How to add a webpage

Before you begin it is important that you have installed the bookmarklet tool on to your internet browser. Instructions for this can be found on the Reading Lists Online LibGuide http://tees.libguides.com/RLO/gettingstarted.

On the webpage you wish to add to the list, click on Add to my Bookmarks on your toolbar.

The bookmark record will open. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type and Title) and edit if necessary. The Resource type should be set to Webpage. You can then add more fields to the bookmark if necessary to make the bibliographical information as complete as possible. Do this by using the Add field option.
Once all the fields have been checked, you can add the bookmark to your reading list by clicking on **Create & Add to list.**

In the pop up box, select the list you wish to add your item to from **Add to list.**

You can also select a position on your list (i.e. top or bottom) or which section it will appear under (if you have already created sections in your list).

On this screen you can add a **Note for student**, these notes will appear next to the item in your reading list.

To finish click on **OK.**

To view your new item on your reading list you will need to log into Reading List Online. If you were working on a Reading List and it is still open in another tab or window, you will need to refresh the page to show your newly added item.