

Use Talis to create, manage and maintain online course reading lists.

course-resources.auckland.ac.nz

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For more help go to: www.library.auckland.ac.nz/talis

Set up

Create your profile

You only need to create a profile once.

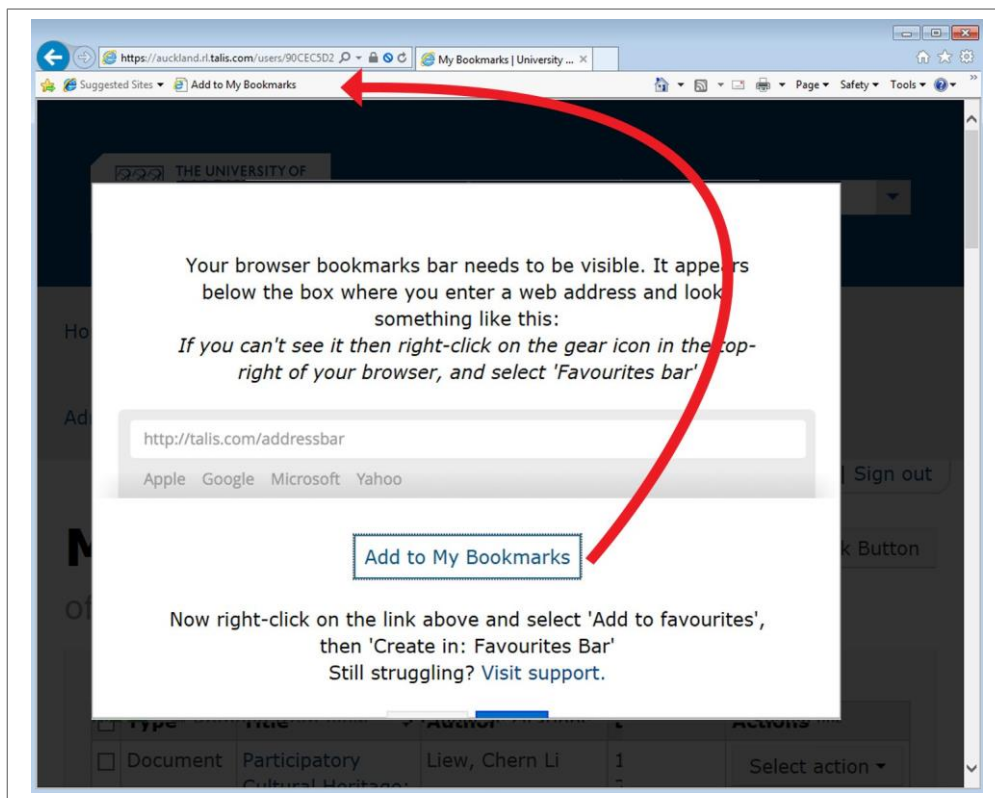
1. Go to **Talis Course Reading Lists:** course-resources.auckland.ac.nz
2. Click on **Log in**.
3. Click on **Create a profile**.
4. Complete the form and set your profile to **public**.
5. Click **Save profile**.
6. If you are asked to accept a list publisher role, click **Accept**.

Install the bookmarklet

The bookmarklet allows you to add resources to your reading lists.

1. Make sure the Bookmarks/Favourites toolbar is showing on your browser. (Search Google for instructions on opening browser toolbars if you need help)
2. From **Course Reading Lists**, click on **My Bookmarks**. (Choose cancel if you are asked to try a quick tour).
3. From the top right corner, click on **Install Bookmark Button**.
4. Read the information in the pop-up screen and click **Next**.
5. Click and drag the **Add to My Bookmarks** button up to your Favourites toolbar.

Note: There is now a Talis bookmarklet browser extension for Chrome, Firefox, and Edge. Search "Talis Aspire" in your preferred browser extension store to find it, and follow the [installation guide](#).



6. The bookmarklet appears in your Favourites toolbar as **Add to My Bookmarks** (rename if you wish).

Tip: if you change computers or internet browsers you need to install the

Create a course reading list

Create your list

1. Go to **My Lists** and click **Create a New List**.
2. In the **List name** box, type your course code and course name, e.g., ANTHRO217 - Rhythm, Blues and Rock. Description is optional.
3. To link your reading list to the correct course code, click **Select Hierarchy**.
4. Enter your course code and select the correct course from the menu. You can add additional course codes if you are using one list for multiple courses. Anticipated student numbers will determine Library purchase decisions.
5. Click **Save**.
6. Select the Time Period for the list from the dropdown menu.
7. Click **Create List**.
8. When prompted, click **I am list owner**.
9. Click **Save Draft**.

Important: if a course code is missing in Talis contact the Staff Service Centre.

Hierarchy & Students		
Type	Name	Student no.
Course	TALIS102 - TALIS102 Talis test course	5000
Course	TALIS101 - TALIS101	100

Structure your list

Once you have created your list, a draft page appears. From here you can start structuring your reading list. Next to the 'Empty list!' icon, use the add resource/paragraph/section links to add content.

Create sections

1. Once you have added the first item, hover cursor over the body of the list to display and select the option to **ADD SECTION**. You may also add subsections in this way if you wish. The blue line shows you where the next item will be added. The flag on the left shows you what section you are in. -
2. Add a **title** to your section and study notes if required.
3. Click **Save**.

Week 1

Week 1 **ADD RESOURCE / ADD PARAGRAPH / ADD SECTION**

A companion to Arthurian literature
Book - by Helen Fulton; Blackwell Reference Online (Online service) - 2009 - [VIEW ONLINE](#)

Importance not set ▼

Week 2

Preview list structure

Click on **Table of Contents** at the top of your list to display all sections and subsections. You can select a section to navigate to that section on the list. Instructions for re-ordering sections are below on page.

Save your list

Changes are saved as you go but do not become visible to users until you publish. If your list is still in progress and you do not want it to be public, do not select publish until you are ready.

To make further changes to the list, go to **My Lists**, click on the title of the list and make desired changes.

Note: Students cannot see the draft version of the list.
Please ensure that you re-publish the list if you add any items you require them to use.

Bookmark to add resources

Talis bookmarks are references to resources (e.g., books, websites, videos, journal articles) which you collect to add to your reading list. Use the bookmarklet installed in your Favourites toolbar or your Talis browser extension icon to bookmark resources.

Bookmarking best practice

For best results:

- Bookmark books and articles from the Catalogue or Library databases where possible www.library.auckland.ac.nz, or from publisher or bookseller websites.
- Bookmark resources from the individual record view. Do not bookmark from the results list.
- Bookmark the whole book for book chapters and add a field for the chapter title.
Add field:
- Bookmark journal articles from the individual record view. Do not bookmark from the PDF.
- Electronic resources must have the **Online Resource** box ticked . If an *Online Resource Link* box pops up, click **OK** to accept the default option.

Bookmark resources

See specific examples of bookmarking on pages 5-8.

When you find a resource to add to your list:

1. Click **Add to My Bookmarks** on your browser toolbar or click on your Talis browser extension icon. A new page appears with the resource details.
2. Edit title, author/editor or date if necessary.
3. Choose **Create** or **Create & Add to List**.
 - **Create** adds the resource to My Bookmarks in Talis (where all your bookmarked resources are stored). Later you can drag and drop the resource into a list (see **Edit your list**).
 - **Create & Add to List** adds the resource to My Bookmarks in Talis and allows you to select the relevant reading list, and section within that list, where you want the resource to appear.

Completing the 'Create & Add to List' box

If you choose the **Create & Add to list** option:

1. From **Add to list**, select the reading list you want to add the resource to.
2. Select where in the list you want the resource to appear, i.e., in which section, at top or bottom.
3. For book chapters, enter the chapter number in the **Note for student** box.
4. Select the level of **Importance**.
 - **Textbook** resources are usually made available to students as and e-book or as a 2 hour loan in the relevant library.
 - **Essential Resources** are usually made available as 3 day loans.
5. Use the **Note for library** box if there is anything you would like the Library to be made aware of. Digitisations should be requested via the Request Digitisation option on your list.
6. Click **OK**.

Create & Add to List

Add to list

ANTHRO217 – Rhythm, Blues and Rock (Semeste ▾)

at the top of

at the bottom of

Preliminary readings ▾

Note for student

Read Macdonald, Ch.12

Importance

Essential resources ▾

Note for library

WARNING: Items will not appear publicly until the list is published.

Quick Add

ADD RESOURCE / ADD PARAGRAPH / ADD SECTION

Title: *

Description:

Click on **ADD RESOURCE** to quickly add resources from your bookmarks which appear at the top of the list.

You may also search for resources by title, author, or ISBN.

Note that this does not search the library catalogue directly and is not a substitute for bookmarking from the catalogue.

Results will display an X if not held by the library, and a checkmark if it is held.

Click on the plus sign to add the resource to your list.





New Zealand				
Book - by Lyn Larson				
Edition	ISBN	Published	Format	In library
	9780761370833	2011	Paperback / softback	✓ +
	9780761364139	2011	Hardback	✓ +
	9780761372141	2011	Electronic book text	✗ +
	9786612961854	2010	Electronic book text	✗ +

Bookmarking examples

Example 1: Bookmarking a print book from the Catalogue

1. Search for the book in the **Catalogue**.
2. From the results list, click the **title** of the book to view the individual record. If there are multiple versions, click on **See all versions** and click on the title of the correct edition for bookmarking.

6 Results

- 1  BOOK

Social work practice for promoting health and wellbeing : critical issues
Liz Beddoe 1956- editor.; Jane Maidment editor.
Abingdon, Oxon ; New York : Routledge. 2014. 1st Edition..

- 2  BOOK
Social policy for social work and human services in Aotearoa New Zealand : diverse perspectives

3. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar or click your Talis browser extension icon. A bookmarking screen will appear with all the details of the resource.
4. Choose **Create** or **Create & Add to List**.
5. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Example 2: Bookmarking a print book chapter or section

1. Search for the book in the **Catalogue**.
2. Click on the title of the book to view the individual record.
3. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar or click your Talis browser extension icon.
4. Click on **Add field** and select **Has part (chapter, article, etc.)**.
5. Enter the chapter title.
6. Choose **Create** or **Create & Add to List**.
7. If selected, complete the **Create & Add to List** options including the level of **Importance**. Enter the chapter details in the **Note for student** field.

Bookmarking from Primo Explore

Book

* Required field
Resource Type *
Book

Title *
Social work practice for promoting health and wellbeing: critical issues

Editor (first name, surname)
Liz Beddoe

Editor (first name, surname)
Jane

Date
2014

Edition
1st Edition

ISBN-10
0415535204

ISBN-10
0415535212

ISBN-13
9780415535205

ISBN-13
9780415535212

Online Resource: Add field: Author Add Look up: DOI

Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address
Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...

8. You must place a request for digitising the chapter or section if it is being distributed to students.

Example 3: Bookmarking an electronic article from a database

1. From the database results screen, click the title of the article: bookmark from here, not the PDF.

JSTOR

Search JSTOR All Content Advanced Search

[« Back to Search Results](#)

[Journal of Transport and Land Use](#) / [Vol. 9, No. 1, 2016](#) / [Active accessibility](#)

JOURNAL ARTICLE

Active accessibility: A review of operational measures of walking and cycling accessibility

Download PDF

Add to My Lists

David S. Vale, Miguel Saraiva and Mauro Pereira

2. Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar or click on your Talis browser extension icon.
3. Check that the **Online Resource** box is ticked in the bookmarking screen.
4. Accept the default option offered from the pop-up box, e.g., web address.
5. Choose **Create** or **Create & Add to List**.
6. If selected, complete the **Create & Add to List** options including the level of **Importance**.

Bookmarking from JSTOR

Article Is part of Journal

* Required field
Resource Type *
 Article

Title *
 Active accessibility: A review of operational measures of walking and cycling accessibility

Author (name)
 David S. Vale, Miguel Saraiva and Mauro Perej Remove | Dual Field

Date
 2016 Remove

Issue
 1

Page start
 209

Page end
 235

Volume
 9

Web address (Online Resource)
 http://www.jstor.org.ezproxy.auckland.ac.nz/stable/26203215?Search=yes&resultItemClick=t

Online Resource: Link to Add field: Author Add Lookup: DOI

Example 4: Bookmarking an e-book

1. Search and find the book in the **Catalogue**.
2. Click on the **title** of the book to view the individual record. **Note:** if the e-book is also available in print you'll see a **View online** section and a **Find in Library** section.
3. Under the **View online** heading, click on the **Full text available** link (e.g., Ebsco, ProQuest).

This opens the details page of the e-book in the database: bookmark from here, not from within the Library Catalogue.

View Online

Sign-in for more options [Sign in](#)

Full text available at: [EBSCO e-Books](#)

Note:
e-Book EBSCO

Additional services
[Make an Interlibrary Loan Request](#)

Please check details on the request screen.
[Provide feedback](#)

- Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar or click on your Talis browser extension icon.

- Check that the **Online Resource** box is ticked in the bookmarking screen.

- Add a **Has part** field, if you wish to specify a chapter.

- Choose **Create** or **Create & Add to List**.

- If selected, complete the **Create & Add to List** options including the level of **Importance**.

The Routledge Handbook of Bioarchaeology in Southeast Asia and the Pacific Islands

Authors: Buckley, Hallie
Oxenham, Marc

Publication Information: London : Routledge, 2016

Resource Type: eBook.

Description: In recent years the bioarchaeology of Southeast Asia and the Pacific islands has seen enormous progress. This new and exciting research is synthesised, contextualised and expanded upon in The Routledge Handbook of Bioarchaeology in Southeast Asia and the Pacific Islands. The volume is divided into two broad sections, one dealing with mainland and island Southeast Asia, and a second section dealing with the Pacific islands. A multi-scalar approach is employed to the bio-social dimensions of Southeast Asia and the Pacific islands with contributions alternating between region and/or site specific scales of operation to the individual or personal scale. The more personal level of osteobiographies enriches the understanding of the lived experience in past communities. Including a number of contributions from sub-disciplinary approaches tangential to bioarchaeology the book provides a broad theoretical and methodological approach. Providing new information on the globally relevant topics of farming, population mobility, subsistence and health, no other volume provides such a range of coverage on these important themes.

Subjects: Paleanthropology--Southeast Asia
Paleopathology--Islands of the Pacific
Paleanthropology--Islands of the Pacific
Paleopathology--Southeast Asia
Human remains (Archaeology)--Pacific Ocean--Handbooks, manuals, etc
Human remains (Archaeology)--Southeast Asia--Handbooks, manuals, etc
Human remains (Archaeology)--Islands of the Pacific
Prehistoric peoples--Islands of the Pacific
Prehistoric peoples--Southeast Asia

Categories: SOCIAL SCIENCE / Archaeology



Example 5: Bookmarking a YouTube video or website

- Find the relevant video on YouTube and click on the title.

- Click the **Add to My Bookmarks** bookmarklet on your Favourites toolbar or click on your Talis browser extension icon.

- Check the record details and edit if necessary.

- Use **Add field** to manually add any missing information.

- Check that the **Online Resource** box is ticked in the bookmarking screen.

- Choose **Create** or **Create & Add to List**.

- If selected, complete the **Create & Add to List** options including the level of **Importance**.

Bookmarking from Youtube

Audio-visual document

* Required field

Resource Type *
Audio-visual document

Title *
The beauty of data visualization - David McCandless

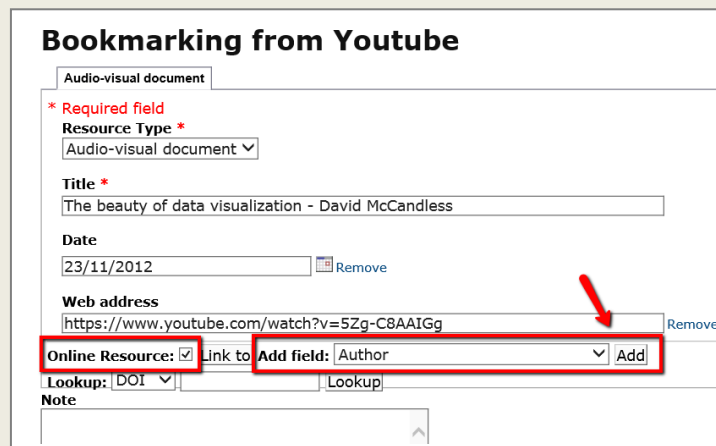
Date
23/11/2012 Remove

Web address
https://www.youtube.com/watch?v=SZg-C8AAIGg Remove

Online Resource: **Link to:** Add field: Author Add

Lookup: DOI Lookup

Note



Edit and publish a list

Edit your list

From **My Lists**, click on the list title to open the list.

Edit your list to add bookmarks, change the list structure, add notes and importance levels and request digitisation. Remember to click **Publish** after making changes if you want students to see the changes.


Add bookmarks to a list

[ADD RESOURCE](#) / [ADD PARAGRAPH](#) / [ADD SECTION](#)






Test section 1 ⋮

 **Empty section!**
Add a resource, paragraph, section

Hover over the body of your list and select **ADD RESOURCE** where you want the resource to appear. Your bookmarks will display in a new window. Most recent bookmarks display first, click on **show more** to see all of your bookmarks. Click on the title of the resource you wish to add to your list.

 *Search by title, author, or ISBN*

RECENTLY BOOKMARKED

-  **A companion to Arthurian literature**
Book - by Helen Fulton; Blackwell Reference Online (Online service)
- 2009
-  **Arthurian literature XXXIII**
Book - by Elizabeth Archibald 1951- editor.
-  **Arthurian literature**
Article - by Stephen Knight - 2012-
-  **Joint ventures law**
Book - by Maree Chetwin; Philip A. Joseph; University of Canterbury.
Centre for Commercial & Corporate Law - 2008
-  **NZ science teacher**
Journal - by New Zealand Science Teachers' Association; Canterbury
Science Teachers' Association (Christchurch, N.Z.); New Zealand
Association of Science Educators

[Show more](#)

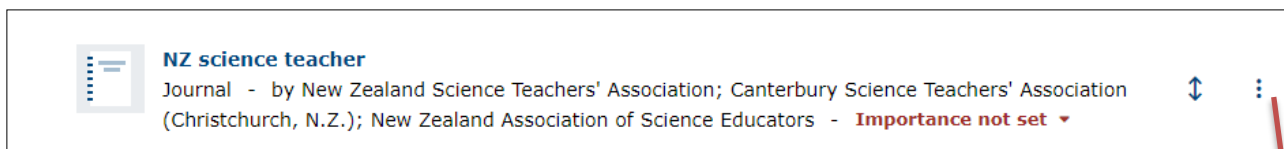
Can't find what you're looking for? [Create manually](#)

[Close](#)

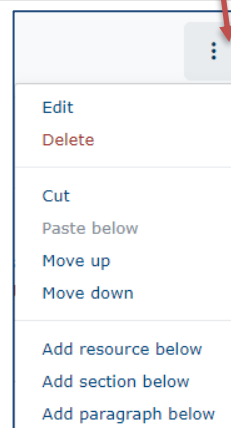
Re-ordering your bookmarks in the list

You can drag and drop your bookmarks if they are already in your list. If you remove a bookmark that has a digitisation attached to it, it will break the link to the digitisation, and you will need to re-add the bookmark and re-request the digitisation.

To move the bookmark, hover the cursor over the up/down arrow next to the title and click the left mouse button. Holding down the mouse button, drag and drop the bookmark to its new position on the list.



Or, click on the three vertical dots to the right of the resource to display a menu. From there you can cut and paste the resource to its new location, or select Move up or Move down to move up/down by one position at a time.



Edit notes and set importance

Add notes and set the importance level for resources to indicate reading intentions to your students.

The Library uses the following information to ensure resources are available for students:

- Student numbers for the course.
- The level of **Importance**:

Textbook resources are usually made available to students as an e-book and/or 2 hour loans in the relevant library, up to a maximum of 10 copies.

Essential Resources are usually made available as a 3 day loan.

Further Resources are usually held within the Libraries' collections.

More information on **Item Importance** can be found on our [Library processes](#) page.

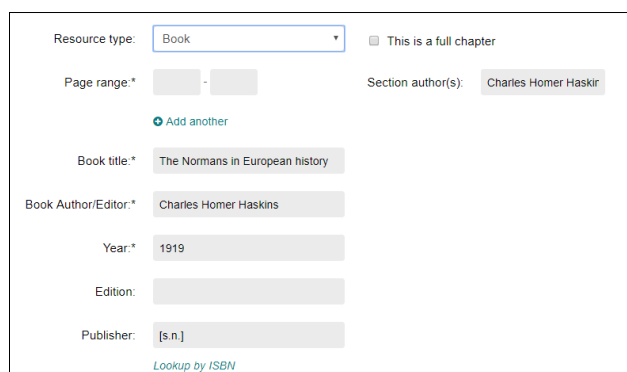
The **Note for library** box – use this if there is anything you would like the Library to be made aware of.

Request digitisation

Some book chapters/sections or journal articles may only be available in print. If you'd like your students to access a digital copy you can request digitisation. A digitisation request must be made if the material is added to a printed course pack or distributed to students, e.g., uploaded to Canvas.

1. Find the resource on your list and click on the three vertical dots on the right to display a menu. Select **Request Digitisation**.
2. A request form will open.
3. Check and complete details. Fields with an asterisk* are mandatory.
4. Click **Submit request**.

This request will be processed by Library staff. You will receive email confirmation when the digital copy is available from your list.



The screenshot shows a digitisation request form with the following fields and values:

- Resource type: Book (dropdown menu)
- This is a full chapter
- Page range: * (empty) - (empty)
- Section author(s): Charles Homer Haskir
- [Add another](#)
- Book title: * The Normans in European history
- Book Author/Editor: * Charles Homer Haskins
- Year: * 1919
- Edition: (empty)
- Publisher: [s.n.]
- [Lookup by ISBN](#)

Publish your list

Draft lists are not available for students to view. To publish the list:

- From the Draft view of the list, click **Publish** in the top right corner.

Unpublished changes! Your changes have been saved, but not published. Publish

Once a list is published:

- The Library will purchase resources based on information in the list.
- The list is live and searchable from the Talis reading lists search box.
- The list can be displayed in Canvas.

Tip: if you edit a list after it is published you must click **Publish** again to make the changes visible to others.

Copy your list

Published course reading lists are automatically copied over from one time period to the corresponding time period in the following year, which creates a new draft list in the new time period. For example: semester one 2019 copies to semester one 2020. This process also copies over any previously digitised material.

If you wish to re-use a list for a different course, you must create a copy of the list, link it to the relevant course code and teaching period, and re-request any digitisations to ensure copyright compliance. If you wish to use a previous iteration of the reading list for a course, not the version we have automatically copied, raise a [Staff Service Centre](#) request.

Copy a draft or published list

1. From **My Lists**, click the list's **Action** icon and click **Copy to a new list** or from the list, chose **Edit > Copy list**.
2. In the next screen, amend the **List name**.
3. Uncheck **Copy hierarchy associations to new list?**
4. Ensure the desired **Time Period** is selected.
5. Click **Create list**.

Copy list INFOLIT101 - Information literacy

List name:* Copy of INFOLIT101 - Information

Description:

Time Period: Semester Two 2016

Anticipated student numbers: 50

Copy hierarchy associations to new list?

Check this box to copy over any associations to the institutional hierarcl

Create list

Link new list to hierarchy

1. From **My Lists**, click the title of the new copied list.
2. Click **Edit**.
3. Click **Hierarchy and student numbers**.
4. In the next screen, start typing the course code and select the correct course from the menu.
5. Click **Save**.

sara test list

View config Edit View My Lists

By Sara Sladwick Updated 20 days ago

Table of Contents View: All Citation Style: None

Unpublished changes! Your changes have been saved, but not published.

Test section 1

Hierarchy and student numbers

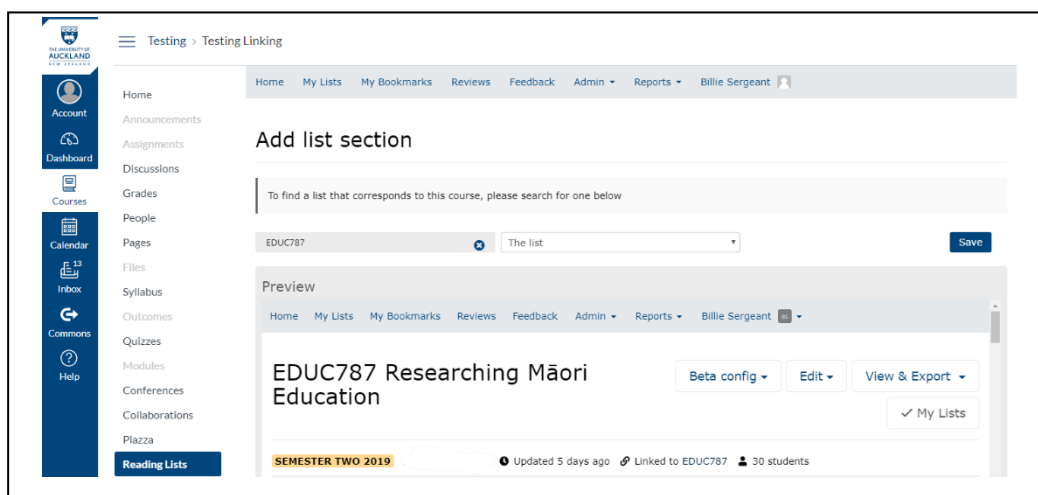
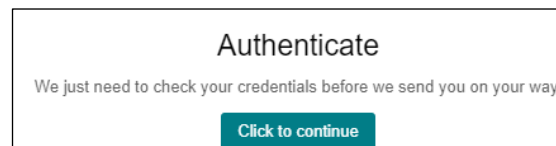
Display your list in Canvas

After creating and publishing a list in Talis there are two options to display the list within Canvas. You can choose one or both of these options.

Option 1: Reading Lists link

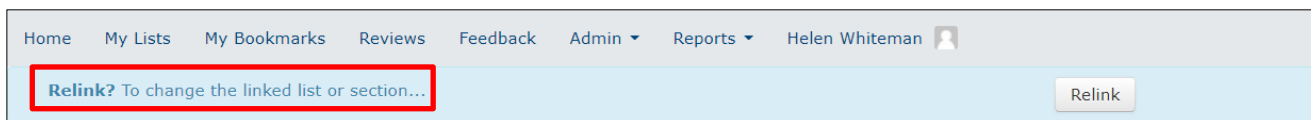
Reading Lists appears in the Canvas course navigation menu by default. Use this menu option to link to the full Talis reading list you have created for this course.

1. Click **Reading Lists** in the Canvas course navigation menu.
2. An authentication screen will be displayed, asking that you **Click to continue**. When you click, a pop-up window will briefly appear, authenticating your login information with Talis. This window will close automatically.
3. You will be redirected to the **Add your list section** page. The list that most closely matches your Canvas course will be automatically displayed. If the incorrect list appears, type the course code in the search box and select the correct list from the drop down results.
4. Retain the default option: **The list**.
5. Click **Save**. The full list will appear when you click **Reading Lists**.



Relinking to a different list

1. Click **Reading Lists** in the Canvas course navigation menu.
2. Ensure you are logged in to Talis.
3. Talis Reading Lists appears, users with the Teacher Canvas role can change the list by clicking the **Relink** button at the top right hand side of the page.
4. If you are unable to see the relink button contact the [Staff Service Centre](#).



Option 2: Modules

You can choose to display sections of the list in specific modules within Canvas. You can choose this option *in addition* to Option 1, *or* disable the Reading Lists menu option if you don't want students to see the whole reading list (select **Settings** on the Course Navigation menu, click the **Reading Lists** settings icon and select **Disable**, then **Save**).

1. Go to Course Reading Lists <https://auckland.rl.talis.com>, log in and locate and publish the list you wish to link in Canvas.

2. In your Canvas course, click **Modules**.

3. Click the **+** sign within the chosen module.

4. Select **External tool** from the drop-down list.

5. Click **Reading Lists** and change the **Page Name** to something more meaningful (e.g., Week 1 Readings). Do not change the URL.

6. You can select the option **Load in a new tab** if desired.

7. Click **Add item**, this returns you the list of modules.

8. Identify the newly added module, click this.

9. "Add list section" appears; this will allow you to search for your list in Talis, and select the section to be linked to the module.

The search box defaults to the name of your Canvas course. If the incorrect list is displaying, type the course code in the search box and select the correct list with the correct teaching period (e.g., Semester One 2018) from the drop down results.

10. Select the Talis list section you want to add from the drop-down list. NB if you wish to link to the whole list select **The list** from the drop down menu.

11. Click **Save**. The list section will now display in Canvas.

12. Return to **Modules** and repeat the above steps to add other sections of the list.

13. To ensure that students can view your Modules you will need to publish each one by clicking the cloud icon at the right hand side of the module.

Add item to Week 1

Reading Lists
Talis Reading List integration. Embed your reading list.

Redirect Tool
Add links to external web resources that show up as navigation items in course, user or account navigation. Whatever URL you specify is loaded within the content pane when users click the link.

URL:

Page name:

Load in a new tab

Indentation:

Cancel **Add item**

Testing > Testing Linking

Home My Lists My Bookmarks Reviews Feedback Admin Reports Billie Sergeant

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Plaza

Reading Lists

Add list section

To find a list that corresponds to this course, please search for one below

EDUC787 The list

The list

Kaupapa Māori Theory and Research

Indigenous Education and Research

Cross-cultural Education and Research

Discourse, Education and Research

Research Ethics

Research Methods Texts (General)

Academic Writing

Assessment 2: Articles

Save

Preview

Home My Lists My Bookmarks Reviews Feedback Admin Reports Billie Sergeant

EDUC787 Researching Māori Education

Beta config Edit View & Export

My Lists

SEMESTER TWO 2019

Updated 5 days ago Linked to EDUC787 30 students

Week One

July 24

Published

Getting support

Read **user guides** at www.library.auckland.ac.nz/talis or search "Talis" in the [Staff Service Centre](#) for Knowledge Base articles.

For further assistance, log a job with the [Staff Service Centre](#) quoting **Talis** in the subject line.

If you'd like the Library to check your reading list you can request a review:

1. Click the **Edit** button.
2. Click **Request review**. A confirmation pop-up will appear, click **Send**. You will receive an email when the review is completed.

