

How can I embed my completed Talislist into a Blackboard module?

NB The list needs to be 'published' by a member of LIS staff before you can carry out this process.

Talislist reading lists are ideal resources for integrating into course Blackboard modules. The following steps will guide you through the process required:

1. Go to **Control Panel** in Blackboard and decide which **content area** the TALIS LIST should go into
2. Click on the **content area** and choose to add an **external link**
3. Open a new web window and find the TALIS LIST as a student would
4. Go to the web address bar at the top of the screen, right click on it and copy - you will copy something like this: http://194.81.188.95:8080/talislist/rl_content.jsp?listID=134&s=134
5. Go back to blackboard and paste the address into the **URL box** on the **add external link** page
6. Fill in the rest of the **add external link** page and **submit**

LIS, January 2007

LIS

Books
Journals
Computers
Multimedia
eResources
AV Equipment
Online Learning
Help and Advice
Skills Development



Learning and Information Services



talis list

Electronic Reading List System

A Guide for Academic Staff

This guide is available in other formats on request.

What is Talislist?

- TalisList is a managed reading list environment.
- Being web based it allows you to create and manage your course reading lists from your desktop.
- It is a flexible tool that allows you to arrange your list in the way that suits the needs of your course, e.g. chronologically, thematically or hierarchically

Why use Talislist?

- With Talislist you can provide your students with quality-selected resources. Accessed from multiple routes including Blackboard, Talislist provides a highly visible, reliable, fully searchable easy to use interface, accessible 24/7
- You can link to any web accessible resource (a book in the catalogue, an e-journal, an external website or a web page you have already created)
- It saves time, effort and paper. It allows you to have more immediate editing control over your reading lists
- You can add annotations to your entries, personalising your list and offering guidance to your students

6. You will now see the reading list entries
7. Click on the small **e** on the right hand side of the coloured bar, this will bring up the book entry area
8. You can now type in your annotation in the box labelled **post text** , please note that although you can type for several lines, only some are displayed on the screen, so be as brief as possible
9. You can change the colour of the text if you wish
10. When you have finished the entry click on **Submit Changes**
11. You will be returned to the book list and can move onto the next entry
12. When you have finished, click on **logout** from the top bar

Please contact your library liaison representative if you experience any difficulties with editing and annotation.

How do I edit entries in my Talislist reading list?

Once your list has been created you can edit and annotate it to suit your needs and preferences. The following steps will help you to edit your reading list:

1. Find Talislist on the library web pages
 - Via the catalogue pages
 - Via the A-Z list under **T** for Talislist or **R** for Reading list
 - Via the **Resources for your subject** page
2. Click on the **Staff Login** link and type in your staff username and password to access the staff area of Talislist where the lists are constructed. The header of this page should change from blue to pink once you are in the staff area.
3. Search for your list by typing your surname
4. Click on **Click to View** which will display the lists
5. Choose the list you want to work on and open it up by either clicking on the **+** on the right hand side of the purple bar or clicking on the underlined words

How do I make a Talislist?

Your library **faculty liaison representative** will create your Talislist for you. They will create your username and password and let you know when the list is ready to view. It is only staff that need passwords in order to manipulate the lists. Students can view the lists without any password restrictions.

Please send your module reading list to your library liaison representative, along with student numbers being taught that module. Your liaison representative can then make sure there are enough copies available (one copy of a text per 15 students) and order any that they find to be missing from the library catalogue.

Once the list has been made for you, you can then edit and annotate the list as best suits the needs of your course.

If you would like to see some existing examples go to the following URL: <http://194.81.188.95:8080/talislist/index.jsp>. Enter the name of a colleague in the search box to find out what lists they have created.

Once you find a list, click on the **+** sign at the side of it to expand the list. You can then click on any of the entries in the list and you will be taken straight to the library catalogue record for that item. You may also be taken to a website, an eBook or eJournal.

NB Users will need their Athens username and password to access our eResources.

Who is my library liaison representative?

Faculty of Arts, Humanities and Social Sciences

LIS Team Leader: Sarah Ruston

School	Contact	Base	Phone	E-mail
Applied Social Sciences	Emma Cooke	Lancaster	01524 38 4496	E.Cooke@ucsm.ac.uk
Business and Enterprise	James Fraser	Lancaster	01524 38 4496	JFraser@ucsm.ac.uk
Culture, Media and the Environment	Emma Cooke	Lancaster	01524 38 4496	E.Cooke@ucsm.ac.uk
Sport and Outdoor Studies	Sarah Ruston	Ambleside	015394 30244 internal ext. 5244	SELRuston@ucsm.ac.uk

Faculty of Health and Social Care.

LIS Team Leader: Margaret Harper

School/ Directorate	Contact	Base	Phone	E-mail
Medical Imaging	Liz Mailer	Lancaster	01524 38 4496	MEHMailer@ucsm.ac.uk
Nursing and Midwifery	Trudy Purkiss	Carlisle	01228 61 6209	TLPurkiss@ucsm.ac.uk
Nursing and Midwifery	Lesley English	Lancaster	01524 38 4496	L.English@ucsm.ac.uk
Occupational Therapy, Physiotherapy, Rehabilitation & Public Health	Margaret Harper	Carlisle	01228 61 6219	MHarper@ucsm.ac.uk
Social Work & Applied Social Sciences	Graham Shields	Lancaster	01524 38 4496	GJShields@ucsm.ac.uk

Faculty of Education

LIS Team Leader; Lisa Toner

Division	Contact	Base	Phone	E-mail
Childhood, Adolescent, and Creative Studies	Kim McGowan	Lancaster	01524 38 4496	KMcgowan@ucsm.ac.uk
Education Studies	Not yet appointed - Please contact James Fraser	Lancaster	01524 38 4496	JFraser@ucsm.ac.uk
English and Literacy	Phillipa Hope	Ambleside	015394 30 310 internal ext: 5310	PNHope@ucsm.ac.uk
History and Geography	Irene Morris	Carlisle	01228 61 6209	IMorris@ucsm.ac.uk
ICT	Kim McGowan	Lancaster	01524 38 4496	KMcgowan@ucsm.ac.uk
Maths and Numeracy	Irene Morris	Carlisle	01228 61 6209	IMorris@ucsm.ac.uk
Modern Foreign Languages	Lisa Toner	Lancaster	01524 38 4682	LJToner@ucsm.ac.uk
Religion and Philosophy	Lisa Toner	Lancaster	01524 38 4682	LJToner@ucsm.ac.uk
Science and Technology	Phillipa Hope	Ambleside	015394 30 310 internal ext: 5310	PNHope@ucsm.ac.uk
Primary and Secondary Programmes in London	Lisa Toner	Lancaster	01524 38 4682	LJToner@ucsm.ac.uk