Step 1: Finding the Online Reading Lists Homepage

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 1: Finding the Online Reading Lists Homepage

There are five ways to find the Online Reading Lists homepage:

1. Directly via website address
2. Via the Library homepage
3. From the Library Catalogue
4. Using Google or another internet search engine
5. Using Course Resources

Use the following instructions to familiarise yourself with these access routes.
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1. Directly via website address

Open an internet session. You can use any browser system, although you may find it works best with Firefox and Chrome, or using a Mac computer.

Type the following into the search box (usually at the top of your screen):

**derby.rl.talis.com**

This will take you directly to the Online Reading Lists homepage

The software does work with iPads but you may find some functions, such as bookmarking and editing, are not as easy to use.
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2. Via the Library homepage #1

Type the following into the address box on your computer (usually at the top of the screen):  

www.derby.ac.uk/library

Select ‘Finding Subject Information’ in the centre of the screen
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2. Via the Library homepage #2

On the next page, under ‘Quick Links’, click on ‘Online Reading Lists’ on the left of the screen.

This will take you to the Online Reading Lists homepage.

Search for lists, modules & courses

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3. From the Library Catalogue #1

Resources that are in the Library, such as print books, ebooks and print journals and DVDS, display a list of any online reading lists containing that title.

From the Library record results page click on the reading list you require.

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3. From the Library Catalogue #2

This will take you to the Online Reading List

Click on ‘Home’ to get to the homepage if you want to find another list

Search for lists, modules & courses

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4. Using Google or another internet search engine

You can use Google, Bing, Safari, Silk or any other internet search engine

Type in ‘reading list derby’ and select the first result:

[Image of a search engine result showing "Online Reading Lists - Tails"
https://derby.rl.tails.com/
Search for lists, modules & courses. Search. Browse hierarchy. Recent changes. Want to get the most from your Online Reading List and Copyright Cleared Content? Click here to find out more.--->
http://libguides.derby.ac.uk/studentlists ...]

This will take you to the Online Reading Lists homepage

[Image of a search bar showing "Search for lists, modules & courses"]

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5. Using Course Resources #1

Go to www.derby.ac.uk and click on ‘Staff’ at the top right of the screen

You may need to log in using your University of Derby username and password

On the next screen select ‘Course Resources’ in the right-hand column
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5. Using Course Resources #2

Here you will see all the programmes and modules you teach

You will be able to add resources and edit the online reading lists for these modules

Click on the title of the module to go into the online space for it

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5. Using Course Resources #3

On the next screen select ‘Online Reading List’ and then click on the list title.

There are links here for students to help them accessing the Library and Study Skills.

This is also known as UDo or Blackboard.
Step 1: Finding the Online Reading Lists Homepage

5. Using Course Resources #4

A new window will open containing the Online Reading List

Click on ‘Home’ to get to the homepage if you want to find another list

Search for lists, modules & courses

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For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team: readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk

Subject Librarian Team: www.derby.ac.uk/subjectlibrarians