Course Resources
Support Guide

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Library

Connect | Explore | Learn
Before you start

1. Go to Course Resources Home: resourcelists.aut.ac.nz
2. Save as a bookmark on your browser.

1. Log in | Create a Profile

   1. Click Log in. You may be asked for your AUT network username and password.
   2. Create a profile (first time users only).
      i. Select Create a Profile from the top menu bar.
      ii. Enter your name, email address, and description (academic). Main discipline is not used at AUT.
      iii. Choose My profile is public under Privacy so students can search and find your lists.
      iv. Save profile.

   Tip: Google Chrome is the recommended browser.

2. Install Bookmark Button

   2. Set your browser to display the bookmarks bar.
   3. Select My bookmarks from the navigation bar.
   4. Click the Install Bookmark Button. Follow instructions to install this on your browser.
   5. Repeat this in other browsers you use regularly.

Note:
Works on desktop computers and laptops only.
1. Select **Home** in the navigation bar.

2. Search for your course by course code or name. There may be an existing list for your course. If so, contact your liaison librarian for the steps to take ownership. Otherwise, proceed to Step 3.

3. Select **My Lists** in the navigation bar.

4. Choose **Create new list**.

5. Fill out details and name each list. Recommended list naming convention: COURSECODE – Course Name [Example: MGMT807 – Organisational Behaviour].

6. Use the inbuilt **Hierarchy** to select the course(s) that the list will accompany.

7. Fill in **Anticipated student numbers** to meet copyright requirements and assist the Library to estimate demand for resources.

8. Click **Create list**.

7. Assign as owner the person whose name will be used to find this course resources list. If this is you, choose **I am list owner**.

8. To start adding:
   i. Readings, see sections 4–6 on bookmarking from various sources.
   ii. Sections, click on the **section** link to separate the list.

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**Note:**
Every time you make changes to a list, it is saved a draft. This draft must be published to be visible to your students.
1. Open a new tab or window in your browser.

2. Search for a resource in Library Search.
   In this example we have searched for “adult education” AND retention.

3. From the results list, click the title of the resource to view the individual record.
   In this example we have used the ebook “Key Concepts in Adult Education and Training”.

4. Click the Add to My Bookmarks button on your browser favourites toolbar. A bookmarking screen will pop-up with the details of the resource captured from Library Search.

5. Ensure details are accurate and sufficient for referencing.

6. If the resource is electronic, be sure the Online Resource box is ticked.

7. Choose Create or Create & Add to List.

8. If you selected the latter, complete the options in the pop-up box, including assigning the level of importance.
   See back page notes for more information about levels of importance.

9. You may wish to add a note suggesting students read a particular chapter or section.

Note:
If this is a physical item that you want scanned, please see section 9.
Bookmark eBooks from Proquest eBook Central

1. Click through to the landing page in Proquest eBook Central. If you want to bookmark a specific chapter, navigate to the chapter first page.

2. Click the Share Link button on the landing page, or above the chapter content. A dialog box will pop-up with a permanent url for the book or chapter.

3. Press Control+C on your keyboard to copy the url then close the box.

4. Now click the Add to My Bookmarks button. A bookmarking screen will pop-up with the details of the eBook (and, where relevant, the chapter), captured from the database.

5. Look for the line that says Web address. You must replace this url with the one you copied earlier:
   a) Untick the Online Resource box
   b) Highlight the url in the Web address box and press Control+V on your keyboard to paste
   c) Re-tick the Online Resource box. Click OK in the new box that opens.

6. Choose Create or Create & Add to List.

7. If you selected the latter, complete the options in the pop-up box, including assigning the level of Importance
   See back page notes for more information about levels of importance

8. You may wish to add a note to students about the resource.
1. Launch your database from the Library Databases tab. This example uses Essential Nursing.
   In this example we have searched for “dyslexia and neuroscience”.

2. From the search results screen, identify the resource you would like to bookmark and click on its title to open the individual record.
   In this example we have chosen the article “The Art of Illness: four artists talk about how their neurologic conditions affect their art”.

3. Click the Add to My Bookmarks button on your browser favourites toolbar. A bookmarking screen will pop-up with the details of the resource captured from the database.

4. Ensure details are accurate and sufficient for referencing.

5. Confirm that the Online Resource box is ticked for full-text articles.

6. Choose Create or Create & Add to List.

7. If you selected the latter, complete the options in the pop-up box, including assigning the level of importance.
   See back page notes for more information about levels of importance.
1. Identify the webpage or other online resource you wish to bookmark.

2. Click the Add to My Bookmarks button on your browser favourites toolbar. A manual bookmarking screen will pop-up with any details of the resource that have been captured from the website metadata. This is variable.

3. Check the information and add extra fields from the menu at the bottom of the screen to complete the information necessary for good referencing.

4. Tick the Online Resource box. When the Online Resource Link box pops up, click OK to accept the default option.

5. Choose Create or Create & Add to List.

6. If you selected the latter, complete the options in the pop-up box, including assigning the level of importance.

See back page notes for more information about levels of importance.
There are two ways to get to manual bookmarking.

The existing way:

1. Go to **My bookmarks** from the navigation bar.
2. Click the **Add** dropdown and selecting **Add manually** to bring up a manual bookmarking page.

Or,

Directly from your list:

1. Hover to the space where you want to add the bookmark and click on **Add resource**.
2. Click **Create manually** at the bottom of the pop up.

Then,

1. Use **Lookup** tool by inputting a DOI or ISBN number.
2. If tool does not yield any result, or if metadata is insufficient, use **Add field** to manually add metadata fields, ensuring details populated are accurate for referencing.
3. If a Web address is added, ensure that the **Online Resource** box is ticked so the bookmark links to the correct page.
4. Choose **Create** or **Create & Add to List**.
1. Go to My Lists on the navigation bar
2. Click on the title of the list you wish to edit.

4. To add items, hover in between resources until options appear. The blue line indicates where the selected item will be placed. Click on the red dropdown arrows to set importance levels. These help students navigate the list, and help the library ensure appropriate access. See back page notes for more information about levels of importance.

5. To move items, either:
   i. Click the icon and drag the item to the desired space, or,
   ii. Click on the icon next to the item or section, and use the cut function. You can hover to the area that you want to item to be moved to, and paste. This is useful for moving whole sections.

The button also gives you many other options, including the ability to leave notes for your students, or for the library (e.g., purchases, short loan requests).
Request Digitisation

Some book chapters/sections or journal articles may be available in print only. If you want your students to access a digital copy you can request digitisation.

This applies to any content, whether we have a copy in the library or not.

1. Select **My Lists** from the top menu.
2. Click on the title of the list you wish to edit.
3. Click the **icon and select Request digitisation**.
4. A form will open. Check and complete the required details.
5. Ensure you choose the correct **Resource Type** from the drop-down menu and follow through the steps. If you wish to digitise less than a full chapter of a book, be sure to un-tick **This is a full chapter** and enter the page range you want digitised.
6. Go through the next steps checking and completing the required details.

The request will be processed by library staff and you will receive a confirmation email when the digitised copy is available from your Course Resources list.
Publish a list

Your Course Resources list must be published before students will be able to find or use it and before notes to the Library are submitted. You can go back and edit your list at any time but must then re-publish for student view or Library action.

If you have made any changes, since the last time the list has been published, a yellow alert will appear at the top of your list.

To publish your list and make these visible to students, click the blue Publish button.

Review your List

You may want to view the list as a student, to determine if further changes are required. To toggle student view:

1. Go into the list you wish to preview under My Lists.
2. Click the View dropdown and select As student.
3. To continue making changes to your list, Exit student view.

Note:
Please remember to publish lists again if you decide to make any changes.
Blackboard provides two ways of connecting your Course Resources lists into your courses:

1. Via a Course Resources menu button in Blackboard which should be automatically generated on each Blackboard Course.

2. You can also embed sections of your Course Resources list (or the entire list) into content areas in your Blackboard courses by:
   i. Click Course Resources (Talis) under the tools menu.
   ii. Give the section a title, and choose Submit and Launch.
   iii. Search for the relevant list by typing in the list title, and using the dropdown to select the required section. Click Save.

Note:
You will have to relink the sections each semester to the newest iteration of the list, if using option 2.
14 Bookmarking Best Practice

- Bookmark books and articles from library databases or Library Search where possible
- Bookmark resources from the individual record view—not the results list. Be careful bookmarking from PDFs or ebooks—the bookmarks may lack sufficient information
- Always check the details that have been captured. Are they accurate and sufficient for referencing?
- Where a chapter is the reading you require, bookmark the entire book and add chapter details in the Note field at the bottom
- Electronic resources must have the Online Resource box ticked. If an Online Resource box pops up, click OK to accept the default option offered

15 Importance Levels Explained

- Importance levels guide students to manage their study priorities as well as providing information to AUT Library. There are four importance levels in Course Resources.
  - **Student Purchase** indicates to students that this is a text they are expected to purchase for the course. It will also lead the library to place one or more copies on 2-hour course reserve unless you indicate otherwise in Notes for Library
  - **Essential** indicates to students that this is a required reading/viewing. Depending on the source type, it will also prompt the library to place one or more copies on 3-day course reserve unless you indicate otherwise in Notes for Library
  - **Recommended** indicates to students that this is a resource their lecturer regards as a valuable support to the course content but is not required reading. The Library will take no action unless you make a request in Notes for Library
  - **Optional** indicates a resource may be a good choice for students wanting to read beyond the course content. The Library will take no action unless you make a request in Notes for Library

Need help?
Contact your Liaison Librarian or
Use the Support link in Course Resources