Reading List Quick Start Guide

Use the correct internet browser

Google Chrome and Firefox are the recommended browsers to use for the Reading List software.

Create your profile

From the Library's homepage click on the Reading lists link:

Sign in using your regular La Trobe username and password (located in the upper left corner):

If your profile is new you will be prompted to complete a brief profile. Choose My profile is public to allow users to find your list. Save your profile.
Install the Bookmark tool

Select My Bookmarks at the top of your profile page. Select the Install Bookmark Button:

![Install Bookmark Button](image)

Select Next and you will see a box called Add to My Bookmarks. You can click and drag that box directly to your favourites toolbar in your browser.

Create a new list

From your profile page click on the My Lists tab:

![My Lists Tab](image)

This will take you to lists you create. Click on the Create new list button located in the upper-right of the screen.

Type the course code and title in the List name box, and the course coordinator’s name in the Description box. Complete the other details as prompted. Click Create list and then I am list owner. The shell of your list is now created.
Add an electronic resource to your list

1. From the search box on the Library’s home page search for the resource you would like to add to your list.

2. Click on the View Online link or Full text link to go to the resource. You will be asked to log-in using your La Trobe University username and password.

3. Click the Add to My Bookmarks tool you previously added to your browser’s toolbar.

4. Ensure the resource details are displayed correctly and make sure the Online Resource box is ticked.

5. Click on Create & Add to List.

6. Add to the appropriate list and section where the item is needed. You can add notes to the students about the reading/resource.

7. Select View online to test the link. (This is best practice).

8. Publish your list and ensure that the link is available in the LMS.

Add a print resource to your list

The process for adding a print resource is essentially the same as for electronic resources, except there is no need to click the Online Resource box or check the resulting link.

If additional copies are required for regional campuses or clinical schools, request this in the Note for Library section.

Order a resource not currently held in the library

If you wish to add a resource to the list that is not currently owned by the library, bookmark it from another site such as Trove.

Use the Importance menu to alert the library to need to order the item. From the dropdown list select either Library to purchase- required for a required reading or Library to purchase – recommended for a recommended reading.
PUBLISH YOUR LIST

You can publish your list when you have completed editing your list by selecting Publish.

It is recommended that you publish your list after each editing session.

FURTHER HELP

See the Reading Lists How-To Guide for additional information and videos to assist with building reading lists: https://latrobe.libguides.com/reading-lists/

Contact your Senior Library Learning Advisor: https://www.latrobe.edu.au/library/teaching-support/meet-our-team