Reading Lists Online
Training Guide for Academics

Contents
Accessing Reading Lists Online .................................................................................. 2
Logging in .................................................................................................................... 2
Populating Reading Lists ............................................................................................. 2
Adding Material – Using Connectors ........................................................................... 3
Adding Material – Manually ......................................................................................... 4
Creating Sublists .......................................................................................................... 5
Making a Sublist Visible ............................................................................................... 6
List Action Toolbars .................................................................................................. 6
Material Manipulation ................................................................................................. 7
Giving Students Access .............................................................................................. 7
Accessing Reading Lists Online

You can access the Reading Lists Online by using the links on the library homepage or by typing in the following URL:

https://staffs.rebuslist.com

This will take you to the Reading List Online homepage where you will need to login in order to have the correct permissions to edit and populate reading lists.

Logging in

To log in select the three lines on the left hand side of the top menu bar. This will open a menu on the side of the webpage.

Clicking Login will take you to the universities login page. Enter your university login details.

Populating Reading Lists

To add material to a reading list you must open the list first. Select the menu bar indicated by three lines on the top left of the screen. From the menu choose My Lists. The lists that appear will depend upon the permissions you have been given. If your list does not appear please contact a Librarian.

Select the title of the list you want to edit.
Here you can enter Draft Mode by selecting the pencil icon. This opens the reading list in draft mode. Here you can add material into any of the available categories. The default categories are Essential, Recommended and Background. To add material hover over the green button at the bottom right. This will expand, offering different options available depending on your permissions.

The blue buttons correspond with the category headings and only appear if that category is on screen. The blue button that enables you to create sublists will always appear. (See Creating Sub-lists). Select the relevant blue button and the Add Item(s) window will open as a pop-up. There are two ways of adding material to a list. Either by using connectors to add material automatically or manually adding material.

**Adding Material – Using Connectors**

Connectors are the easiest way of adding material to a reading list. The system is automatically linked with connecters that allow searching for material across several sources simultaneously. To use this feature, type your search in the Add item(s) window and click the spyglass. The more specific your search the more refined your results. Returned results will appear from available connectors and from any previously manually added material.
Selecting a yellow box will expand the results listed. You can then select one or more of the results by clicking the green plus sign on the right hand side (it will turn red with a minus when added) and then select Finish.

We recommend you select results from Summon. Selecting Add To List As will allow you to add a specific part of the material to the reading lists: such as individual chapters.

This will open a new window. Select Material Details and then Section Details to enter specific page numbers or chapter details. Click Finish to add this to the reading list.

**Adding Material – Manually**

For any books, articles or journal we advise you only use the adding material by connector option. This ensures that we have access to the resource.

If you would like to add a link to any public domain website material, you can use the manual option. Select the red Manually Add Material option and a drop down menu will appear. From the drop down menu select Web Page.
This will open the Web Page window. Complete all the required fields (indicated red) and enter a website URL in the relevant field. You will return to the Add Item(s) screen. Clicking Finish will add material to the reading list.

Creating Sublists

If you want to add a sublist, return to the Draft Mode of your list. Hover over the green button and the below blue button appears giving you the option to add a sublist. Selecting this opens a window that allows you to add a sublist. This is useful for those who want to create lists but do not have permission to add lists to the hierarchy.

Once you have completed all relevant fields click Finish to create your sublist. Select Save. This will take you to the below screen. Here you can return to the parent list by selecting the tab at the top.

Adding material to a sublist is the same as for a parent list. Once the sublist is published users with the correct permission can also edit them.
To delete a sublist select the bin icon at the bottom of the page when in Draft Mode.

Making a Sublist Visible

Once you are happy with your sublist and you want to make it visible to the students you need to un-suppress it. You can un-suppress your list once you have published it. You need to have the correct permission for the list in order to do this.

List Action Toolbars

Draft Mode has several options that you can use to help with creating and modifying your lists. The draft mode toolbar appears in a yellow bar that remains at the top of your page as you scroll down. A toolbar also appears on the right hand side of items within the reading list.

Functions grey-out if they are not available to use and a small stop sign will appear if you attempt to use them. To enable the first set of four icons to work select at least one item from the reading list.
Selected Resources

You can select multiple items at one time to allow you to perform actions on them simultaneously. This button shows the number of items selected. Clicking the button will select all resources.

Create sublist

This button allows you to create a sublist from the items you have selected. Clicking this opens the sublist data box.

Append to existing list.

This button allows you to copy and move items to another list. When selected a search box opens to allow you to choose the correct list.

Add Tag

This tool allows you to add a tag to multiple items.

The second set of four icons allow a user to perform actions related to the draft list.

Save Draft

Allows those who have permission to save any edits they have made in draft mode.

Publish

Finalises the changes made in draft mode. Publishing makes the list visible to the public.

Undo/Redo

These buttons undo and redo actions.

Material Manipulation

In Draft Mode several editing options are available on the right hand side of the materials listed.

Add new item

Allows you to add new material beneath the item you are working with.

Delete

Deletes the item from the list.

Move

Allows you to drag and drop the item to another location in the list.

Equivalents

This is dependent on the connectors. If enabled it allows automatic population of equivalent records (Not working).

Add alternatives

This allows you to add alternative records – such as different editions (Not working).

Global editing

Allows you to select material for global editing.

Giving Students Access

Once you have finished editing your list you will need to publish it. Publishing the reading list makes it available for anyone to see.

To share the list with your students copy the website URL (a saved and published list URL will not contain the word buffer – example https://staffs.rebuslist.com/#/list/2638). This can be pasted into emails or posted as a link on Blackboard.