Reading List @HKUL

Library Service & New Tool

Reading list @HKUL

Agenda:

- Benefits of the tool to faculties & students
- Setting up the list
- Adding resources to the reading list (3 options)
- Editing the list
- Student Engagement with the reading list
- Communicating the list with the Library
- Publishing the list
- Reading Lists Service

Benefits to faculties & students

1

All Materials in One Stop

Include all kinds of material types from all sources in one list – easy for students to find right from your Moodle course!

2

Easy to Create & Modify Lists

Search the library collection, add from web content or upload your own files.
Organize your list for structure & context.

3

Student Engagement Opportunities

Monitor student engagement with course resources through the system analytics. Features to enable student comments & discussions.

4

Library Support & Collaboration

Library helps instructors make sure materials are made available to students, develop a reading list within a Moodle course and push it through to the Library for actioning

5

Next Semester? Ready to go!

Create your list now, then easily duplicate it next term making any adjustments you like.

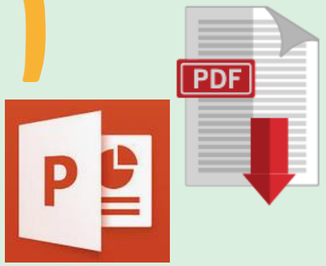
1 All Materials in One Stop

Print books &
e-books

Reading list @HKUL

Videos &
Recordings

Book chapters,
journal articles &
Newspaper
articles



Lecture notes, PowerPoint,
PDF and other uploaded
documents

Websites

1 All Materials in One Stop

BOOK **Land law in Hong Kong**

Goo, S. H. & Lee, Alice S. C, Fourth edition, Student [edition], LexisNexis, 2015

Add tags to item

Complete Available at Law Library Law Reserve 7 day : KT4379 G64 and more locations

1

Textbook linked to Find@HKUL

LEGISLATION **Cap. 128 LAND REGISTRATION ORDINANCE**

Add tags to item

Complete View online

Website resource

CASE **Wong Chim Ying v Cheng Kam Wing [1992] HKLR 253**

2, 1992

Add tags to item

Complete Download

Article in PDF format

2 Easy to Create & Modify Lists

Search from Find@HKUL

Search for books/e-books/articles from Find@HKUL and add to reading list handily.

Upload your documents

Upload your materials in Word/PDF/Excel documents for students to download easily.

Add from Website

Add web content to your reading list with 1 click on "Cite It!".

Set visible dates

Make sections visible after creation.

Add notes

Add public notes to students in each item.

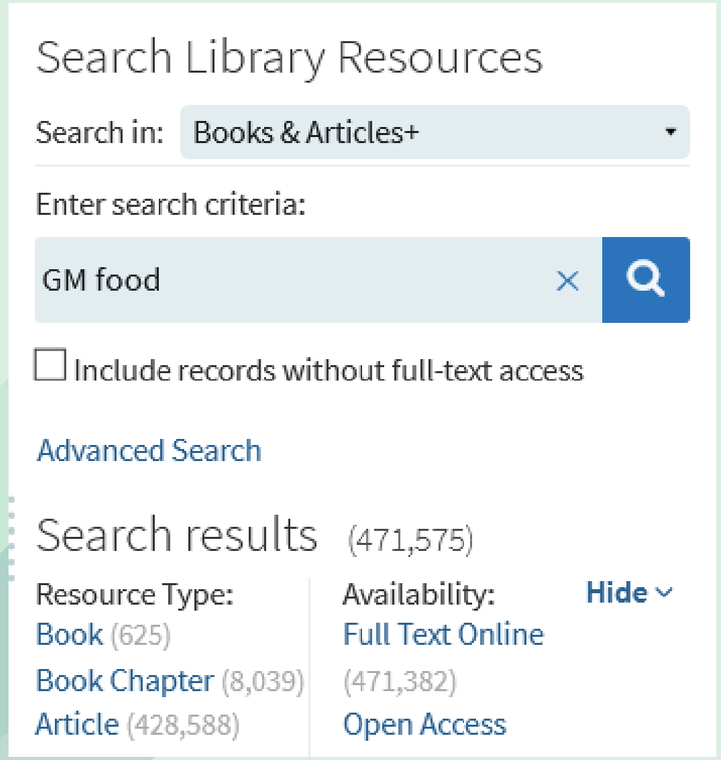
Collaborate among instructors

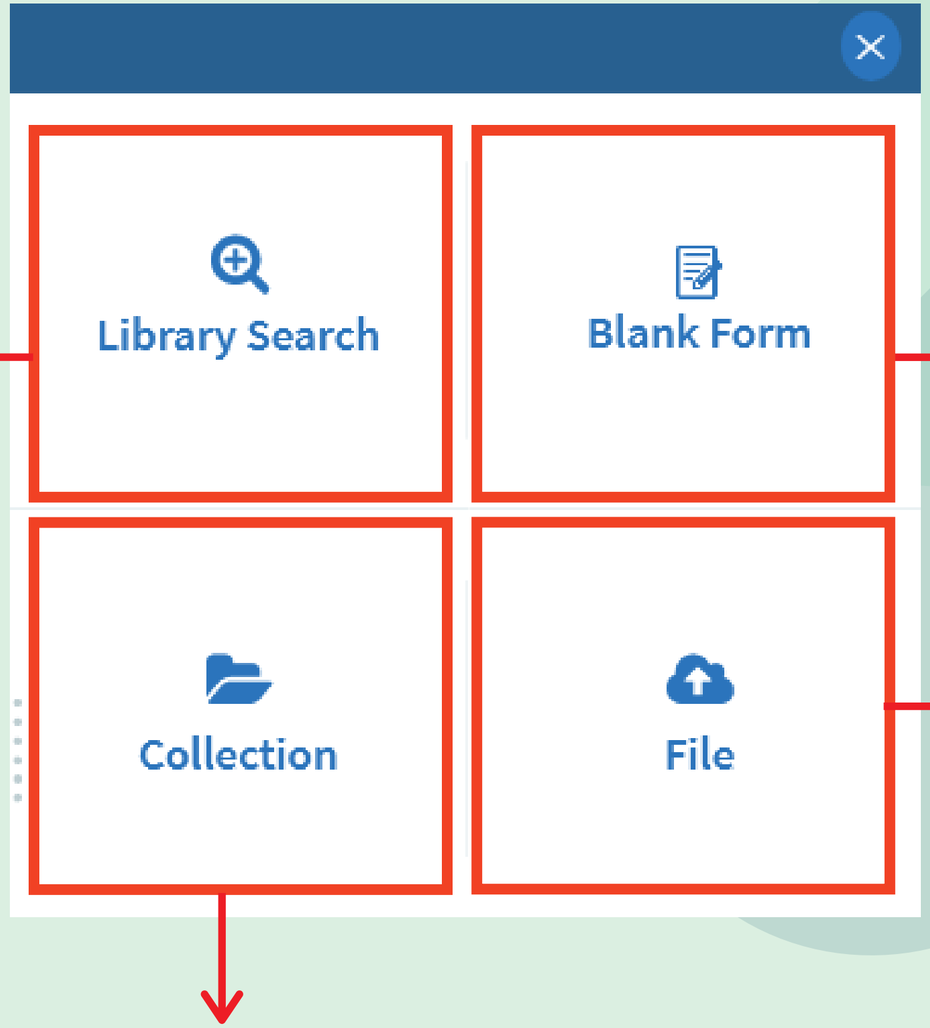
Work with your co-instructors to create reading list.

2 Easy to Create & Modify Lists

Option 1

Search for books & articles from Find@HKUL and add to reading list.





Create and add from your own collection.

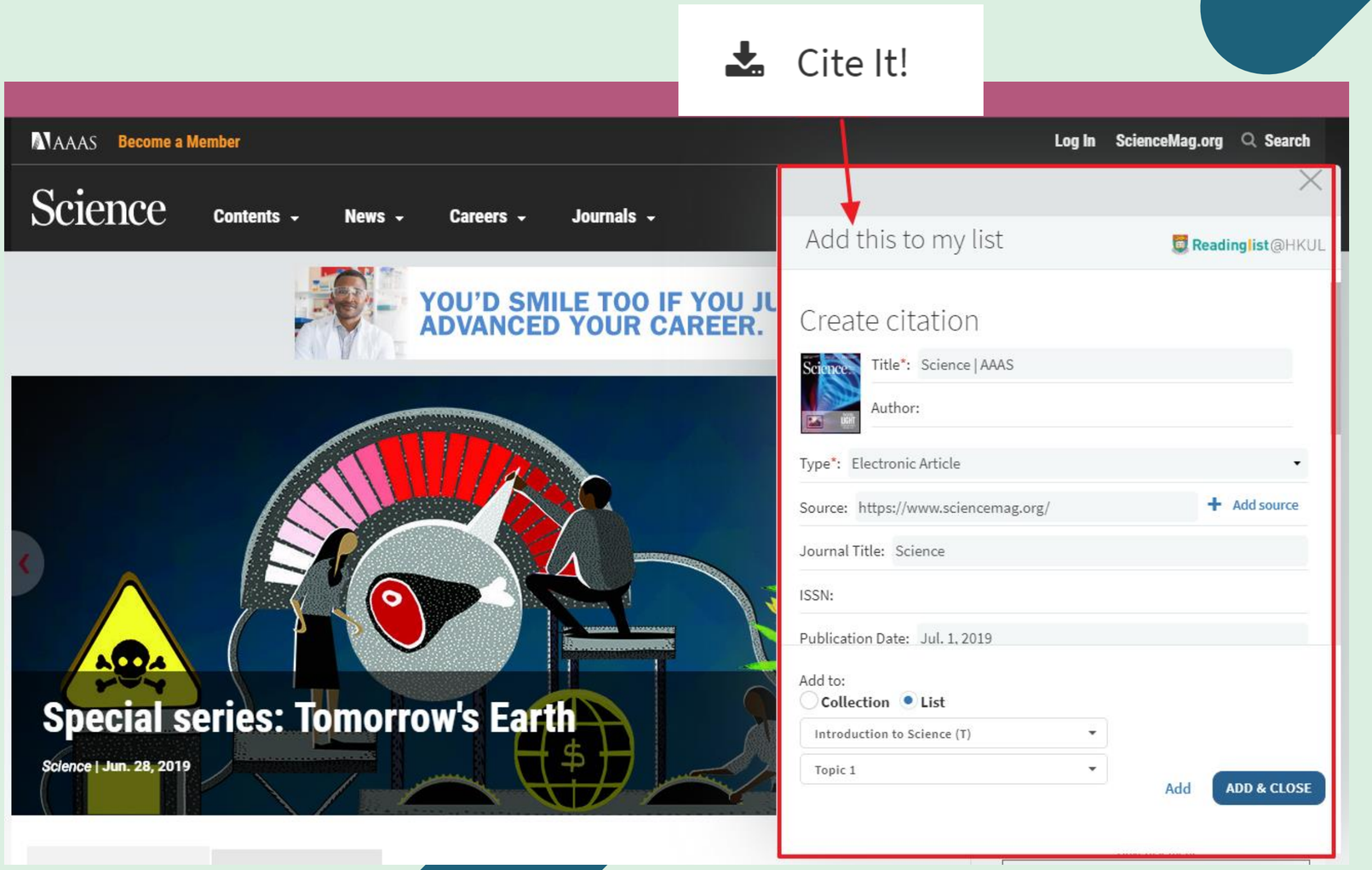
Option 3

Create an item for resources beyond Find@HKUL, e.g. lecture notes YouTube video, website, etc. And/Or Upload the document for students to download.

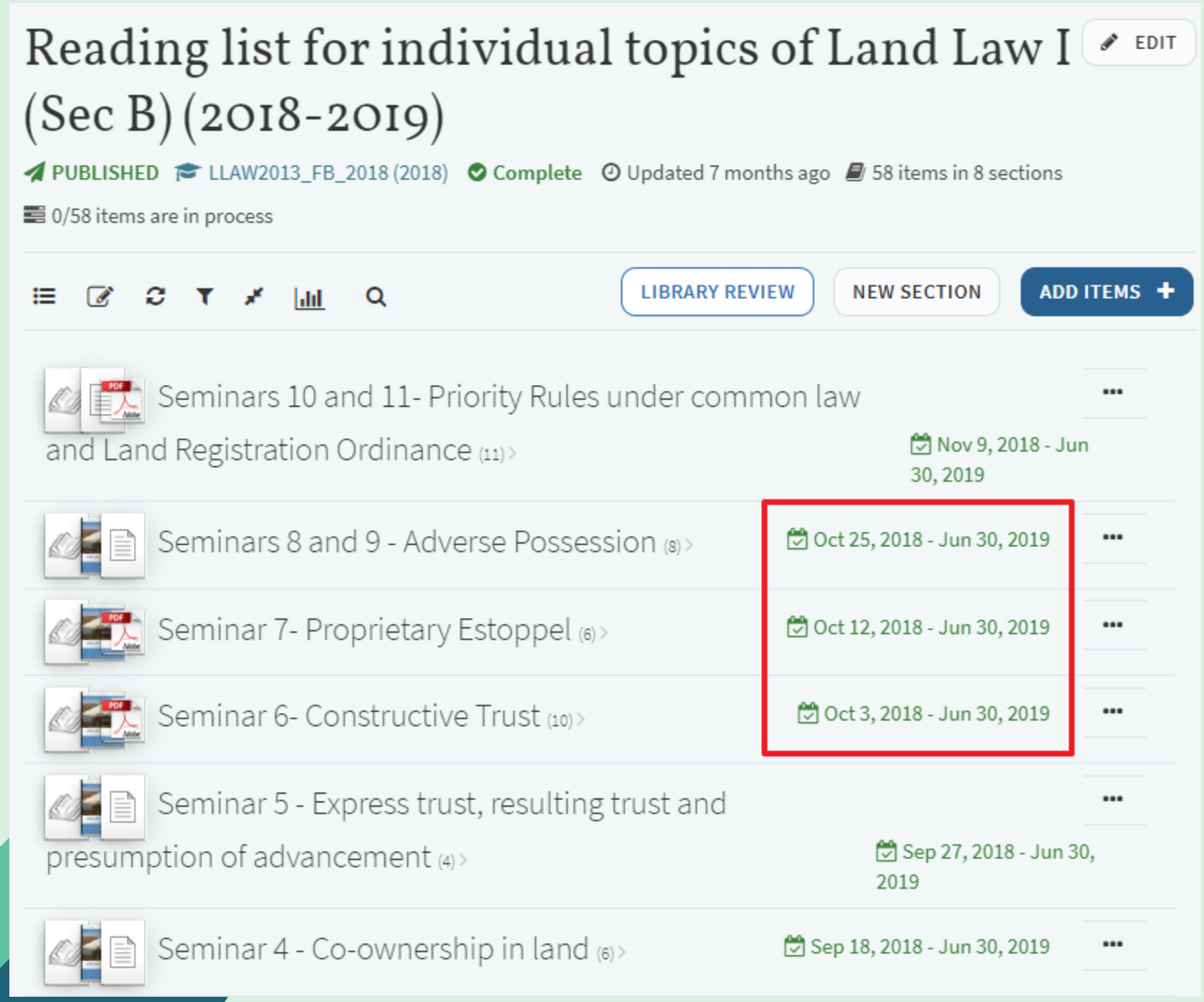
2 Easy to Create & Modify Lists

Option 2

Install the "Cite It!" widget on your browser toolbar, and use it to easily add citations from the web, such as online articles, videos, or books.



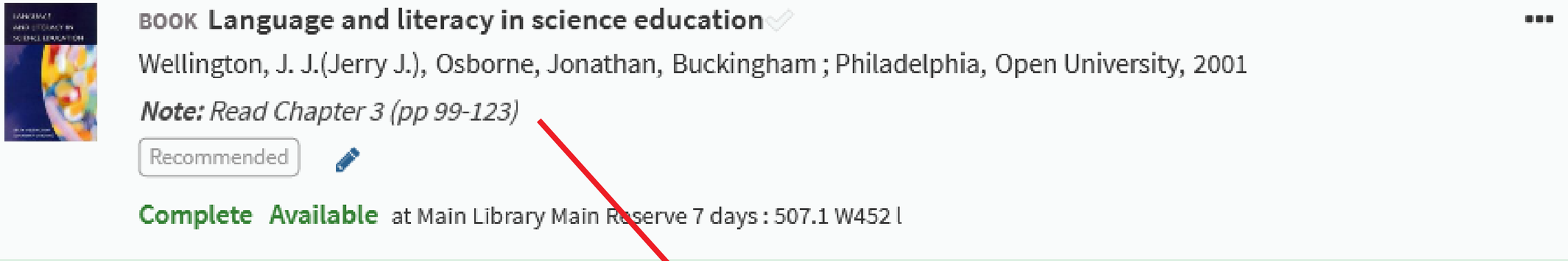
2 Easy to Create & Modify Lists



Organize your list by section. At any stage, you can add, remove, edit, or reorder the sections, and you can drag items into sections, even after the list has been published.

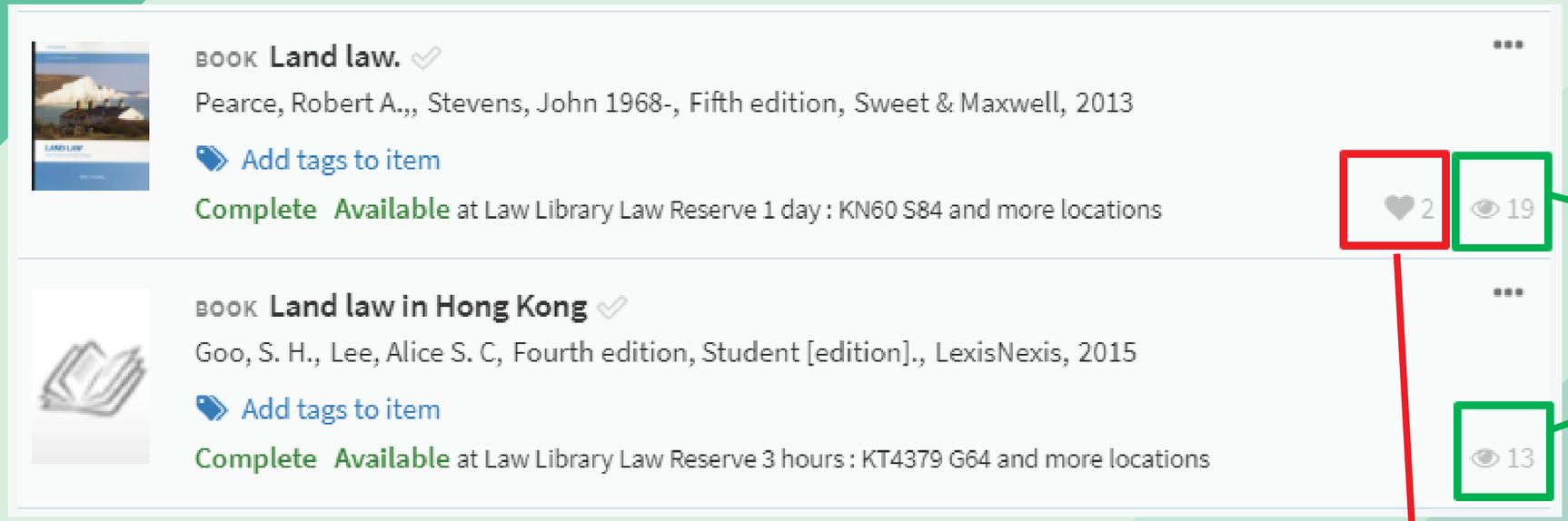
2 Easy to Create & Modify Lists

You can build a resource list by yourself or collaborate with others, such as colleagues, teaching assistants or librarians.



Add note in each item to add your instruction/comments for students

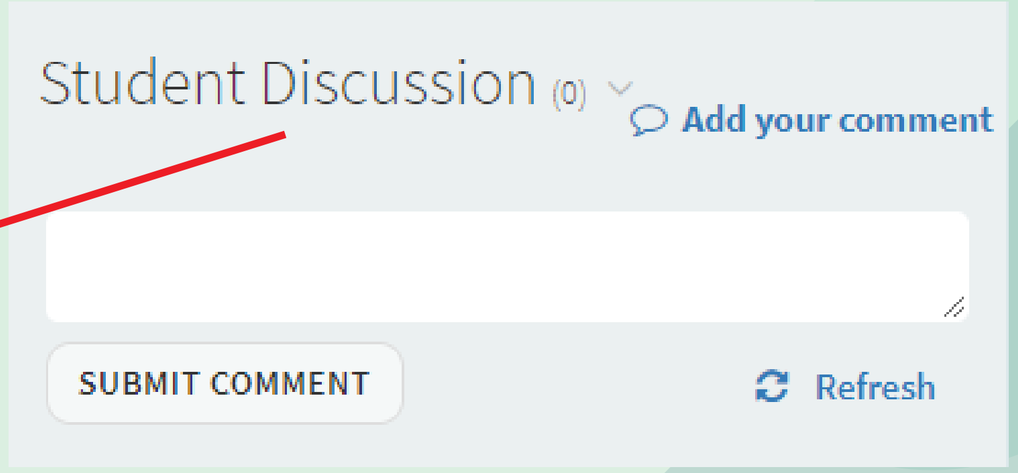
3 Student Engagement Opportunities



You can see the number of student views for each item.

Students can like items, post comments in the discussion thread, mark items as read, etc. As the reading list owner, you can moderate discussions.

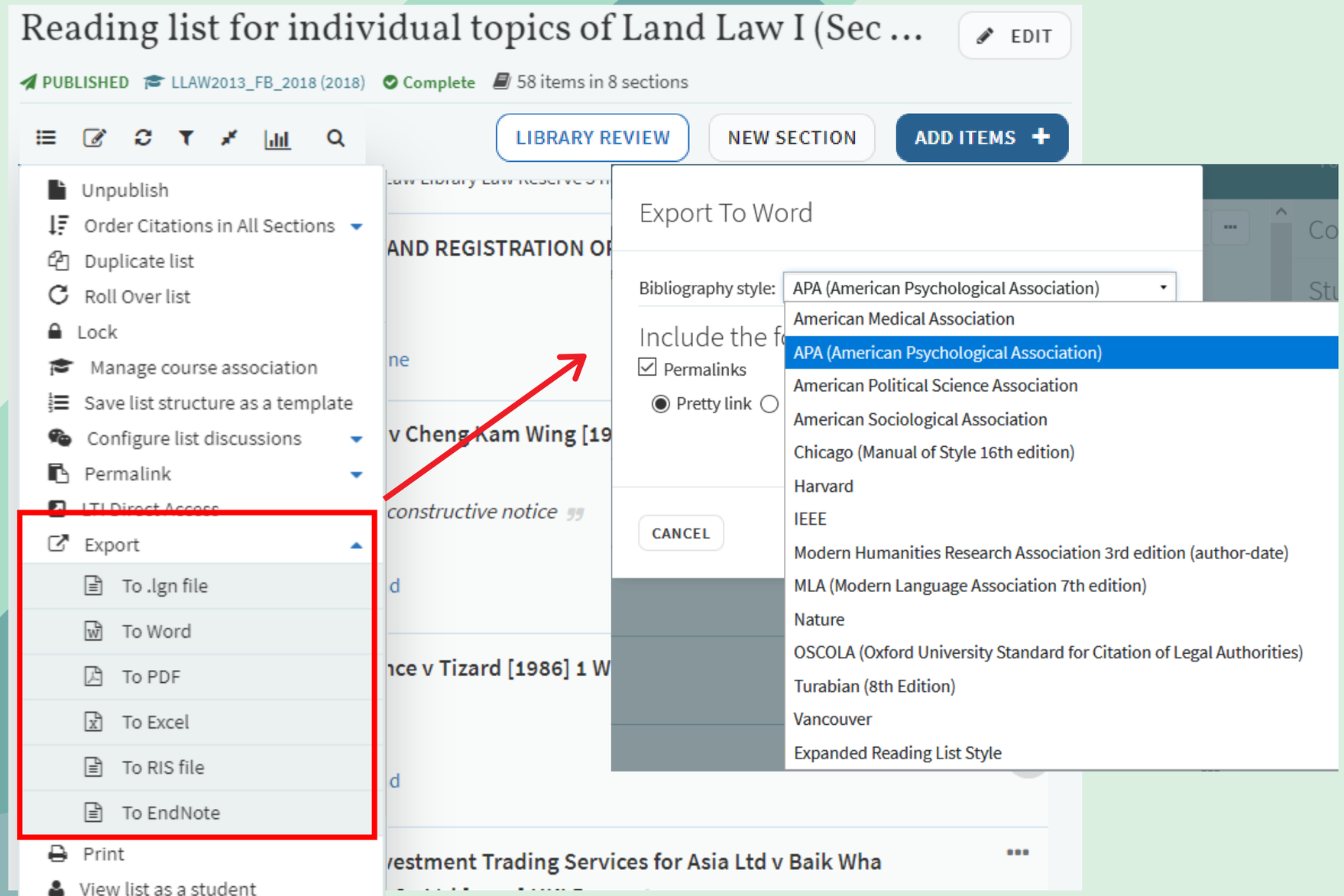
Students can participate in discussions on the reading list



4 Library Support & Collaboration

The Libraries and teaching staff collaborate to build the list.

5 Next Semester? Ready to go!

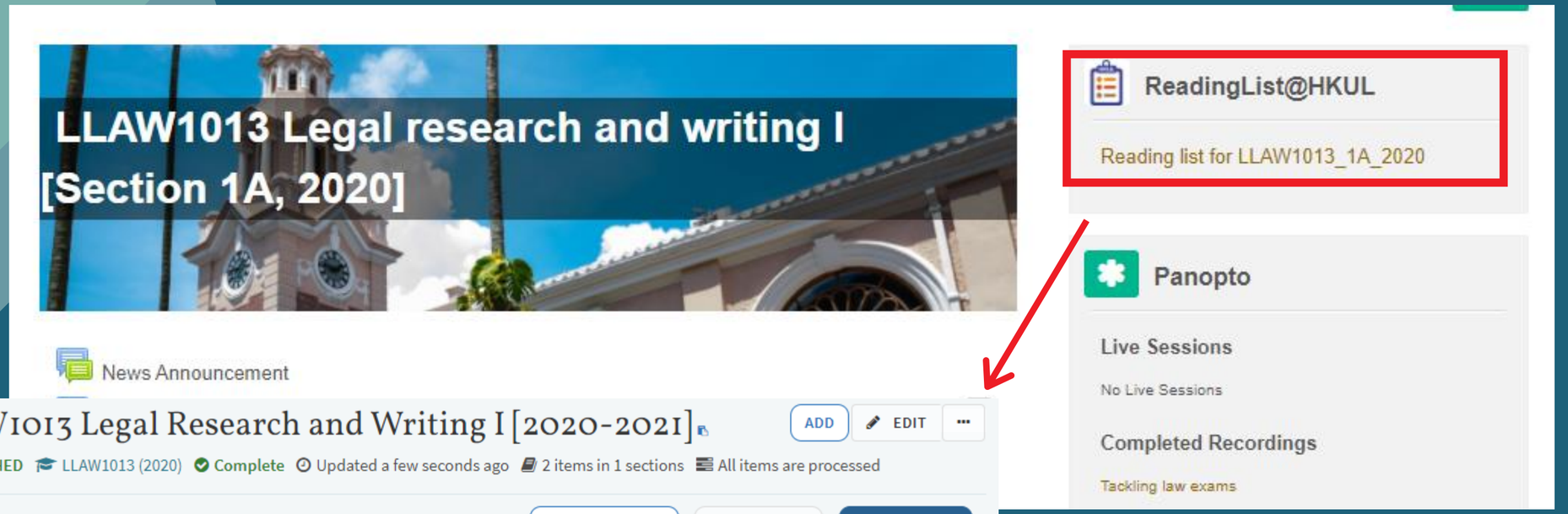


You can export the list as a PDF or Word file, choosing the citation format you prefer (such as Chicago, MLA, or APA).

Share the reading list to others or re-use it in the next term easily.

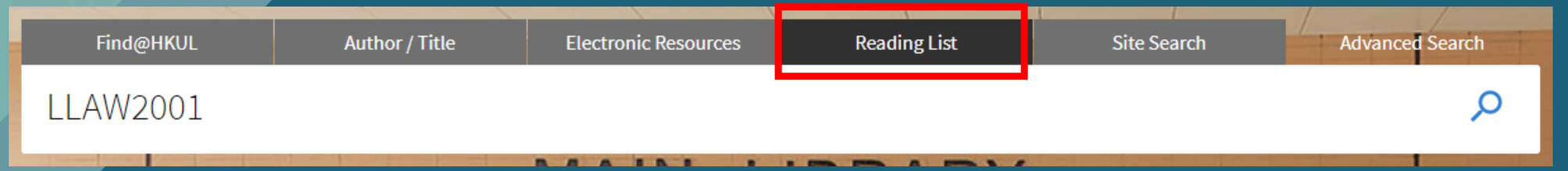
ACCESS TO THE READING LIST

Access in HKU Moodle



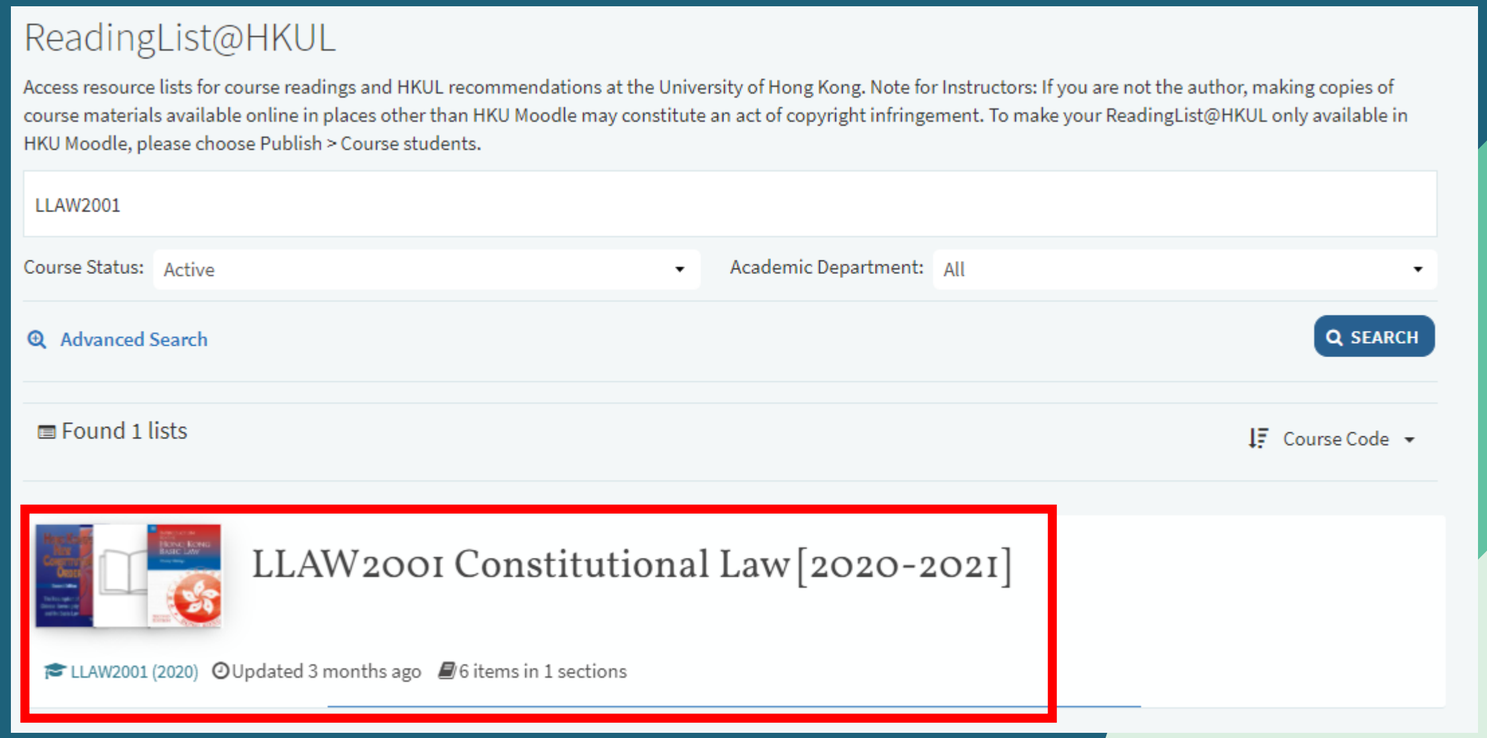
When the reading list is finalized and published, clicking the reading list icon will open up the list straightaway.

Access from the public list on the library website



1. Select Reading List tab on the library homepage and search by course title or course code

2. Click the reading list to view the content



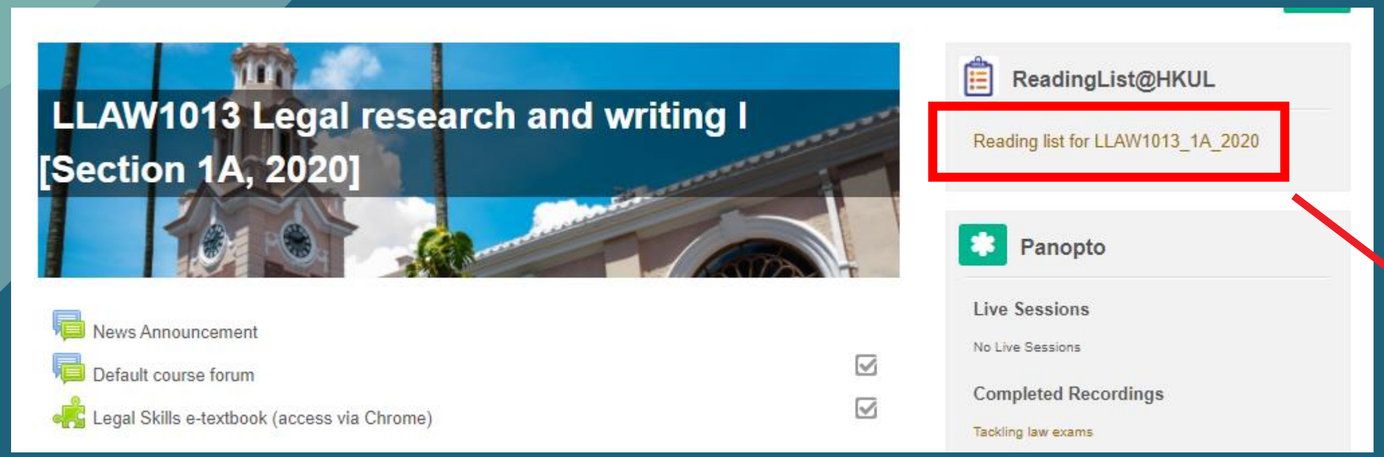
BASIC SET UP OF THE READING LIST

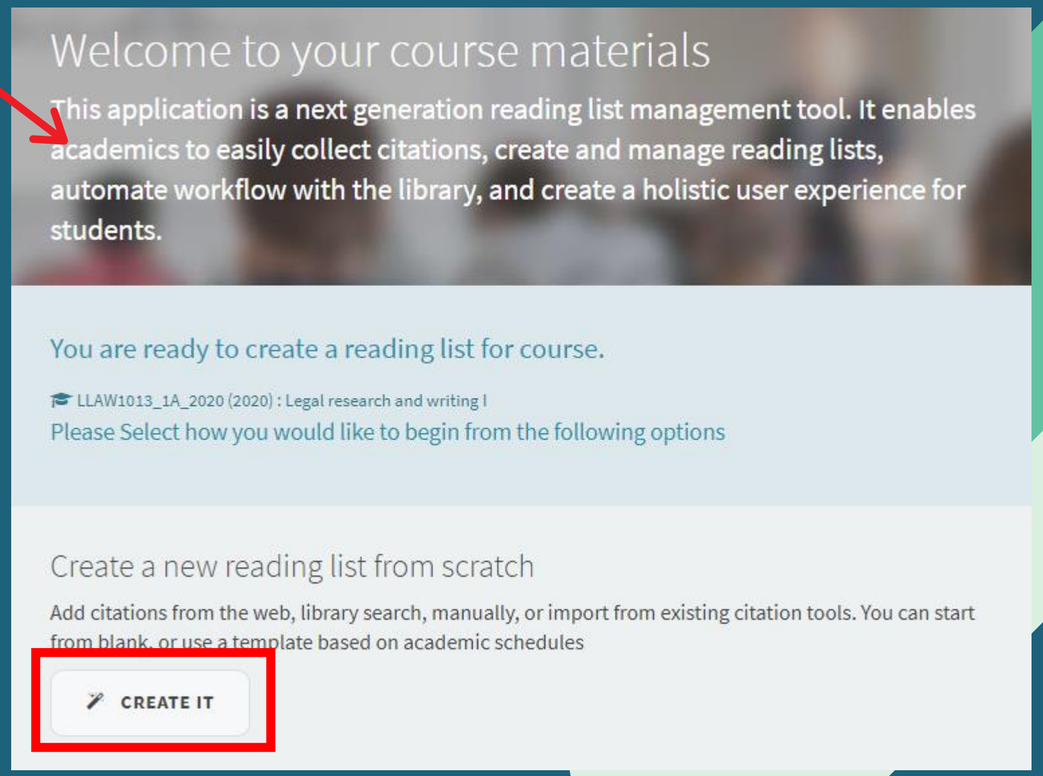
- Create a reading list for your teaching course on Moodle
- Create sections

Creating a new reading list

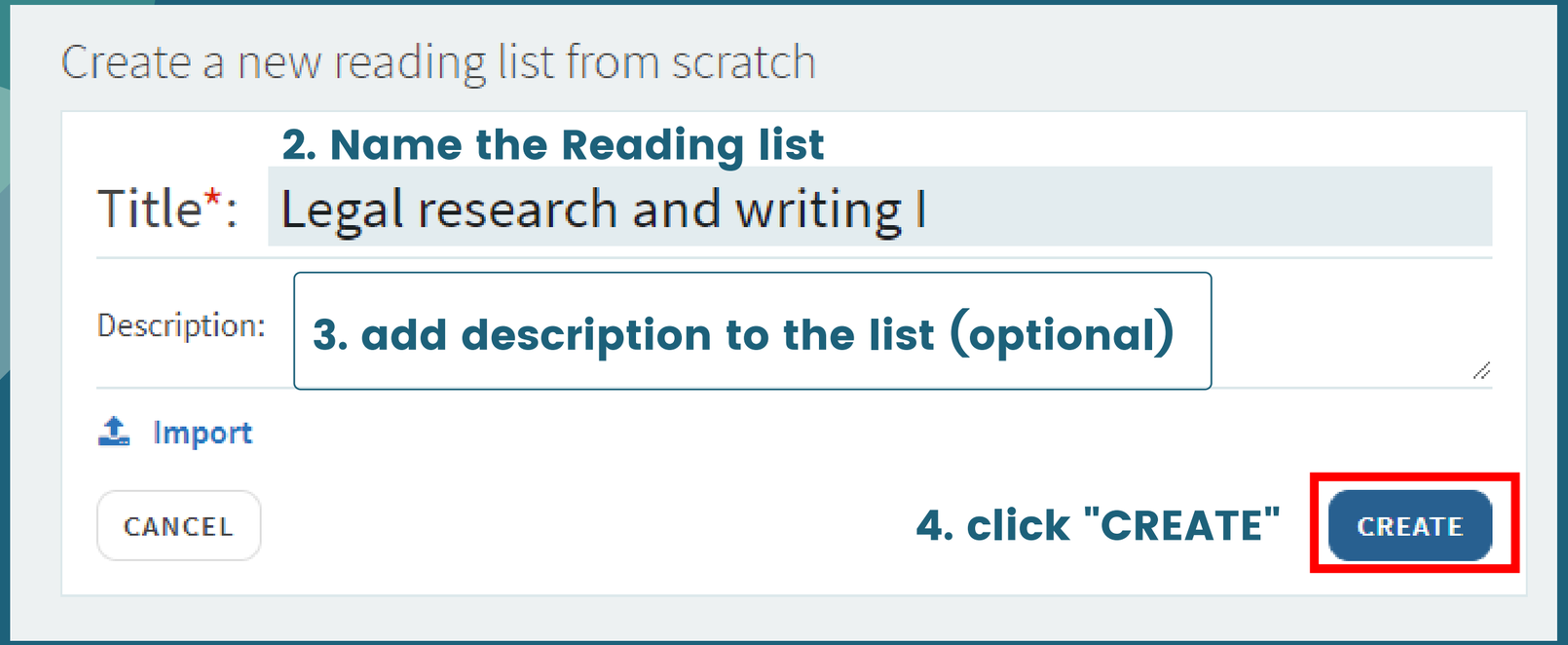
For the first time when a reading list has NOT been set up,

the readinglist icon is still present in Moodle but clicking it will bring you to the ReadingList@HKUL page for creating a new reading list

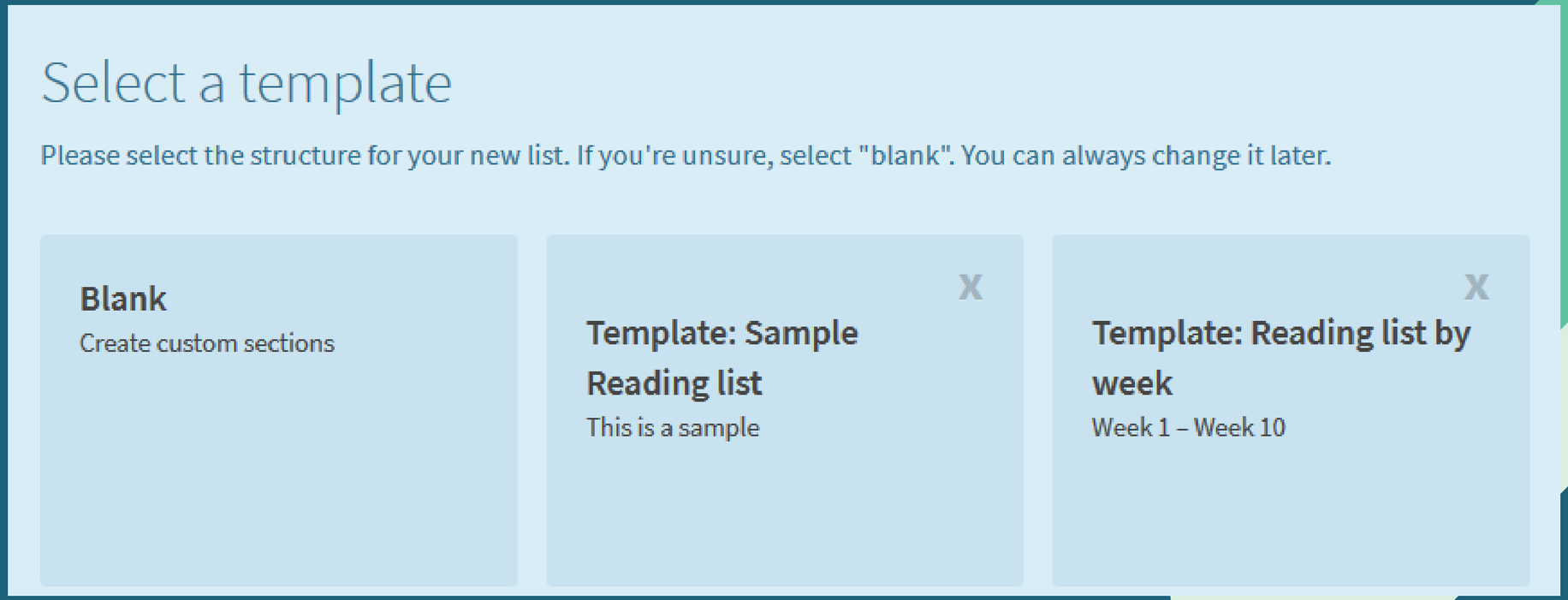


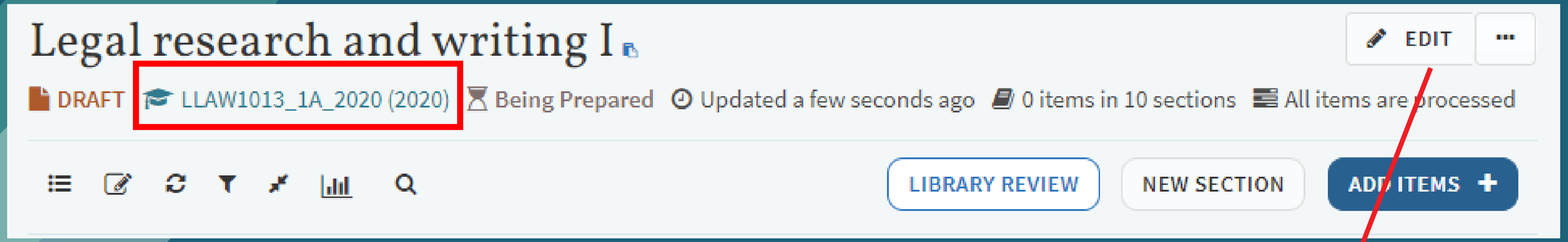


1. Click “CREATE IT” to start from blank.



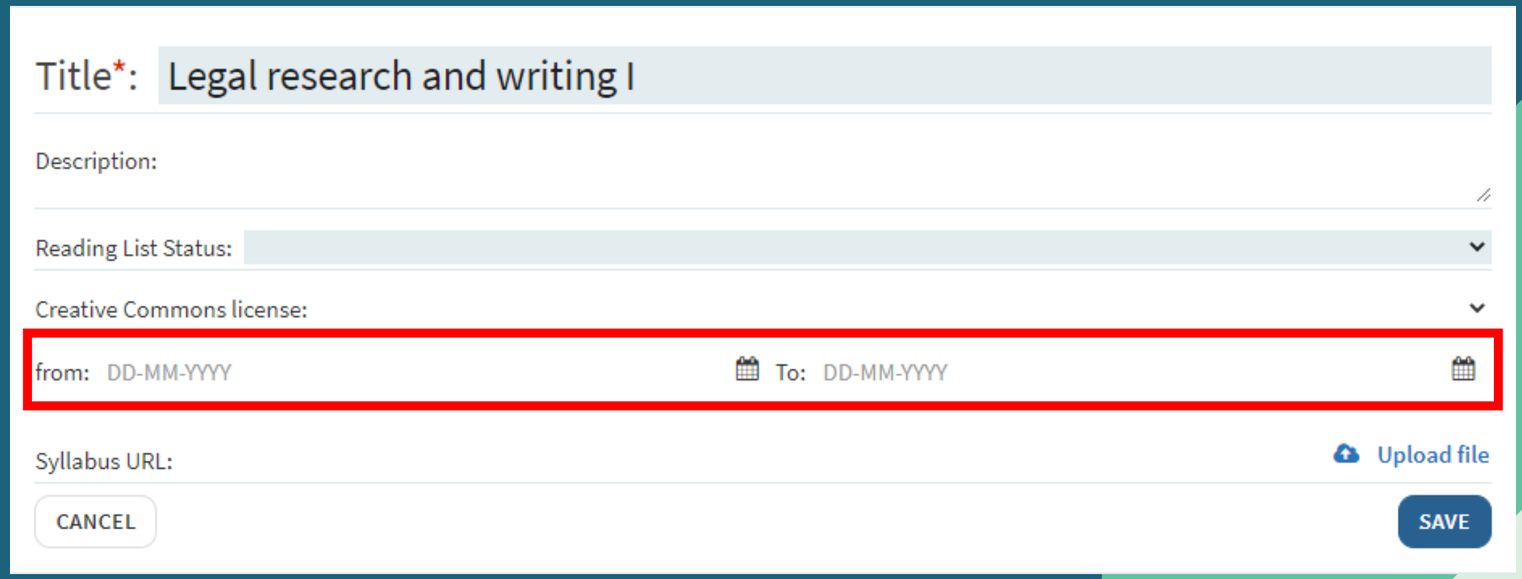
5. Select to work with a blank form or a template





6. The newly created reading list will be automatically associated with your course

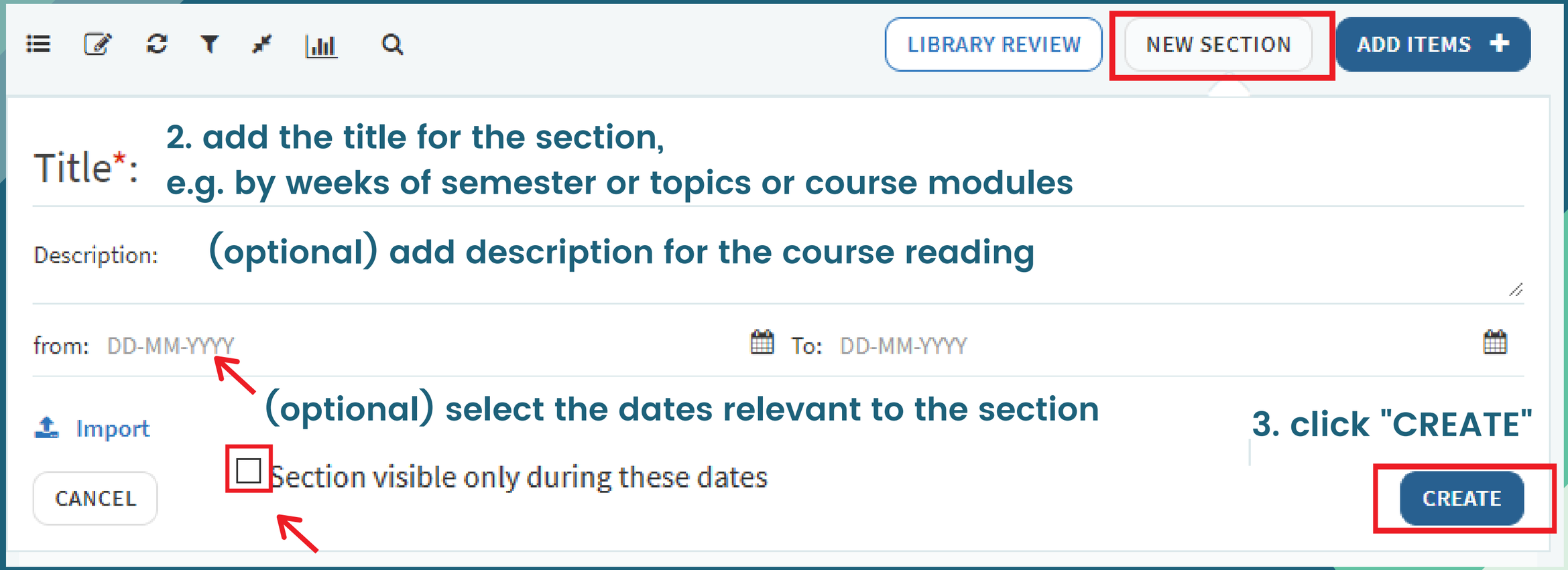
When basic info. of the reading list is added, you may now start adding citation to the list. But you need to create a SECTION first.



7. Set the Start and End Dates. The list will only be available during this period

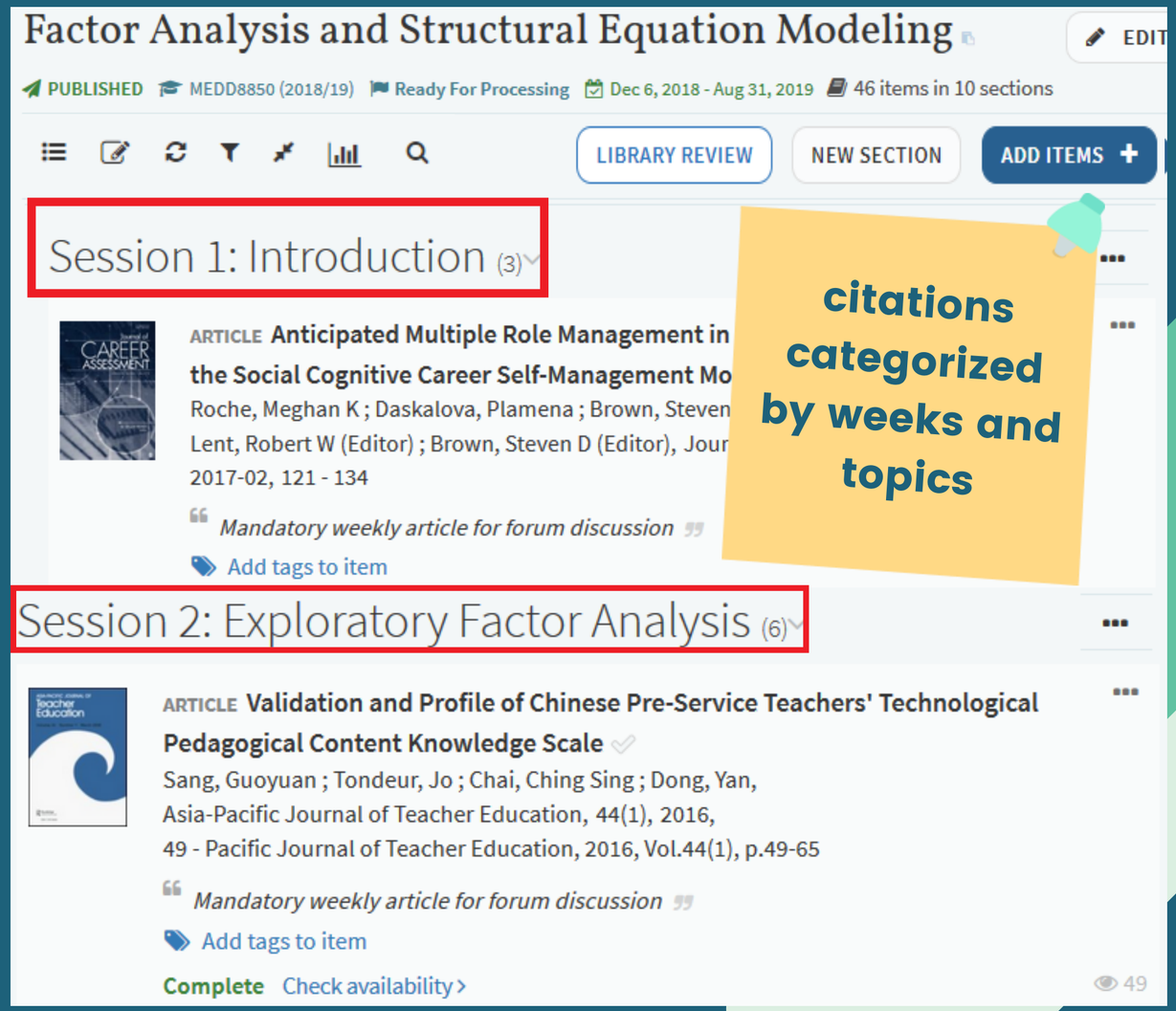
Creating a section

1. click "NEW SECTION"



(optional) make the section visible to students only during these dates

Creating a section - examples



Hands-on Practice 1

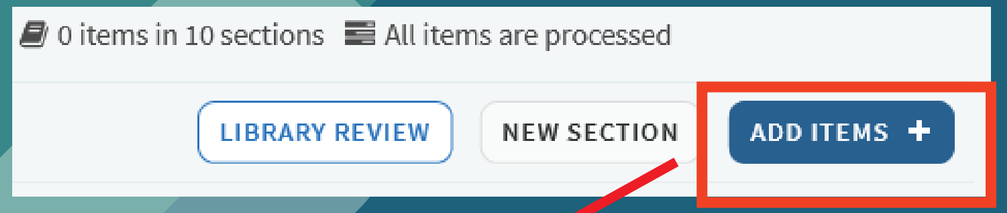
Create two or more "New Sections" on your reading list.
For example, you may name the section

- by Week of the semester: Week 1, Week 2, Week 3...,or
- by Topics, or
- by Types of resources: Books, Journal Articles, Websites...

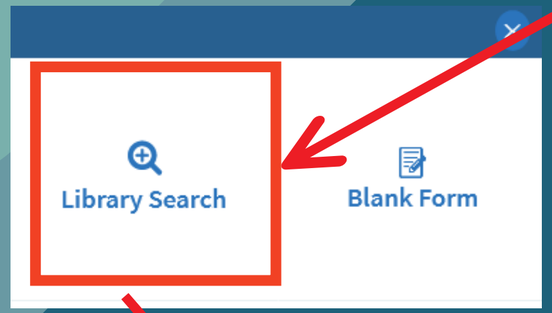
ADDING RESOURCES

Option 1:searching Find@HKUL
Option 2:using Cite It! bookmarklet
Option 3:uploading a document

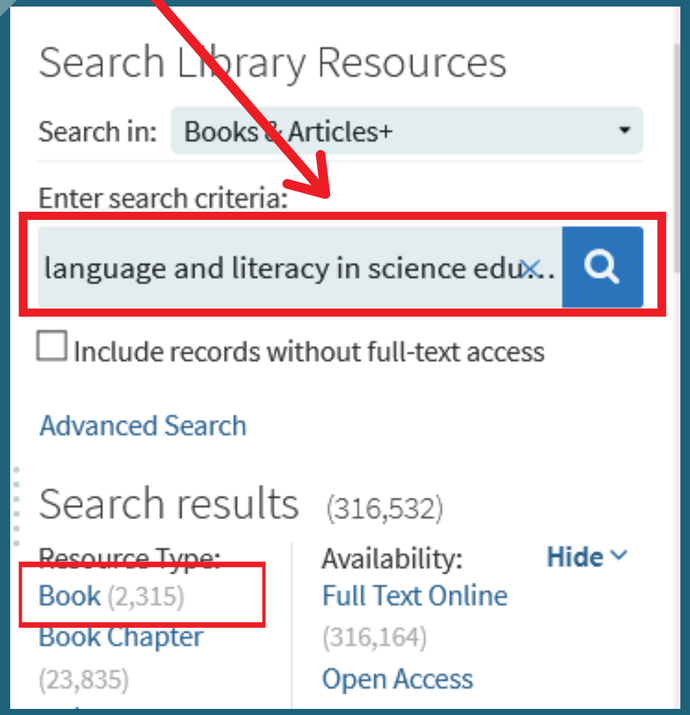
Option 1: searching Find@HKUL



1. Add items

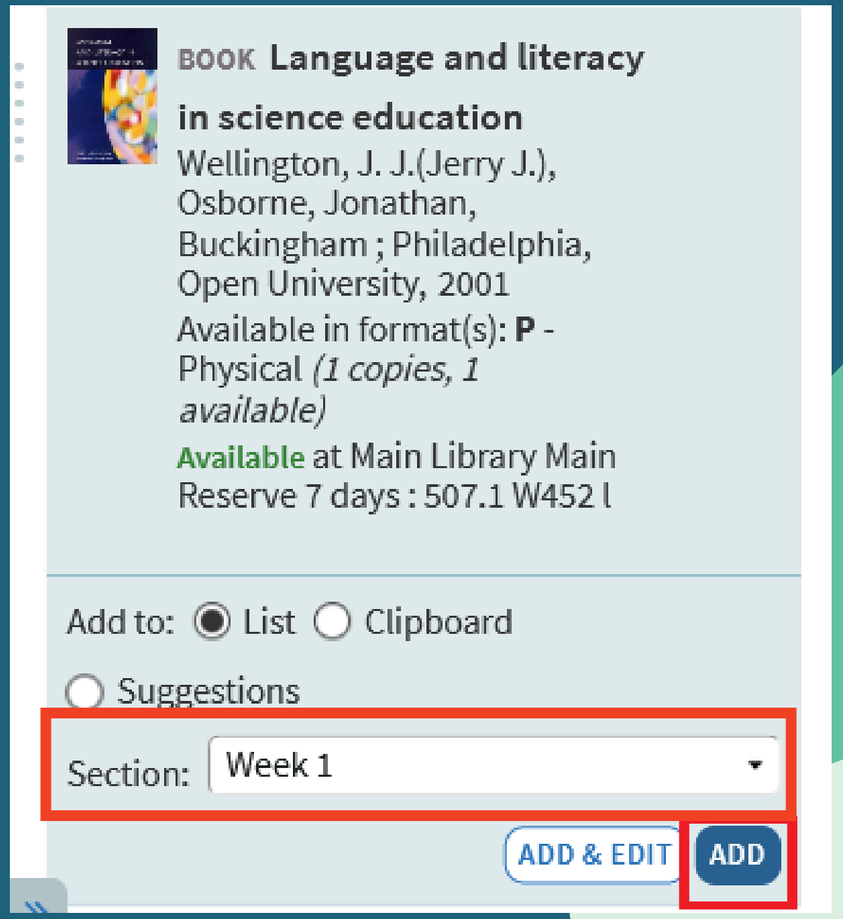


2. Library search



3. Search by title and filter search results by resource types

4. Click on the item you would like to add, and
A. Drag & drop the citation directly to the list, OR
B. Select a section from the drop-down menu and click "ADD"

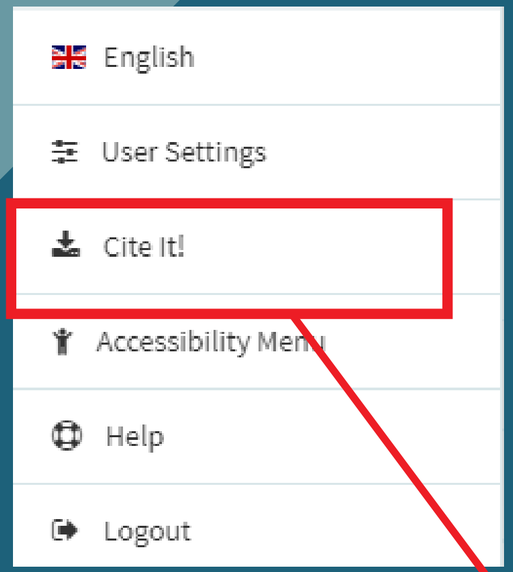


Hands-on Practice 2

- Use the search function on ReadingList@HKUL and search items on any topics related to your teaching course
- Add a few articles and books to the different sections on your reading list

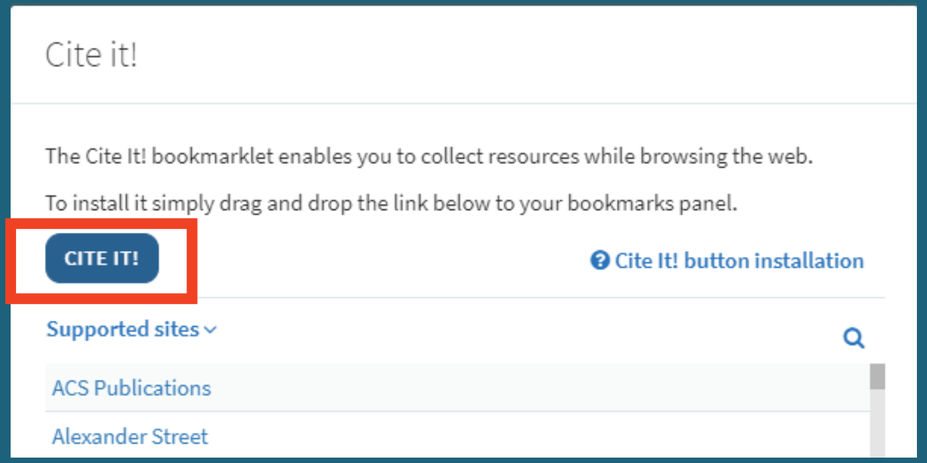
Option 2: using Cite It!

Installation of Cite It! bookmarklet

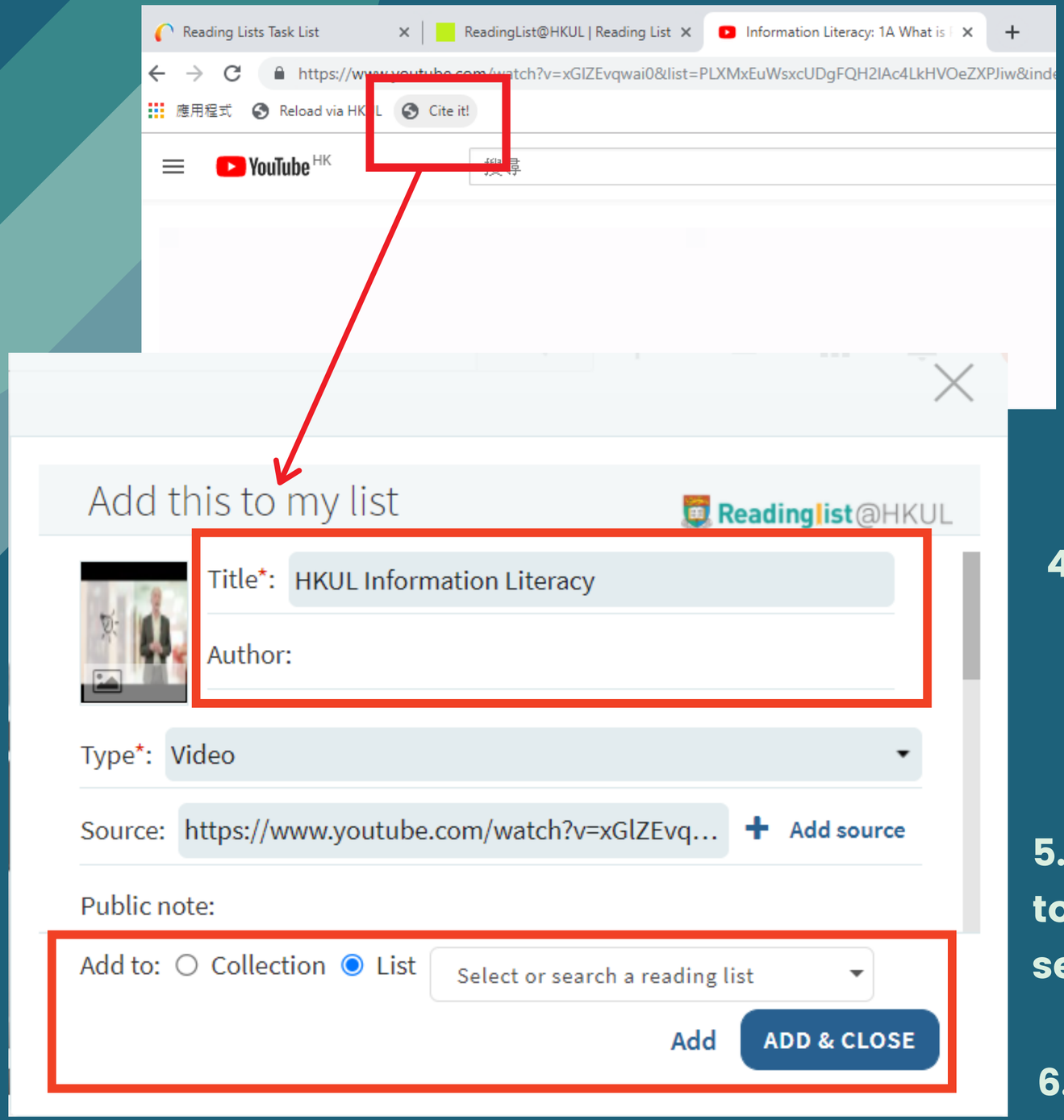


1. Your name is shown at the top right of Readinglist@HKUL, click the third option "Cite It!"

2. Drag & drop "Cite It!" widget on your browser toolbar



Ensure the bookmark toolbar of your web browser is enabled for installing the bookmarklet



3. Go to the website that you would like to add citation, click the "Cite It!" widget

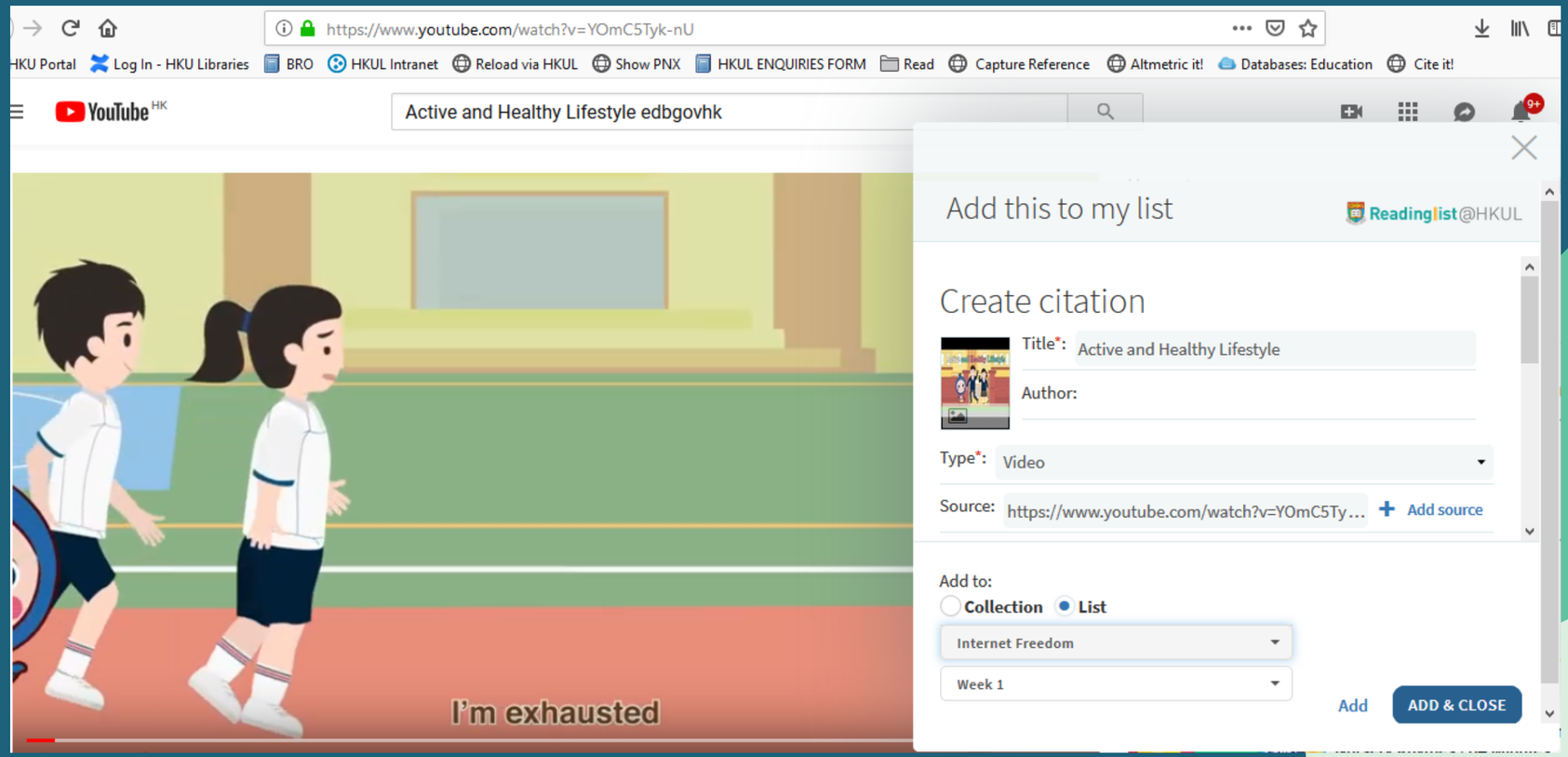
4. Edit the info. as needed

5. Search & add the citation to the relevant list and section

6. Add & Close

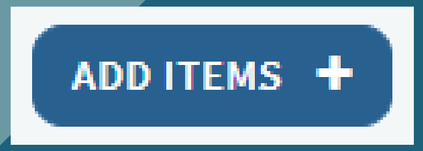
Hands-on Practice 3

- Go to https://tinyurl.com/y66jujub
- Use the Cite It! widget to add the citation to the list (edit the information if necessary)

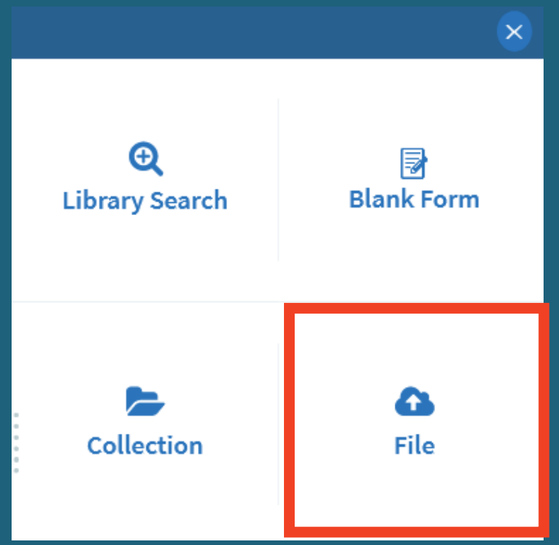


Option 3: uploading a document

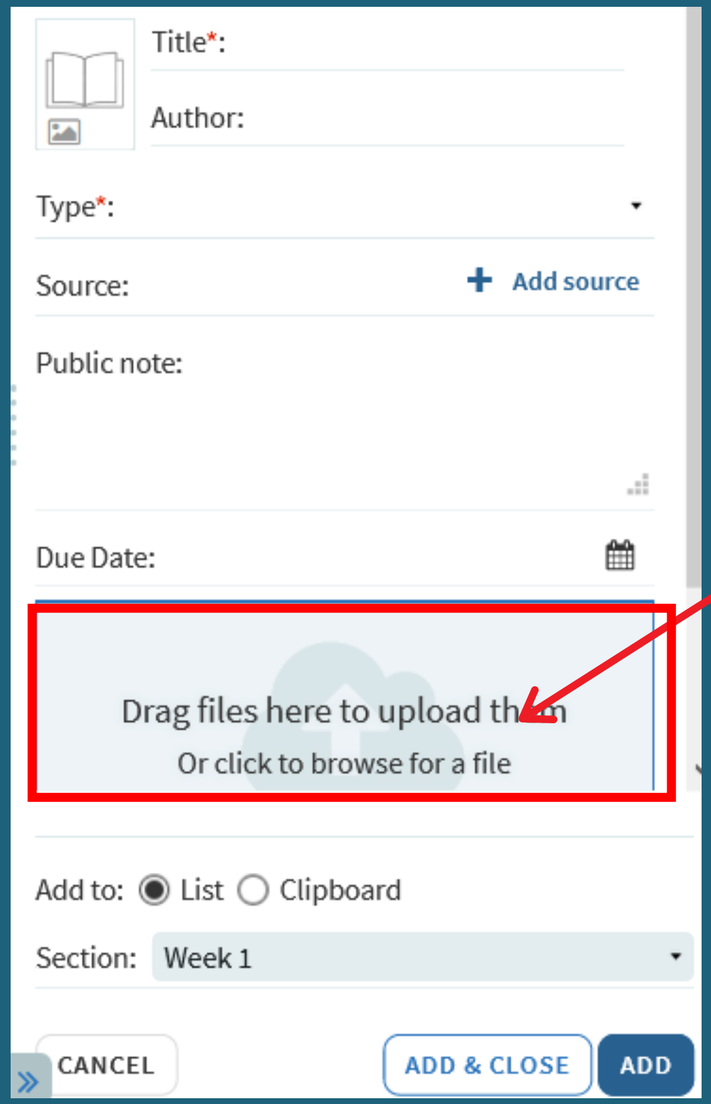
Upload copyright compliant scans, lecture notes, PowerPoint slides, etc. to the reading list



1. Click the add item icon to launch the search panel on the right

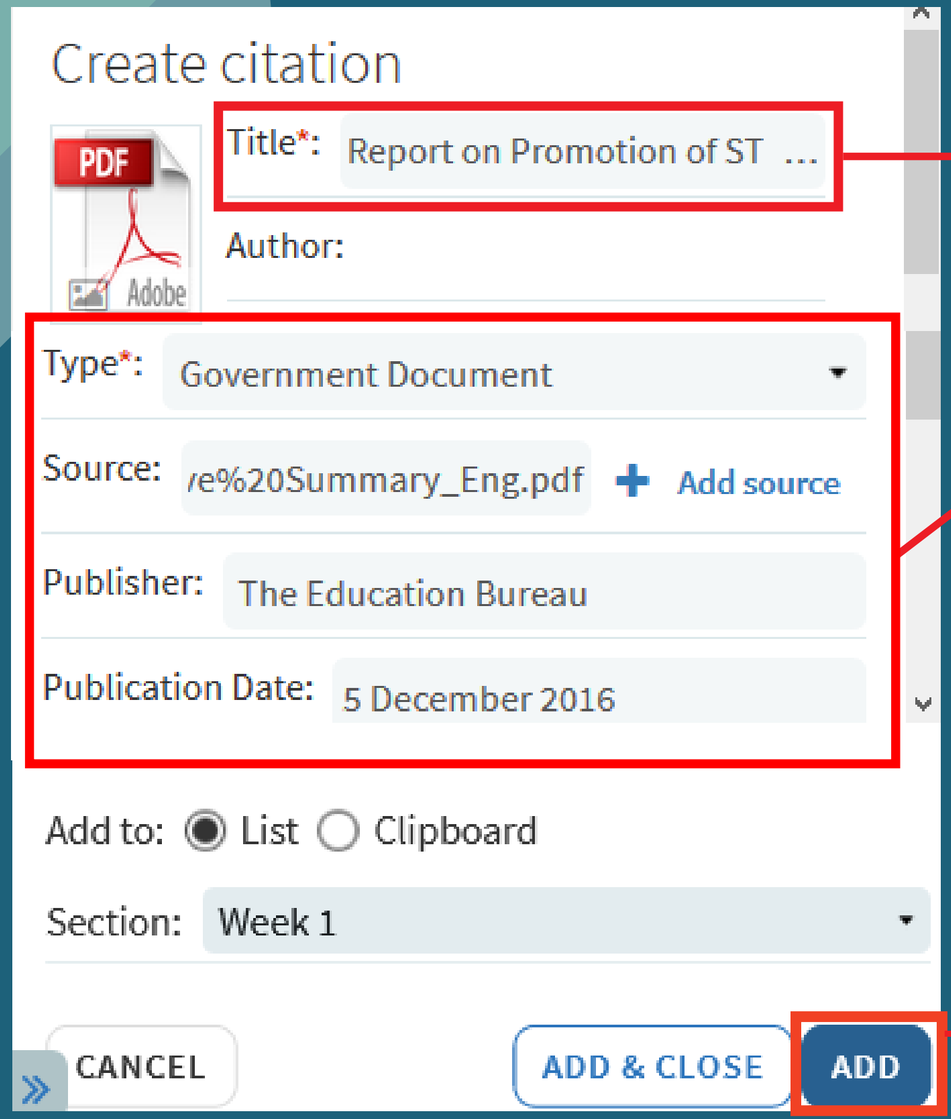


2. File



3. Drag and Drop the file

option 3: uploading a document

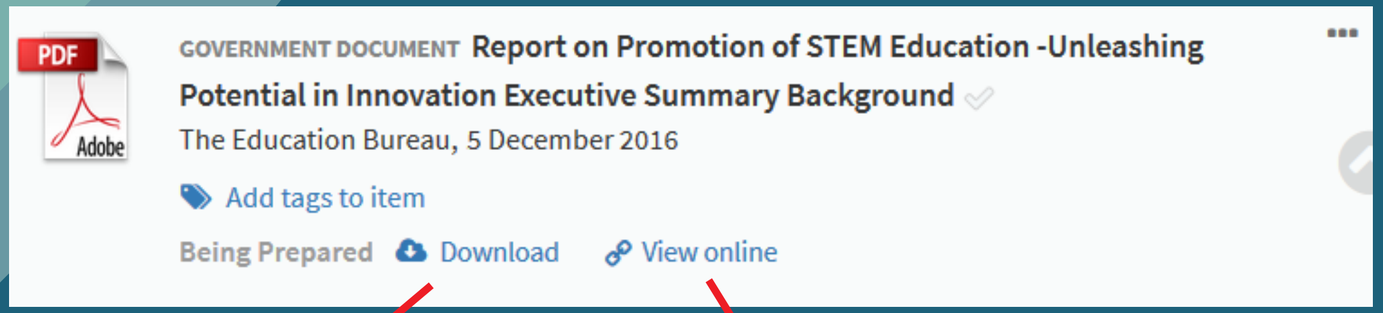


The title is automatically filled when the pdf is uploaded

3. Fill in the empty fields.
e.g. add the link of the PDF under "Source"

4. Add the citation to the reading list

option 3: uploading a document



The file can be downloaded by course students only

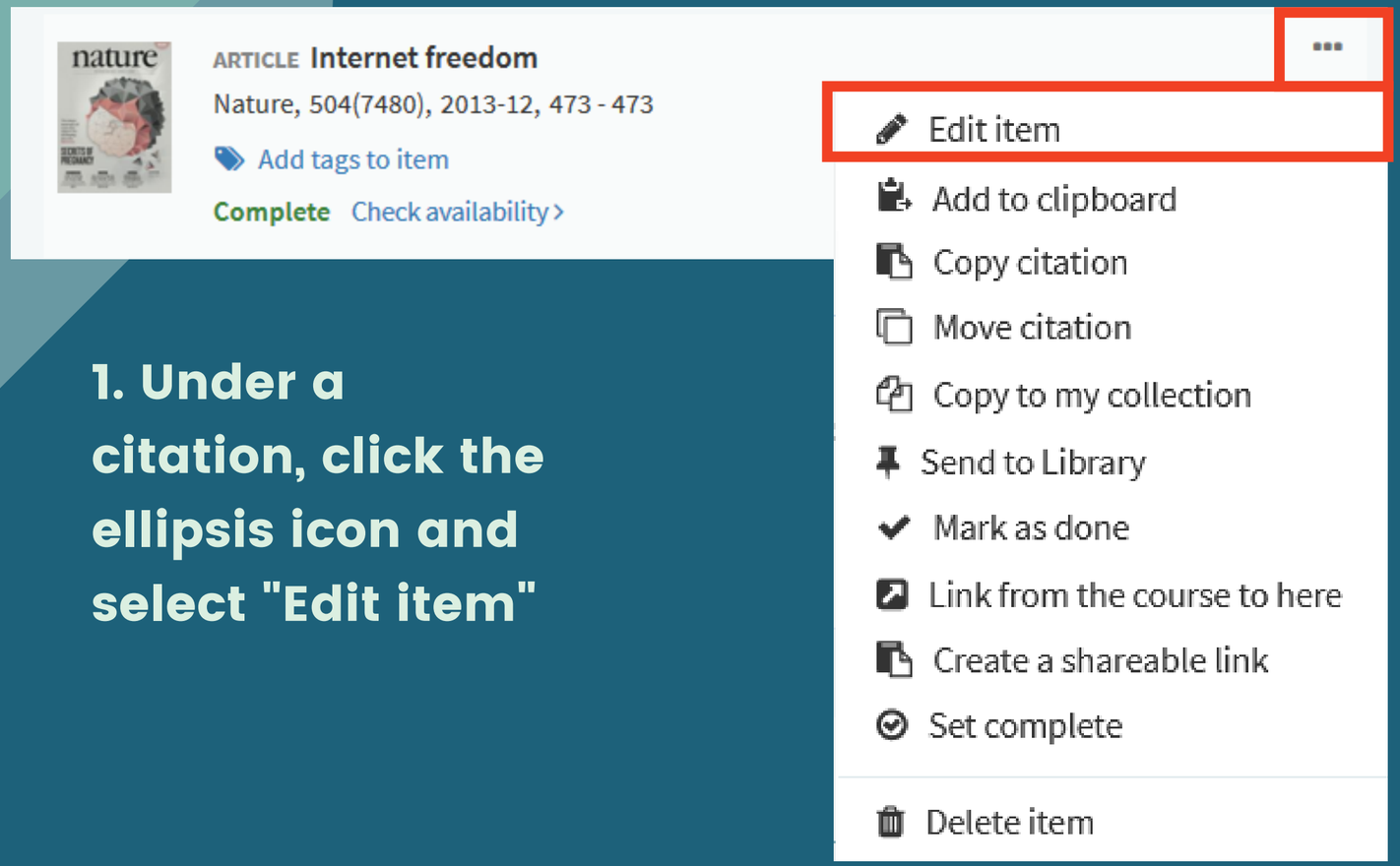
- The option "View online" is shown when the direct url pointing to the document is added in the Source field
- If there is a direct url pointing to the document, you should add the citation with Cite It! bookmarklet (option 2) instead of uploading the whole document to avoid copyright infringement

- Ensure the uploaded document is copyright compliant.
- If you have uploaded a document, restrict the list to course students only and set visible end date as at the end of an academic year or a period no longer than 12 consecutive months.

EDITING THE READING LIST

- Editing citations
- Adding tags
- Editing sections
- Adding Notes

Editing citations - citation information

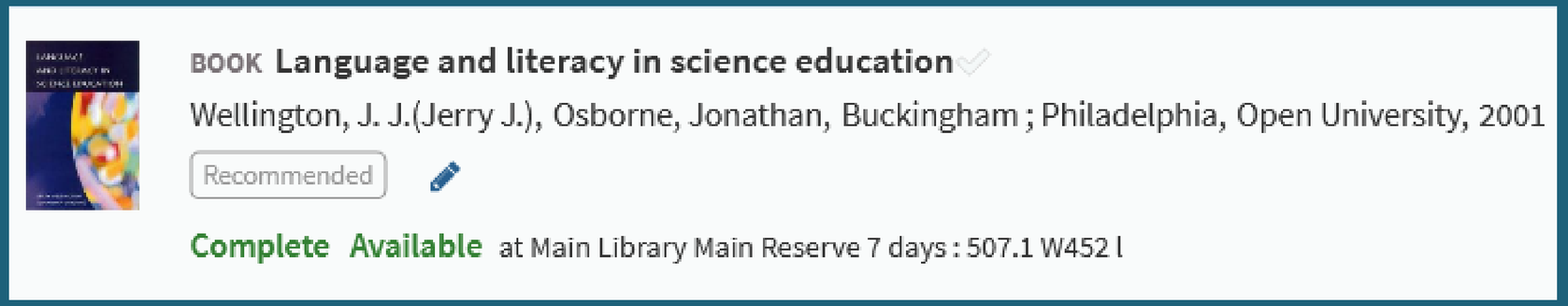


1. Under a citation, click the ellipsis icon and select "Edit item"

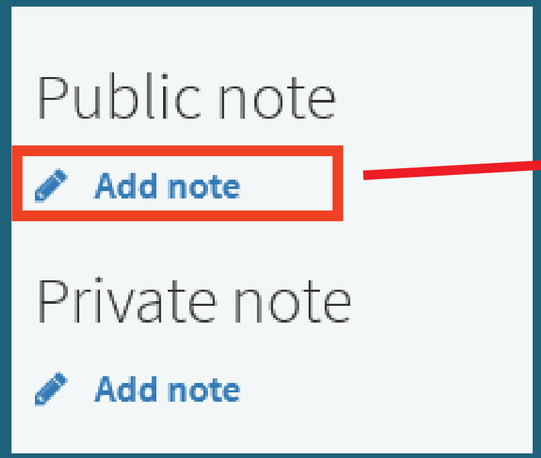
2. Edit the citation information and click "SAVE"

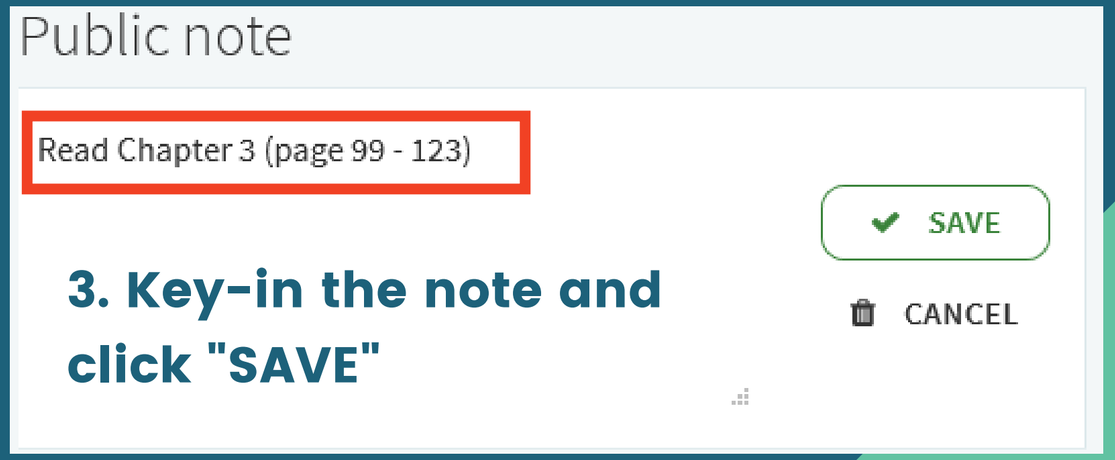
Editing citations - adding note

1. Click the citation directly



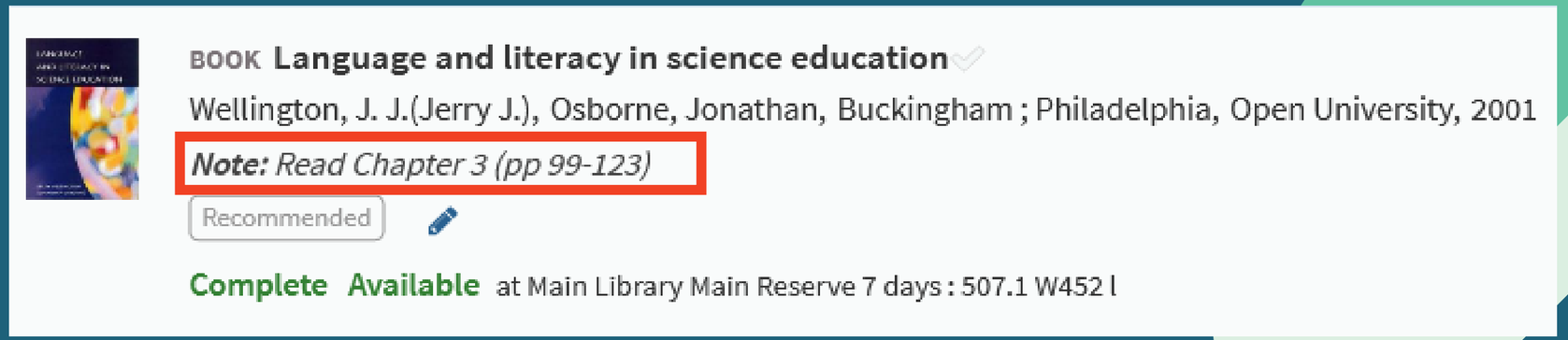
2. Scroll down to Public Note and click "Add note"





3. Key-in the note and click "SAVE"

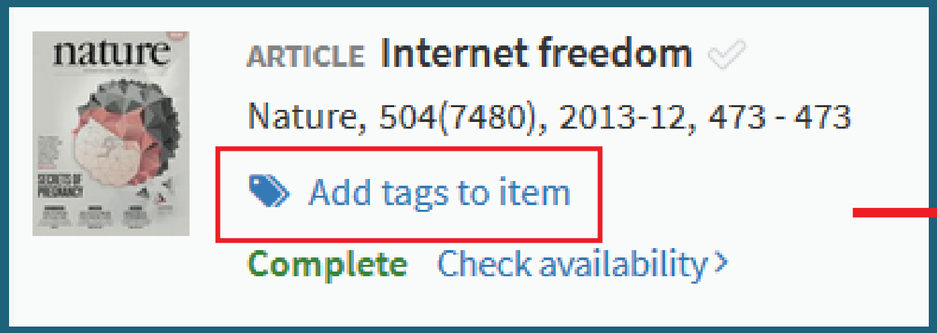
4. The note is shown beneath the citation



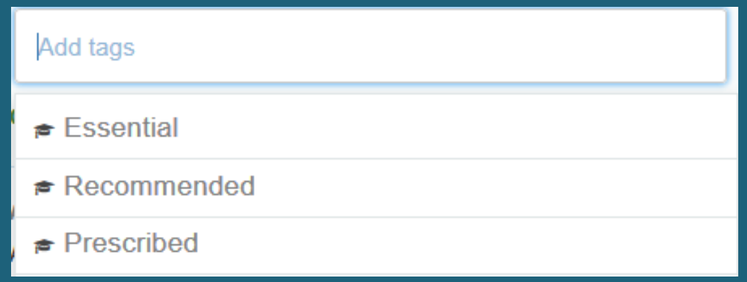
Adding tags to citations

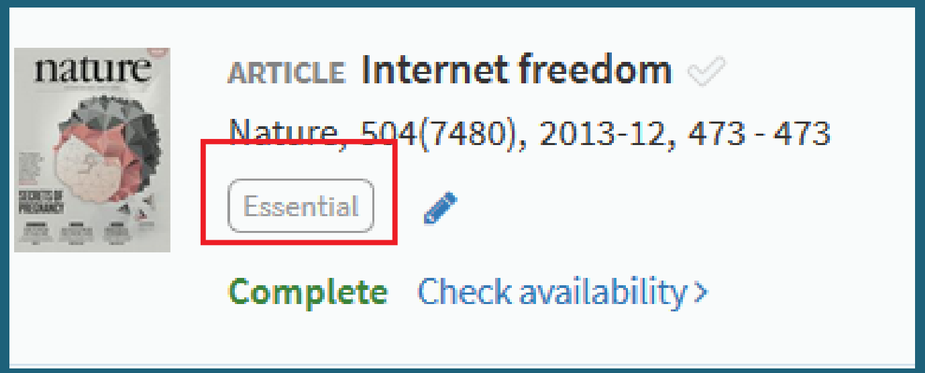
this helps manage the readings on the list

1. Under a citation, select "Add tags to item"



2. Choose the relevant tag to indicate the importance of the reading.

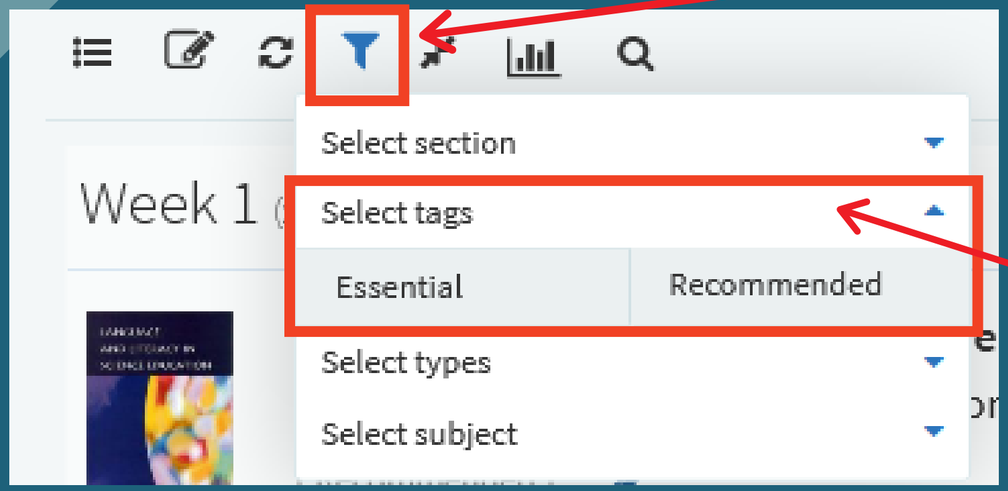




3. The tag is added to the citation

Adding tags to citations - filtering results

1. Click the filter icon at the top of the list



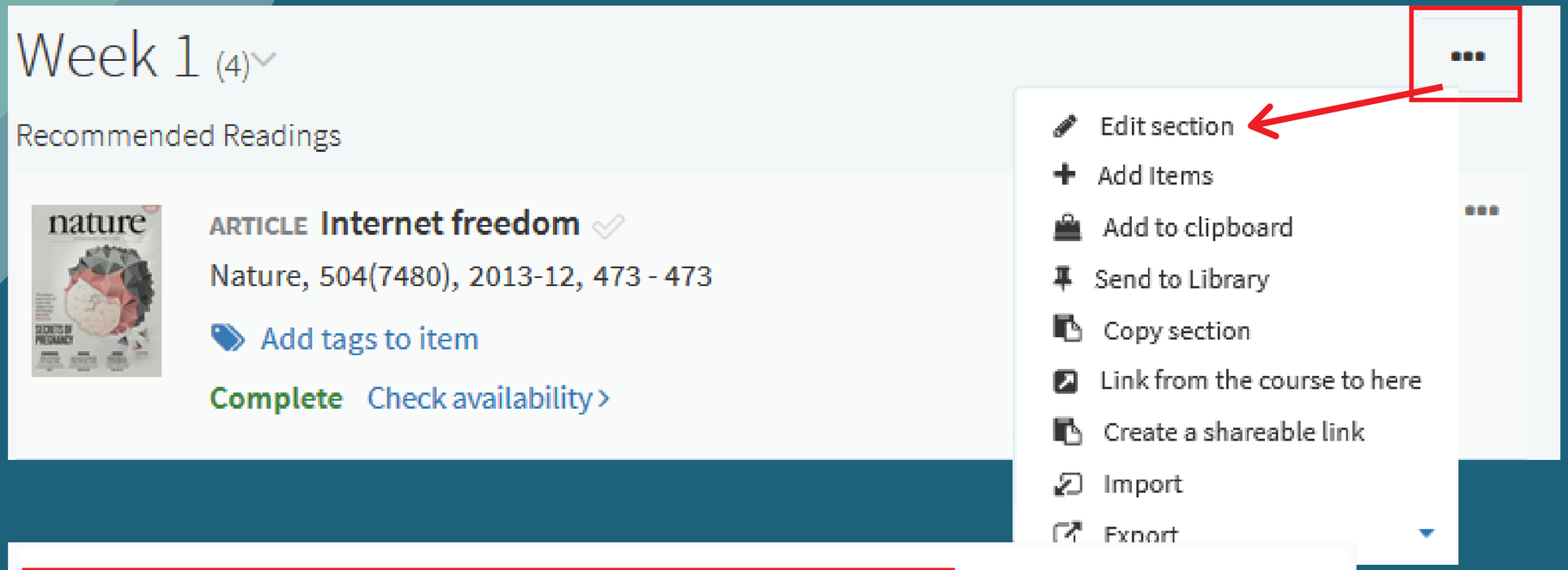
2. Select the tab "Filter by tags" and select the relevant tag

3. Readings under the selected tag are shown

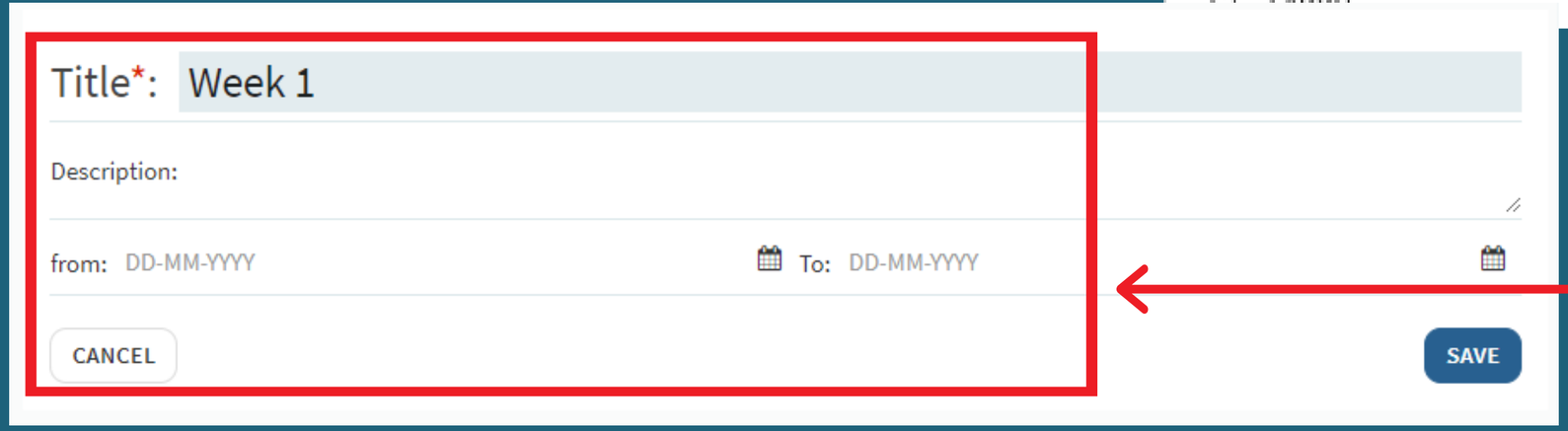
Editing citations – rearranging the order

Click to hold and drag citation upwards or downwards

Editing sections- section information



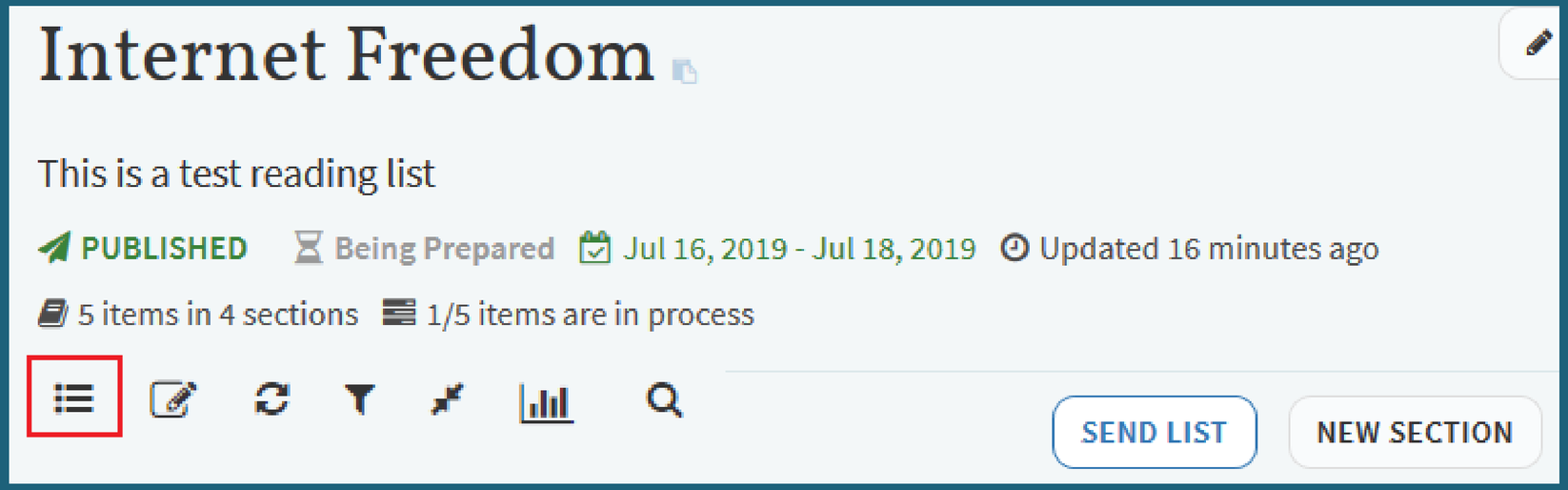
1. Under a section, click the ellipsis icon and select "Edit section"

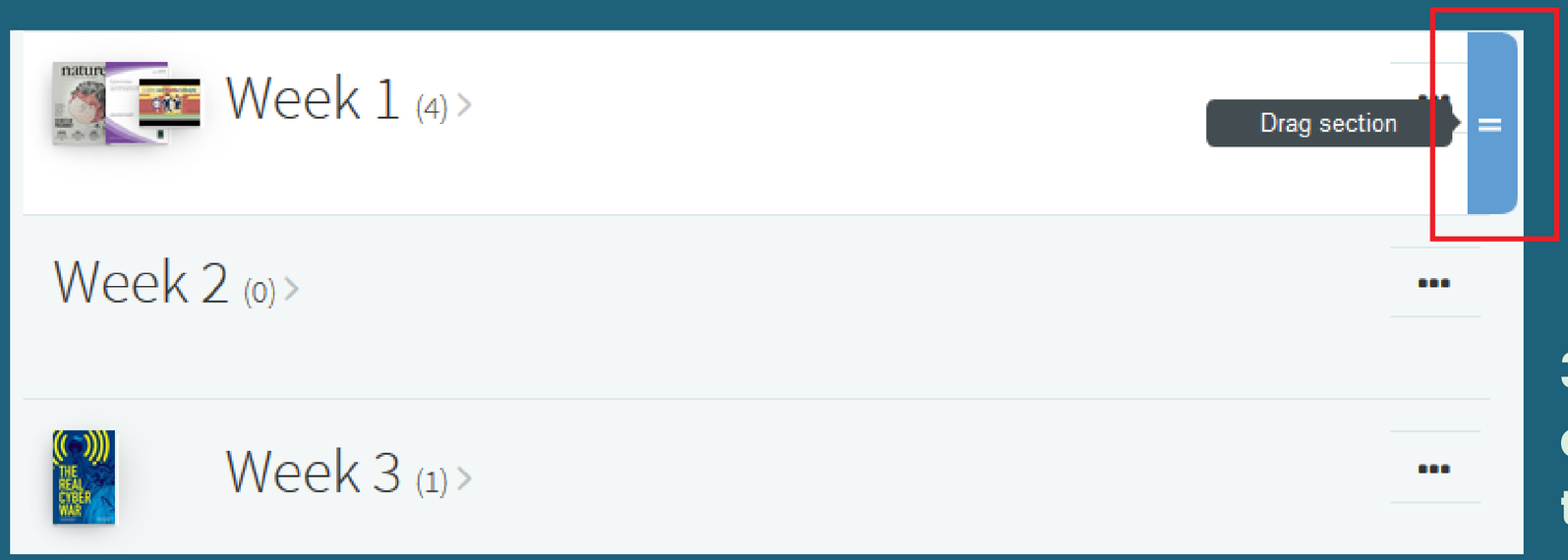


2. Edit the title, description or visible dates of the section

Editing sections- rearranging sections

1. Click this icon to collapse or expand the sections

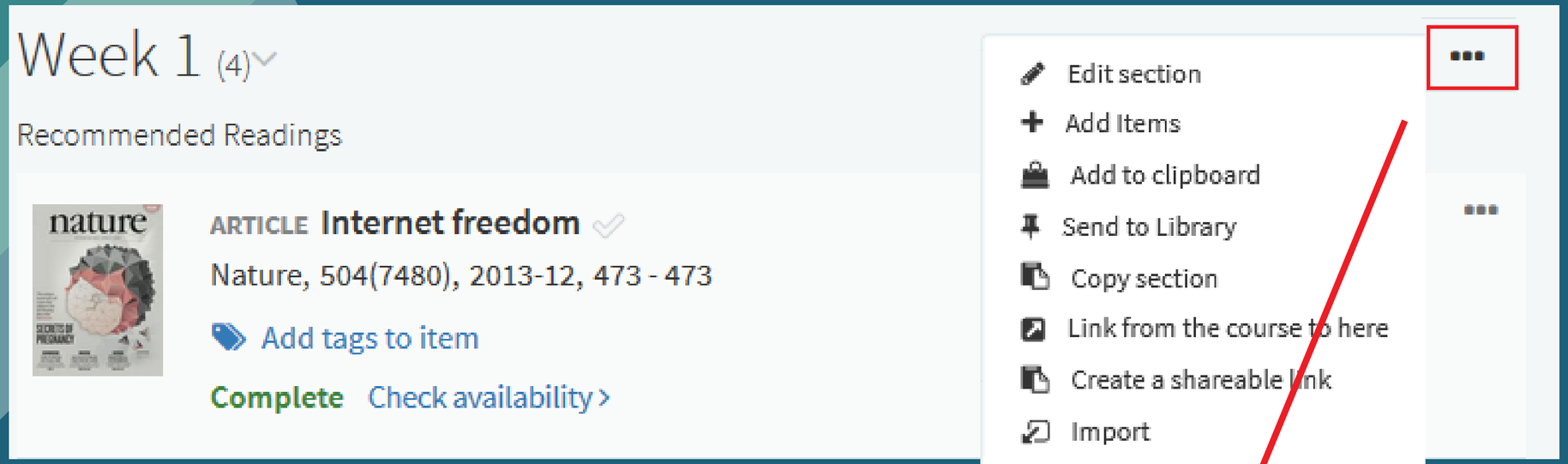


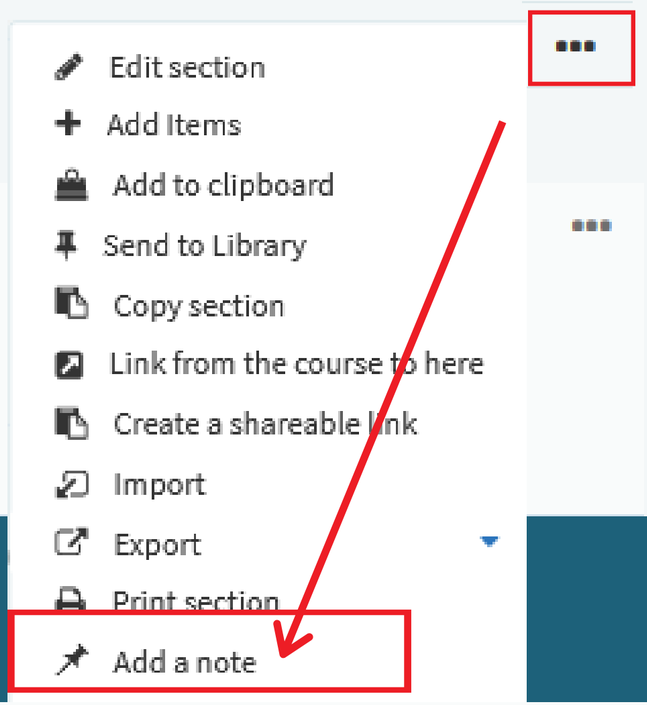


2. Drag to move the section upwards or downwards.

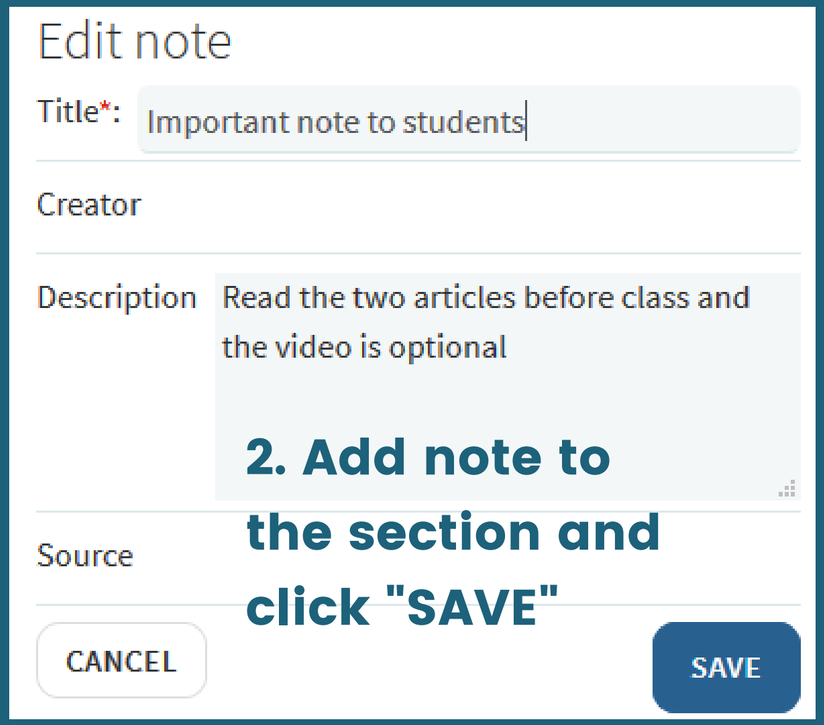
3. Click the icon again to expand the sections

Editing sections- adding notes



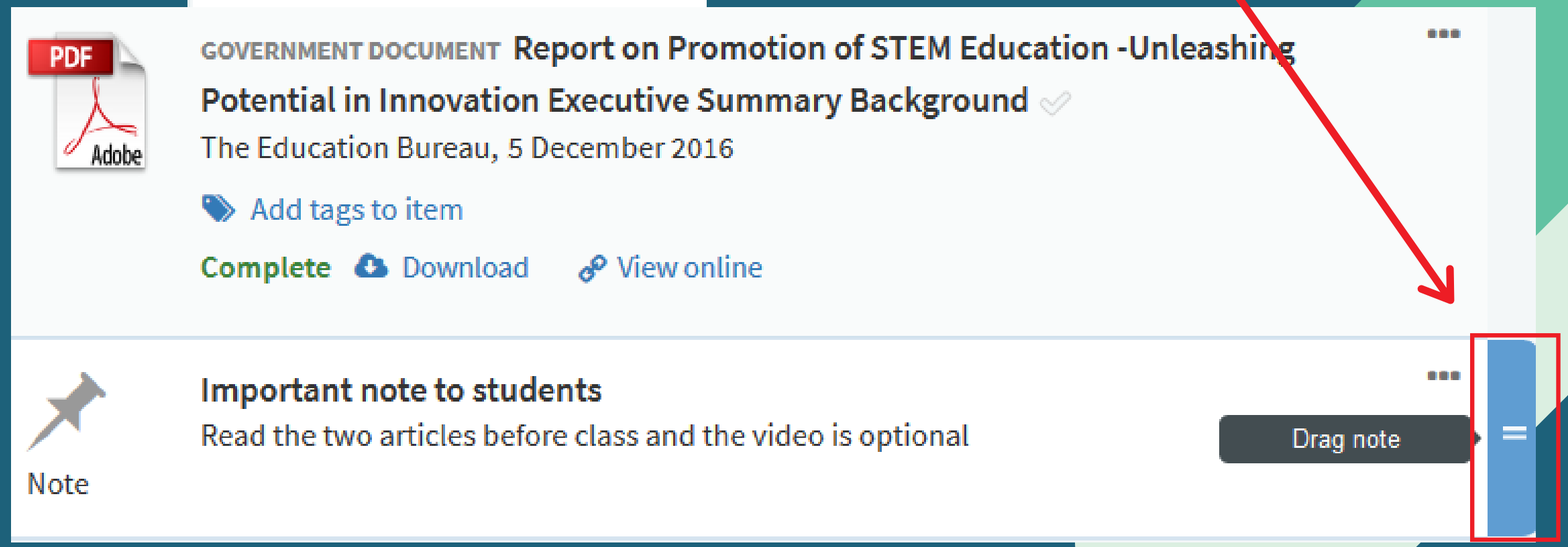


1. Click the ellipsis icon and "Add a note"



2. Add note to the section and click "SAVE"

3. (by default)The note is added at the bottom of the section, drag it to the location as you see fit



Guide your students on the readings by adding description, notes, and tags on the list

Internet Freedom

Description on the whole list

EDIT

The reading list outlines the library resources on Internet Freedom

PUBLISHED HKUL-RL01 (2019) Ready For Processing Aug 9, 2019 - Dec 31, 2019

Updated a few seconds ago 10 items in 3 sections 4/10 items are in process

LIBRARY REVIEW NEW SECTION ADD ITEMS +

Books and Ebooks (5)

Core readings and Textbooks of Internet Freedom ← **Description on a section**

BOOK **Language and literacy in science education**

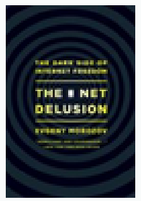
Wellington, J. J.(Jerry J.), Osborne, Jonathan, Buckingham ; Philadelphia, Open University, 2001

Note: *Read Chapter 3 (pp 99-123)*

Note on a citation

Recommended

Complete Available at Main Library Main Reserve 7 days : 507.1 W452 l



BOOK **The net delusion [electronic resource] : the dark side of internet freedom**

Morozov, Evgeny., 1st ed., New York, PublicAffairs, 2011

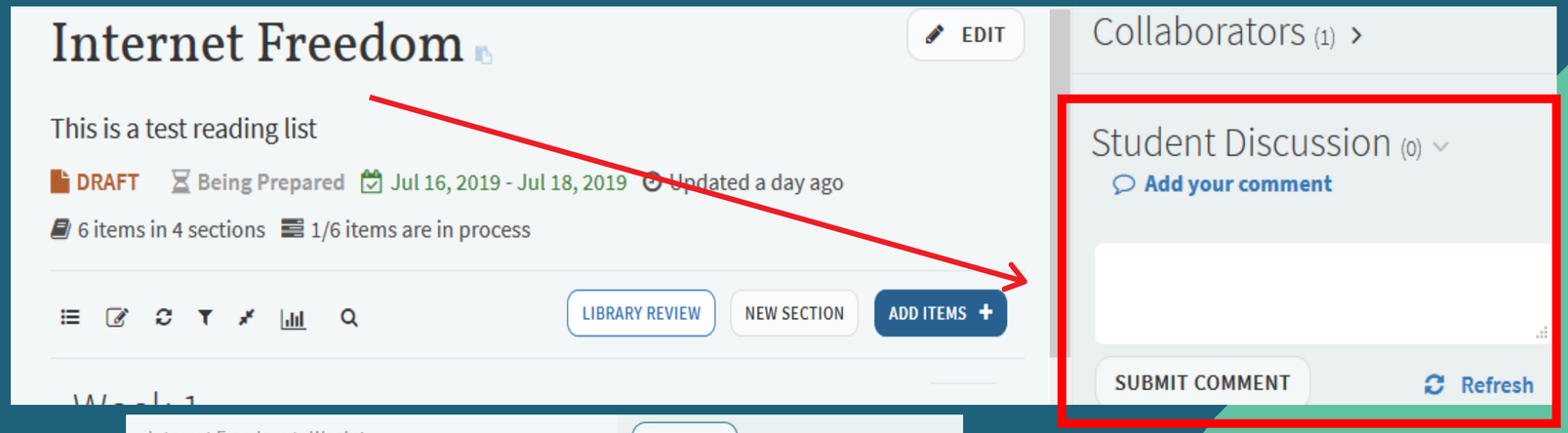
Essential ← **Tag of a citation**

Sent Check availability >

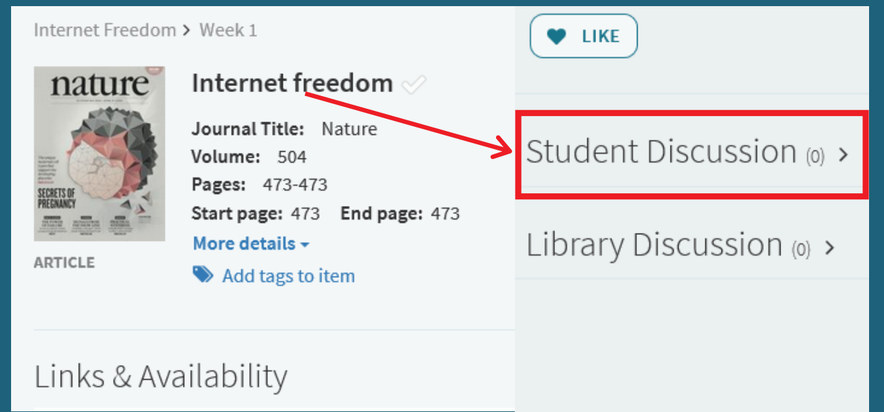
Student Engagement with the reading list

Students can contribute to discussion on the citations of the reading list by leaving comments at the Student Discussion box (comments are shown on the list or at each citation)

student discussion box at the reading list level



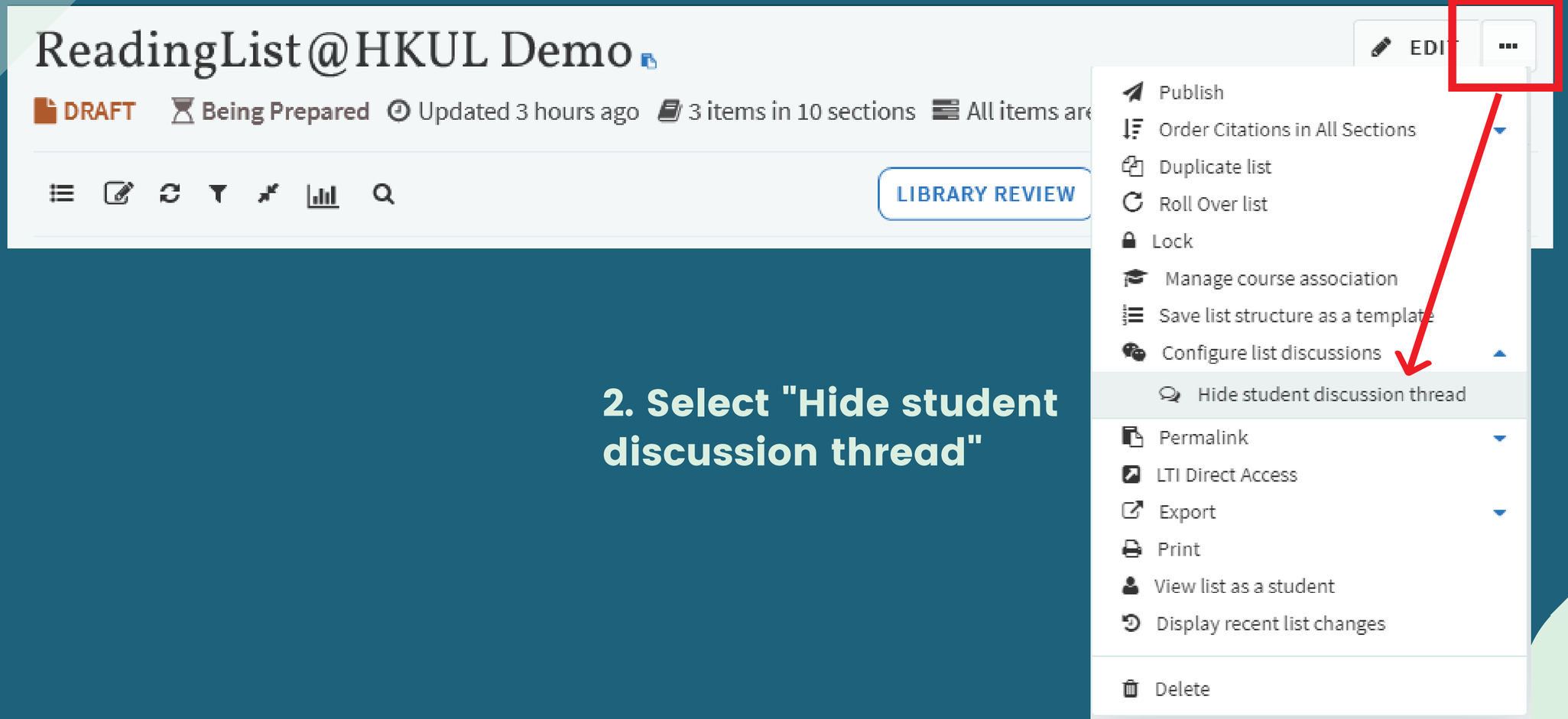
student discussion box at the citation level



Student Engagement with the reading list

Disable student discussions

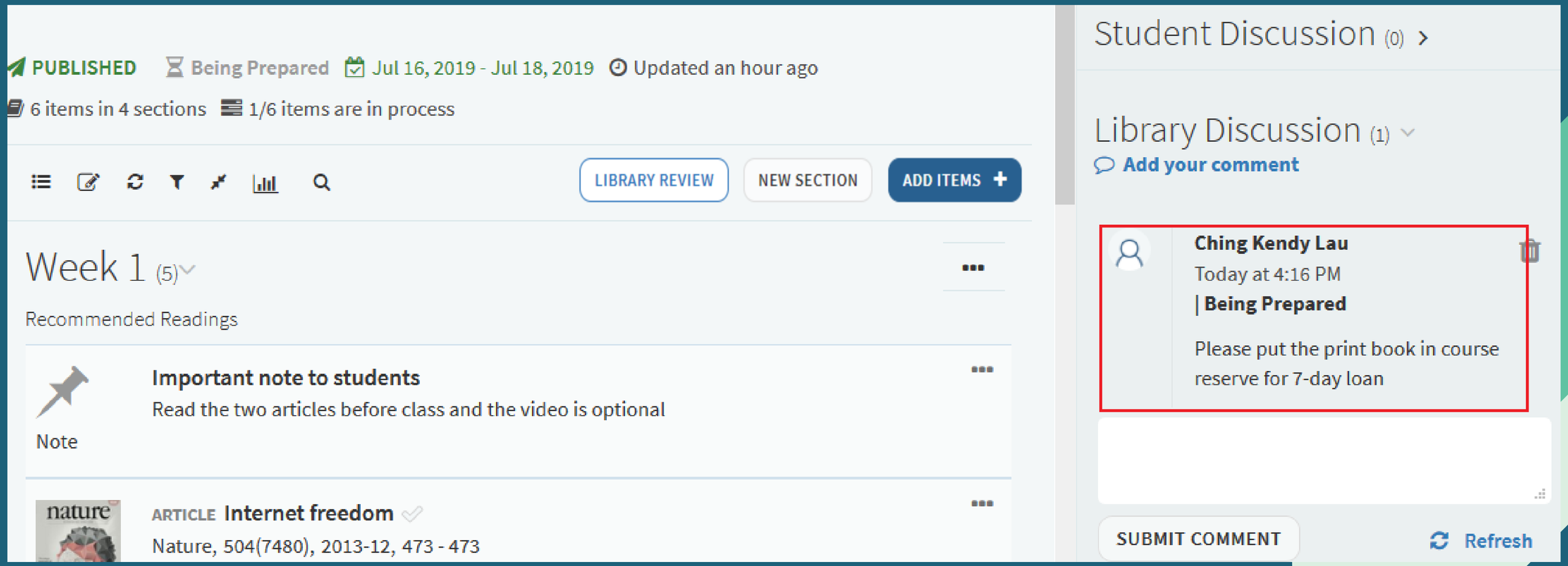
1. Click the ellipsis icon (at the top left of the list)



2. Select "Hide student discussion thread"

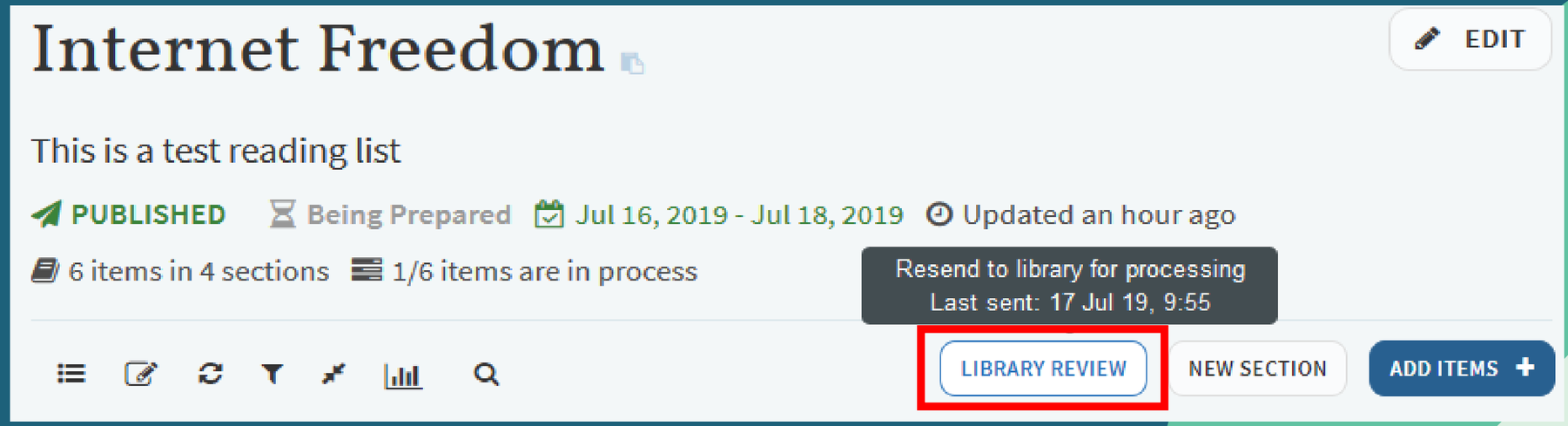
Communicating with the Library – Library Discussion

Communicate with the Library through posting comments on Library Discussion. For example, ordering new textbooks or putting physical books on Reserve Collection.

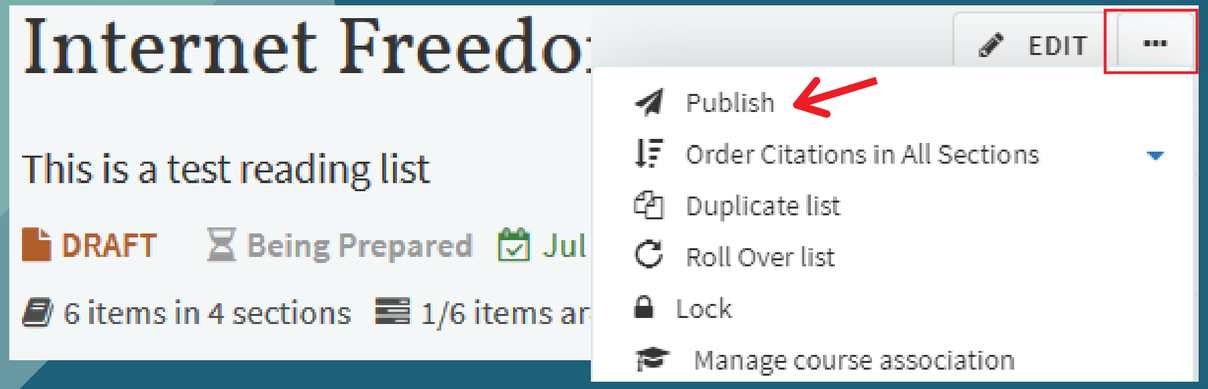


Communicating with the Library – Library Review

- Once you have finished editing the reading list, click the “LIBRARY REVIEW" button.
- We will follow up on the comment you posted at Library Discussion.

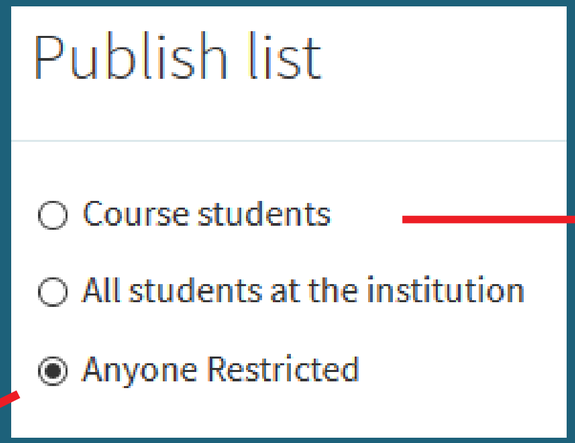


Publishing the reading list



1. Click the ellipsis icon (at the top right) and choose "Publish"

2. Choose the publishing option



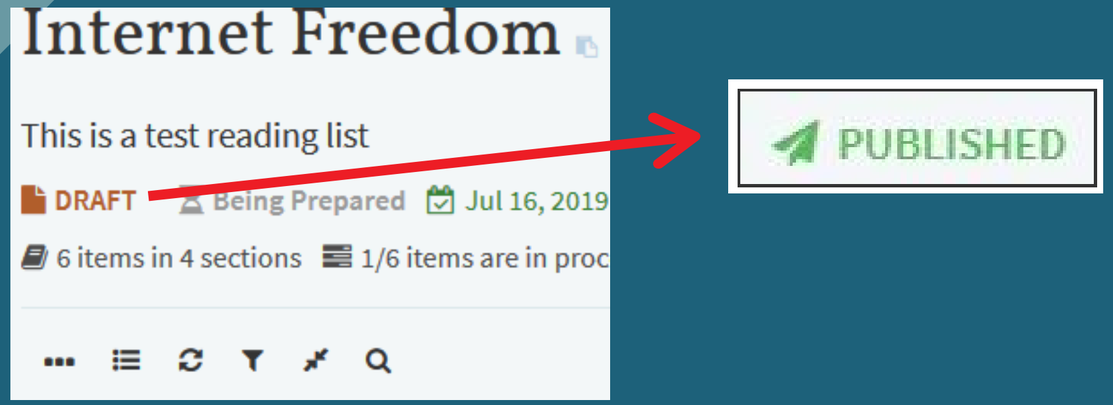
Course students:
the list is visible only on Moodle and only students enrolled in the course can access the materials

Anyone Restricted:
(the default setting) the list is visible on course Moodle & the public list page (but access to uploaded materials is restricted to course students only)

3. The status of the reading list will change from Draft to Published

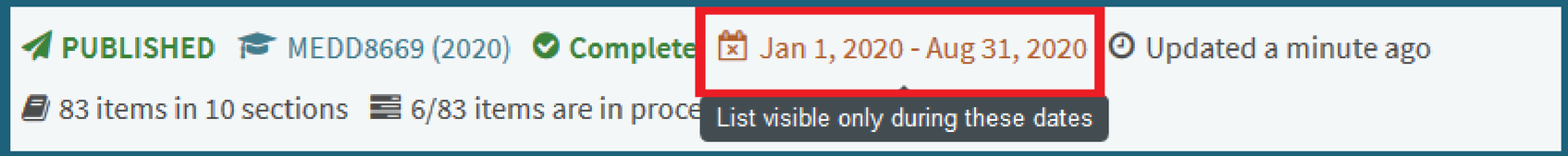
To Publish the reading list, make sure...

1 Status of the list is set as published



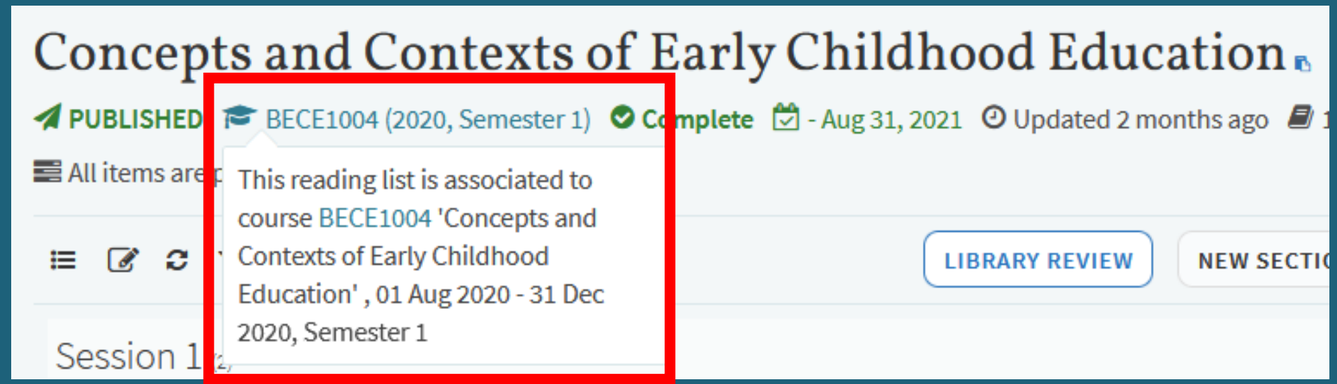
2 The Start and End dates of the list are set

If you have uploaded any copyrighted materials onto the reading list, please set an End Date as at the end of an academic year or a period no longer than 12 consecutive months

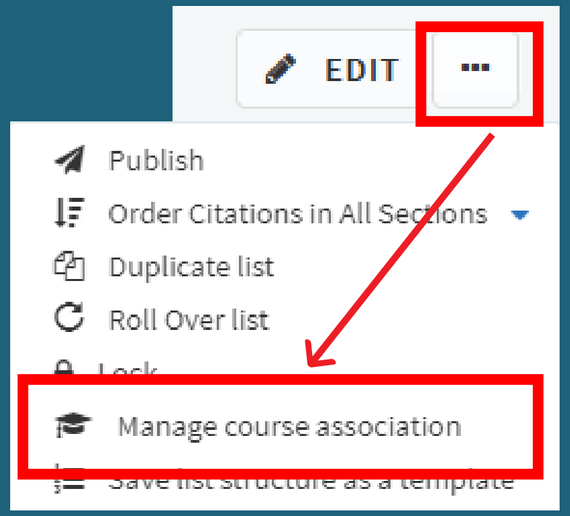


To Publish the reading list, make sure...

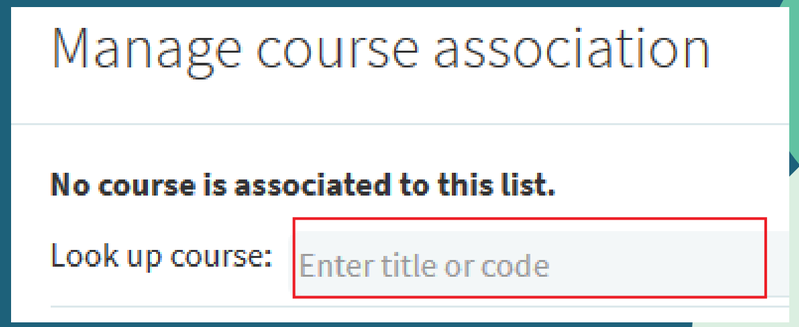
3 The reading list is associated with a course



1. click the ellipsis icon, select "Manage course association"

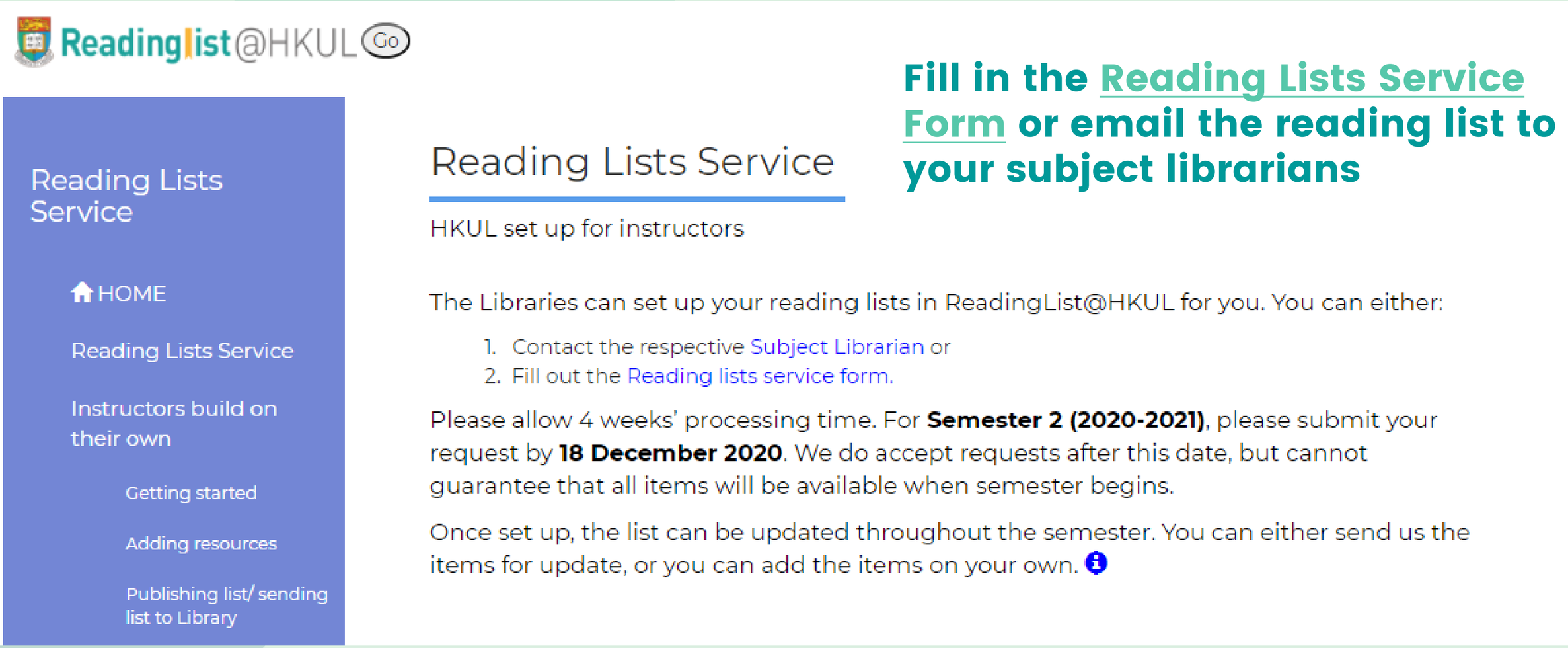


2. search the teaching course by title or code to associate



READING LISTS SERVICE

The Libraries set up the list for you

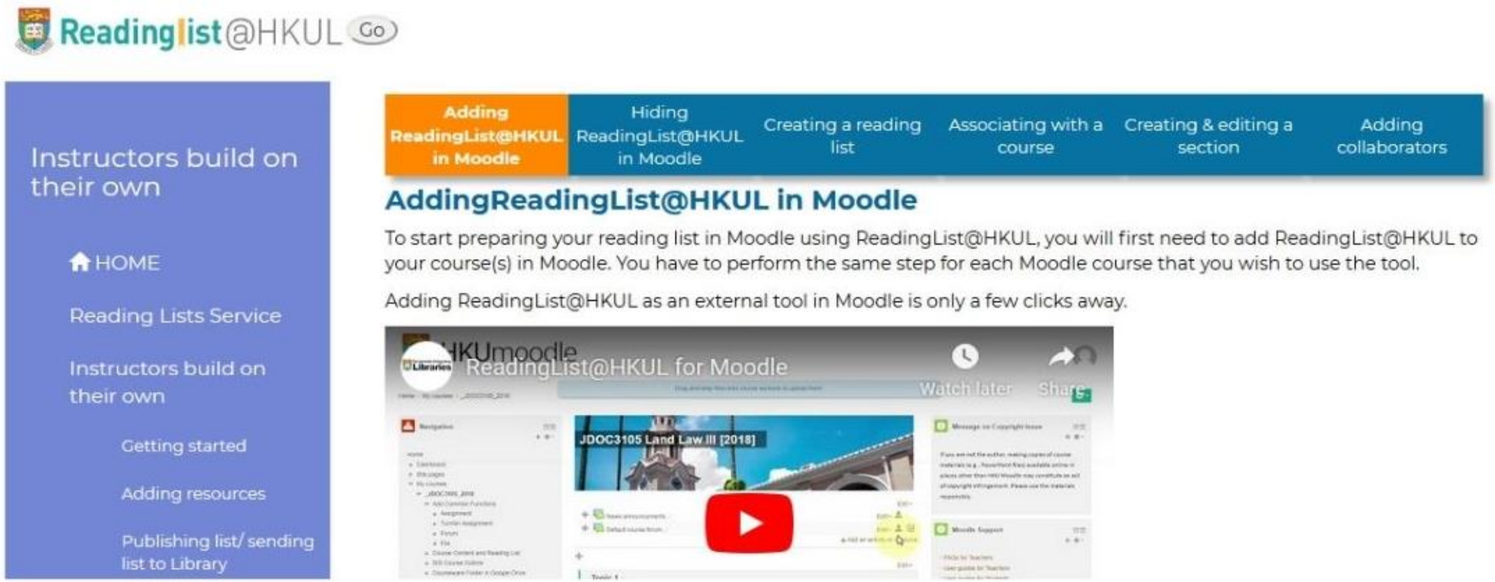


Fill in the Reading Lists Service Form or email the reading list to your subject librarians

Library Support

Contact your subject librarians

Check out the Library Guide on ReadingList@HKUL



Readinglist@HKUL

+

HKUmoodle

taking teaching & learning support to the next level

We ♥ Reading Lists