This guide covers how to compile and edit your reading list. The guide will show you how to add sections, notes and how to highlight essential reading.

### Web browser

Aspire is compatible with the following browsers:

- **Windows** – Firefox 3.6+, Chrome, Internet Explorer 9+
- **Mac** – Firefox 3.6+, Safari 4+, Chrome

Note: Firefox is the recommend browser. There is no user support from Talis for Safari and Chrome.

### Compiling your list

1) Go to [http://readinglists.bournemouth.ac.uk/index.html](http://readinglists.bournemouth.ac.uk/index.html) and sign in. Then click on ‘My Lists’.
2) You will see the reading lists that you have editing rights for. Click on the name of the list you want to edit.

3) Now click on ‘edit’ and ‘edit list’.
4) A draft page will open for you to edit.

5) It is possible to split your reading list into sections. This can be used to create sections for key texts or for weekly reading. To create a new section, click on ‘New Section’ and drag and drop it to the top of the reading list (new sections can also be added to the bottom of the reading list).
6) Enter the title of the new section. You can also add a study note.

7) You may not want the new section to appear at the top of the list. To move a section, click on ‘show’ located next to ‘Table of contents’.
8) To add material to the new section, select an item from the bookmark list and drag and drop it into the new section.
9) To move an item that is already in the reading list, drag and drop it to the appropriate section.

Click on ✂ and drag and drop the item to where you want to move it

10) You can also set the importance of a particular item and add notes to guide the students in their reading.

Click on ‘Edit notes and importance’
11) When you have finished compiling your list, it is important that you click on ‘Request review’ so that the list can be checked by your library team before it is made available to the students on myBU.

12) When you select ‘Request review’, this box will appear. Please enter the anticipated student numbers for your unit. This helps your library team provide the items on your reading list in sufficient quantities, where applicable.
Once the reading list has been checked, you will receive an email informing you that you can now publish your list.

**Publishing your list**

Sign in to Aspire and navigate to your reading list. Select ‘Publish’. The reading list will be publicly available on myBU immediately.