

# VU Reading Lists

Manual for teachers  
& support staff

The basics



# Introduction

VU Reading Lists helps teachers to organize, manage and share (literature) reading lists with students or colleagues.

The application gives students access to these lists in one place. It also makes it easier for teachers to comply with the rules of copyright (re)use of learning materials.

VU Reading Lists is an online reading list management tool. For a teacher, it offers full control over the content and layout of your list, and links to virtually all (digital) learning materials in the university library (such as e-books and digital journal articles), multimedia and websites.

It provides students with an intuitive interface where they can find, manage and access the learning materials. The application integrates with Canvas.

# Advantages

## **For teachers:**

- VU Readings Lists comply with the rules regarding copyright in education.
- Teachers can easily inform students about what they should read and when they should read it.
- The application is simple and intuitive to use. Teachers can create lists in the way that best suits the Canvas module and their students.
- A VU Reading List integrates with Canvas.
- Teachers can add notes for the students, such as: “Read chapters 1-3”.
- Teacher can easily collaborate in the list of colleagues; share lists and manage the saved articles, books or web pages.

## **For students:**

- Students find all relevant literature for their course in one place in Canvas.
- Students have direct access to the learning materials.
- Students can manage their literature with personal notes and save literature for later by adding it to their bookmarks.

## Need help?

The library can help you with VU Reading Lists. For example with:

- Setting up a list.
- Providing training and support.
- Checking for digitally available versions of literature.

Contact the [Support Center](#) or the [Subject Librarian](#) of your faculty.

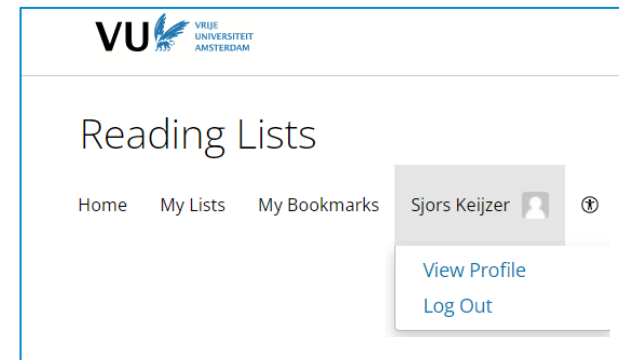
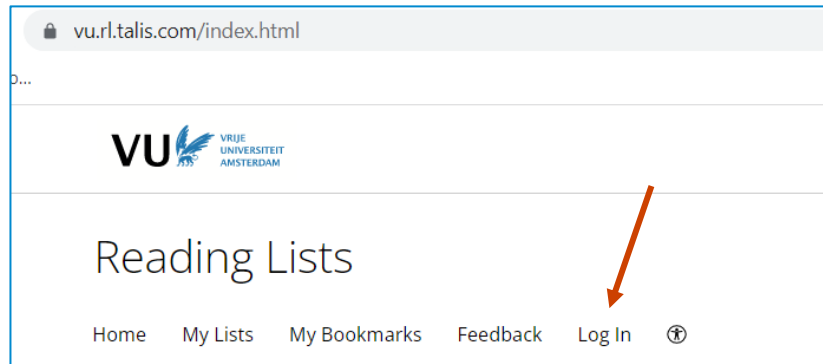
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# 1. Starting with VU Reading Lists

# 1. Log in on VU Reading Lists



1. Navigate to [vu.rl.talis.com](http://vu.rl.talis.com) and log in with your VUnet ID. After logging in, you can view your profile.



2. To create and edit a Reading List 'List Publisher' rights are required. VU employees can request these rights from the University Library via: [steunpuntleermaterialen.ub@vu.nl](mailto:steunpuntleermaterialen.ub@vu.nl). You will then receive an email with an invitation to become a list publisher. Follow the instructions in this message to accept the invitation.
3. Via 'view profile' → 'My roles' you can then see whether you are a 'list publisher'.

# Your profile

## Reading Lists

[Home](#) [My Lists](#) [My Bookmarks](#) [Reviews](#) [Feedback](#) [Admin](#) [Reports](#) [Sjors Keijzer](#)  

### Sjors Keijzer

[Edit Profile](#)



**Email address** s.keijzer@vu.nl  
**I'd describe myself as** A Librarian  
**My profile is public** Anyone can view my basic profile information and lists owned by me

[My reading intentions](#) [My notes](#) [Lists owned by me](#) [Reviews assigned to me](#) [My roles](#) [My invites](#)

In your profile you can:

- Make your profile public or private.
- View your reading intentions.
- View all the notes you've created.
- View the lists you own (list owner).
- View your roles and received invitations.

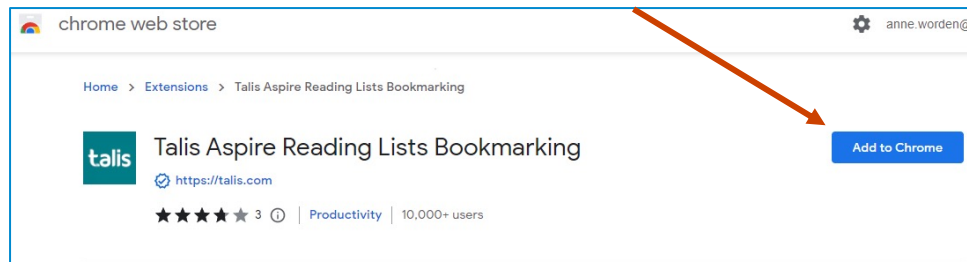


## **2. Install the bookmarking tool**

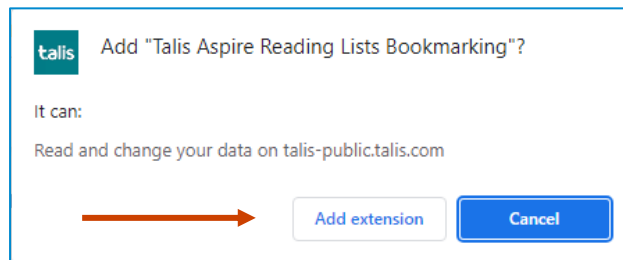
## 2. Install the bookmarking tool

The Bookmarking tool offers the easiest way to add new items to your list. It is therefore recommended to download the bookmark tool immediately. This tool works for Chrome, Microsoft Edge, Firefox and Safari. Download the bookmark tool for [Chrome and Edge](#), [Firefox](#), or [Safari](#).

1. For Chrome users: [Download the tool](#) here.
2. Click: “add to Chrome”.

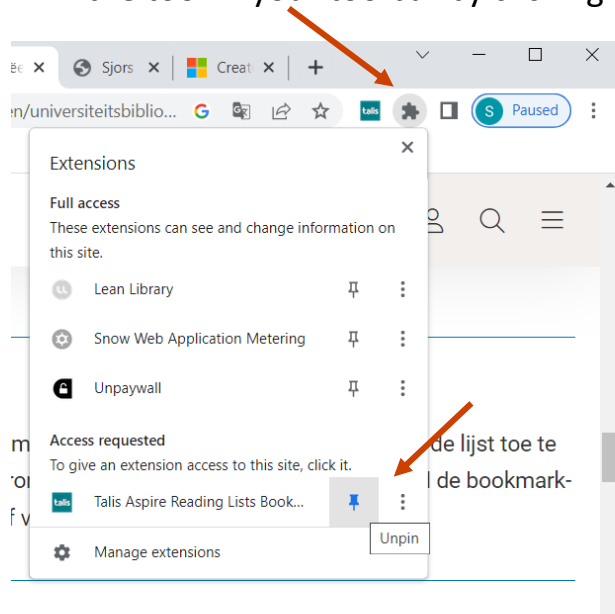


3. Choose 'Add extension'.

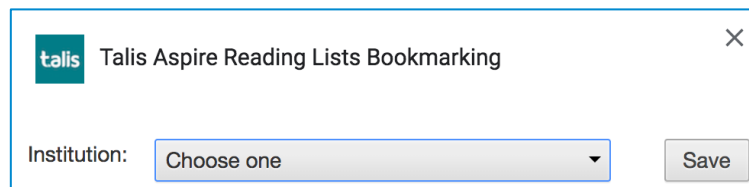


## 2. Install the bookmarking tool

4. Pin the tool in your toolbar by clicking on the puzzle piece and then clicking on the pin.

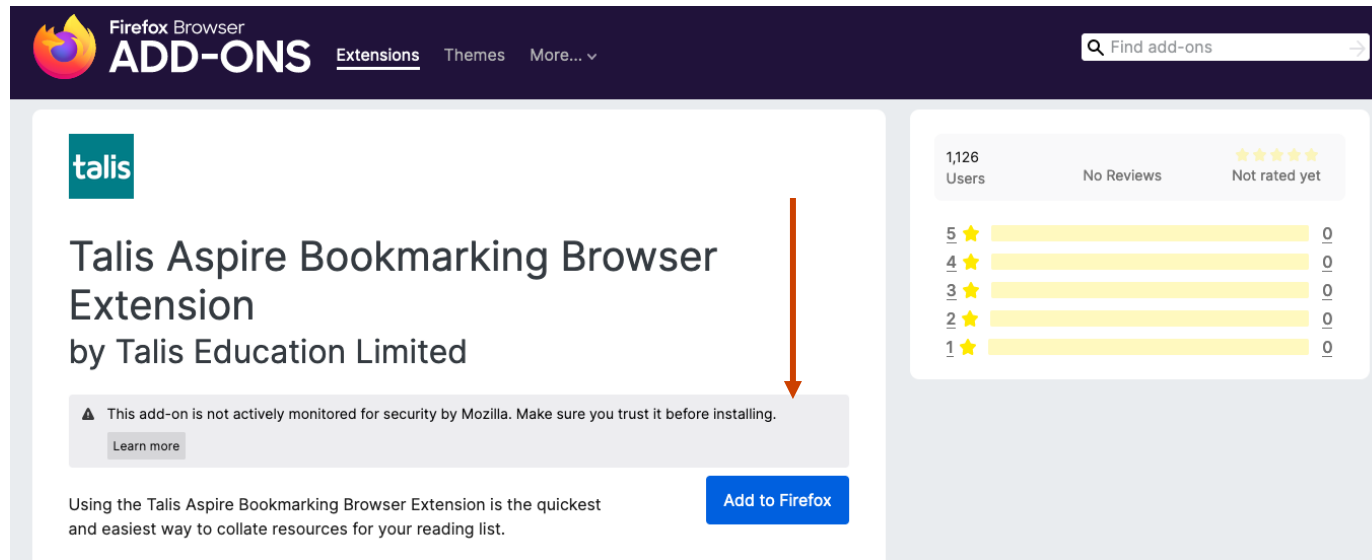


5. Click on the Talis Aspire Bookmark tool in your browser to select and save your setting once. Choose “VU University Amsterdam” here. You can now use the extension.

A screenshot of the 'Talis Aspire Reading Lists Bookmarking' settings dialog box. The dialog box has a title bar with the 'talis' logo and the text 'Talis Aspire Reading Lists Bookmarking'. Below the title bar, there is a label 'Institution:' followed by a dropdown menu showing 'Choose one'. To the right of the dropdown menu is a 'Save' button.

## 2. Install the bookmarking tool

1. For Firefox, download the tool here <https://addons.mozilla.org/en/firefox/addon/talis-reading-lists-bookmarker/>
2. Click on 'Add to Firefox'



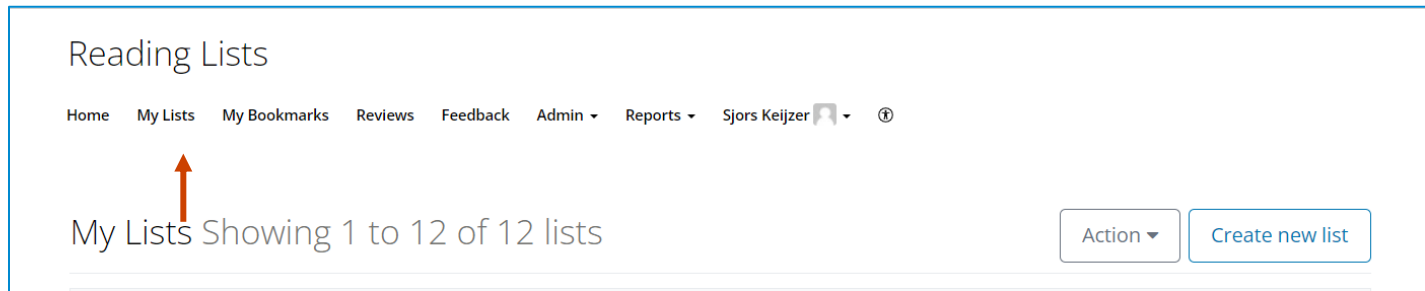
3. Pin the extension to the toolbar by right-clicking the Talis Aspire icon in the toolbar and selecting 'Pin to toolbar'
4. Click on the Talis Aspire Bookmark tool in your browser to select and save your setting once. Choose "VU University Amsterdam" here. You can now use the extension.

### **3. Get started with VU Reading Lists**

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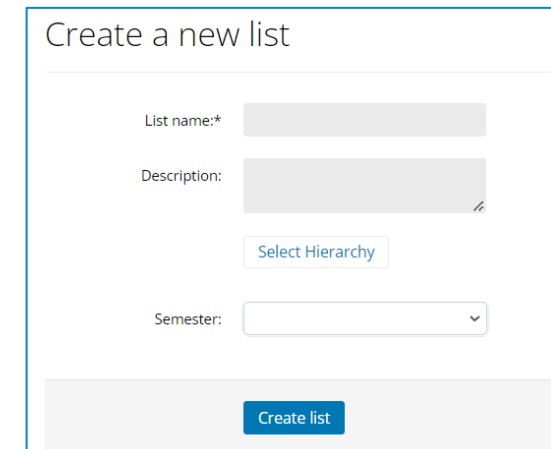
### 3. Get started with VU Reading Lists

1. Log in to [vu.rl.talis.com](http://vu.rl.talis.com) with your Vunet ID.
2. Click on 'my lists' → 'create new list' to start a new list. Via 'my lists' you can also find your published lists and your draft lists.



3. List name: Give the list the same name as your Canvas course, for example “S\_PRRM1 | Public Relation and Reputation Management”
4. Add a free description at 'description'.  
Also add the names of all the teachers in the course – this makes the list easy to find for your students.
5. Add your list to the 'Hierarchy' via 'Select Hierarchy'. Search here for your programme\*.
6. Choose the relevant semester.
7. Click on 'create list'.

\*If your programme is not listed here, you can report this to [steunpuntleermaterialen.ub@vu.nl](mailto:steunpuntleermaterialen.ub@vu.nl) and skip this step.



### 3. Aan de slag met VU Reading Lists


Congratulations. You've just created your first blank list! An empty list is now open. You can fill the list by using the buttons below. See also the next steps.

Click 'publish' to publish your list when you're done.

Created 4 minutes ago | Updated 4 minutes ago

Table of Contents ▾ Type: All ▾ Filter: All ▾ Citation Style: None ▾ Search

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

 **Empty list!**  
Start by adding one of the following items

Add resource

Add paragraph

Add section

This button allows you to add books or saved bookmarks to your list.

Add a paragraph.

Divide your list into sections. For example, a section can be a "week" or "theme".

## 4. Adding content to your list

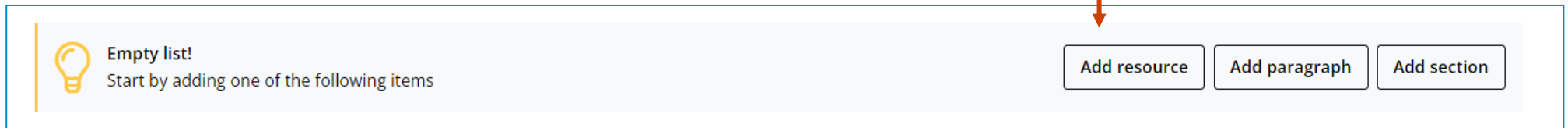


## 4. Adding content to your list – Add resource

You can add content to your list in **two ways**.

1. With the button 'add resource'. This way you can add saved bookmarks or search for books and articles, and add them to your list.

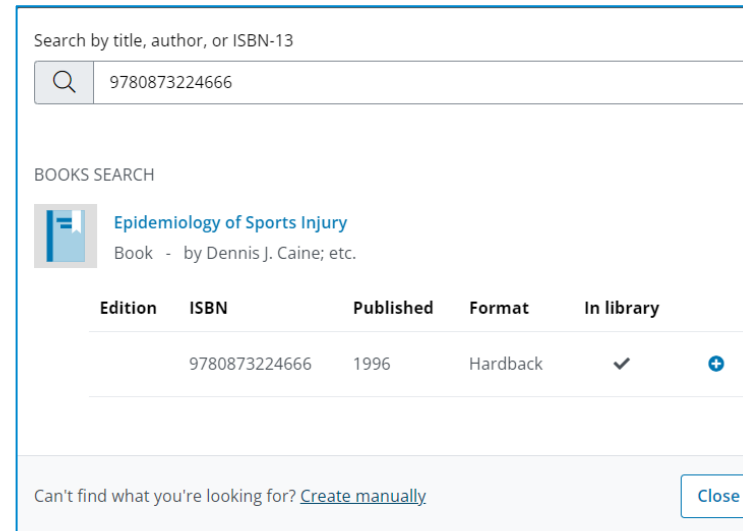
*Note: In this field you are actually searching the catalogue of the university library!*



Empty list!  
Start by adding one of the following items

Add resource Add paragraph Add section


- After you have found a book, you can immediately see whether the book is available in the library by clicking on it.
- Press the '+' sign to add the book to your list.



Search by title, author, or ISBN-13

9780873224666

BOOKS SEARCH

 **Epidemiology of Sports Injury**  
Book - by Dennis J. Caine; etc.

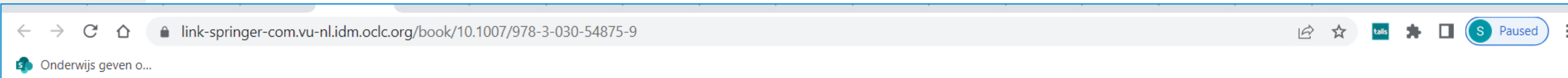
Edition	ISBN	Published	Format	In library	
	9780873224666	1996	Hardback	✓	+

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

## 4. Adding content to your list - bookmarking

2. The other way to add content to your list is with the **installed bookmark extension** in your browser.

With this extension you can add (almost) all digital resources to your list, such as web pages, videos on the internet and online articles. You do this by going to the desired web page, for example the web page of an online article. Then click the bookmark button. The metadata is retrieved and automatically filled in if available as in the example below.



Complete any missing information.

Choose 'Create and Add to List' to save the bookmark and add it directly to a list.

Choose 'Create' to save the bookmark

A screenshot of a web form titled 'Bookmarking from Springer Link'. The form has several fields: 'Resource Type' (dropdown menu set to 'Book'), 'Title' (text input with 'Football Injuries'), 'Editor (first name, surname)' (text input with 'Kevin W.' and 'Farmer'), 'DOI (Online Resource)' (text input with '10.1007/978-3-030-54875-9'), and 'ISBN-13' (text input with '9783030548742'). There are also 'Remove' and 'Single Field' buttons. At the bottom, there are three buttons: 'Create', 'Create & Add to List', and 'Cancel'. The form is overlaid on a browser window.

Use the lookup function to retrieve information automatically. For example, enter the DOI. The tool then fills in the corresponding data.



## 4. Adding content to your list - bookmarking

Tip:

Click on 'add resource', and then on 'create manually'. Enter a DOI or ISBN under Lookup and click on 'lookup'. Information is now automatically filled in. This works for both books and articles.

VU Reading Lists

Home My Lists My Bookmarks Reviews Feedback Admin Reports Sjsr

### Add this item to your bookmarks

Book

\* Required field  
Resource Type \*  
Book

Title \*  
A Game of Thrones

Author (name)  
George R. R. Martin Remove | Dual Field

Date  
2003 Remove

Format  
Mass Market Paperback Remove

ISBN-10  
000647988X Remove

ISBN-13  
9780006479888 Remove

Pub place  
London Remove

Publisher  
Voyager / HarperCollins Publishers Remove  
Publisher  
Voyager Remove

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

Note

Create Create & Add to List Cancel

## 4. Adding content to your list - bookmarking



The bookmark extension can also be used for websites.

You can use this to add news items or youtube-videos, for example.

## 4. Adding content to your list - bookmarking

Via 'My Bookmarks' you can find all your saved bookmarks.

A bookmark is saved automatically when you create and/or add an item to your list with the bookmark extension.

You can then add saved bookmarks to a list with the 'add resource' button.

### Reading Lists

Home My Lists My Bookmarks Reviews Feedback Admin Reports Sjors Keijzer

My Bookmarks 1 to 25 of 149

Add

Action

Install Bookmarking Extension

View as citations

Search titles, notes, author

<input type="checkbox"/>	Type	Title	Author	Date Added	Notes	Action
<input type="checkbox"/>	WEBPAGE	Editing lists - guidance videos - Talis Support		27 minutes ago		
<input type="checkbox"/>	WEBPAGE	Overview of editing lists - Talis Support		28 minutes ago		
<input type="checkbox"/>	WEBPAGE	Quick Add - Talis Support		28 minutes ago		
<input type="checkbox"/>	WEBPAGE	Bookmarking from your web browser - Talis Support		29 minutes ago		
<input type="checkbox"/>	WEBPAGE	Top tips to make your list appealing for students - Talis Support	Dod, Emma	about an		

## 4. Adding content to your list - bookmarking

After you have added an item, the blue line below will appear with the options 'add resource / add paragraph / add section' when you hover over it with the mouse.

The screenshot shows a web interface for managing a list. At the top, the title "Lijst handleiding" is displayed. To the right are buttons for "Edit", "View", and "My Lists". Below the title, it says "Created an hour ago | Updated an hour ago". There are filter buttons for "Table of Contents", "Type: All", "Filter: All", and "Citation Style: None", along with a search bar. A blue horizontal line contains the options "ADD RESOURCE / ADD PARAGRAPH / ADD SECTION". Below this line, a book entry is shown: "The Ankle in Football" (Book - edited by Pieter P.R.N. d'Hooghe; Gino M.M.J. Kerkhoffs - 2014 - Importance not set). To the right of the book entry are buttons for "VIEW ONLINE", a double-headed vertical arrow, and a three-dot menu labeled "Edit item menu".

Click on 'View' → 'As student' to see what a student would see.

Choose 'required reading', 'recommended reading' or 'optional'.

With the arrows you can easily move and structure the parts of your list.

## 4. Adding content to your list - bookmarking



### The Ankle in Football

Book - edited by Pieter P.R.N. d'Hooghe; Gino M.M.J. Kerkhoffs - 2014 - Required reading ▾

🎓 Please read page 45-61

🏛️ Is this available as an e-book?

[Creative Commons Attribution 4.0 Licence](#)

Click on the three vertical dots to open the menu.

With **'Note for students'** you can add a note for students to an item for additional information. For example: “Please read page 45-61”.

With **'Note for library'** you can add a message for the library. For example: “is this available as an e-book?”. This is not visible to students. See also H6: Requesting literature.

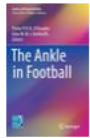
The screenshot shows a book entry for 'The Ankle in Football'. At the top right, there is a 'VIEW ONLINE' button, a vertical double-headed arrow, and three vertical dots. An orange arrow points to these three dots. A context menu is open, listing several actions: 'Edit', 'Delete', 'Cut', 'Paste below', 'Move up', 'Move down', 'Note for students', 'Note for library', 'Add resource below', 'Add section below', 'Add paragraph below', 'Add to My Bookmarks', and 'Share item'. An orange arrow points to the 'Note for students' option.

Don't forget to publish changes so that the change is also visible to your students.



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

 Publish





### The Ankle in Football

Book - edited by Pieter P.R.N. d'Hooghe; Gino M.M.J. Kerkhoffs - 2014 - Required reading ▾

[VIEW ONLINE](#)



 Please read page 45-61

 Is this available as an e-book?

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## 5. Publish your list in Canvas

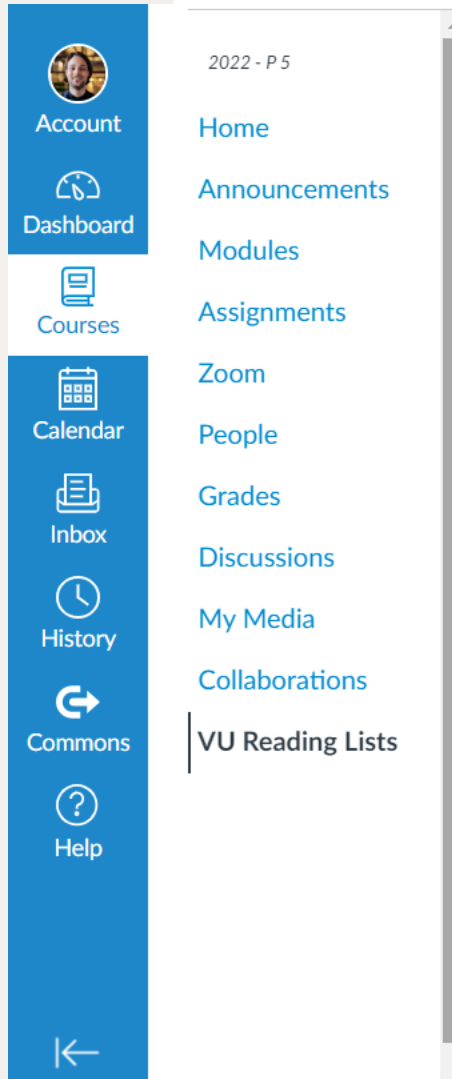
## 5. Publish your list in Canvas

VU Reading Lists appears in the navigation menu of each Canvas course. You can add a list in Canvas in 3 ways.

1. Use the “VU Reading Lists” option in the navigation menu to link your published list. You can find the published list using the search function. Then press 'Embed List'.
2. In Modules, you can publish part of your list or the entire list. To do this, click on modules in your Canvas course, press the + sign, choose external tool and search for VU Reading Lists. You can choose whether you want to add the entire list or only part of the list with 'select section'.
3. In 'Pages' you can link to your list. To do this, press the plug and find VU Reading Lists.

Once your list is added, you can make changes to your list through Canvas. Don't forget to click on publish. It doesn't matter if you make changes via Canvas or [vu.rl.talis.com](http://vu.rl.talis.com). These two environments are connected, and changes are updated automatically.

# 5. Publish your list in Canvas



A screenshot of the Canvas LMS navigation menu. The menu is displayed in a vertical sidebar on the left side of the page. It features a blue header with a user profile picture and the text '2022 - P 5'. Below this, the menu items are listed in a light blue font: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, Home, Announcements, Modules, Assignments, Zoom, People, Grades, Discussions, My Media, Collaborations, and VU Reading Lists. The 'VU Reading Lists' item is highlighted with a vertical line to its left. At the bottom of the sidebar, there is a back arrow icon.

## 1. VU Reading Lists menu option

Use the “VU Reading Lists” option in the navigation menu to link your published list. You can find the published list using the search function. Then press 'Embed List'.

Embed reading list from Talis Aspire

Search by list name, code, creator, or year

Suggested lists

**SEMESTER 1 2022/23**

Medieval Philosophy 2022-2023

By Sjors Keijzer Created 3 months ago

Embed list

# VU Reading Lists in Canvas – Modules

## 2. Modules

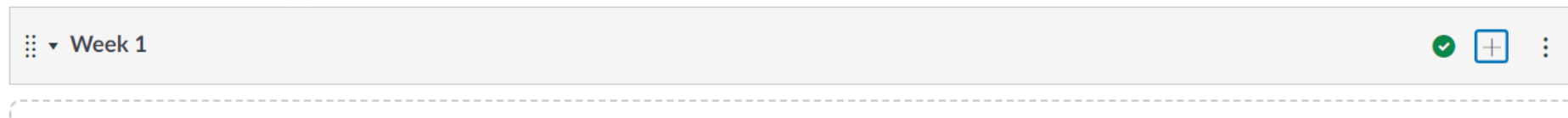
In Modules you can publish part of your list or the whole list. You can use this in addition to the first option.

To do this, click on modules in your Canvas course, press the '+' sign, choose external tool and search for VU Reading Lists.

You can choose whether you want to add part of the list or the entire list with 'select section'.

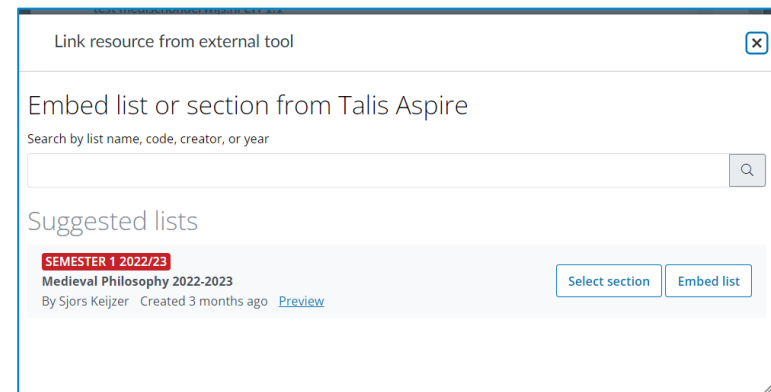
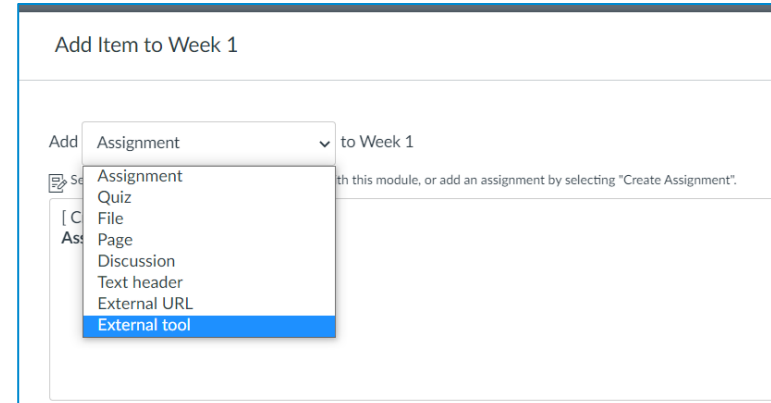
This is how it works:

1. Create a new module.
2. Press the '+' sign



# VU Reading Lists in Canvas – Modules

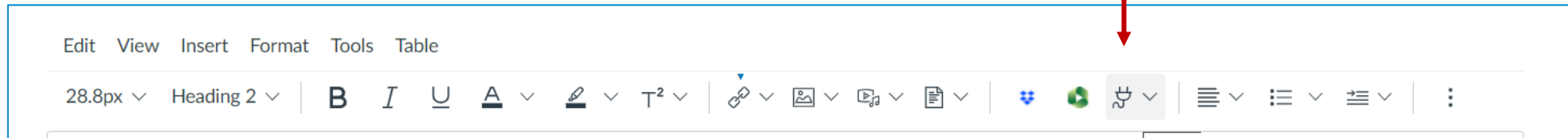
3. Select 'External tool' and then choose VU Reading Lists.
4. Now search for the desired list and select 'select section' to add part of the list or 'embed list' to add the entire list.



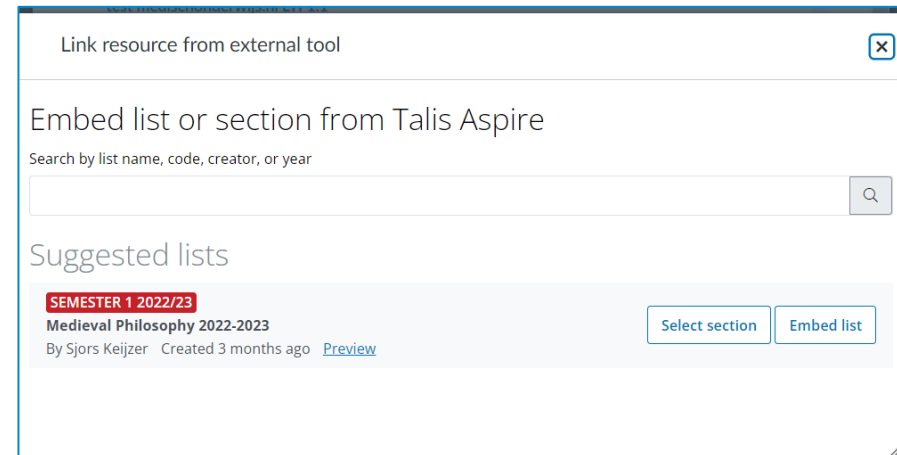
# VU Reading Lists in Canvas - Pages

## 3. Pages

In 'Pages' you can link to your list. To do this, press the plug and find VU Reading Lists.



Now search for the desired list and select 'select section' to add part of the list or 'embed list' to add the entire list.



## 6. Requesting literature through the library

## 6. Requesting literature through the library

After the list has been published by means of the 'Publish' button, the library will automatically receive a message. A librarian will review your list and check for messages for the library.

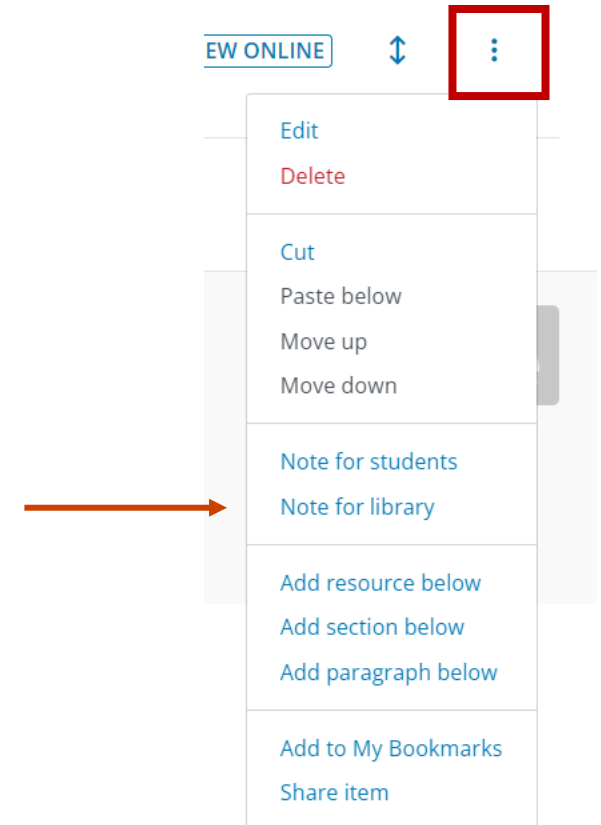
Chapter 3 explains how to add a 'note for library'.

Notes for library can be added for various reasons. For example:

- To request the purchase of a book.
- To order additional copies of a book or a new edition of a book.
- To ask a question about a book.

A library staff member will review your request. You will receive a personal notification about your request as soon as possible.

A 'note for library' is not visible to students.





## 7. Information about your list

# 7. Information about your list

The **'Analytics'** option provides additional information about your VU Reading List

## Reading Lists

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### VU Demonstration List

Edit View My Lists

Analytics  
Recent changes  
As student

SEMESTER 1 2023/24 Created 4 months ago | Updated a month ago

This list is a demonstration list in order to show the possibilities of the VU Reading Lists.

Table of Contents Type: All Filter: All Citation Style: None Search

- Here you can see how many times the list has been viewed and whether the metadata is OK.
- You can change the date range to display information for a chosen time period.
- Next to each item is a colored bar that indicates how many times a resource has been clicked. A green bar indicates that a resource is heavily used. A source with a red color is rarely used. In such cases, you can promote the item by adding a note, moving it to another place on the list, or highlighting the benefits of the resource

Introduction to sociological theory: theorists, concepts, and their applicability to the twenty-first century - Michele Dillon 2014  
Book Electronic resource | Current and previous editions are also available in print

172 clicks  
✓ Good metadata  
1 reading now No notes taken

Introduction to sociological theory: theorists, concepts, and their applicability to the twenty-first century - Michele Dillon 2014  
Book

33 clicks  
✓ Good metadata ✓ Latest edition ✓ In library  
No reading intentions No notes taken

## 8. FAQ's

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## 8. FAQs

### I need help with met VU Reading Lists

Contact the [Steunpunt Leermaterial en Auteursrecht](#) for general questions, or your faculty's [Subject librarian](#) for questions regarding the collection of the university library.

### How do I start with VU Reading Lists?

Go to [vu.rl.talis.com](http://vu.rl.talis.com) and log in with your VUnetID. Request *List publisher* rights via the [Steunpunt leermaterialen en auteursrecht](#).

### Why can't I make a list?

This is probably because you don't have *List publisher* right yet. Request *List publisher* rights via the [Steunpunt leermaterialen en auteursrecht](#).

### How do I install the bookmark tool?

Go to the [Talis Aspire help page](#) for this.

### Can I add video's to my reading list?

Yes. With the bookmark extension you can add almost all digital websources to your lis, including pages with video's. You cannot add a video *file*, like an. You may be able to add these to Canvas, depending on copyright rules.

### I can't find my list anymore.

Check if you are logged in. Otherwise, contact the University Library.

### A book on my list is not available in the University Library.

You can still add this book to your reading list. If it is exam literature, make sure to add a 'note for library' with a purchase request, or contact the University Library.

## 8. FAQs

### Are my bookmarks saved somewhere?

Yes. Each bookmark you create is saved. You can find them in 'My Bookmarks'.

### Can I copy a list?

Yes, you can. To do this, go to the list, click 'edit' and select 'copy'.

### Can I import references from Endnote or another reference manager?

Yes, this is possible. On how to do this, see: [How to import a reading list as a RIS-file](#)

### How can I share my list with students?

You can add the list to your Canvas course page. Choose the option 'VU Reading Lists' or go to Modules → External Tool → VU Reading Lists, or go to Pages → external tool → VU Reading Lists. Then find the relevant list and choose either 'embed list' to add the entire list, or 'embed section' to add a section of that list.

### Can a teacher see what notes students have made in VU Reading List?

No, teachers cannot see the content of the notes that students have made.

### I use a different citation style. This is not among the options.

Contact the University Library to explore what may be possible.

### I use materials that I made myself and have placed in Canvas. Can I add these to a VU Reading List?

Yes, that is possible. You can use the Talis Aspire bookmarking tool to add the source from Canvas to your reading list.