Resource Lists:
Student Guide
Before you start

Which browser are you using?

If you are accessing your list through LEARN, Chrome and Firefox work best.

If you would like to use Safari to access your list through LEARN, change cookie settings to 'Always allow'.

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1. What is a resource list?

A resource list is an online reading list for your course. On a resource list you might find links to books in DiscoverEd, ebooks, journal articles, websites, podcasts or videos.

2. Find your resource list

1. Go to your course page in Learn or Moodle and follow the link to your resource list.

2. Alternatively, go to the Resource Lists homepage (http://resourcelists.ed.ac.uk) and search for a list by the resource list title, course name, course code, or course organiser.

Can’t find a Resource List for your course?

Not all courses use Resource Lists yet. You can still browse other lists and you might consider asking your lecturer to use Resource Lists. He/she can contact the Library for more information.
3. Can’t access something on a resource list?

If you’re having problems accessing something on a resource list, please email the IS Helpline at is.helpline@ed.ac.uk or phone 0131 651 5151.

4. Follow a resource list

If you follow a resource list, you will receive a notification when it is updated and have the option to suggest new resources for the list.

1. Follow the link to Resource Lists from your course page on Learn or Moodle. Alternatively, go to the Resource Lists homepage (http://resourcelists.ed.ac.uk) and log in using your EASE login details.

2. Click on the Find Lists tab.

3. Enter the list title, course title, course code, or course organiser, into the search box. Click on the search button.
4. The results will appear below the search box. When you have found the resource list you would like to follow, click on add.

5. You are now following a resource list. If you check the My Lists tab, the resource list should now appear as a watched list.
5. Filter a resource list

Using the filter option, you can choose to view specific categories of items on your list.

1. Follow the link to your resource lists from the course page on Learn or Moodle. Alternatively, go to the Resource Lists homepage (http://resourcelists.ed.ac.uk) and log in using your EASE login details.

2. Find your list (see section 2).

3. Click on the filter icon.
4. You can filter by **tag** or **type** of resource. Click on the tags or resource types you would like to view.

5. To remove a filter and return to a view of the complete list, click on the \( \times \) to the right of the filter.

6. **Collapse the list**

   **Using the toggle section view function, you can collapse the list to view the section titles.**
1. Follow the link to Resource Lists from your course page on Learn or Moodle. Alternatively, go to the Resource Lists homepage (http://resourcelists.ed.ac.uk) and log in using your EASE login details.

2. Find your list (see section 2).

3. Click on the **toggle section view** icon near the top of the screen.

4. This will change the view of the resource list. Instead of seeing every item on the list, you will see the titles of each of the sections.

5. To expand a section to view the items within a section, click on the arrow to the right of the section title.
7. Export your bibliography

1. Find your list and click on the three dots (reading list options) near the top of the screen.

2. Click on the arrow to the right of **Export** and select which format you would like to use.
3. If you choose to export to Word, you will also have the option to choose your bibliography style. Choose a style from the drop-down menu and click **export**.

### Export To Word

**Bibliography style:**

Harvard (Reference format 1 (author-date))

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8. Extra features: mark as ‘read’, like, and discuss items

8.1 Mark an item as ‘read’

1. Click on an item on a resource list.

2. Click on the tick to the right of the item to mark it as read. Click on the tick again if you would like to change the status back to unread.

8.2 Like an item

1. Click on an item on a resource list.
2. Click on the like button in the window to the right of the item. The item will then be updated to show that you have liked it.

9. My Collection

9.1 Introduction
My Collection is your personal collection of resources added from other resource lists or from any online source. You can add tags to items, create personal notes, suggest items for resource lists and export items to create a bibliography.

1. Follow the link to Resource Lists from your course page on Learn or Moodle. Alternatively, go to the Resource Lists homepage (http://resourcelists.ed.ac.uk) and log in using your EASE login details.

2. Click on My Collection on the left-hand side of the page.
9.2 Adding items to My Collection

9.2.1 Add the Leganto Cite it! button to your browser

1. Make sure the bookmarks toolbar is visible at the top of your browser.

2. Click on your name in the bar at the top of the screen and select Leganto Cite It!

3. Follow the on-screen instructions to drag and drop the button into your toolbar. You can now begin to use the Cite it button.

9.2.2 Add an item to My Collection with the Cite it! button

1. Find an item you would like to add to My Collection and click on the Cite it button. You can add any item with a web address.
2. A pop-up window will appear; depending on the item, some of the fields may already contain some information. You can edit or add details and then click on add & close.

3. The item should now be visible in My Collection.

9.2.3 Add an item from within My Collection

1. Click on add item.
2. You can choose to search everything or Alma (only search for resources held by the Library). Type in your search terms and click on the search button.

Search library
Or Add item manually / Upload file

3. When you have found your item, click on add to collection.

9.2.4 Add an item from a resource list

1. Click on the three dots to the right of the item and select Copy to my collection.
2. You will see a notification that the item has been successfully added.

9.3 Tags

Tags can be added to any item in My Collection. They are completely private and won’t be seen by anyone else, even if the item appears on a resource list.

1. Go to the item in your collection that you want to tag and click on Add tags to collection.

2. Type your tag into the box and click on save. A tag containing more than one word will need to be joined by a hyphen or underscore.

3. Your tags will now be visible beneath the item.
4. To edit or delete a tag, hover over the tag area and the pencil icon will appear. Click on this icon to edit or delete your tags.

9.4 Notes

Notes can be added to any item. They are completely private and won’t be seen by anyone else, even if the item appears on a resource list.

1. Go to the item in your collection that you want to add a note to.

2. Click on Add note.
3. Type your note and click **save**.

4. Your note will now be visible beneath the item.
9.5 Suggest an item for a resource list

If you are following a resource list, and have found an item that you think could be added to the list, you can use this feature to send a notification to the Course Organiser.

1. Find the item you like to suggest for a resource list and click on the three dots to the right. Then click on **Suggest this item**.

2. The Course Organiser will receive a notification that you have suggested this item is added to the resource list.

9.6 Export items from My Collection

1. Select the items you would like to export.

2. Click on the three dots near the top of the screen and choose the export format.
3. If you choose to export to Word, you will also have the option to choose your bibliography style. Choose a style from the drop-down menu and click export.

**Export To Word**

Bibliography style:

Harvard (Reference format 1 (author-date))

CANCEL  

EXPORT
10. Further help and information

Found a great resource list? Let us know! Or get in touch with any other comments and suggestions.

- Follow the Resource Lists blog at http://libraryblogs.is.ed.ac.uk/resourcelists
- Follow us on Twitter @ResourceListsEd
- Check the Resource Lists pages of the Library website for user guides and further information: http://edin.ac/resource-lists
- For any other help and support, please email library.learning@ed.ac.uk