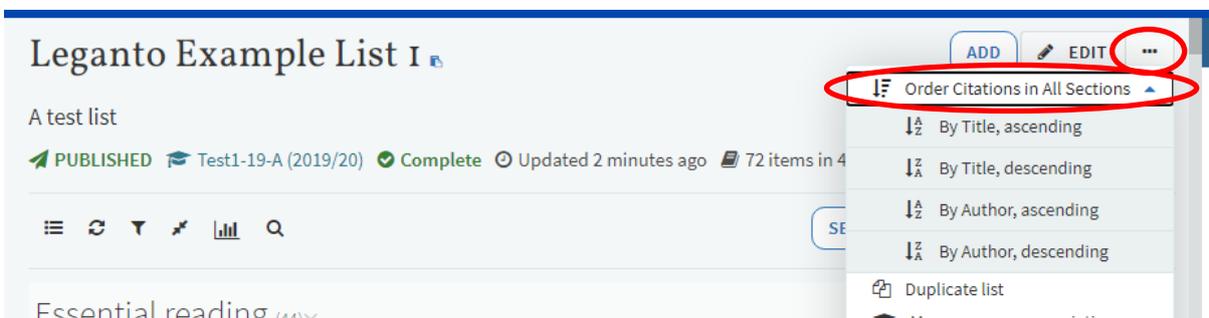
**Drag citation** 

BOOK

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.



Leganto Example List 1 

A test list

   Updated 2 minutes ago 

Essential reading (3) 

ADD  EDIT 

 Order Citations in All Sections 

 By Title, ascending

 By Title, descending

 By Author, ascending

 By Author, descending

 Duplicate list

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

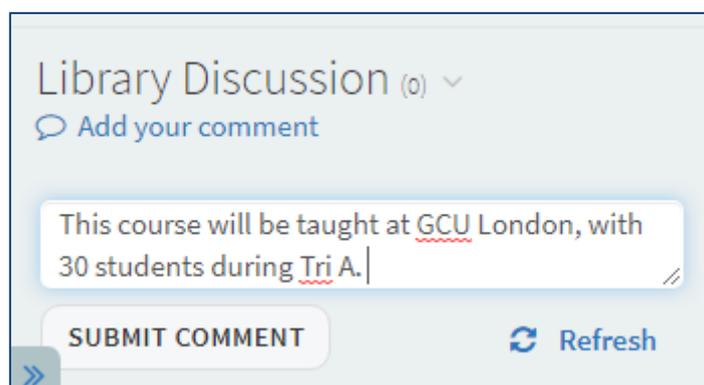
After you have finished adding and editing all resources on your list, please ensure that:

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

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

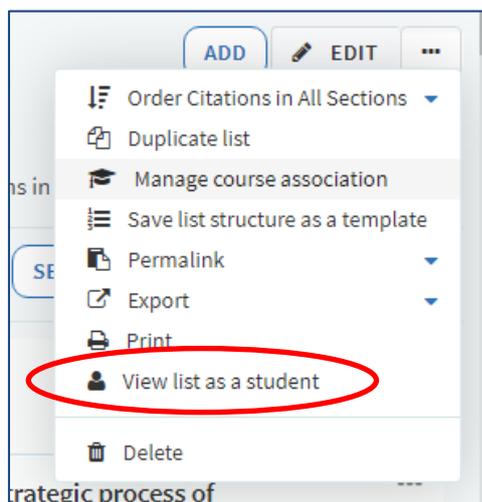
- An estimate of the student numbers.
- Which trimester(s) the module is being taught.
- Which campus or campuses the course will be taught at.

You can send us this information by email to [readinglists@gcu.ac.uk](mailto:readinglists@gcu.ac.uk) or via the Library Discussion feature on the right hand side panel:



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:

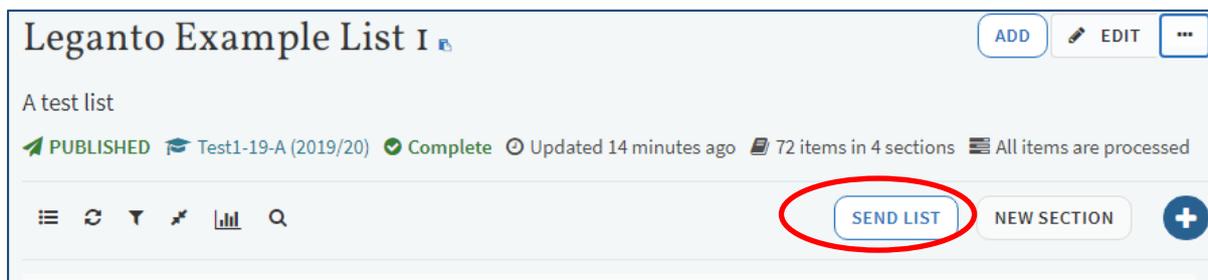
1. Click the **three dots** in the top right of the list.
2. Select **View list as a student** option.



Once you have completed the above steps your list is ready to be sent to the library for processing. You **must** complete this 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 will not be visible to students**.

To do this:

1. Click the **Send List** 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 [readinglists@gcu.ac.uk](mailto:readinglists@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 “SEND LIST” to the library team each time a resource is added.**

## 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**.

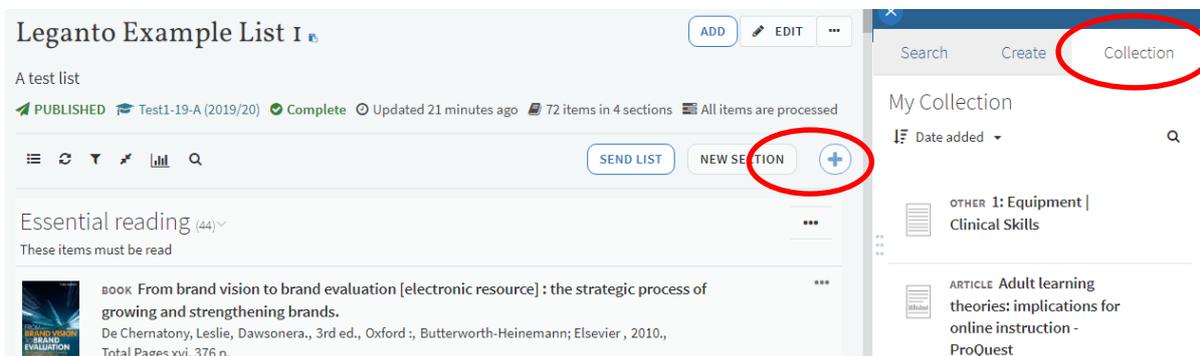
The screenshot shows a browser window with a YouTube video player. A 'Cite It!' button is circled in red in the top right corner of the browser. A pop-up window titled 'Add this to my collection' is open over the video. The pop-up contains the following information:

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

Below the information, there is a section for 'Public note:' and a large 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, there is an 'Add to:' section with two radio buttons: 'Collection' (selected) and 'List'. To the right of this section is a blue button labeled 'ADD & CLOSE' and a partially visible 'Add' button. Both the 'Collection' radio button and the 'ADD & CLOSE' button are circled in red.

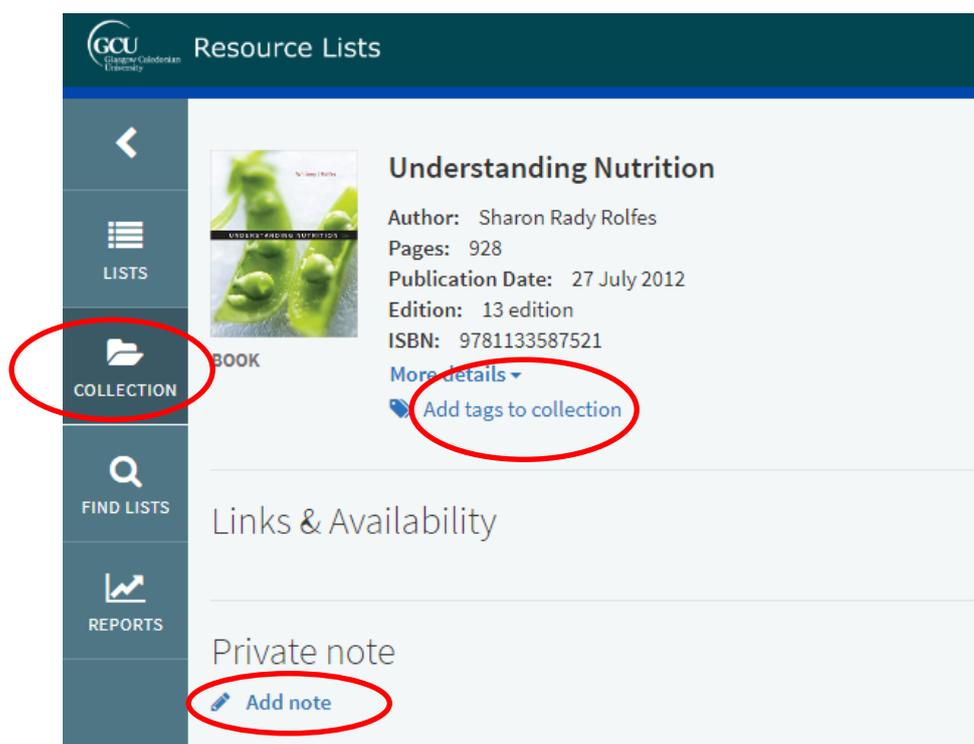
To add items from your Collection to your Resource List:

1. Go to your Resource List.
2. Click the blue + button and select the **Collection** tab 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.

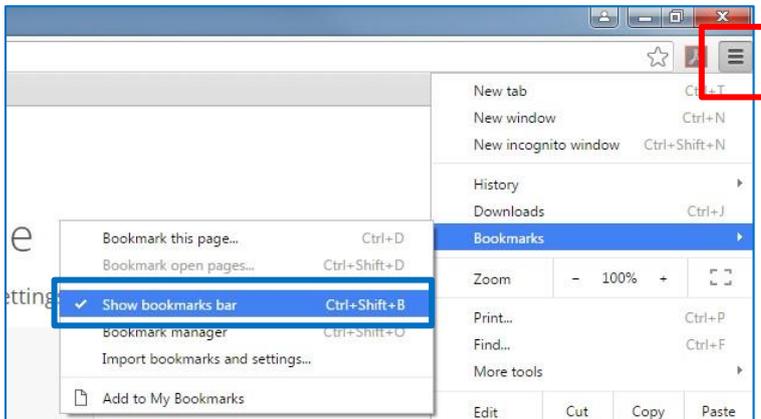
1. Open the **Collection** tab from the left-hand navigation panel.
2. Click the item you wish to add the note or tag to.
3. Click **Add note** or **Add tags to collection**.
4. Type your note or tag and click on **save**.
5. A tag containing more than one word will need to be joined by a hyphen or underscore. (e.g. *nursing-research* or *literature\_review*)



## 12. Adding the bookmarks toolbar to your browser

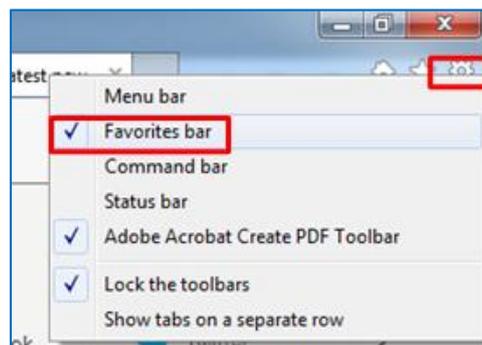
In Chrome:

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



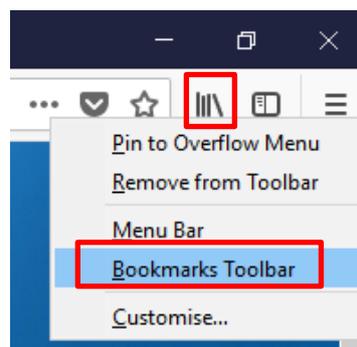
In Internet Explorer:

1. Right click the **Tools** (cog-wheel) icon.
2. Select **Favourites bar**.



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/>

Live staff training sessions are available as part of the GCU Going Digital webinar series. You can find more information here:

[https://www.connected.gcu.ac.uk/sites/AcademicDevelopment/Pages/Training\\_Schedule.aspx](https://www.connected.gcu.ac.uk/sites/AcademicDevelopment/Pages/Training_Schedule.aspx)

Alternatively, you can email the team at [readinglists@gcu.ac.uk](mailto:readinglists@gcu.ac.uk)