Accessing, creating and editing Reading Lists

1 Accessing Talis

1.1 Accept Invitation Email by clicking on the link at the bottom of the message

You have received an invitation to your GSM email to register with Talis
Accept it to be able to create and access reading lists

1.2 Create a profile on Talis
1.3  Open Talis from the link on the GSM Learn Library page

1.4  Click on Log in on the Talis homepage
1.5 Login using your Athens login details

Your username is gsm+first initial+surname (gsmjsmith)
Use the password that you created when you activated your Athens account

1.6 Use the Talis homepage to manage your reading lists

Once you are logged in you can find, edit and create reading lists
2 Creating Reading Lists

2.1 You can search for an existing reading list by typing a module code or name; however, you will only be able to edit lists assigned to you.

2.2 To create a new list click on My Lists and select a reading list. Then copy the list so that you have a reading list template to easily set up new ones without having to create them from scratch every time. Click on Edit, then Copy list.

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2.3 Name the copied list, choose the latest semester, **untick the box** next to ‘Copy hierarchy associations to new list’. Then click on **Create list**.

![Copy list Template](image)

2.4 Click on the Beta button to access the features to work on your lists

![Beta button](image)

3Edit a Reading List

3.1 Edit the Reading List by clicking on **Edit**, then **Edit list (classic)**

![Edit list (classic)](image)
3.2 In edit mode, on the left side you can find the sections where the saved resources (bookmarks) will be listed and displayed for the module. On the right side you can drag bookmarks or new sections to the sections on the left.

3.3 Once you have updated the list with the relevant annotations and content, you can publish it by clicking on the **Publish** button.

4 **Create a Bookmark manually**

4.1 To access the library catalogue click on Library Catalogue in the right corner.
4.2 Search for a book or e-book in the catalogue and click on the desired title

4.3 Copy the ISBN number
4.4 On the Talis Homepage click on My Bookmarks, then Add and select Add manually.

4.5 Change the lookup criteria to ISBN then add the ISBN 10 number to search for the book. Click on Lookup once ready.
4.6 Talis has found the book by the ISBN number so you will only need to save this bookmark and add it to a list. Click on **Create and Add to List**.

- Choose a reading list to save the bookmark within it
- Choose which section should the bookmark be added to
- Write a note or set importance
- Click **OK** to save the bookmark

4.7 On the reading list now you can see the saved bookmark within the section you selected.
4.8 To save a journal article as a bookmark use the DOI number.

![Manually add a new bookmark](image)

4.9 Alternatively, you can use the **Bookmarklet** tool to create Bookmarks. Please refer to the guidance prepared by the library at:  

5. Link the Reading List to a module page on GSM Learn

5.1 A link to Talis has been included in the module page but the specific reading list for the module needs to be linked as well.

On a GSM Learn module page look for a resource list.
Once you clicked on it, you can search for the published lists, choose the one for the current semester by ticking the round button and click on **Save**.

Please contact the library at [library@gsmlondon.ac.uk](mailto:library@gsmlondon.ac.uk) with any queries regarding your reading lists.