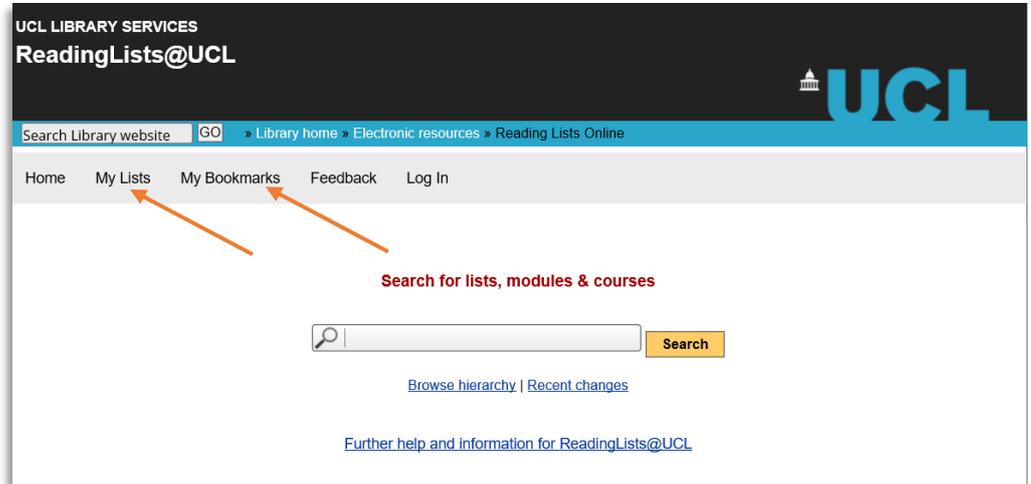# ReadingLists@UCL: Quick Navigation Guide
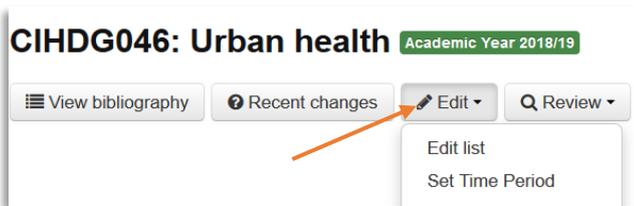
Navigate and Edit

Use the top navigation to find 'My Lists' (lists you have editing access to, or have saved here for reference) and your saved Bookmarks.

Use the 'Search' bar to look for lists by module code or title

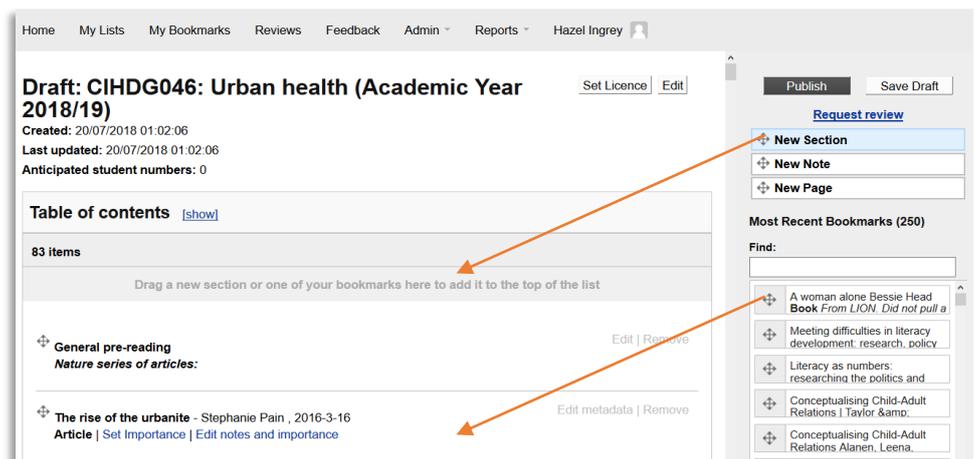'Log in' to start editing. Find your reading list then select 'Edit' and 'Edit list':

This is the editing screen. To the left is your list and on the right are editing tools.

Use the stars to drag and drop existing readings, to move them around. Click on the blue instructions 'Edit notes', 'Remove' etc. to use those functions.

To create a 'New Section', note or page, use the icons on the right: drag and drop them into the list using the grey star.

To add previously bookmarked readings, drag and drop them from the right hand side into the list.
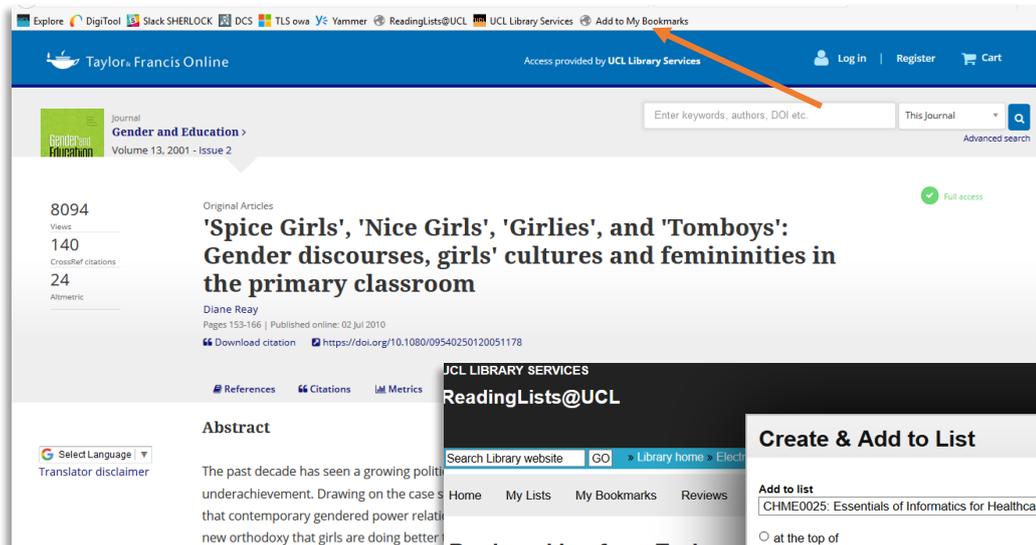
'Publish' will make changes available immediately. 'Save draft' is an option to keep your changes hidden for now.
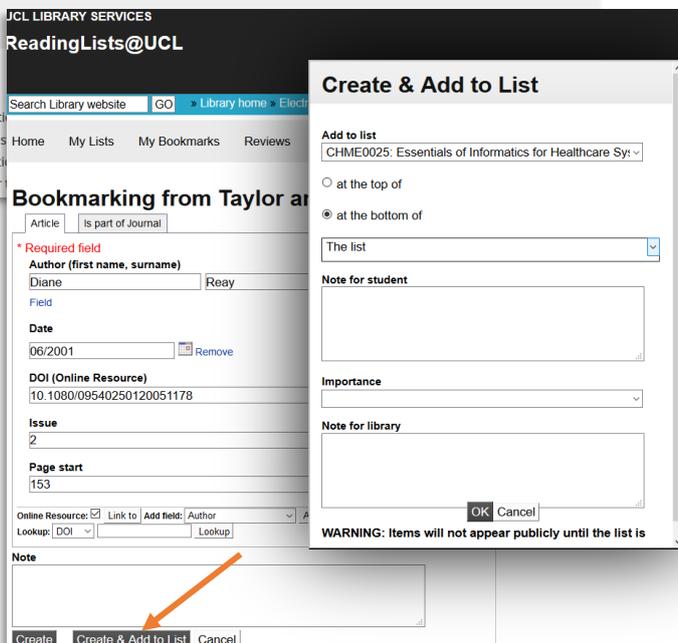
Updated 12.09.2018

Add a new reading

Readings are added through a bookmarking tool which sits in your browser. If you have not had an orientation, To add a reading, webpage or other resource directly into your list, click on the 'Add to my Bookmarks' button.

This is an e-journal article abstract page. Click on the 'Add to my Bookmarks' button…

… and the bibliographic details are pushed into the reading list.

Use the grey **'Create and Add to List'** Button to add directly into a list. (Or the grey 'Create' button saves the bookmark for later).

Choose which list to add it into; and which section of the list.

Add a note for the student and set the importance.

The principle is the same for any online resource, including Open Access readings or resources, TV and Radio resources from Box of Broadcasts, documentaries from Kanopy, or any of UCLs subscribed databases.

For further details and support with your reading list:
http://www.ucl.ac.uk/library/teaching-support/reading-lists

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