BE INSPIRED THE UNIVERSITY LIBRARY

VLE Reading List: Quick guide

Opening your Reading List in the VLE:

- Log in to the VLE at: http://vlebb.leeds.ac.uk with your ISS username and password.
- Open your module (check you have the correct session).
- Go to the area in which your list is to appear, eg. Learning Resources.
- In the appropriate area in your module make sure Edit Mode is ON.



Creating a new VLE reading list

If this is the first time you are using a reading list select Add Content and then Reading List.

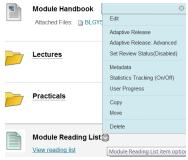
You can create a new blank reading list type or paste citations (you can paste material in from Word). If you have a list in a tool such as Bibsonomy, you can opt to link to it.

- Click Submit to go on to edit reading list contents.
- Give the Reading List a meaningful title
- Click in the edit pane to start editing.



Updating an existing VLE reading list

If you are updating a list already in the VLE to make changes to it select the item's **Module Reading** List item options and then Edit.



Click in the edit pane to start editing.

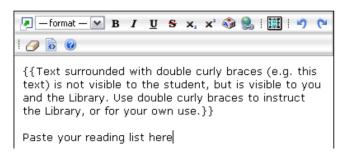


Editing your VLE reading list





Paste your new or updated reading list into the text box below the 'double curly braces' (these
can be used to instruct the Library or for your own use).



- If formatting becomes erratic, click on the icon in the edit toolbar to tidy the formatting.
- If you are updating a list, please do not delete or paste over the entire contents of your list. Please
 add, remove and move individual references as required. This preserves links to Library Catalogue
 records.
- You should save your list regularly as Blackboard times out periodically.

Library options (setting preferences)

Follow the on screen instructions to set your preferences, then click **Save**.

- **Italicise titles:** You can opt to italicise titles. Italicisation appears once the Library has linked titles to the Library Catalogue.
- Restrict to University of Leeds members: The lists in the VLE appear on the Library's website
 and in the Module Catalogue, you can opt to restrict access to these lists.

Previewing and submitting your VLE reading list

- Preview the list in **Draft view** or **Handbook view** (a format that is easy to paste into Word).
- Choose whether to send the list to the bookshop.

Click **Submit** to publish and send to the Library, or select **Exit** to return to the list to continue editing at a later date.

You may briefly be locked out of your list if the Library is working on it. You will soon be able to resume editing, or, if you cannot wait, contact: readinglists@library.leeds.ac.uk.

You can go back and edit your list at any time.

Further help

- Contact your Faculty Team Librarian http://library.leeds.ac.uk/subjects
- Email: readinglists@library.leeds.ac.uk